

North Sunflower Medical Center
Board of Trustees
Regular Meeting Minutes
28 October 2020

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, 28 October 2020, when and where the following were present:

Billy Joe Waldrup, Chairman and Trustee; H.T. Miller, III, Vice Chairman and Trustee; Phil McNeer, Trustee; Willie Burton, Trustee; Billy Marlow, Executive Director; Daniel Ceja, CEO; Sam Miller, COO; Rodney Clark, CAO; Arie Chandler, Administrative Assistant; Sandra Britt, Administrative Assistant; Lawson Holladay, Esquire

Absent: Bobbie Bounds Allen, Secretary & Trustee

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

Mr. Waldrup called the meeting of the Board of Trustees to order at noon and asked Arie Chandler to open the meeting with a word of prayer. The minutes of the 23 September 2020 Regular Board Meeting were approved as distributed by motion offered by Mr. Miller, seconded by Mr. Burton, and unanimously approved.

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

The first order of New Business was for the Board to discuss the employee incentive for Fiscal Year 2021. The incentive is given provided the following goals and objectives are met: must have a hire date of earlier than September 1 of the payment year; must reach the established goals for their department and the facility as a whole; must meet Physician and patient satisfaction goals and objectives; must contribute to the Foundation each pay period; and the facility must maintain a certain level of cash. The incentives are to be given as follows: full time employees receive 60 hours of pay; key Administrative employees receive 80 hours of pay; and the incentive for part time employees who meet established goals and objectives will be pro-rated according to their rate of pay and the amount of contributions to the Foundation. The Board determined that the incentive be given just before Thanksgiving to help employees take care of their Christmas needs.

MOTION: I move to approve that the Incentive discussed in detail be implemented for the 2021 Fiscal Year that will allow full time employees to receive (60) hours of pay; key Administrative employees to receive (80) hours of pay; and that the part time employees incentive be pro-rated based on the rate of their pay not to exceed (60) hours provided all employees meet the requirements and goals set forth by Administration and contribute to the Foundation each pay period.

Maker: Mr. Phil McNeer

Seconded: Mr. Willie Burton

Motion Unanimously Adopted

The second order of new business was to review the re-appointment applications of three Physicians and one Allied Health Professional. The applications and Data Bank queries of Shannon Myers, M.D. (Full Time General Practice Provider/Active Staff); Aman Munir, M.D. (Director of Sleep Medicine/Courtesy Staff); James O'Mara, M.D. (Orthopaedic Specialist with MS Sports Medicine/Courtesy Staff); and Hannah Farmer, NP (Full Time Provider Sunflower Rural Health Clinic/Sunflower Diagnostic Center) were carefully reviewed and the following motion was made:

MOTION: I move to accept the re-appointment applications for Shannon Myers, M.D.; Aman Munir, M.D.; James O'Mara, M.D.; and Hannah Farmer, FNP, and that they be approved for a two-year term ending 28 October 2022.

Maker: Mr. Phil McNeer

Second: Mr. H.T. Miller, III

Motion Unanimously Adopted

Next, the Board 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 Mr. Daniel Ceja, Administrator. 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

Second: Mr. Phil McNeer

Motion Unanimously Adopted

Jennifer Baughman presented the financial information for September as follows. The entire facility has a cash balance of \$21.4 Million, total assets of \$52.3 Million, and a total liabilities and fund balance of \$52.3 Million. The Hospital's Gross Revenue was \$8.3 Million for the month and \$90.8 Million year to date. The Hospital had a Net Income of \$31,238.00 for the month and a Year to Date Net Income of \$1,610,927. Haire Drug Center, LLC, had a Net Loss of (\$30,796) for the month and a Year to Date Net Income of \$15,208. Hospice had a Net Income of 52,620 for the month and a Year to Date Net Income of \$676,123. Sunflower Diagnostic Center had a Net Income of \$5,537 for the month and a Year to Date Net Loss of (\$215,020). Simply Sunflower had a Net Loss of (\$2,980) for the month and a Year to Date Net Loss of (\$6,459). Sunflower DME had a Net Income of \$23,725 for the month and a Year to Date Net Income of \$387,036. NSMC Pharmacy had a Net Loss of (\$97,408) for the month due to truing up inventory and a Year to Date Net Income of \$23,211. The Rural Health Clinic had a Net Loss of (\$19,376) for the month and a Year to Date Net Loss of (\$157,634). NSMC as a whole showed a Net Loss of (\$20,264) for the month and a Year to Date Income of \$2,453,696.

The Administrative report was given as follows:

Daniel began his report by stating that the deadline to submit the PPP loan forgiveness application has been extended. We are completing this application for the \$4.4 Million PPP loan we received through the SBA. Daniel continues to work with a CPA from Watkins, Ward & Stafford to ensure everything on our end is submitted correctly and timely.

Next Daniel reported that Administration made the decision to give all employees an across the board 2% pay increase without completing employee evaluations in hopes to boost the morale. This

increase will be effective on October 29. In future years, employee evaluations will be performed and as long as funds permit, an annual increase will be given based on the evaluations.

Daniel reported that COVID testing for employees was implemented this month and most employees have already been tested. We will continue to test employees on a monthly basis.

The NSMC Retail Pharmacy's second drive-through is nearing completion. This additional drive through should help to keep the line from being backed into the highway.

We recently had a ZOOM meeting with the MS State Department of Health regarding the distribution of the COVID Vaccine once it is available. The vaccine may not be available until the 2nd or 3rd quarter of 2021 and MS is slated to receive 1% of the 100Million vaccines made. The individuals working on the front lines will be the first to receive the vaccine.

Daniel reported that the RHC COVID tent will go back up soon.

Mr. Waldup asked if the clinic patient numbers had gotten back to normal since the pandemic. Daniel stated that we are now seeing approximately 3,500 patients per month, which is normal for the clinic. We also continue to offer tele-health visits for those patients that do not want to come inside the clinic.

Rodney Clark presented the HCAHPS Scores as part of the Quality Assurance Report. Rodney reported that NSMC scored above the State and National average in all categories except for the category of "Is the area around their room always quiet at night". Rodney reported that this will be investigated and is probably due to the housekeeping department running the floor machine at night. The full HCAHPS score report is attached hereto.

Rodney reported that as of Monday, there has been a total of 12,061 negative COVID tests and 1,826 positive COVID tests. Rodney stated that COVID testing has increased tremendously within the last few weeks. There are currently six patients in the COVID Unit.

The Board adjourned at 1:09 P.M., subject to the call of the Chairman.

Billy Joe Waldrup, Chairman

Bobbie Bounds Allen, Secretary