

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

**Guests Present:** Jay Wilkes, CSS; Sharon Licht, Adams Management Services Corp. (via phone conference);  
Lauren Faison, TMH

**Staff Present:** Ginny Griner, HR/ Med Staff Coordinator; Heather Guidry, Administrative Assistant; Becky Gibson, DON;  
Craig Gibson, POD; Hilda Pippin, EMS Manager; Ray Brownsworth, CEO

|   | TOPIC/ DISCUSSION   | ACTION  |
|---|---|---|
| <p><b>Call to Order/<br/>Approval of<br/>Minutes</b><br/><i>Tammi Hardy</i></p> | <ul style="list-style-type: none"> <li>• The meeting was called to order at 9:09 am.</li> <li>• Minutes from the 6/27/13 regular meeting were presented for approval. Discussion was held regarding the necessity of the feasibility study.</li> <li>• Minutes from the 6/19/13 and 7/22/13 special-called meetings were presented for approval.</li> </ul> | <ul style="list-style-type: none"> <li>• Motion made by Huckeba to approve the 6/27/13 minutes as presented, second by Harrison. Motion carried unanimously.</li> <li>• Motion made by Harrison to approve the 6/19/13 and 7/22/13 minutes, second by Huckeba. 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><br/><i>Lauren Faison</i></p>                               | <ul style="list-style-type: none"> <li>• TMH is working in collaboration with several entities, including WMH, to obtain a federal grant to improve the regional health system.</li> </ul>  |   |

- The first tele-psychiatry consultation is scheduled at Weems Medical Center East next week. Faison is continuing to work with partner hospitals to share resources. Dietary consultations are being performed at Doctors Memorial thru telemedicine.
- August 15<sup>th</sup> is grand opening of TMH's new free standing ER, located off I-10. The facility has 40 beds. There is very little wait time due to an aggressive work flow. The ER does not accept ambulances and does not have a helipad. It is designed more like an urgent care.
- TMH case management continues to monitor possible swingbed admissions for WMH. Brownsworth shared that Kim Edwards with TMH will be contracting to assist.
- Brownsworth stated that he is researching to determine if Weems is obtaining the same group pricing as TMH. McMillan suggested that Brownsworth also check to see if we are paying additional shipping charges.

**Med Staff Report**  
*Pat Conrad, MD*

- The medical staff approved two changes in the Medical Staff By-laws. Brownsworth agreed with the changes from an administrative perspective.
  - To maintain active staff privileges, a physician will have a minimum of three (3) patient contacts per calendar year, and that these contacts may include consultations (phone or in person)
  - The quorum meeting requirement was reduced to 25% of the active staff members.
- B. Gibson, Dr. Conrad, Brownsworth, and Brocato met yesterday regarding the swingbed/ rehabilitation program. The goal of the meeting was to better define expectations. More referrals are
- Motion to approve changes to the Medical Staff By-laws as presented made by Davis, second by Huckeba. Motion carried unanimously.

**CSS E.H.R.  
Presentation**  
*Jay Wilkes*

expected as we move forward. A follow up meeting is scheduled in a month. Measurable improvement is expected within 2 months. Brownsworth expressed that the program now has specific deliverables and action items. All parties are aware of their responsibilities.

- Brownsworth stated that his recommendation for E.H.R. / HIM purchase is CSS. The approval process first requires BOD approval, and then contract review by the county attorney and a TMH IT attorney. Brownsworth will obtain capital funding, followed by final approval from the BOCC.
- A presentation was made by Jay Wilkes of CSS. Discussion was held.
  - Harrison questioned the embedded revenue cycle services. Wilkes stated that CSS would provide a revenue cycle team that would work with Weems to assist with the accounts. The CSS team would make an on-site assessment, and then make recommendations for improvements in policies and processes.
  - Brownsworth stated that CSS partners with companies who provide the best products to create best overall product. All modules and interfaces are included in a fixed expense. There is a single database versus multiple for ease of use. Every patient will have one record.
  - Wilkes discussed the hardware. CSS will provide the latest technology. The system will be backed up nightly to a site in Nashville for disaster recovery. Brownsworth stated that most servers from other vendors are proprietary. The CSS system will allow Weems to reduce the number of servers on site.
  - Brownsworth is working to obtain access to a data
- Motion was made by Harrison for Brownsworth to proceed as necessary with process for CSS purchase, second by Davis. Motion carried unanimously.

- pipeline for a lowered cost. It will serve as a redundancy with the intention of increasing reliability.
- McMillan requested to go offline until a motion was required.
    - The five year cost projection was reviewed by Wilkes. A comparison of costs was presented by Brownsworth.
    - Davis questioned what data would CSS use to base the increase in collections. Brownsworth stated that CSS would base percentage of cash collection from bills, increased inpatient or outpatient numbers due to the system, or increased ED collections due to the CSS coding improvements. Hardy questioned if the percentage would be based on the organization's increase or hospital only. Brownsworth stated that a decision has not been made on the clinic metrics.
    - In response to Davis's inquiry, Brownsworth and Wilkes confirmed that the system has self-auditing features.
    - Harrison questioned who determined the system and methodology. Wilkes stated that the product was based on a system with 15 years' experience. Harrison questioned the ability to use with legal affairs. Wilkes agreed that the system assists in better documentation.
    - Brownsworth stated that his intent is to include the clinics on the system at the same time as the hospital's "go live" date. There are no additional fees to include the clinics per Wilkes. Hardy questioned use of the system with EMS. Per Brownsworth the EMS billing would need to be manually entered. He is looking at a different billing company for EMS. Wilkes stated that the EMS system could be interfaced for ease of use.
    - Davis questioned the system's security. Wilkes

confirmed that access would be customizable by role. Additionally, every system interaction is time stamped and tracked.

- Brownsworth requested BOD approval to proceed with necessary steps for CSS E.H.R. purchase. McMillan was reconnected for the vote.

### **EMS Billing Update**

*Hilda Pippin*

- A number of reports/ records are not showing in the EMS billing system. Pippin states that hard copies of every report are kept; this assists with tracking and re-entry when needed.
- Brownsworth requested that Pippin assist in the explanation of EMS overtime. Pippin stated that many paramedics have left the department. It isn't as easy to fill paramedic positions as it is to fill EMT positions. Brownsworth stated that the positions are constantly being advertised. In response to Harrison's question, Griner stated the cost of EMS overtime is approximately \$20,000 per month. Brownsworth stated the strategy for reducing overtime costs is constant recruitment. Harrison expressed his desire to set a quantifiable goal to reduce overtime.

### **Preconstruction Activities**

*Sharon Licht, Adams Management Services (via phone)*

- Licht shared that Joe Bynum with TRO JB is working on developing models for new construction and the costs associated with each model.
- Adams has contacted the USDA regarding routes for financing. The USDA has requested information, including preliminary sketches, associated costs, and financial information. This should be mailed electronically tomorrow with the regional director's review in a couple of weeks. Mary Gavin has the previously submitted application, which she believes part of which will not

need to be redone. This will reduce the amount of time for approval. The most time consuming element will be the required feasibility study, anticipated to take 4 to 6 weeks for completion. A short term construction loan, backed by the USDA, will be needed as the USDA will not dispense the funds until project completion. Brownsworth and Licht are working together on a timeline from the application submission to project completion.

**CEO Report**

*Ray Brownsworth*

- Financial reports were presented and reviewed. Clinic reports will need adjustment from estimated to actual revenue once Medisoft reports are received.
- A request for proposals is being developed for IT services as directed by the BOCC. The first BOCC meeting in September will be the targeted bid opening date.
- Free school physicals are scheduled for the week of August 26<sup>th</sup>. This is being advertised on the radio and in the newspaper.
- Gulf Coast Community College is available to assist with strategic planning. The board requested splitting the 8 hour strategic planning date into two 3-4 hours sessions.
- Brownsworth is researching contracting with a more aggressive EMS billing vendor.
- Biweekly meetings regarding action plans for improvement of the clinic billing system begin next week.
- CFO decision is pending consultation with Bill Guidice, TMH CFO. The offer has not been extended yet. Brownsworth requested board approval to extend an offer consistent with previous offer, contingent on consultation with Guidice.
- Motion made by Huckeba to allow Brownsworth to extend an offer to the CFO applicant, contingent on pending information; second by Davis. Motion carried unanimously.

- Discussion was held regarding the need to be even more assertive with financial processes, with the desire to make significant improvements over the next 6 months. Davis discussed growing services to improve cash flow. Brownsworth is meeting with Dr. Sanaullah and TMH. Discussion was held regarding Dr. Conrad communicating expectations and information to physicians.

**Old / New Business**

*Hardy*

- Davis reemphasized that Brownsworth consult with BOD regarding information communicated to the BOCC. Davis requested that Comm. Jackel be reminded that there is vacancy in the board. Tammi will discuss with Comm. Jackel.

**Adjournment**

*Hardy*

- Meeting adjourned at 11:15 am.