

# Governing Board of Directors | 2012

**January 26, 2012**

**Members Present:** Tammi Hardy, Interim Chair, Secretary; Nick Yonclas; Marjorie Solomon; Jim Bachrach; Pat Conrad, MD; Homer McMillan; Duffie Harrison; Deborah Huckabe; Cynthia Drapal CAO, CNO

**Staff Present:** Steve Lanier, Controller; Ginny Griner HR/ MedStaff Coordinator; Craig Gibson, Plant Ops Director; Becky Gibson, RN; Heather Guidry Administrative Assistant/ Recorder

**Guests Present:** Reverend Dr. John Sink; Rachel Chesnut, Weems Foundation President; Noah Lockley, County Commissioner; Geri Forbes, TMH Regional Development Administrator; Jose Abreu, VP Quorum Health Resources; Marcia Johnson, Franklin Co. Clerk of Court

TOPIC	DISCUSSION	ACTION
Call to Order	<ul style="list-style-type: none"> <li>The meeting was called to order at 03:10 pm.</li> </ul>	
Approval of Minutes	<ul style="list-style-type: none"> <li>BOD minutes from January 6, 2012 were presented and reviewed.</li> </ul>	<ul style="list-style-type: none"> <li>Motion to approve minutes as presented made by Solomon, second by Yonclas. Motion carried unanimously.</li> </ul>
County Report	<ul style="list-style-type: none"> <li>No report from the county</li> </ul>	<ul style="list-style-type: none"> <li>No action required.</li> </ul>
TMH Report	<ul style="list-style-type: none"> <li>No report from TMH.</li> </ul>	<ul style="list-style-type: none"> <li>No action required.</li> </ul>
Foundation Report	<ul style="list-style-type: none"> <li>Request presented to change the Foundation Governing By-laws to allow the Foundation the authority to appoint their own members.</li> </ul>	<ul style="list-style-type: none"> <li>Motion to approve request to change the Foundation Governing By-Laws made by Solomon, second by McMillan. Motion carried unanimously.</li> </ul>
Medical Staff Report	<ul style="list-style-type: none"> <li>Medical Staff Committee minutes from November 8, 2011 presented for review.</li> </ul>	

	<ul style="list-style-type: none"> <li>• The medical staff approved the applications of Dr. Franz J. Plum and Dr. David F. Edwards for medical staff privileges.</li> <li>• Beginning in March, the full time physicians for WMH will be Conrad, Hawkins, Plum and Chumney.</li> <li>• Credentialing process for physicians reviewed with BOD.</li> </ul>	<ul style="list-style-type: none"> <li>• Motion to approve WMH medical staff privileges for Dr. Plum and Dr. Edwards made by Yonclas, second by Bachrach. Motion carried unanimously.</li> </ul>
<p>CAO/ CNO report</p>	<ul style="list-style-type: none"> <li>• Board Education presented and reviewed: “The Board’s Fiduciary Responsibilities”             <ul style="list-style-type: none"> <li>○ Educational materials provided to us by DOH through grant funding.</li> </ul> </li> <li>• Notice of Reimbursement from CMS presented.             <ul style="list-style-type: none"> <li>○ 2010 Medicare Cost Report has been accepted.</li> <li>○ In-Patient rate will remain the same.</li> <li>○ Refund in the amount of \$2,284.00 will be received</li> <li>○ 2011 Medicare Cost Report is being prepared.</li> </ul> </li> <li>• Cash Balance report ending 12/31/11 presented for review.             <ul style="list-style-type: none"> <li>○ Today’s approximate balances are as follows:                 <ol style="list-style-type: none"> <li>1. Operating account: \$298,000                     <ul style="list-style-type: none"> <li>❖ Money Market fund amount transferred to the Operating account in December.</li> </ul> </li> <li>2. Certificate of Deposit: \$204,930                     <ul style="list-style-type: none"> <li>❖ The one CD rolled in October 2011.</li> </ul> </li> <li>3. Grant account: \$78,637                     <ul style="list-style-type: none"> <li>❖ Restricted</li> </ul> </li> </ol> </li> <li>○ Low Income Pool (LIP) and Disproportionate Share (DSH) monies were received today in the amount of</li> </ul> </li> </ul>	

	<p>approximately \$200,000.</p> <ul style="list-style-type: none"> <li>○ Projected payments for FY 2011-2012 are as follows:                  DSH: \$93,748                  Rural DSH: \$267,832                  LIP: \$300,000</li> </ul> <p><b>Drapal to provide the amount of last year's LIP payments to Commissioner Lockley.</b></p> <ul style="list-style-type: none"> <li>● Statement of Operations and Hospital Statistics presented and reviewed.             <ul style="list-style-type: none"> <li>○ Hospital's financial standing will improve with increase in swing bed patients. Low number of swing bed patients last year due to limited services available, specifically occupational therapy and speech therapy.                 <ul style="list-style-type: none"> <li>○ The proposed contract for new physical therapy group, Quality Care Rehab, is currently in review. This group is able to provide the required PT, OT and ST services for the swing bed program.</li> </ul> </li> </ul> </li> <li>● Budget update             <ul style="list-style-type: none"> <li>○ The overall hospital budget (inclusive of the clinic and ambulance) was presented to the Finance Committee in July 2011.</li> <li>○ Drapal, Lanier, and TMH are working to break the budget down into individual departments to allow accurate operations reports.</li> </ul> </li> <li>● Patient Satisfaction report             <ul style="list-style-type: none"> <li>○ Presented and reviewed: December 2011 ER and Inpatient Satisfaction surveys, Overall Patient Satisfaction Scores 2011, Inpatient Satisfaction</li> </ul> </li> </ul>	
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	<p>questionnaire, and Emergency Room Patient Satisfaction questionnaire.</p> <ul style="list-style-type: none"> <li>○ December Inpatient responses totaled 6. Satisfaction rate was 95.74%</li> <li>○ December ER responses totaled 42. Very satisfied rate was 76.98%</li> <li>○ Survey results are reviewed with the department managers, the QAPI committee and staff.</li> <li>○ Patient perception is a quality measurement that may affect federal reimbursement in the near future. It currently affects reimbursement rates for non-CAH hospitals.</li> <li>○ Proposal pending from NRC Picker for third party surveys.</li> </ul> <ul style="list-style-type: none"> <li>● Risk Management and Regulatory Board Summary Report for the 4<sup>th</sup> quarter 2011 presented and reviewed. There was no discussion or questions.</li> <li>● The following policies were presented for approval:             <ul style="list-style-type: none"> <li>○ IV Administration Responsibilities of the Staff Nurse</li> <li>○ Medication Administration</li> <li>○ Dietician Consultant</li> <li>○ Emergency Cart</li> <li>○ Formulary Request- Medical Staff</li> </ul> </li> <li>● Dietician Consulting Agreement presented for review and approval. Consulting dietician's resume available for review.</li> </ul>	<ul style="list-style-type: none"> <li>● Motion to approve all policies as presented made by Bachrach, second by Harrison. Motion carried unanimously.</li> <li>● Motion made to approve agreement with consulting dietician by Huckabe, second by Solomon. Motion carried unanimously.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Razor Insights Update             <ul style="list-style-type: none"> <li>○ Request for addition of financial package and addition of clinic package to current Razor Insights electronic health record package.                 <ul style="list-style-type: none"> <li>▪ Current financial package vendor, HealthLand, has decided to not interface with any other system.</li> <li>▪ Clinic is currently on an entirely different system.</li> <li>▪ Goal to bring billing for hospital and clinic in-house.</li> </ul> </li> <li>○ Proposal from Razor Insights for organizational package as follows:                 <ul style="list-style-type: none"> <li>▪ \$4500/ month for financial package. (current system from HealthLand is \$4000/ month)</li> <li>▪ Increase of implementation fee from \$50,000 to \$100,000 (up to 75% of implementation fee is anticipated to be reimbursed when meaningful use is met)</li> <li>▪ \$500/ month subscriber fee per provider at clinic</li> <li>▪ \$96,000 annual fee will remain the same. This fee is not billed until meaningful use can be met.</li> <li>▪ Blue Manta will provide data extraction from current financial system at no additional cost to us. Data extraction as provided by Razor Insights is estimated to be a minimum of \$20,000.</li> <li>▪ Length of contract is 4 years, based on the 4</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Motion to approve the addition of Razor Insights' financial and clinic package made by Huckabe, second by Harrison. Motion carried unanimously.</li> </ul>
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	<p>year process of meaningful use.</p> <ul style="list-style-type: none"> <li>• Employment agreement for Dr. Eugene Charbonneau presented for approval.             <ul style="list-style-type: none"> <li>○ Dr. Charbonneau will replace Southland at the clinic.</li> <li>○ Southland’s agreement may be terminated after 30 day written notice.</li> <li>○ Rural Health Clinic designation requires 50% availability of a mid-level provider                 <ul style="list-style-type: none"> <li>▪ Plan to discuss employment with Susan Hardin, ARNP</li> <li>▪ Discussions have begun with another local ARNP who is interested in employment with Weems.</li> </ul> </li> </ul> </li> <li>• Pharmacy Update             <ul style="list-style-type: none"> <li>○ Medication shortages are impacting hospitals and EMS nationwide.</li> </ul> </li> <li>• CT Construction Update             <ul style="list-style-type: none"> <li>○ To meet AHCA requirements for CT unit, a covered walkway must be constructed from the hospital to the mobile unit.</li> <li>○ Total job cost estimate is \$16,422.66. This is the cost for materials only as the labor will be provided by county prisoners and WMH staff.</li> <li>○ Recommendation to request funding from the BOCC as a capital improvement expense.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Motion to approve Dr. Charbonneau’s contract made by Bachrach, second by Harrison. Motion carried unanimously.</li>   <li>• Motion to approve cost for CT trailer project made by Harrison, second by Bachrach. Motion carried unanimously. Drapal will carry the request for capital improvement funding to the BOCC.</li> </ul>
Old Business	<ul style="list-style-type: none"> <li>• Discussion held regarding appropriate staffing and the current destaffing policy.</li> </ul>	

	<ul style="list-style-type: none"> <li>○ Since 11/08/2011, overtime has been eliminated and staffing has been balanced fairly and consistently.</li> <li>○ Revisions to the current destaffing policy are expected to be presented to the BOD in the next few months.</li> <li>○ <b>Drupal to provide to Commissioner Lockley the number of days in destaffing mode for the past three months.</b></li> </ul>	
<p>New Business</p>	<ul style="list-style-type: none"> <li>● Blue Manta’s contract is due for renewal.             <ul style="list-style-type: none"> <li>○ Cost is \$108,000/ year</li> <li>○ Drupal disclosed to the BOD that her 18yo daughter, Kellie, recently began employment at Blue Manta Technology Group as their office manager. Drupal holds no financial interest in the company.</li> </ul> </li> <li>● Recommendation to request from BOCC that 100% of sales tax funds is applied to operations for six months. These funds would be applied directly to the following:             <ul style="list-style-type: none"> <li>○ ERx mediation settlement (total over next 5 months to equal \$130,000)</li> <li>○ Late loan payments to the state (approximately \$100,000 past due). This is for the debt assumed by the county when it took over ownership of the hospital.</li> <li>○ Payment of various significant bills in the 6<sup>th</sup> month</li> </ul> </li> <li>● Tom Brocato’s complaint to the BOCC against WMH discussed in detail. Recommendations as follows:             <ul style="list-style-type: none"> <li>○ Vendor Relations Policy should be established.</li> <li>○ BOD agrees to meet with Brocato if he desires.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Motion to approve a one year contract renewal with Blue Manta made by Yonclas, second by Solomon. Motion carried unanimously.             <ul style="list-style-type: none"> <li>○ Drupal will bring final contract to the next scheduled BOD meeting.</li> </ul> </li> <li>● Motion to request 100% of sales tax funds to be applied to operations for six months made by Harrison, second by Solomon. Motion carried unanimously. Drupal will carry the request to the BOCC.</li> </ul>

	<ul style="list-style-type: none"><li>○ If current therapy group does not work out, then Brocato can be reconsidered; provided the required physical, occupational and speech therapy services are available.</li></ul>	
Adjournment	<ul style="list-style-type: none"><li>• Meeting adjourned at 6:17 p.m.</li></ul>	

Respectfully submitted,  
Heather Guidry