



BOARD OF DIRECTORS MEETING MINUTES

Tuesday, June 22, 2021

6:00 p.m.

MEMBERS PRESENT:

Mike Lewis  
Christina Epperson  
Paula Hatfield  
Kelly Karcher  
Wayne Morris  
Greg Muehlenbein  
Larry Rowland  
John Warner

MEMBERS ABSENT:

Kenny Ayd

OTHERS PRESENT:

Victoria Woodrow, CEO  
Justin Epperson, CFO  
Patty Blazier, CNO  
Glenna Sutton, Compliance Officer  
Jenee Burchell, Quality Director  
Bobbie Hamblin, HR  
Holly Hubele, ASC

Mike Lewis, Board President, called the meeting to order at 6:00 p.m. This meeting was held at the Hamilton County Schools Administrative Center located at 804 Golf Course Road, McLeansboro, Illinois and will be the site of all future meetings unless communicated otherwise.

Roll call was taken and with a quorum present, the meeting proceeded.

Mike Lewis introduced guest, Jimmy Johnson, as one of the new Board members with his term starting July 27, 2021.

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| Topic of Discussion                               | Description   | Action Taken   |
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| <u>Public Comment</u>                             | No comments were made.  |  |
| <u>Review of Minutes from the May 25, 2021</u>    | Regular session and Executive session minutes were reviewed.  | <p>Paula Hatfield made a motion to approve the May 25, 2021 Board of Directors Regular Session minutes. Wayne Morris seconded the motion. Motion carried.</p> <p>John Warner made a motion to approve the May 25, 2021 Board of Directors Executive Session minutes. Paula Hatfield seconded the motion. Motion carried.</p> |
| <u>May 31, 2021 Financial Statement Narrative</u> | Justin Epperson, CFO, reviewed the May 2021 finances and statistics.  | Wayne Morris made a motion to approve the May 31, 2021 Financial Statement. Paula Hatfield seconded the motion.  |
| <u>Balance Sheet</u>                              | <p><b><u>Current Assets</u></b></p> <p><b>Cash</b> – HMHD has an operating cash balance of \$13,461,837 which is an increase of \$222K from the previous month.</p> <p><b>Accounts Receivables-</b> The net patient receivable balance increased by \$48K over the prior month to \$1,633,980.</p> <p><b>Other Receivables-</b> Increased by \$28K over the prior month to \$37K.</p> <p><b>Inventories and Other Assets-</b> Decreased by \$27K leaving a balance of \$576K.</p> | <p>Roll Call Vote: Wayne Morris-Yes; Paula Hatfield-Yes; Christina Epperson-Yes; John Warner-Yes; Kelly Karcher-Yes; Greg Muehlenbein-Yes; Larry Rowland- Yes. Motion carried.</p>   |

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| <p><u>Balance Sheet (continued)</u></p> | <p><b><u>Current Liabilities</u></b><br/><b>Accounts Payable-</b><br/>\$7.1M is the total in Payables for May which includes \$1M for regular business payables. This amount includes PRF funds (\$3.7M) that await loan forgiveness.<br/><b>Long Term Liabilities-</b><br/>Long-term liabilities are at \$18,360,839, the outstanding amount of bonds payable by HMHD, the Payroll Protection Program (PPP) and the REDLG loan for the roof.</p>   |  |
| <p><u>Income Statement</u></p>          | <p><b><u>Gross Patient Revenue-</u></b><br/>Total revenue was \$3M, which was \$286K above budget.<br/>Gross Patient Revenue is broken down into two areas:<br/>-\$2.9M Hospital Revenue (\$294K above budget)<br/>-\$160K Clinic Revenue (\$8K above budget)</p> <p><b><u>Deductions</u></b><br/>Contractual adjustments and bad debt allowances are recorded at 52% of gross revenue, which is above the previous month of 51%.</p> <p><b><u>Operating Expenses</u></b><br/>Total operating expenses of \$1,611,370 represents an increase of \$37K from the prior month.</p> |  |

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| <p><u>Income Statement (continued)</u></p>         | <p><b><u>Net Income</u></b><br/>The net loss of \$40K represents a decrease of \$25K from the prior month.</p> <p>May was a very solid month in regards to income and contractual allowances. The COVID department, which is reimbursed with PRF funds when audit is complete, had \$41K in expense that will become revenue at a later date. Also, the new PTO buyback, which is a one-time piece of the new vacation/sick time structure, was widely used in May. This is reflected in the Salary and Wages line of \$650K, which was \$73K over budget. Some of this amount will be recouped when the balance sheet is adjusted for accrued PTO at June month end.</p> <p><b><u>Cash Collections</u></b><br/>Cash collections were \$1.6M in May, the same as last month.</p> <p><b><u>Cost Report Settlement</u></b><br/>The template currently shows a receivable of \$185K. The current reserve sits at \$1M.</p> |  |
| <p><u>Final Adjustments to the Bottom Line</u></p> | <p>None</p> <p>Justin Epperson, CFO reviewed the FY 2021 Capital Budget stating the Radiology DR Plate should be put under</p>  |  |



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| <p><u>COVID-19 Provider Relief Fund Update</u></p>                      | <p>operating supplies and not capital and this will be corrected. A \$21K (20%) down payment has been made on it and it is not known when the other \$79k will be due.</p> <p>Health and Human Services (HHS) did not delay COVID-19 Provider Relief Funds (PRF) true-up until 2022 as anticipated. COVID funds must be used by June 30, 2021.</p>                     |   |
| <p><u>Capital/Building/Grounds</u></p>                                  | <p><b><u>One Stop Flooring Project #2 Quote</u></b><br/>The original cost projection for the project totaled \$157, 861. Additional locations including restrooms; Lab; ED rooms 1,2,3; ED nurse’s station; OR areas and soiled utility have been included raising the projected total to \$224,611. The final funding of \$66,749.84 will require Board approval.</p> | <p>Larry Rowland made a motion to approve the One-Stop Flooring #2 project amount of \$66,749.84. Christina Epperson seconded the motion.<br/>Roll Call Vote: Larry Rowland-Yes; Christina Epperson-Yes; Paula Hatfield- Yes; Kelly Karcher-Yes; Wayne Morris-Yes; Greg Muehlenbein-Yes; John Warner-Yes.</p> |
| <p><u>Annual Prevailing Wage Ordinance</u></p>                          | <p>No changes from the previous year on the Annual Prevailing Wage Ordinance. The Ordinance will be sent to the local newspaper and the Department of Labor chart can be found online.</p>   | <p>Wayne Morris made a motion to approve the Annual Prevailing Wage Ordinance. Kelly Karcher seconded the motion. Motion carried.</p>   |
| <p><u>Fiscal Year '21-'22 Union Collective Bargaining Agreement</u></p> | <p>Key changes have been made in the Union Collective Bargaining Agreement (CBA) and have been outlined for</p>  | <p>John Warner made a motion to approve the FY '21-'22 Union Collective Bargaining Agreement. Christina</p>   |

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| <p><u>Fiscal Year '21-'22 Union Collective Bargaining Agreement (continued)</u></p> | <p>the Board of Directors. The CBA has been approved by the Union Members who elected for Proposal B Wage Only. Proposal A was declined which included additional Employee Time Off (ETO), increase from 3 to 6 time-and-a-half holidays, ETO payout at 100%, sick bank to FMLA and hospital funded short-term disability. Delineation between bargained and non-bargained for positions has been required due to the selection of different proposals. The CBA is a 1-year agreement per advice of HMHD legal counsel.</p>       | <p>Epperson seconded the motion. Motion carried.</p>   |
| <p><u>HMHD &amp; SSM Health Affiliation for EPIC EHR Remote Access Service</u></p>  | <p>This affiliation is strategically and financially imperative as outlined in the HMHD 2020-2023 Strategic Plan. Funds were approved in FY '22 Capital Budget and Board approval of affiliation will queue SSM &amp; HMHD contract required to finalize the Electronic Health Records (EHR) project. Preparation was started early to help mitigate fear in employees and to ensure a smoother transition. Weekly Epic meetings have taken place since January 2021 and Harris Accounting Software go-live is June 28, 2021.</p> | <p>Wayne Morris made a motion to approve the HMHD &amp; SSM Health Affiliation for EPIC EHR Remote Access Service. Greg Muehlenbein seconded the motion. Motion carried.</p> |

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| <p><u>Reports</u></p> | <p><b><u>Quality &amp; Performance Improvement Report</u></b><br/>Jenee Burchell Wilson, Quality/Compliance/Risk Management Director discussed HMHD's recent Accreditation/Survey Activity:</p> <ul style="list-style-type: none"><li>- IDPH Vaccines for Children (VFC) Program Compliance Site Visit was completed for HMHD Family Clinic. No compliance issues were identified.</li><li>- HMHD was granted accreditation by the Joint Commission for the Laboratory Accreditation Program.</li><li>- IDPH Life Safety Recertification Survey was conducted. A Plan of Correction has been completed and submitted.</li><li>- IDPH Swing Bed Survey was completed with no deficiencies identified.</li><li>- Background Verification Survey was completed with no identified deficiencies.</li><li>- The Plan of Correction was completed and submitted for the IDPH Hospital Survey.</li></ul> <p>Review of the Quality and Performance Improvement Report took place:<br/><b><u>Fiscal Year '20 - '21</u></b><br/><b><u>Pharmacy Goals:</u></b><br/><b><u>Patient Experience</u></b><br/>Education given on medication for all patients</p> | <p>Christina Epperson made a motion to approve the Quality and Performance Improvement Report. Kelly Karcher seconded the motion. Motion carried.</p> |
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| <p><u>Reports (continued)</u></p> | <p>who take Warfarin (Coumadin).<br/><b>Goal:</b> 100%    <b>Results:</b> 100%</p> <p><b>Population Health</b><br/>Maintain antibiotic days per patient quarter of less than 1.5.<br/><b>Goal:</b> &lt; 1.5 days<br/><b>Results:</b> 100% met</p> <p><b>Reducing Cost</b><br/>Medication errors will be maintained at 0% of total doses dispensed.<br/><b>Goal:</b> 0%<br/><b>Results:</b> 100% met</p> <p><b>Care Team Well-being</b><br/>Pharmacy will complete departmental staff needs assessment once yearly.<br/><b>Goal:</b> 100%<br/><b>Result:</b> 100% met</p> <p>Performance Improvement Committee Teams (PIC) continue to meet:<br/><b><u>EPIC Steering Team:</u></b><br/>SSM implementation team has conducted two meetings with HMHD Epic Steering Team leaders to review and complete service line and correlating interface and equipment needs. The result of this review will provide Epic cost estimations and establish concise understanding of 3<sup>rd</sup> party vendors required for connectivity for HMHD operations. Confirmation of</p> |  |
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| <p><u>Reports (continued)</u></p> | <p>the need for on-line bill pay with Epic go-live and plans for implementation have been confirmed. January 2022 project kick-off timeline has been confirmed with July 2022 Epic go-live established. Board approval of HMHD &amp; SSM Health Affiliation for Epic EHR Remote Access and Services is presented for HMHD Board approval during June 2021 Board of Directors' meeting.</p> <p>Meeting weekly for Epic migration planning continues.</p> <p><b><u>Risk Exposure Adjustment Program (REAP) 2021:</u></b></p> <p>Second meeting for Clinic REAP was Friday, June 4, 2021. Marketing will be placing "Speak Up" onto the organizational website for increased exposure for patients. Teach-back education has been moved from Canvas to be an educational point on the HUB for nursing staff. SWAT analysis was performed on practices that assist in "Closing the Loop" on diagnostic testing. Learning systems will take place by Risk Management and Quality as they join a Provider Meeting to present education on event reporting.</p> <p><b><u>IV Blood Draw PIC Team:</u></b></p> <p>There will be a new PIC Team starting in June 2021 for the</p> |  |
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| <p><u>Reports (continued)</u></p> | <p>nursing staff to increase usage of drawing blood during IV starts. The purpose of this new process is to decrease lab resulting times and increase patient satisfaction. Re-education will involve the ED nursing staff for blood draws while starting peripheral lines. Staff has received training. More education is needed for further compliance with blood drawing devices. Discuss possibility of competency (teach-back) training. Cross-training techs in phlebotomy will be considered.</p> <p><b><u>Compliance Report</u></b><br/>Jenee Burchell Wilson, Quality/Compliance/Risk Management Director, stated that one HIPAA breach occurred in May. The situation has been corrected and education of existing and new employees will take place. There were zero calls received in May to the Compliance Hotline.</p> | <p>Paula Hatfield made a motion to approve the May 2021 Compliance report. Larry Rowland seconded the motion. Motion carried.</p>           |
| <p><u>Policies</u></p>            | <p><b><u>Adverse Weather Conditions</u></b><br/>Purpose: It is the policy of Hamilton Memorial Hospital District (HMHD) to remain open during periods of inclement weather; however, where extraordinary circumstances warrant, HMHD reserves the right to close certain departments</p>   | <p>Wayne Morris made a motion to approve the Adverse Weather Conditions policy. Christina Epperson seconded the motion. Motion carried.</p> |

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| <p><u>Policies (continued)</u></p> | <p>based on patient need. If there is a determination to close any department, notice will be given to the employee through nixle and it will be posted on social media pages.</p> <p><b><u>Animal Assisted Therapy</u></b><br/>Purpose: To develop procedures that provide for the safety of patients, visitors and employees involved in Animal Assistive Therapy.</p> <p><b><u>Cardboard Boxes</u></b><br/>Purpose: Appropriate use and storage of cardboard boxes throughout the hospital.</p> <p><b><u>Compliance Record Retention</u></b><br/><b>Purpose:</b> The purpose of this policy is to ensure appropriate guidelines for record retention by the Compliance Department at Hamilton Memorial Hospital District.</p> <p><b><u>Employee Time Off (ETO) for Non-Exempt</u></b><br/>Purpose: To set guidelines regarding minimizing the impact of employee's paychecks while being away from work. This is for non-exempt employees who are not covered under the Collective Bargaining Agreement.</p> | <p>Christina Epperson made a motion to approve the Animal Assisted Therapy policy. Kelly Karcher seconded the motion. Motion carried.</p> <p>Wayne Morris made a motion to approve the Cardboard Boxes policy. Paula Hatfield seconded the motion. Motion carried.</p> <p>Christina Epperson made a motion to approve the Compliance Record Retention policy. Kelly Karcher seconded the motion. Motion carried.</p> <p>Paula Hatfield made a motion to approve the Employee Time-Off (ETO) for Non-Exempt. Kelly Karcher seconded the motion. Motion carried.</p> |
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| <p><u>Policies (continued)</u></p> | <p><b><u>PTO/ETO Buy-Back</u></b><br/>Purpose: To set guidelines for PTO/ETO buy-back for collectively bargained for positions and for non-bargained for positions.</p> <p><b><u>Holiday Pay</u></b><br/>Purpose: To set guidelines for holiday pay for both collectively bargained for positions and non-bargained for positions.</p> <p><b><u>Proper Transporting of a Cart to the Helicopter Pad</u></b><br/>Purpose: To ensure the safe transportation of a cart to the helicopter pad.</p> <p><b><u>Quality Record Retention</u></b><br/><b>Purpose:</b> To provide an outline for documents retained by Quality Department at Hamilton Memorial Hospital District.</p> <p><b><u>Risk Management Record Retention</u></b><br/><b>Purpose:</b> The purpose of this policy is to ensure appropriate guidelines for record retention by the Risk Management Department at Hamilton Memorial Hospital District.</p> <p><b><u>Salaried Employees</u></b><br/>Purpose: To set guidelines on providing compensation and benefits to employees who meet Federal Wage and</p> | <p>Wayne Morris made a motion to approve the PTO/ETO Buy-Back policy. Christina Epperson seconded the motion. Motion carried.</p> <p>Christina Epperson made a motion to approve the Holiday Pay policy. Larry Rowland seconded the motion. Motion carried.</p> <p>Wayne Morris made a motion to approve the Proper Transporting of a Cart to the Helicopter Pad policy. Christina Epperson seconded the motion. Motion carried.</p> <p>John Warner made a motion to approve the Quality Record Retention policy. Paula Hatfield seconded the motion. Motion carried.</p> <p>Kelly Karcher made a motion to approve the Risk Management Record Retention policy. John Warner seconded the motion. Motion carried.</p> <p>Christina Epperson made a motion to approve the Salaried Employees policy. Larry Rowland seconded the motion. Motion carried.</p> |
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| <p><u>Policies (continued)</u></p>                                 | <p>Hour Law definitions of "Exempt Status" and who may be classified as Salaried Employees.</p>   |  |
| <p><u>Board of Directors Nominating Committee Appointments</u></p> | <p>Mike Lewis, Board President appointed Wayne Morris, John Warner and Christina Epperson to the Board of Directors Nominating Committee. The three appointees will meet 15-minutes prior to the July 27, 2021 Board of Directors meeting to select nominees for the Executive Committee.</p>   | <p>Paula Hatfield made a motion to approve the Board of Directors Nominating Committee Appointments. John Warner seconded the motion. Motion carried.</p>  |
| <p><u>Executive Session Recordings</u></p>                         | <p>Discussion and/or Action to destroy Executive Session recordings for months prior to <i>November 2019</i> under 2.06 Section C of the Open Meetings Act.</p>   | <p>Christina Epperson made a motion to destroy Executive Session recordings prior to November 2019. Kelly Karcher seconded the motion. Motion carried.</p> |
| <p><u>CEO Report</u></p>   | <p>Victoria Woodrow reviewed the statistics for May 2021:<br/><b><u>Key Statistics for May 2021</u></b><br/>--Net Days in A/R – 36<br/>--Days Cash on Hand-296<br/>Due to the COVID-19 CARES Act funds.</p> <p><b><u>Statistics for the month of May 2021</u></b><br/>-- General Surgery/Scopes: 9<br/>-- Eyes: 16<br/>--Revenue driver/ER visits: 346<br/>--CT scans: 161<br/>--Lab: 6426<br/>--Clinics combined had 1199 patient visits</p> |  |

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| <p><u>CEO Report (continued)</u></p> | <p>Carmi: 332<br/>McLeansboro: 867<br/>--Acute Admissions: 28<br/>--Transitional Care: 13</p> <p>Victoria Woodrow, CEO announced that Mike Lewis, current Board of Directors President, and Larry Rowland Board Member, had just completed their last Board of Directors meeting. Their unwavering support and incessant dedication have ensured continued success at Hamilton Memorial Hospital District. Their knowledge and commitment will be missed.</p> <p>Starting at the July 27, 2021 Board of Directors meeting, Jimmy Johnson and Jason Waier will fill the open Board of Directors positions. Nominations and election of Board of Directors Officers will take place as well.</p> |  |
| <p><u>Executive Session</u></p>      |  | <p>Greg Muehlenbein made a motion to enter into Executive Session at 7:30 pm. Wayne Morris seconded the motion. Motion carried.</p> <p>Paula Hatfield made a motion to exit Executive Session at 7:46 pm. Kelly Karcher seconded the motion. Motion carried.</p> |

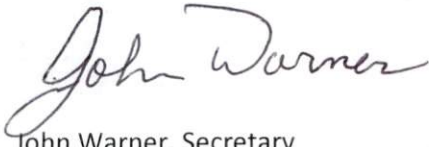
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| <u>Meeting Adjournment</u> |  | Paula Hatfield made a motion to adjourn the meeting at 7:47 pm. Christina Epperson seconded the motion. Motion carried. |
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HAMILTON MEMORIAL HOSPITAL DISTRICT



John Warner, Secretary  
Board of Director