

**Members Present:** Tammi Hardy, Chair (via phone conference); Jim Bachrach, Vice-Chair; Deborah Huckeba; Robert Davis; Homer McMillan; Pat Conrad, MD

**Members Absent:** Duffie Harrison, Secretary

**Guests Present:** Alan Pfiefer, Concerned Citizens of Franklin Co.

**Staff Present:** Ginny Griner, HR/ Med Staff Coordinator; Heather Guidry, Administrative Assistant; Ray Brownsworth, CEO

TOPIC/ DISCUSSION	ACTION
<p><b>Call to Order/ Approval of Minutes</b>  <i>Jim Bachrach</i></p> <ul style="list-style-type: none"> <li>The meeting was called to order at 9:10 am. Minutes from the 5/30/2013 regular board meeting were presented for approval.</li> </ul>	<ul style="list-style-type: none"> <li>Motion made by Huckeba to approve minutes as presented, second by McMillan. Motion carried unanimously.</li> </ul>
<p><b>County Report</b></p> <ul style="list-style-type: none"> <li>No report available.</li> </ul>	
<p><b>TMH Report</b></p> <ul style="list-style-type: none"> <li>No TMH report available.</li> </ul>	
<p><b>CEO Report</b>  <i>Ray Brownsworth</i>  <u>Financial Report</u>                      The May 2013 financials were emailed to board members for review prior to meeting.</p> <ul style="list-style-type: none"> <li>May net profit: \$39,672</li> </ul>	

- In response to Davis' inquiry regarding the preparation of financial reports, Brownsworth stated that Roberson & Associates, P.A. and the TMH accounting department worked collaboratively to prepare the May reports. Roberson & Assoc. will continue to assist with the reports until a CFO is in place. Brownsworth will continue with direct oversight of the reports until he is confident that the numbers are correct.

#### Patient Satisfaction

- Patient Satisfaction reports were presented and reviewed. Both Inpatient and ED satisfaction categories are up from last month. Comments were reviewed. Inpatient survey return rate continues to improve.

#### Weems West Renovation

- Report provided to Brownsworth last month showed a cost of \$350,000 for minimum renovation of the annex. In follow up, Brownsworth discovered that if additional exam rooms are not renovated and extensive restructuring is not warranted, then compliance with ADA and other codes will not be required. Minimum expansion to existing space could probably be accomplished for \$20,000 or less. Bachrach questioned the use of prison labor. Brownsworth stated that the cost associated with demolition included the use of outsourced prison labor. Least cost approach concept involves not expanding the number of providers at this time, moving the Weems West clinic to the annex for an interim period while new construction is completed on the hospital, and then incorporating a medical office building into the hospital that is conjoined but distinct and therefore not a part of the hospital's cost report.
- Davis expressed the continued community need for primary care physicians. Davis stated that available hours for Weems West aren't always convenient. Brownsworth stated that the expansion of clinic hours is an issue that is being addressed by Hardy, Conrad, Brownsworth, and Paul Hart. Currently, Susan Hardin ARNP is working 4 days per week, 10 hours per day. Brownsworth would like to expand to 5 days per week, but will need to look at an employment model and possibly bring in another provider.

- McMillan expressed his concern with building accessibility to people with special needs. Brownsworth stated that access is available via the outside ramp and handicap restrooms are on both sides. Internal door widths do not meet the new ADA guidelines, but are still handicap accessible.
- Brownsworth stated that BOD approval is needed to seek bids. Hardy recommended a “walk through” of the facility to determine what will be used and what will be needed in each area. Bachrach recommended that a board member should be involved in the facility review process. Bachrach accepted Hardy’s recommendation to be the board’s representative. Hardy recommended ensuring the use of prison labor before submitting a request for proposals.

Feasibility Study

- The recent debt capacity study provided several scenarios for increased volume and reimbursement based on existing conditions and future scenarios. The study showed that a new replacement or partial replacement facility would be possible. Brownsworth has continued discussions with Adams Management and TRO JB Architects. To proceed with the USDA application, the next step is the completion of a new feasibility study followed by an opinion letter. Adams has provided a proposal to perform the feasibility study for \$50,000. Hardy questioned the need for proposals. Brownsworth stated that county attorney had confirmed that RFP was not needed. After discussion, it was decided that a meeting between the BOD, Mary Gavin of the USDA, Adams Management, and TRO JB Architects would be scheduled. Brownsworth expressed the objective to have the USDA application ready for submission by the beginning of October, to ensure greater access to USDA capital at the beginning of their next fiscal year. Brownsworth would like to request \$50,000 from the capital fund as a preconstruction cost. McMillan questioned appropriate advertisement so that the board could move forward with authorization of feasibility study. Brownsworth stated that indication from the BOCC and BOD is the intent is to move forward with the USDA application. Addressing Alan Pfeifer, Brownsworth stated that both verbal and written confirmation had been received that the
- Motion made by McMillan to authorize proceeding with a feasibility study. Motion amended by Hardy to authorize proceeding with a feasibility study for the maximum cost of \$50,000; second made by Davis. Motion carried unanimously.

feasibility study would not exceed stated cost.

CFO Selection

- Pending finalization of references, Brownsworth recommended offering the CFO position to Joe Devin for \$115,000/ year. Discussion was held regarding relocation subsidy. McMillan recommended offering a relocation subsidy only as needed for negotiation. Addressing Hardy’s concern, Brownsworth stated that repayment of relocation expenses is a usual provision if the position is left within a specified period of time.
- Motion made by McMillan to authorize Brownsworth to make an employment offer to Devin for \$115,000/ year, with the option to negotiate with relocation expenses up to \$7,500; second by Davis. Motion carried unanimously.

Strategic Plan

Brownsworth discussed engaging Hometown Health as a facilitator for the strategic planning process. This service would be provided on a membership basis at an annual cost of \$6,000. Hardy recommended forming a basic, short term strategic plan given the pending feasibility study and employment of new CFO. After meeting basic goals, a long term strategic plan could be made. Bachrach strongly recommended engaging the assistance of a facilitator. Resources for assistance were discussed. Brownsworth stated that Gulf Coast State College has someone who is willing to assist for a minimal cost. Following board consensus, Brownsworth stated that he would make contact with the GCSC representative to schedule a strategic planning date. He anticipates scheduling the meeting at the beginning of August.

800 MHz Radios

- Following the BOCC approval for narrowbanding purchase at the cost of \$69,000 and at the request of both boards, Brownsworth performed additional research into the 800 MHz radios. He determined that federal guidelines for narrowbanding can be met and an upgrade to 800 MHz can be accomplished for an additional \$20, 000. The package will include 6 mobile units, 15 radios, and 4 home bases. The 800 MHz units have been tested and provide a clear, strong signal all the way to Tallahassee. Additional towers are scheduled to be added in our region to reduce the gaps even further. The units have the
- Motion made by McMillan to approve the 800 MHz system purchase, second by Huckeba. Motion carried unanimously. Brownsworth will take the request for funding as capital

capability of being programmed in the future to allow communication with other agencies as they likewise upgrade their systems. Brownsworth recommends proceeding with this system and requests BOD approval to request capital funding. The purchase will not require a request for proposals.

#### IT Update

- Following termination of the contract with Blue Manta, Eagletree Technologies was engaged to provide IT services on a month to month agreement. Brownsworth would like to continue the month to month agreement for several months, and then consider a long term agreement. RFP will likely be required to secure a long term agreement with an IT vendor.
- Discussion was held regarding computer security and computer back up. Currently there is not an off-site back up in place. CSS, a potential E.H.R. vendor, does provide off-site back up for their system. Griner amended that the Healthland financials are backed up nightly to an on-site drive.

#### Electronic Medical Record Vendors

- Site visits for the E.H.R. vendors have been completed. References and staff feedback are being gathered. Brownsworth is creating a financial model to determine the net cost for both systems.
- The financing option for CSS was reviewed. Total cost is \$450,000 with a required down payment of \$50,000. Following “meaningful use” certification, CSS would receive half the federal incentive payment. The remaining payments would be based on a percentage of cash improvement achieved by the hospital following implementation of the CSS system for a term of 39 months. CSS would replace ARx as the billing company. McMillan questioned cash flow during the conversion of billing companies and requested Brownsworth’s assurance of success. Brownsworth offered to schedule another presentation from the E.H.R. vendor for the BOD to demonstrate rationality so the board will understand the broader scope of decision making. Bachrach questioned the federal

deadline for E.H.R. implementation. Conrad answered that true penalties would begin in 2014. Huckeba questioned the possibility of piggybacking off of the TMH E.H.R. system. Brownsworth agreed to consult with Mark O'Bryant regarding piggybacking off the TMH E.H.R.

**Old/ New Business**

*Jim Bachrach*

The By-laws were reviewed regarding member attendance. Davis questioned documentation of attendance and allowance of excusable absences. Brownsworth expressed appreciation of everyone's investment in time, and recognized that for some, individual schedules may prevent attendance. Brownsworth expressed that decisions should be made from entire group, not consolidated into a smaller group. Davis recommended adhering to time constraints, especially given that information is forwarded for review prior to the scheduled meetings. Electronic attendance is allowed, confirmation will be obtained from Shuler regarding quorum and vote. To accommodate members who may have to leave before adjournment, Brownsworth offered to adjust future agendas to allow voting on action items at the beginning of the meeting.

**Adjournment**

Meeting adjourned at 10:53 am.