

WMH GOVERNING BOARD OF DIRECTORS

JUNE 29, 2017

Members Present: Jim Bachrach, Chairman; Duffie Harrison, Secretary; Doug Creamer; Robert Davis; Patrick Conrad, M.D.

Members Absent: Hank Kozlowsky; Anne Wilson

Staff Present: Michael Cooper, CEO; Becky Gibson, DON; Ginny Griner, HR/Med Staff; Jordan Fulkerson, Interim CFO; Heather Huron, Administrative Assistant

Guests Present: Tony Partington

CALL TO ORDER APPROVAL OF MINUTES

The meeting was called to order at 9:01 a.m. Huron confirmed that appropriate notice had been given for the public meeting. The 5/25/2017 minutes were presented for approval.

Cooper expressed concern that a quorum might not be met for the scheduled July meeting.

- A discussion was held regarding Board member attendance. It was noted that the 7th “at large” position continued to remain vacant since Huckeba’s resignation on 9/20/2016. Harrison made a recommendation to present the previous year’s Board member attendance to the county commissioners along with a copy of the Governing Board By-Laws. Cooper agreed to provide the requested information to the BOCC.
- It was agreed that each Board member would be contacted prior to the next scheduled meeting to determine if a quorum would be met. If 4 out of the 6 Board members could attend on July 27th, then the meeting would be held as planned.

ACTION

A motion was made by Harrison to approve the May 25, 2017 minutes as presented; seconded by Creamer. The motion was carried unanimously.

ACTION

- A motion was made by Harrison for the following actions:
1. Provide a list of Board member attendance for the previous year with a copy of by-laws highlighting attendance requirements to the County Commissioners, and
 2. Request appointment of a 7th board member to the Board. The motion was seconded by Creamer and was carried unanimously.

CEO REPORT

EMS Update

- The EMS cameras have been delivered and installation is scheduled. Dr. Conrad is working with Michael Murphy to develop a policy addressing safe driving procedures. Harrison emphasized the need for a policy regarding the cameras, which would include procedures for record retention and daily camera checks. **At Bachrach's request, Harrison agreed to review the policy draft when completed.**
- Cooper discussed bringing the 478 base-quarters back to the hospital site. The current lease with the Apalachicola Community Center will end July 31st. A lease renewal is not desired as the space has been uninhabitable for the previous 2 months due to a persistent odor of unknown origin. Cooper would like to keep the 478 ambulance based in Apalachicola for time efficiency.

Professional Engineering Services Proposal

- Cooper presented a proposal from Barnett, Fronczak, Barlowe, and Shuler for design services required prior to the exterior renovation of the hospital's northwest wall. The architectural and engineering fee of \$4,300.00 would ensure compliance with the Florida Building Code and the Franklin County Growth Management Building Department procedures. The proposed services would only be for design and separate proposals would be requested for construction.

Generator

- Cooper informed the Board of his request to the County Commissioners to purchase a new generator at cost of \$69,000. The new generator would be a replacement for the 20+ year old generator which could no longer be repaired. Cooper further explained AHCA's requirement for two generators, which necessitated the rental of a Ring Power generator at a cost of \$2,700 per month. As only one bid had been received, the Commissioners directed Cooper to postpone purchase until they could research options from the state. Creamer questioned why a new generator, which could meet criteria for the new facility, would not be purchased. Cooper explained that the

ACTION

A motion was made by Harrison to approve the engineering services proposal from Barnett, Fronczak, Barlowe & Shuler; seconded by Creamer. The motion was carried unanimously.

transfer switches were at maximum capacity; so, a larger generator would not be usable. The maximum capacity which could be used with the existing structure would be 125kw; whereas, the new structure would require a 325kw generator. Because the existing building and the new facility would be on separate electrical panels, a 125kw generator could serve the old portion of the facility. Cooper emphasized that he could not make the purchase without the Commissioners' approval. He expressed his safety concerns with the temporary, rented generator as it is not in a secured area. Creamer stressed the need to ensure Commissioners understood that this purchase would not be for the new facility.

CHC / TMH Partnership

- On July 10th, Jim Coleman of CHC, Mark O'Bryant of TMH and Cooper will meet. CHC's preliminary assessment of Weems operations will be presented and possible partnership scenarios may be discussed. On July 11th, Jim Coleman will meet with County Commissioners individually to discuss the same. Following the meetings, Cooper anticipates CHC will draft a partnership plan, and then will present it to the County Commissioners at the following BOCC meeting.

Rural Health Clinic

- In January 2017, Fulkerson received notification of pending on-site survey for RHC certification. Susie Buskirk followed up to request anticipated date of survey, which is now expected by the end of August. Cooper stated clinic revenues are expected to increase by about \$100,000 per year under RHC certification.

Reference Lab

- Following legal review of a 3rd reference lab agreement, the attorney expressed only one concern, which was payment of sales staff involved in promoting the reference lab. Payment to sales would need to be a fixed amount, and not based on commission. A split fee payment arrangement could be interpreted as not in the best interest of patients.

CFO REPORT

Fulkerson reviewed the following financial statements ending May 31, 2017:

Year to Date Income Statement, Year to Date Balance Sheet, Collections Trend Graph

LIP & DSH Funds

- \$110,000 in LIP/DSH funds expected within the next couple of weeks with \$256,000 due for the last quarter of the fiscal year. Cooper noted that while \$800,000 was received for the current year, the proposed disbursement model shows LIP/DSH funds dropping back to the previous year's receipts of \$300,000.

Non-Operating Revenue & Expenses

- \$107,736 received from the sales tax subsidy
- \$60,686 received in Meaningful Use payment (More than \$451,000 Meaningful Use Incentive money received to date)

Accounts Payable

- Decreased from \$360,000 in April to \$330,000 in May
- Responding to Bachrach, Fulkerson anticipated no issues with payroll for the next few months. Reserves would be available, if needed.

Collections

- Collections dipped in April, came back up in May, and are expected to dip again in June due to staff absences.
- Conrad raised a question about a workers comp form given to him for signature in June 2017, when the patient encounter was in July 2016. When he asked staff why the claim submission was so late, they were unable to give an answer. Cooper explained that the billing vendors previous to Athena were not diligent in ensuring clean claim submission or in following up on outstanding claims. Essentially, the billing companies were only collecting what they could with one shot. Fulkerson further explained that the Athena billing product was designed to maximize clean claim submission. Previously, the medical records staff was unaware that the workers comp form was needed. The appropriate forms are now available with the Athena system;

so, staff should now present the necessary forms for physician signature in a current timeframe. Fulkerson agreed that improvements were needed in the revenue cycle process. Currently, staff is unable to complete all claims in one day and an additional staff member is probably needed. Cooper noted that at some point, the position of Revenue Cycle Director will need to be filled. In response to Creamer, Cooper stated he would like to wait on hiring an additional staff member pending the partnership with CHC, as he is not sure what positions might be filled remotely.

**DIRECTOR OF
NURSING
REPORT**

B. Gibson presented proposals for the purchase of the following capital budget items, to be purchased with the receipt of the \$60,868 Meaningful Use payment.

1. 20 IV pumps at \$32,000 for the Med-Surg unit and the ER
Gibson noted that EMS had requested 3 IV pumps, which she will purchase separately.
2. 2 Defibrillators at \$21,000
Gibson noted the current defibrillators were very old, but some credit will be given for parts.

Regarding the Meaningful Use receipt in May, Gibson noted it the third and last payment from Medicaid.

Adjournment

The meeting was adjourned at 10:10 a.m.

ACTION

A motion was made by Creamer to approve the proposals as presented for 20 IV pumps and 2 defibrillators; seconded by Davis. The motion was carried unanimously.