

**Holmes County Hospital Corporation  
d/b/a Doctors Memorial Hospital  
Board of Trustees Meeting  
September 9, 2020  
Agenda  
10:00 a.m.**

**Bryan Hall, Carr Riggs and Ingram**

**2018/2019 Audit**

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- 1.0 Call to Order: Cynthia Brooks, Chairman
- 2.0 Welcome New Board Members: Jennie Belser Goodman  
Jerry Dixon
- 3.0 Legal Update: Laura Beth Faragasso, HCHC Attorney
  - Memorandum Regarding Contracting of Management of Hospital Operations and Clinical Support- SmartHealth Home, LLC
  - First Amendment Forbearance Agreement
- 4.0 Topic: Approval of Minutes – October 22, 2019 and February 25, 2020
- 5.0 Chief Executive Officer Update: Huy Nguyen, M.D.
  - Southern Healthcare Rural Health Clinic
- 6.0 Financial Update: Celia Ward, Interim CFO
- 9.0 Adjournment:

**Holmes County Hospital Corporation  
d/b/a Doctors Memorial Hospital  
Board of Trustees Meeting  
October 22, 2019  
Minutes**

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**1.0     Call to Order:** Joseph Sowell, Vice Chairman called the meeting to order with the following members present:

- Larry Cook, Secretary
- Darlene Moody, Board member
- Kyle Contini, Chief of Medical Staff
- JoAnn Baker, Administrator
- Sasha Marshall, Chief Financial Officer
- Bruce Deskin, Warbird Consulting Partners
- Laura Beth Faragasso, Board Attorney Representative
- Sandy McClennan, Bond Counsel (via phone)
- Janet Smith, RN Director of Nursing
- Tracey Long, Administrative Secretary

**Other representatives present:**

- Emily Miller, Radiology Manager
- Jonathan Paul, APRN
- Rohan Anderson, IT Director
- Andi Patterson, OR Supervisor
- Marena Smith, RN, Case Manager
- Kate Floyd, Radiology

**2.0     Topic: Approval of Minutes – September 30, 2019**

**Conclusion/Recommendation:** The minutes of September 30, 2019 were requiring review and approval.

**Action:** Larry Cook made a motion to approve the minutes of September 30, 2019. The motion was seconded by Darlene Moody. All members present were in favor. Motion carried.

**3.0     Unfinished Business:**

- **Warbird Consulting Partners – Bruce Deskin**

Bruce Deskin presented the board with an update on hospital affiliations. He reached out to several other facilities and received interest from Ascension, Northwest Florida Community Hospital, and possible interest from Jackson Hospital and HCA. A proposal from Ascension is expected December 13, 2019 and a proposal from

NFCH is expected December 6, 2019. Bruce Deskin asked that the Board be prepared to receive proposals beginning December 10, 2019 and confidentiality agreements will need to be sent out to the proposing companies at that time as well.

Joe Sowell commented that he would be interested in hearing more from Ascension. Bruce Deskin explained that Ascension now holds 21% of the market that goes down the I-10 corridor. Mrs. Baker emphasized that group purchasing with Ascension could lead to savings for the hospital. Bruce did point out that the hospital would be unable to get the same managed care contracts and that for now Ascension has no interest in purchasing the hospital. Bruce Deskin explained that Northwest Florida Community Hospital has a joint venture model with Alliant and Signature Health. They would like to pursue shared services and assess the value of Doctors Memorial Hospital over time. Its main goal was to keep the hospital running to gain the benefit of shared services through Doctors Memorial Hospital licenses and shared services.

Darlene Moody asked Bruce Deskin what his recommendation would be at this time between the two candidates. Mr. Deskin stated that he would like to see what the proposals would look like from each organization before he could really say. He is expecting two different types of proposals.

Bruce Deskin also reported on the status of performance improvement initiatives. He cited opportunities in the following areas:

- Managed care contract review – the review process is underway
- Revenue Cycle Review – is pending information from DMH
- Expense reductions – ER management group is being researched. The Board would like to see what happens with the affiliation proposals before moving forward with an ER group.
- USDA – waiting on the new application period to begin and then the determination of a feasibility study would take place.

**Action: FYI**

**4.0 Chairman of the Board Update: Joe Sowell, Chairman**

**5.0 New Business:**

**5.1 Utilization Review Report- Kyle Contini, M.D.**

**5.1.1 Topic Utilization Review Report**

**July 2019**

**1 Inpatient Transfers  
1 Inpatient AMA**

**August 2019**

**3 Inpatient Transfers  
1 Inpatient AMA**



0 Readmit within 30 days  
0 Readmit within 15 days

0 Readmit within 30 days  
1 Readmit within 15 days

## **5.2 Medical Records Review- Leisa Bailey, M.D.**

### **5.2.1 Topic: Delinquent Record Report**

#### **Conclusion/Recommendation:**

##### **Stats**

For July and August we had the following delinquencies noted:

July:     18 History & Physicals  
             12 Discharge Summaries  
             1 Op Reports/Notes  
             0 Signatures

August:   22 History & Physicals  
             11 Discharge Summaries  
             1 Op Reports/Notes  
             0 Signatures

#### **Recommendation/Actions:**

For the past 12 months, there is an average of 34 charts over 30 days past due. Total admissions and surgeries for this period are 1,201. The average delinquent rate for 2019 was 40 charts. This must remain below 50 for the year to meet JCAHO standards.

History and Physicals for July and August was a total of 18 for July and 22 for August. We are averaging 12 History and Physicals for the last 12 months. H&P's are to be on the charts within 24 hours of admission. Signatures reflected 2 charts delinquent in July and August 0 in June. Average for the 12 months is 4.

Discharge summaries must be dictated and signed within 30 days of discharge. We are averaging 17 delinquent charts each month. May and June had 28 delinquent charts for D/C summaries. Of this 12 were in July and 16 in August.

## **5.3 Surgical Case Review- Dale Mitchum, M.D.**

### **5.3.1 Topic: Surgical Case Reviews for January, February, March 2019**

July 2019: Total Activity: 56; 27 endoscopies, 11 major, 14 minor, 0 blood transfusions, 0 pain management, 2 therapeutic phlebotomy, 2 miscellaneous procedures.

**5.4 Blood Utilization Review- Andres Candela, M.D.**

**5.4.1 Topic: Blood Usage Evaluation:**

Report for the 3<sup>rd</sup> Quarter is not due. Will report at the next meeting.

**5.5 Performance Improvement Report - Leisa Bailey, M.D.**

**5.5.1 Performance Improvement Report-1<sup>st</sup> Quarter 2019**

The Performance Improvement Report is not due at this time. Will review 3<sup>rd</sup> quarter at the next meeting.

**5.6 Pharmacy & Therapeutics Review- Patrick Hawkins, M.D.**

**4.6.1 Medication Error Update**

**4.6.2 Anticoagulation Update**

**5.7 Risk Management/Safety/Infection Control Meeting- Patrick Hawkins, M.D., Chairman**

**5.7.1 Risk Management Report-**

The Risk Management Report is not due at this time. Will be reviewed at the next meeting.

**5.8 Chief Nursing Officer Update-Janet Smith, RN DON**

**5.9 Chief of Staff Update- Kyle Contini, M.D.**

**5.9.1 Topic: Medical Staff Fund:**

\$ 218.22 Account Balance as of July 15, 2019

\$ 218.22 Balance as of September 9, 2019

Expenses: None

Income: None

### **5.9.5 Medical Staff Bylaws/Rules and Regulations**

**Conclusion/Recommendation:** The Medical staff report was needing approval.

**Action:** The motion to approve the Medical staff report was made by Larry Cook and seconded by Darlene Moody. All members present were in favor. Motion carried.

## **6.0 Chief Executive Officer Update: JoAnn Baker**

### **6.1 Hospital Operations Update**

Mrs. Baker reported that the average daily census is 6.8 and the projected revenue for the month is 2.8 million dollars for the month. She then updated the board on the following:

#### **6.1.1 Physician Recruitment**

Mrs. Baker reported that Dr. Yunus brought in a pediatrician that is interested in privileges here at Doctors Memorial. He has requested using the Medical Office building until he can establish an office in Bonifay.

#### **6.1.2 Grant -Revenue Loss submitted/In review**

#### **6.1.3 Reopening Cost Report/Mid-levels**

Mrs. Baker is expecting the hospital to receive \$150, 000 from the 2017 cost report from Nurse Practitioner time. In addition, she is expecting about \$20,000 from hospice days.

#### **6.1.4 MRI Agreement NWFCH-Update**

Mrs. Baker reported that the agreement was being reviewed by the two hospital attorneys regarding the "lease of staff and equipment".

#### **6.1.5 Glucose Machine**

Training will need to be completed for the new machines.

#### **6.1.6 Equipment needs/Wish list**

Mrs. Baker stated that she met with and discussed department "wish list" for the upcoming year with the department heads. Lisa Prater, Cardiopulmonary Director, has requested funds from the Auxiliary and Foundation to purchase equipment totaling \$1,800.

#### **6.1.7 JCAHO Survey-Laboratory/Respiratory Therapy**

Mrs. Baker reported that the survey went well.

#### **6.1.8 Potential New Board Member**

An application has been submitted by Cynthia Brooks for a seat on the board.

#### **6.1.9 Site Visit Ascension/Bay Medical**

#### **6.1.10 Rodeo Participation/Concessions/Float**

Mrs. Baker reported that the hospital staff worked the concession stand at the Rodeo and brought in \$30,000.

#### **6.1.11 Marketing- Infusions**



Mrs. Baker reported that the marketing initiatives have begun. Warren and Marena visited Flowers Hospital to observe the infusion clinic there. In addition, baskets were given out to Dr. Yunus, Dr. Contini, and Dr. Byrd. Mrs. Baker has contacted a woman named Penny Dockery who may be interested in doing some marketing for the hospital. She is not clinical and will need department heads to accompany her on the visits for a few weeks.

**6.1.12 Buzzer Emergency Room**

A buzzer has been placed in the ER registration area to keep patients from waiting if no one is at the desk.

**6.1.13 Hometown Health Board Education**

Mrs. Baker is looking into a different method of training for Board members. She stated that the Hometown Health series was too long for members to complete.

**6.1.14 Indigent Care Tax- Referendum / Marketing Strategy**

The indigent care tax will be on the ballot for next year.

**6.1.15 Overtime Forms**

**6.1.16 USDA Refinancing-Update**

**6.1.17 CPSI Training Workshop 10/16/2019**

Mrs. Baker, Rohan Anderson, and Donna Boroughs attended a CPSI training hosted by Alliant.

**6.1.18 Annual Inservice 10/21/2019-10/25/2019**

Larry Cook asked what the overtime forms were. It was explained that is was a form used by staff to monitor and approve overtime. In addition, Sasha explained that as a result of the payroll audit Department Heads have been asked to be sure to complete vacation and sick time forms consistently when they are out so that the numbers match up for next years audit.

In addition, Mrs. Baker reported that Bill Howell's wife, former Board Attorney, passed recently.

Also, Mrs. Baker announced that the Holmes County Chamber of Commerce is hosting a dinner November 7<sup>th</sup> and she has tickets if any of the board members wanted to go. None of the members can attend.

**Action:** FYI.

**3.2 Financial Report**

**Conclusion/Recommendation:**

Sasha Marshall, Chief Financial Officer, gave the financial update reporting a loss of \$265,000 for the year. Sasha Marshall also reported that the audit will take place November 4<sup>th</sup>.

Sasha Marshall reported monthly changes including a decrease in workers compensation leaving a \$8,000 decrease in expenses. There was also a \$15,000 decrease in audit fees from Carr, Riggs, and Ingram and a \$22,000 decrease in legal fees. In addition, Sasha reported an increase in Business purchases which was due to Intuitive Solutions payments. There was a loss of \$33,800 in cash for the month and an average of \$50,000 per month loss in cash this year. United Health and Blue Cross contract negotiations could help with this moving forward.

Currently, we are spending \$37,000 on daily expenses and are at 13.8 days cash on hand. Sasha Marshall reported that she has been following up on the bondholder agreement and working on the price changes recommended by during the chargemaster review. The price change is expected to go into effect this month.

Sasha Marshall reported a correction from last months report that shows an increase of \$30,000 from the work Intuitive Solutions is doing. The project doesn't seem to be as profitable as originally predicted. Larry Cook asked if this meant that Intuitive Solutions was doing about as well as the business office is currently doing. Sasha responded that it would be hard to tell until the end of the project. Sasha will complete a benefit analysis to submit to the board next meeting. Sasha Marshall also reported that she is expecting the hospital to receive \$104,000 from the Medicare cost report. Keith, auditor, is looking at the last 3 years as well.

Sasha Marshall asked if the Board would prefer a comparison of cash flows statement or an income statement. The Board decided that they would like both. Sasha also stated that the budget would be ready for approval next meeting.

**Action:** The motion to approve the financial report was made by Larry Cook and seconded by Darlene Moody. All members present were in favor. Motion carried.

**7.0    Legal Update:**

Laura Beth Faragasso introduced herself to the board as a legal representation filling in for Tori Penny.

**8.0    Adjournment:** Motion to adjourn was made by Larry Cook. Seconded by Darlene Moody. All members present were in favor. The meeting was then adjourned.

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Joseph Sowell, Chairman of the Board

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Date Signed