North Sunflower Medical Center

Board of Trustees

Regular Meeting Minutes

24 October 2018

 **BE IT REMEMBERED** the Chairman and the Board of Trustees of North Sunflower Medical Center, Ruleville, Sunflower County, Mississippi, met in their Regular Meeting on Wednesday, 24 October 2018, when and where the following were present:

Billy Joe Waldrup, Chairman and Trustee; H.T. Miller, III, Vice Chairman and Trustee; Bobbie Bounds Allen, Secretary and Trustee; Phil McNeer, Trustee; Willie Burton, Trustee; Billy Marlow, Executive Director; Sam Miller, CEO; Rodney Clark, COO; Leigh Ann Armstrong, Interim CFO; Arie Chandler, Administrative Assistant; Sandra Britt, Administrative Assistant

Absent: Lawson Holladay, Esquire

Guest: Johnny McWilliams, Esquire; Anthony Clark, Sunflower County Supervisor

The meeting of the Hospice of North Sunflower Medical Center was conducted prior to the calling to order the meeting of the Board of Trustees.

Mr. Waldrup called the meeting to order at noon and asked Mrs. Britt to open the meeting with a word of prayer. The minutes of the 26 September 2018 Regular Board Meeting were approved as distributed by motion offered by Mr. Burton and seconded by Mr. Miller and unanimously approved.

There was no unfinished business to bring before the Board for consideration.

The first order of new business was to review the Initial Credentialing applications of Lamonica Davis-Taylor, Pediatric DMD; Jess Hodnett, FNP-BC; Megan Flint, FNP-BC; and Bonita Cross, FNP-BC. The applicants education and training, professional references, and license were verified and queries were done on the National Practitioner Data Bank and the OIG with no reports noted. The applications were carefully reviewed and after discussion the following motion was made:

**MOTION: I move to approve the initial applications for Dr. Lamonica Davis-Taylor (Pediatric Dentist, Contract/PRN); Jess Hodnett, FNP-BC (Sunflower Clinic PRN Provider); Megan Flint, FNP-BC (Sunflower Clinic Full Time Employee); and Bonita Cross, FNP-BC (Sunflower Clinic PRN Provider) and that they be given initial privileges for a period of one year ending 31 October 2019 and at that time be permitted to apply for a two-year term.**

**Maker: Mr. Phil McNeer Seconder: Ms. Bobbie Allen**

 **Motion Unanimously Adopted**

At this time Mr. Waldrup introduced Mr. Anthony Clark, Sunflower County Supervisor, to the Board of Trustees. Mr. Clark was given a warm welcome by all members.

The Board next reviewed the legal Compliance Questionnaire that was included in the Board packets. After discussion, the Board agreed the questionnaire was correctly marked, the following motion was made, and the document was signed by Mr. Billy Joe Waldrup as Chairman and by Sam Miller as CEO. Arie Chandler will now send the original copy to the Auditors for their files prior to performing our audit.

**MOTION: I move to approve the Legal Compliance Questionnaire as marked and that it be distributed to the Auditors.**

**Maker: Mr. H.T. Miller, III Seconder: Mr. Willie Burton**

 **Motion Unanimously Adopted**

 Mr. Sam Miller brought to the Board’s attention that it is time to determine whether or not we will offer full time employees an incentive of 60 hours provided they met the goals set forth by Administration for the hospital and contributed to the North Sunflower Medical Foundation. The incentive for the part time employees who met their goals and objectives and also contributed to the Foundation will be pro-rated according to their rate of pay and the amount of their contributions to the Foundation. This incentive is for Fiscal Year 2018 and this business should have been discussed during the October 2017 Board meeting.

 Full time and part time employees must contribute to the Foundation based on the formula established several years ago as being fair and equitable to all. The Board determined that the incentive should be given just before Thanksgiving to help employees with taking care of their Christmas needs.

**MOTION: I move to approve that the Incentive discussed in detail be implemented retroactive to 01 October 2017 for the 2018 Fiscal Year for all employees, provided they have met their goal and objectives and contributed to the North Sunflower Medical Foundation each pay period. I further move that those employees who work part time be pro-rated to receive their portion of the incentive and that the incentive totals no more than sixty (60) hours of their pay for any employee.**

**Maker: Mr. H.T. Miller, III Seconder: Mr. Phil McNeer**

 **Motion Unanimously Adopted**

Leigh Ann Armstrong, Interim CFO, presented the financial information for September as attached to the minutes. The entire facility has a cash balance of $12.8 Million, total assets of $45.6 Million, and a total liabilities and fund balance of $45.6 Million. The Hospital’s Gross Revenue was $7.5 Million for the month and $92.3 Million year to date. The Hospital had a Net Loss of $496,717.00 for the month and a Year to Date Net Loss of $1.6 Million. Hospice had a Net Income of $9,011.00; Sunflower Diagnostic Center had a Net Income of $5,430.00; Sunflower Eye Station had a Net Income of $13,754.00; Simply Sunflower had a Net Loss of $10,571.00; Sunflower DME had a Net Income of $45,476.00; NSMC Pharmacy had a Net Loss of $17,907.00; TRINA Health had a Net Loss of $3,172.00; and the Rural Health Clinic had a Net Income of $122,030.00 for the month of September.

Sam Miller presented the Administrator’s report as follows:

* NSMC has participated in six health fairs during the month of October providing health screenings in many different communities and touching approximately 1,000 lives. The Sleep Center, Diagnostic Center, DME, Hospice, Specialty Clinic, and many more of the various departments and services that are offered at NSMC participated in these health fairs.
* NSMC recently sent a team of 2 Providers, 2 Pharmacists, 1 RN, and several members of the Administration Staff to Biloxi to attend a Cardiology, Diabetes and Obesity Summit that was hosted by NDORI and The Cleveland Clinic. The summit was very informative and provided important details on how to coordinate Shared Clinic Visits. The NDORI and Cleveland Clinic Group are traveling to NSMC on November 5-6 to show us how the patient encounters should flow from start to finish including the billing piece.
* We are 1.5 months ahead of schedule in the Patient Centered Medical Home (PCMH) and Accountable Care Organization (ACO) start up process.
* We are looking to receive a $118,000 check from the 340B program any day now. This program continues to allow us to provide medication at a low price to our patients and employees.
* The survey app that has recently been implemented for hospital outpatients and clinic patients is showing 96.5% patient satisfaction. The survey is short and easy for the patients and gives immediate results.

At this time Mr. Marlow asked Mr. Miller for an update on the Opioid Litigation. Mr. Miller reported that a planning session was held on October 17 at Community Health Systems in Franklin, TN to share insight and discuss what would be effective when implementing the medicine-based abatement plan. Mr. Miller stated that he hasn’t received any updates from that meeting at this time. Mr. Marlow asked that Mr. Miller invite Mr. Todd Jeffreys, Attorney and Mr. Kirkham Povall, Attorney, to the November meeting to give the Board a report on the litigation.

Rodney Clark, COO, gave the Quality Assurance Report as follows:

The Quality Committee is in the process of meeting with all department heads to discuss what improvements can be made in quality and patient care in the coming year. Annual employee evaluations are being done as well. After all information is gathered a report will be given to the Board.

Mr. Burton inquired about the “fall huddle” procedure and if it was continuing to help decrease falls. It was reported that although falls are inevitable, there were 3 reported for October. Fall huddles are done immediately on site of the fall with staff to detect the reason for the fall and methods to prevent.

Upon Motion made by Mr. Phil McNeer and seconded by Ms. Bobbie Allen, the Board adjourned at 12:37 P.M., subject to the call of the Chairman.

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Billy Joe Waldrup, Chairman Bobbie Bounds Allen, Secretary