

- Members Present:** Duffie Harrison, Chair; Kristin Anderson, Vice Chair; David Harris MD; William Zester
- Members Absent:** Dolores Croom; Patrick Conrad, MD; Myrtis Wynn, Secretary
- Staff Present:** David Walker, CEO; Ginny Griner, HR / Med Staff Coordinator; Craig Gibson, Plant Ops Director; Courtney Alford, DON; Heather Huron, Admin Assistant
- Guests Present:** Bert Boldt, Franklin County Commissioner; Michael Kozar, CEO Alliant; David Bowling, COO Alliant
- Zoom Attendees:** Tom Ramsey, VP Finance Alliant

CALL TO ORDER / VERIFICATION OF QUORUM

Duffie Harrison, Chair

- The meeting was called to order at 9:00am. Board quorum was confirmed.

PUBLIC COMMENT

Duffie Harrison, Chair

- A discussion was held regarding the benefits of rural hospitals: inpatient and outpatient services, as well as the economic impact on the community.

APPROVAL OF MINUTES

Duffie Harrison, Chair

- The 7/28/2022 minutes were presented for approval.
- Harrison welcomed Michael Kozar, CEO for Alliant. Kozar comes with 41 years of management experience in rural hospitals.

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

MEDICAL STAFF REPORT

Patrick Conrad, MD

- Dr. Conrad discussed the need for inpatient services, particularly in collaboration with other hospitals. He noted circumstances when Weems was the only hospital with available beds in the region.

CLINICAL SERVICES REPORT

Courtney Alford, DON

- Risk Management Report 2nd quarter 2022 was presented and reviewed in detail.
- Alford reviewed the recent AHCA survey, which occurred the first week of August.

- The surveyors followed patients throughout their treatment without staff knowledge. No patient care issues were noted.
- Infection Preventionist training is required for the DON. Alford is currently taking an Infection Control course through the CDC. Once completed, the Medical Staff will recommend Alford's appointment as the Infection Control Preventionist to the Governing Board.
- EMTALA signage was missing and has been replaced. The same signage is being produced in Spanish and will also be posted in the ED lobby.
- Medical Staff Peer Review Plan was due for Board review and approval. Peer reviews are required quarterly. Peer reviews are also recommended prior to each medical staff members reappointment.
- Risk Management training for 1 hour is required for all new hires and annually for clinical employees. Risk management training has been provided for all new and annually; however, the training was not 1 hour.
- The following were presented for Board review:
 - QAPI Plan 2022
 - Risk Management Plan 2022
 - Utilization Review Plan 2022
 - Infection Control Plan 2022
- Regarding the swing bed coordinator, Dr. Newton recommended dedicated time for swing bed training. Alford noted that she and the SB Coordinator were reviewing and revising all policies. Kozar noted the need for immediate responsiveness when referring facilities call for swing bed placement.

A motion was made by Zester to approve the 2022 Plans as presented; seconded by Anderson. The motion was carried unanimously.

TMH UPDATE

David Newton, MD

- TMH clinic volume continues to increase. Same day appointments are not currently available.
- TMH receptionist position is open.
- Mold issues are present in the Weems West supply closet. Gibson stated that treatment was started yesterday. Dehumidifiers have been placed.

HR REPORT

Ginny Griner, HR Director / Medical Staff Coordinator

- July 2022
 - 118 employees
 - 82 applications received
 - 4 resignations/terminations
 - 4 new hires
 - 18 positions advertised on a variety of platforms
- Quotes for employee benefits have been received. The first quote was significantly higher than previous year. Tim Rooney negotiated and now the quote is only a 1% increase.
- Open enrollment is scheduled within the next couple of weeks. All benefits will be effective 10/1/22.
- Salary parity numbers have been provided for review to Walker and Ramsey. Full-time increases will bring employees to their industry standard wage. The cost of the proposed salary parity increases is anticipated at \$112,000 per year.
- Medicaid Provider Minimum Wage Supplemental Agreement requires all employees with direct patient care to have a minimum wage of \$15/hour effective 10/1/22. The cost of the mandated increase is anticipated at \$31,000 per year. This increase without likewise departmental increases will cause compression. Griner provided a compression solution to Walker and Ramsey for consideration. This cost is about \$170,000 per year.

ACTION

A request was made for approval of the Medical Staff Peer Review Plan. No changes have been made.

A motion was made by Zester to approve the Medical Staff Peer Review Plan as presented; seconded by Anderson. The motion was carried unanimously.

ACTION

A request was made for approval of the following policies:

- **Pay Out at Termination/Resignation/Status Change**
- **PTO**
- **Core Staffing**
- **Holidays 2022**

Griner noted that all policies had been reviewed by the department managers and minor changes to verbiage were made.

A motion was made by Harris to approve the policies as presented; seconded by Anderson. The motion was carried unanimously.

ACTION

A motion was made by Zester to approve the Safe Driving

At the recommendation of the workers comp adjuster, the Safe Driving Standards policy was created. **A request was made for approval of the following:**

- **Safe Driving Standards**
- Quotes are being sought for upcoming workers comp renewal.
- Zester spoke to the recent discussions with broker for Directors & Officers Liability policy renewal.
 - As is the renewal would be \$17,000
 - With separate limits of \$1 million each for D&O liability and employment practices, the renewal cost would be \$21,000
- Zester recommended the increase to separate limits of \$1 million each for D&O liability and employment practices. Harrison questioned the need for Board action as the Board serves in an advisory capacity versus operational. It was agreed that the Board action would be a recommendation only.

Standards policy as presented; seconded by Harris. The motion was carried unanimously.

A motion was made by Zester to recommend the increase in Directors & Officers liability coverage to separate limitations of \$1 million each at the approximate cost of \$21,000; seconded by Harris. The motion was carried unanimously.

PLANT OPERATIONS UPDATE

Craig Gibson, Plant Ops Director

ACTION

Board approval requested for approval of the following policy:

- **Tag Out Lock Out Policy**

Harrison confirmed the policy would include vendors.

A motion was made by Harris to approve the Tag Out Lock Out Policy as presented; seconded by Anderson. The motion was carried unanimously.

- The recent AHCA Life Safety Survey was reviewed.
 - Sprinkler Inspection
 - The inspection was completed in March 2022.
 - Sprinkler Head replacement
 - 4 sprinklers with corrosion will be replaced in OP lobby.
 - Duct Differential Inspection
 - Scheduled for Friday, 9/3/22.
 - Fire Door Inspection
 - Inspection to be completed today.
 - Gibson plans to become certified in fire door inspection. This will save about \$2200 per year.
 - Receptacle testing
 - To be completed 9/1/22
 - Inventory list of sprinkler heads kept in riser room
 - To be completed by 9/1/22
 - Ceiling tiles
 - Tiles thought to be painted. On further inspection it was found that shininess caused by rubbing in

- shipment.
- Completed

CFO REPORT

Tom Ramsey, CFO Alliant

The May 2022 and June 2022 Income Statement and Balance Sheet were presented and reviewed in detail.

- Cash increased about \$90,000 from May 2022 to June 2022. Increase in AP paralleled increase in cash.
- Growth seen in clinics, EMS, and ED. Services with growth opportunity include radiology, lab, and swing beds.
- Zester questioned variance in Athena AR. Ramsey explained that there were mapping challenges with the conversion that are being worked out.
- Age of Athena accounts were discussed. Ramsey explained that write offs would be made following proper procedure for bad debt. Vendors for bad debt collections are being sought. Different vendors are also being sought for assistance with self-pay conversion to Medicaid.
- Ramsey anticipated presentation of the July & August 2022 financials at the next meeting.
- Ramsey discussed the dynamics of the finance department with vacant positions.

ALLIANT MANAGEMENT UPDATE

David Bowling, COO Alliant

- Bowling confirmed that the budget would be built into CPSI.
- Bowling addressed the Medicaid Provider Minimum Wage Agreement. As part of the agreement, managed care programs were given supplemental income to increase provider payments. Required payment increases for managed care programs are effective 1/1/23 versus required provider wage increases of 10/1/22. The requirement in relation to delay in cash was discussed.
- Weems participates in the DPP program. This program pays a lump sum of MCD payments. The next anticipated payment is approximately \$300,000.
- Bowling gave a reminder of the upcoming annual Alliant retreat. Walker will confirm Board member reservations.

CEO REPORT

David Walker, CEO

ACTION

Board approval requested for increase in mammogram equipment cost to \$279,000.

- USDA grant approval was given for the purchase of a mammogram machine. USDA will reimburse the hospital 55% of the total cost and the hospital will be responsible for the remaining 45%. After reviewing the quotes, a cost increase from \$244,00 to total cost of \$279,000 is desired. With mammogram certification, self-referrals for screening mammogram are allowed. Diagnostic mammograms will require provider referral. Zester questioned the return on investment. Kozar spoke to the community benefit.
- After discussion with county commissioners, it was determined that HCTF money could not be used for the Carrabelle retail pharmacy. Therefore, start up costs for the Carrabelle retail pharmacy will come from the operational budget.
- EMS survey was held last week. There were no issues identified.
- A new teleradiology group is being sought.
- TMH shared PR position is pending. This position will provide a dedicated marketing person for the hospital.
- Physical therapy providers are being evaluated for outpatient physical therapy services.

A motion was made by Anderson to approve the mammogram cost increase to \$279,000; seconded by Zester. The motion was carried unanimously.

OTHER BUSINESS

Duffie Harrison, Chair

- Anderson questioned signage improvements, specifically the Carrabelle sign on 98. Per Walker, a license for reposting sign is being sought. The property is now owed by Dollar General, which is creating the main barrier.
- Anderson asked that dialysis services continue to be evaluated for Weems.
- Anderson emphasized the need for increased marketing. Harrison recommended a yearly marketing plan with a set budget and a quarterly Board review. Kozar noted that the shared PR position with TMH will afford additional marketing resources. He also discussed the need for an increased focus on digital marketing.
- Anderson recommended community events, as were held in the past. Griner mentioned that a future community event is in discussion, possibly a mini-health fair in October.
- Zester gave an update on the Foundation Board. He is having trouble reaching members but will continue to work towards assisting the Foundation in Board growth.



GOVERNING BOARD OF DIRECTORS

AUGUST 30, 2022

ADJOURNMENT

Duffie Harrison, Chair

- The meeting was adjourned at 11:35am.

