

Members Present: Jim Bachrach, Chair; Duffie Harrison, Secretary; Robert Davis; Doug Creamer; Hank Kozlowsky; 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; Alan Feiffer, Concerned Citizens of Franklin County

Members Absent: Anne Wilson; Patrick Conrad, MD

Call to Order / Approval of Minutes

- The meeting was called to order at 9:00am. Bachrach welcomed new Board member, Hank Kozlowsky. Huron confirmed public posting of the meeting. Minutes for the 10/29/15 meeting were emailed prior to the meeting for review. **A motion was made by Davis to approve the minutes as presented, seconded by Kozlowsky. The motion was carried unanimously.**

County Report

- Discussion was held regarding securing a County liaison to the hospital. While Board consensus was to request Comm. Rick Watson, Cooper explained it would be at the County Commission's discretion.

TMH Report

- No TMH representative was present to report. Cooper reported a recent site visit by Lauren Faison. He stated she was still working to develop a clinical affiliation agreement. Cooper anticipated her attendance after the New Year.

CFO Report

- Graham presented and reviewed the following financial reports dated September 30, 2015:
 1. Balance Sheet
 2. Income Statement
 3. Cash Flow Statement
 4. Income Statement- Clinic Operations
 5. Income Statement- EMS Operations

Graham noted the following:

12 days cash on hand

AR \$1.7 million

Net AR days decreased from 69 to 47

Current ratio of assets to liabilities- 2.2

The Income Statement presented would be used with the filing of the Medicare Cost Report

- **Graham confirmed the April 2015 advance of \$400,000 had been repaid in full to the Healthcare Trust Fund.**
- Regarding the annual audit, Graham discussed recent consultations with Roberson and 3 other audit firms. Concerns regarding previous audits were reviewed. Cooper expressed his desire for a more in depth audit process. Per Graham, the concerns with previous audits had been discussed with Roberson. Graham will continue to pursue an audit firm which specializes in healthcare, as such a firm could offer continued expertise throughout the year, apart from the audit and cost report.
- Fulkerson summarized the current activities within the revenue cycle. A lot of manual work was being done to process claims and create financial reports. Per Fulkerson, the computer system should be performing these tasks. Fulkerson expressed his dissatisfaction with the cash flow. He stated a conference with the billing company, Accordias, was planned.

CEO Report

Razor/ Athena Update

- Per Cooper, the hospital was 60 days into the computer system conversion. Athena informed Cooper of its desire to convert Weems to its billing piece by December. Cooper stressed that the billing issues resulting from the problematic Razor system had put a significant hold on cash.
- Following Cooper's discussions with Accordias, more engagement had been recognized, though not sufficient enough to affect the cash flow.

EMS Update

- Cooper reported the resignation of EMS Director, Hilda Pippin. C. Gibson would be assuming the interim responsibilities while a replacement director was sought.
- The new ambulance, purchased with matching grant funds, had been delivered and was now in service. Cooper stated the next new ambulance was expected in Spring 2016.

Physician Recruitment

- Cooper reported Dr. Benjamin Nutt's last scheduled day to be 12/2/15, though he may depart before. Following his departure, Dana Whaley and Dr. Greco would begin rotating between the two clinics.
- Dr. Frangipane has been unavailable to begin an assignment at the clinics due to family health issues.
- Cooper reported a new potential candidate had been identified. This physician was currently in her residency in Las Vegas. She would be completing her residency in 2017.

New Facility Update

- The RFP for Construction Manager had received USDA approval. A couple of concerns had been noted, though nothing which would prevent using the document. Adams had responded to the concerns. Cooper was sending the RFP to the BOCC for approval. He noted when discussing the process before with the commissioners, there had been some derisiveness which had possibly been due to misunderstanding. The same process had been used with the Armory and the Chapman auditorium. The ad would run 2 weeks in the Panama City and Tallahassee paper and twice in the local paper. Additionally, a list of approximately 10 interested companies would be sent the RFP.
- Several phone conferences had been held with Adams and the architect, TRO JB. The biggest next step would be securing a Construction Manager. Cooper would be meeting with Adams and TRO JB next Tuesday in Birmingham to review the budget and define the project. Cooper noted a lot of money had been included in the budget for renovations, though he did not expect the finalized project to include that many renovations. Cooper anticipated securing a CM in January, pending BOCC approval of the RFP on December 1st.

Telemetry Unit Update

- The upgrade for the telemetry unit had been completed the previous week. An all new antenna system had been included with the program at no extra cost.

Financial Update

- Cooper informed the Board that he may have to access Healthcare Trust funds due to cash flow issues related to the computer system conversion. He stated that nationwide, the anticipated issues with ICD 10 conversion had not been seen.
- Fulkerson reported the Razor system was holding a lot of claims, though he was identifying ways to work around the problems. He anticipated continued problems until the new system was installed.

Quality Report

- Patient Satisfaction surveys were presented for review. In response to Harrison, B. Gibson confirmed that employees who were mentioned by name in the surveys were recognized.
- Cooper shared his expectation of a more informative Quality Report to begin in January.

Old Business/ New Business

- Per Cooper, the Patient Testimonial ad campaign had begun.
- Bachrach reported a new ER sign design was being drafted.
- Bachrach questioned if he should approach the county commissioners in December regarding the committee to evaluate future hospital options. Cooper stated he would like to first provide information to the Board outlining the pros and cons of each option.

Public Comment

- Alan Feiffer announced that after meeting with Cooper a few weeks ago, The Concerned Citizens of Franklin County was now behind this phase of the project. They wouldn't do anything to interfere, only support this phase of the process.
- Feiffer commented on the County bid policy.
- In response to Feiffer's inquiry, Cooper stated the CM would report to Adams, the CEO, the Hospital Board and ultimately to the BOCC. Cooper reaffirmed the role of Adams would be as the owner representative.
- A discussion was held regarding value engineering. Cooper stated the point of bringing a CM on at this phase would be to include their input in the design process, which would ultimately save money.
- Feiffer questioned the amount owed to TMH.

Adjournment

- Creamer made a motion to adjourn the regular meeting at 10:18am.

Executive Session

- Bachrach requested a brief Executive Session immediately following adjournment of the regular meeting.