

Members Present: Jim Bachrach, Chair; Duffie Harrison, Secretary; Robert Davis; Doug Creamer; Deborah Huckeba

Staff Present: Mike Cooper, CEO; John Graham, CFO; Becky Gibson, DON; Craig Gibson, Plant Operations; Ginny Griner, HR/ Med Staff; Jordan Fulkerson, Revenue Cycle Manager; Heather Huron, Administrative Assistant

Guests Present: Tim Templeton, Ajax Construction

Members Absent: Anne Wilson; Patrick Conrad, MD

Call to Order / Approval of Minutes

- The meeting was called to order at 9:00am. Huron confirmed public posting of the meeting. Minutes for the 9/24/15 meeting were emailed prior to the meeting for review.

Action

A motion was made by Creamer to approve the minutes as presented, seconded by Harrison. The motion was carried unanimously.

County Report

- Discussion was held regarding Rick Watson's appointment to the BOCC. Per request, Watson would continue to receive the full Board packet prior to meetings. Board consensus was to request Watson as the BOCC liaison for meetings. Cooper shared his anticipation that Comm. Watson would be appointing a replacement Board member soon.

TMH Report

- No TMH representative was present to report. Cooper stated he would discuss the pending affiliation agreement with Mark O'Bryant at the TMH Executive meeting on November 2nd.

CFO Report

- Graham gave a verbal financial update:
 - Medicaid Meaningful Use reimbursement in the amount of \$242,000 was received.
 - Accounts receivable reserved at 68%
 - \$279,000 in operating account; 14 days cash on hand

- Per Graham, September financials were not available as the financial portion of the E.H.R. was not yet producing functional reports. He explained upgrades to fix the system were expected after the New Year. Because the September financial reports were not yet available, the monthly report to the county had been postponed until 12/1/15.
- Cooper gave a reminder that the hospital had started with the “vanilla” E.H.R. system while the customized system was being created. Cooper explained that Razor was in the process of rewriting their entire program to integrate with Athena. For this reason, Razor had not been addressing many system issues; though they had expected to be closer to completion by this date.
- Per Graham, cash flow issues have been ongoing since going live 2 months ago. New issues had developed each week; though the previous 5 days had been the best to date. An email received from Accordias showed \$500,000 in unbilled claims. In discussion of the unbilled claims, Fulkerson described the system’s “scrubber”, an internal review that checks claims for accuracy before being sent to the payers. Clean claims rate currently at 96%. Cooper gave reassurance that revenue was not disappearing, but that cash was very tight. Fulkerson spent the previous 2 days on the phone with Razor & Accordias. As a result, a process had been developed to overcome system issues and get the claims out for payment.
- Graham discussed the possible engagement of a different Cost Report consultant. Graham stated his desire for at least 3 proposals to present to the county.
- Graham expressed concern that Medicare would not respond to the interim Cost Report without audited financials. If so, this would delay the return of the \$385,000 related to bad debt issues. In an effort to secure audited financials sooner than July 2016, Graham suggested requesting a one year variance from the BOCC to use a different auditor from the county. Creamer recommended explaining the situation to Ralph Roberson with the request to receive the audited hospital financials sooner. If Roberson were unable to do this, then let him know that the hospital would seek a different auditor for this year. Per Fulkerson, Roberson could depend on the auditor chosen by the hospital. Additionally, a hospital specific auditor would assist with questions and issues throughout the year. Creamer suggested Roberson might accept the auditor chosen by the hospital as he already outsources the hospital’s portion of the county audit. Graham stated the 2015 Cost Report must be filed by February 2016, whether or not audited financials were available. If not available, the report would be filed with 2015 year end financials. After discussion, Bachrach summarized the Board’s recommended plan of action:
 1. Secure proposals from hospital auditors.
 2. Explain the need for expedited financials to Roberson.
 3. If Roberson is unable to expedite audit, then go to county and request one year variance to engage a different auditor.

CEO Report

Physician Recruitment

- Cooper shared his upcoming meeting with Dr. Greco regarding potential full time engagement. Per Cooper, Dr. Greco had a positive relationship with patients and office staff, as well as excellent clinical skills. If the meeting with Dr. Greco went well, Cooper would serve notice with Dr. Nutt. To increase Greco's patient volume, Dana Whaley and Dr. Greco would begin alternate rotations at the clinics.
- Cooper conveyed his concerns regarding Dr. Frangipane and his inconsistent availability.

Construction Project Update

- Cooper reported on the required post-obligatory conference held 10/22/15. In attendance were Cooper, Pam Townsend (Adams Management), Sheneena Forbes (USDA), Atty. Shuler, and Bond Counsel (via phone). It was determined a new title opinion and boundary survey would be performed. Additional phone conferences were scheduled. Cooper stated he would be meeting the architects in Birmingham in November.
- Cooper presented Phase 2 of the Adams Management agreement for Board approval. In the design & construction phase of the project, Adams would be the owner representative, overseeing the construction manager and ensuring the project stayed on time. Per Cooper, Adams had not billed Weems in over a year as the maximum cost for Phase 1 had been met. Phase 2 of the project would engage Adams at a cost of \$10,000 per month x 17 months.
- Per Cooper, the RFP for Construction Manager would require county and federal USDA approval. Moron recommended seeking USDA approval prior to presenting to the county. Adams had been directed to forward the RFP to USDA no later than October 30th. Once approved, the RFP would be sent to known contractors and then ads would be placed in local, Tallahassee, and Panama City newspapers. Cooper noted that detailed architectural plans could not be obtained until the Construction Manager was on board.
- Cooper explained the amount of renovations included in the project would be dependent on AHCA requirements for upgrades. If renovations became too costly, then new construction would become the focus. Cooper stated the existing building was solid, but built on a concrete slab with the plumbing buried within the concrete. In response to Creamer, Cooper stated the roof replacement had not been included in the last budget. Presently, the existing roof was holding up well.
- A project timeline, prepared by Adams, shows construction beginning August 2016 with completion in October 2017. The timeline

Action

A motion was made by Huckeba to approve Phase 2 of the Adams Management Services agreement, seconded by Davis. The motion was carried unanimously.

includes 3 reviews by the USDA and county. Cooper stated he would forward the schedule to the Board as soon as it was reaffirmed.

Old Business/ New Business

ER Signage on 98

- A draft of the new ER sign was presented to the Board. An artist rendition of the sign at the proposed location will be taken by Bachrach to the city manager and city commissioners for approval.

Public Comment

- No public comments were made.

Adjournment

- Harrison made a motion to adjourn the regular meeting at 10:10am.

Executive Session

- Executive Session was entered at 10:30am for the purpose of annual CEO performance review.