

**NORTH SUNFLOWER MEDICAL CENTER  
BOARD OF TRUSTEES  
MINUTES  
27 January 2016**

**BE IT REMEMBERED** that the Chairman ProTem and the Board of Trustees of North Sunflower Medical Center, Ruleville, Sunflower County, Mississippi, met in their Regular Meeting on Wednesday, 27 January 2016, when and where the following were present:

Billy Joe Waldrup, President Pro Tem and Trustee; Brenda Vanlandingham, Vice Chairman ProTem and Trustee; Bobbie Bounds Allen, Secretary and Trustee; Tucker Miller, III and Phil McNeer, Trustees; Billy Marlow, Executive Director; Sam Miller, CEO; Rodney Clark, COO; Drew Weissinger, CFO; Sandra Britt, Administrative Assistant.

Guest: Anthony Clark, Supervisor; Lawson Holladay, Attorney

The Regular Meeting of the Board of Trustees was called to order by Chairman ProTem Billy Joe Waldrup. Mrs. Bobbie Bounds Allen offered the invocation.

The minutes of the 16 December 2015 Called Meeting were approved as distributed by a motion by Phil McNeer; seconded by H. T. Miller, III and unanimously adopted .

Mr. Anthony Clark was introduced to the Board and the members in turn introduced themselves to Mr. Clark. He was welcomed as our guest and he offered a few words to the Board regarding his role as Supervisor and encouraged members to come to him as a resource. Mr. Clark stressed that he desires to work with the Board to continue to improve services for the Citizens of Sunflower County.

Sam Miller updated the Board on the report from Company Politics. They continue to meet with key Congressional staffers regarding the 10 mile rule that will have adverse effects on CAH's. They are in the process of setting up meetings in the Delta and across the state/nation to let people know the importance of keeping local Critical Access Hospitals and show casing rural hospitals and the quality of care they provide to a community.

The first order of New Business was the election of officers for the coming year. Mr. Waldrup asked Mr. Holladay to conduct the meeting during the election of officers' process. The floor was open for the office of Chairman. Mr. Billy Joe Waldrup was nominated as Chairman by Phil McNeer and Seconded by Tucker Miller. There were no other nominations to come before the Board for that office. Hearing no further nominations, the nominations for Chairman was closed. A unanimous vote was received and Mr. Holladay declared Mr. Waldrup as Chairman.

The second office open for nominations was the office of Vice Chairman. Tucker Miller, III, was nominated by Phil McNeer and the nomination was seconded by Mrs. Vanlandingham. There was a unanimous vote to approve Mr. Miller as Vice Chairman.

Mr. Holladay opened the floor for nominations for the position of Secretary. It was moved by Phil McNeer and seconded by Tuck Miller that Mrs. Bobbie Allen remain as Secretary of the Board of Trustees. The motion was adopted unanimously. The gavel was turned back over to Mr. Waldrup.

The next order of business was to review the re-credentialing application for Angela Gibson, NP, who works in the Rural Health Clinic. The Board reviewed the application and the recommendations of the Medical Staff. After discussion, the following motion was made:

**MOTION: I move to accept the recommendations of NSMC Medical Staff to approve the re-appointment of Angela Gibson, NP, for a two year period as outlined in Medical Staff Bylaws, which will end 31 January 2018.**

**Maker: Phil McNeer**

**Secunder: Bobbie Bounds Allen**

**Motion Unanimously Adopted**

Mr. Waldrup asked Mr. Holladay to discuss the Policy for the Public Records Act that was distributed. Mr. Holladay reminded the Board that the policy they were reviewing was the summation of the items discussed when the Board Trained on The Public Records Act that was conducted in November at that meeting. The topics were reviewed and the required responsibilities were outlined. Mr. Rodney Clark, COO, will be the Public Records Officer. The following motion was made:

**MOTION: I move that the Board accept the North Sunflower Medical Center Public Records Policy as presented and that Rodney Clark be the Public Records Officer who will oversee compliance with the Act, and I futher move that they be added to the hospital's website in compliance of the law.**

**Maker: Brenda Vanlandingham**

**Secunder: Phil McNeer**

**Motion Unanimously Adopted**

Mr. Marlow gave the Board an update on the incident last week. He assured the Board that our Pharmacy was not involved. The FBI realized we weren't at fault. The Sunflower Discount Pharmacy was closed in October. NSMC did very little compounding before we sold the business.

The next discussion was NEW BUSINESS:

Mr. Miller discussed the bid notices that had been placed in the Enterprise-Tocsin to run for two consecutive weeks requesting bids with specifics listed for a 12-passenger van. The specifications for the van was detailed in the bid notice. The deadline for bids is close of business on Monday, February 8<sup>th</sup> with bid opening at Noon on Tuesday, February 9<sup>th</sup>. Mr. Miller asked how the Board wished to handle the bid process. After discussion, the following motion was made:

**MOTION: I move that the Board of Trustees authorize Sam Miller, CEO, to open the bids at Noon on Tuesday, February 9, 2016 and to accept the lowest and best bid for a new 2015 or 2016 Starcraft Allstar 12 passenger van.**

**Maker: Phil McNeer**

**Secunder: Brenda Vanlandingham**

**Motion Unanimously Adopted**

The Financials were reviewed by Drew Weissinger, CFO, who reported that the hospital has \$45.3 Million in total assets. The hospital had gross revenues of \$8.1 M, and a Net Income of \$2,809.00. Hospice had \$3, 073 profit; Diagnostic had \$23,589; Dental Outreach had a loss of (\$209); Eye Station had a loss of (\$728) and the Dental Clinic had a loss of (\$13,317); Simply Sunflower net income of \$555;

DME had a net income of \$44,763; the North Sunflower Medical Center Pharmacy had a net income of \$28,679.

Mr. Miller gave his Administrator's report as follows:

The Senior Care room renovations are completed. The patients are very pleased with their expanded room size, the new bathrooms and upgrades to their room furniture.

The ER has had heat/cold problems for some time. There were areas that were too cold and others that were too hot. An automatic door has been installed closer to the ER waiting room to separate the waiting room from the long hall and the cooler temps that are necessary for the lab. The signage is also a problem for people seeing the ER, so a sign is being placed at the tip of the CT trailer in back of the hospital pointing towards the ER. An "Emergency Room" sign is also being placed above the ambulance bay area as well.

The canopy and canvas guard at the end of the CT building is being repaired/replaced. The floor of the CT modular unit needs to be upgraded due to the weight of the machines and the constant wear and tear in one particular area of the CT unit. It is the most expensive and sensitive piece of equipment that we have. Robert Pitts, NSMC Engineer, is in charge of this renovation.

The lab is almost complete with all the upgrades, installation, and training for the equipment.

Mr. Miller reported that we had engaged a company out of Birmingham to do the patient surveys for HCAPS. This company calls the patients to encourage them to complete the surveys; to date, we have tripled the returns. Physician Communication has now gone to 100%; Knowing what to do when the patient leaves the hospital (Discharge instructions) is now at 90%.

Mr. Miller informed the Board that each Department in the hospital is now reviewing their Policy and Procedure manuals to keep them current with current practices. Everyone is encouraged to remain on Survey Readiness at all times while keeping an eye on Quality.

Upon motion made and seconded, the Board adjourned, subject to the call of the President.

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Billy Joe Waldrup, Chairman

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Bobbie Bounds Allen, Secretary