

- Members Present:** Duffie Harrison, Chair; Myrtis Wynn, Secretary; David Harris MD; Dolores Croom; Patrick Conrad, MD; William Zester
- Members Absent:** Kristin Anderson, Vice Chair
- Staff Present:** David Walker, CEO; Susan Daniels, CFO; Courtney Alford, DON; Ginny Griner, HR / Med Staff Coordinator; Heather Huron, Admin Assistant
- Guests Present:** Bert Boldt, Franklin County Commissioner; David Bowling, VP Finance Alliant; Donna Butterfield
- Zoom Attendees:** Michael Moron, County Coordinator

**CALL TO ORDER / VERIFICATION OF QUORUM**

*Duffie Harrison, Chair*

- The meeting was called to order at 9:04am. Board quorum was confirmed.

**PUBLIC COMMENT**

*Duffie Harrison, Chair*

- Donna Butterfield spoke to the Board regarding the CDBG-DR grant application that was prepared and submitted by Langston Consulting Group on behalf of Weems Hospital. She questioned the application's statement that the hospital would be used as a shelter. Walker explained that the hospital is used as a medical shelter for community members during times of no evacuation, voluntary evacuation, and post-storm. Examples include sheltering of those dependent on biomedical equipment and oxygen who have lost power at their home. The CDBG-DR grant included a request for a generator, which would enable the hospital to maintain power during times of electrical outages, as well as hardening of the facility with wind resistant windows.

**APPROVAL OF MINUTES**

*Duffie Harrison, Chair*

- The 3/31/2022 minutes were presented for approval.

**A motion was made by Dr. Harris to approve the minutes as presented, seconded by Wynn. The motion was carried unanimously.**

**MEDICAL STAFF REPORT**

*Patrick Conrad, MD*

- Transport times to regional facilities are improved, which is contributed to bed availability. EMS remains timely on our end.
- Dr. Conrad addressed a recent patient complaint. A peer review was completed, and it was determined that the medical care was appropriate.

**TMH MEDICAL PRACTICE UPDATE**

*David Newton, MD*

- A new clinic manager, Tamara, has been hired for TMH in Franklin County.
- Patient numbers continue to increase.
- Dr. Newton continues mid-level oversight and education.
- COVID numbers have decreased drastically. There have been no positive cases in the clinics in quite a while. Dr. Conrad has seen 1 COVID positive in the last 4-5 weeks. Boosters are available at the Health Department.
- A new physician assistant for the Weems clinics is in the new hire process. Core orientation is scheduled for early May.

**CLINICAL SERVICES REPORT**

*Courtney Alford, DON*

- A new traveler has been hired for the nursing department. She has 14 years' experience at GCMC and some experience in mental health.
- One interest has been expressed for the position of Swing Bed Coordinator. Alford will meet with her Monday. Once a SB Coordinator is hired, the policies will be updated, and community outreach will be increased.
- Nurses Week and Hospital Week is upcoming. Activities are planned for the whole organization.
- Alford will be at TMH next week for a staffing retention conference.
- A luncheon, hosted by FL Council Against Sexual Violence, will be attended today. Alford will be working to increase Sexual Assault Nurse Examiners (SANE) at Weems, as well working with the Franklin County Sheriff's Office to build a better program for the community.

Quality

- 1st Quarter 2022 Risk Management & Regulatory Board Summary Report was provided. There were no questions from the Board

- March 2022 veEDIS Executive Summary Report was provided for individual review.

#### **EMS REPORT**

*Richard Lewis, EMS Director*

- EMS crews will be participating in Cops & Kids Day tomorrow and the Franklin County Sheriff's Department.
- Lewis thanked Dr. Harris. He will be giving an OB refresher class to the EMS employees in June.
- Commissioner Boldt mentioned his work with Representative Shoaf's office to request 2 acres from the State land trust on the East end of the County for the purpose of an EMS station.
- In response to Croom, Lewis explained that Franklin County EMS staffs three (3) Advanced Life Support (ALS) trucks 24/7, as well as an ALS Quick Response Vehicle (QRV). The QRV can provide the same ALS services as an ambulance except for transportation.

#### **HR REPORT**

*Ginny Griner, HR Director / Medical Staff Coordinator*

- In March 2022, Weems received twelve employment applications. Six candidates and one volunteer were processed from application to the new hire process. (This is a process that determines candidate eligibility for hire). Five new hires were processed from new hire process to core orientation and are now either in or eligible for department orientation. Departments included Clinics, EMS, Lab, and Nursing.
- March closed out the 1<sup>st</sup> quarter 2022 newly implemented retirement plan with 16 participants.
- There were two resignations in March, one full-time clinic registration person and one PRN paramedic.
- Hospital Week will be celebrated May 8<sup>th</sup> to 14<sup>th</sup>. There will be games and gifts all week long. A proclamation recognizing National Hospital Week will be requested of the County Commissioners at the May 3<sup>rd</sup> meeting.
- 2 travel RNs and 2 travel Med Techs (lab) still in assignment.
- HR participated in a demonstration of 3R Management Time & Attendance software, which is part of CPSI, our new electronic health record. The organization plans to transition from the current attendance program to one which is included in CPSI. The new program will be able to export payroll to our PEO at a cost savings of \$5,000.

- Staffing needs continue with a focus on Lab, EMS, Radiology, Finance and Nursing departments.

#### **CFO FINANCIAL REPORT**

*Susan Daniels, CFO*

Financial reports for the month ending March 2022 were presented and reviewed in detail:

- Financial Summary
- Operating Statement
- Balance Sheet
- Financial Ratios
- Statistics
- Revenue by Level of Care and Financial Class YTD
- March numbers are down. Three payrolls in the month of March contributed to decreased Cash on Hand (87 days)
- Patient cash collections are the highest since tracking began.

#### **ALLIANT MANAGEMENT UPDATE**

*David Bowling, VP Finance*

##### Growth and Planning

- Primary Care
  - Focus on continued clinic growth in Carrabelle and Apalachicola
  - Chronic Care Management
- Swing Bed Utilization
- Various service lines currently being evaluated include:
  - Physical & Occupational Therapy
  - Imaging: Mammography, CT, Ultrasound
  - IOP

Alliant CEO continues to hold biweekly calls to discuss opportunities

##### Finance

- Government Reimbursement
  - Square footage study to be completed on 5/12/22 during an onsite visit by Shawn Adams
- Medicaid Eligibility
  - Two vendors currently under consideration (CRS and HIS) Decision will be made after the conversion to CPSI is complete
- Revenue Cycle Dashboard
  - Collection metrics are starting to show positive improvements with Medicare and Commercial AR leading the way
  - Net AR days dropped to 37 days in March
  - Patient cash collections the past two months have been

the highest two months since tracking began.

- Retail Pharmacy
  - Next step is to meet with BOCC for a workshop on June 21<sup>st</sup> at 1:30pm
- E.H.R. Conversion
  - Currently training department “super users”
  - On track for a June 1<sup>st</sup> go-live

#### Clinical & Quality

- Emergency Department
  - ER patient experience
  - ER admission opportunities
- Other areas of focus
  - Patient rounding
  - Post-visit follow-up calls

#### **CEO REPORT**

*David Walker, CEO*

#### Action Item

- A request was made for Board approval for the purchase of an ECHO Ultrasound machine at 45% cost share of approximately \$49,500, dependent on USDA grant approval.

**A motion was made by Wynn to approve the purchase of an ECHO ultrasound machine at 45% cost share dependent on approval of USDA grant; seconded by Croom. The motion was carried unanimously.**

#### Informational Items

- A workshop is scheduled with the Franklin County BOCC on June 21<sup>st</sup> at 1:30pm. The purpose of the workshop is to discuss retail pharmacy options for Carrabelle.
- The Governor was in Apalachicola in early April. Per the county, the hospital and East clinic are on a list to receive generators. There is nothing in writing yet. Moron noted that Dr. Conrad has historically requested the ED remain open during storms. When the county is under a voluntary evacuation or any other storm, Weems acts as a shelter for those needing additional health care or electricity for medical equipment.
- Two new services which will be offered at the clinic(s) include Geriatric Psychiatric program (West) and Bexa Screening program (East & West). Both services are in the process of implementation.
- Information rack cards have been developed for the Swing Bed program. They will be delivered to every registered voter in Franklin County.

**OTHER BUSINESS**

*Duffie Harrison, Chair*

- Harrison will be out of town during the May meeting. Anderson will chair in his place.

**ADJOURNMENT**

*Duffie Harrison, Chair*

- The meeting was adjourned at 10:39am.

