



BOARD OF DIRECTORS MEETING MINUTES
Tuesday, December 18, 2018
6:00 p.m.

MEMBERS PRESENT:

Aydt, Kenny
Epperson, Christina
Folden, Katie
Hatfield, Paula
Lewis, Mike
Meuhlenbein, Greg
Morris, Wayne
Rowland, Larry
Warner, John

MEMBERS ABSENT:

OTHERS PRESENT:

Victoria Woodrow, CEO
Justin Epperson, Controller
Patty Blazier, Chief Nursing Officer
Sheila Thompson, Director of Revenue Integrity
Bryan Russell, Quality Director
Pam Harbison, Director of HI, Rural Health Clinics, & Compliance
Carolyn Pool, Executive Assistant

Mike Lewis, Board President, called the meeting to order at 6:00 p.m. Roll call was taken and, with a quorum present, the meeting proceeded.

President Lewis recommended revising the order of the agenda by listing Meeting Minutes as Item #3, Financials as Item #4, and Capital/Building/Grounds as Item #5. Board members concurred with the recommended changes. These changes will be implemented on the January 2019 agenda.

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Topic of Discussion	Description	Action Taken
<u>Public Comment</u>	No comments were made.	
<u>Building/Grounds and Equipment</u>	No items were presented.	
<u>Financial Statements</u>	<p>Financials Total Cash and Investments – \$7,506,659 Total Revenue – \$1,379,037 Total Expenses – \$1,351,161</p> <p>Statistics Inpatient Acute Care Admissions – 29 Transitional Care Admissions – 17 Emergency Room Visits – 396 Surgeries – 11 Radiology Procedures – 784 Lab Procedures – 7,089 Rehab Services Units – 2,561</p>	<p>Financial Statements and Cash Disbursements for the month of November were reviewed. Greg Meuhlenbein made a motion to approve the Financials. Kenny Aydt seconded the motion. Roll Call Vote: Greg Muehlenbein – Yes; Kenny Aydt – Yes; Christina Epperson – Yes; Katie Folden – Yes; Paula Hatfield – Yes; Wayne Morris – Yes; Larry Rowland – Yes; John Warner – Yes. Motion carried.</p>
<u>Minutes of the November 27, 2018 Board of Directors Meeting and Executive Session</u>	The minutes were reviewed.	Larry Rowland made a motion to approve the November 27, 2018 Board of Directors Meeting Minutes and Executive Session Minutes. Wayne Morris seconded the motion. Motion carried with all favorable votes.

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<p><u>Quality Report</u></p>	<p>Bryan Russell, Quality Director, reviewed the Quality Dashboards and narratives.</p>	<p>John Warner made a motion to approve the Quality report as presented. Paula Hatfield seconded the motion. Motion carried with all favorable votes.</p>
<p><u>Policies</u></p>	<p>Policy #002 – Patient Prescribed Controlled Substance Partnership Agreement</p>	<p>Wayne Morris made a motion to approve the policy as presented. Christina Epperson seconded the motion. Motion carried with all favorable votes.</p>
	<p>Policy #135 – Charge Master Revision</p>	<p>Christina Epperson made a motion to approve the policy as presented. Kenny Aydt seconded the motion. Motion carried with all favorable votes.</p>
	<p>Policy #50 – Christmas Bonus</p>	<p>Following discussion, Christina Epperson made a motion to set the amount of the employee Christmas gift for December 2018 at \$35, to mandate Board approval of the gift amount each year, and to strike the words “bonus checks” from the policy. Katie Folden seconded the motion. Roll Call Vote: Christina Epperson – Yes; Katie Folden – Yes; Kenny Aydt – Yes; Paula Hatfield – Yes; Greg Muehlenbein – Yes; Wayne Morris – Yes; Larry Rowland – Yes; John Warner – Yes. Motion carried.</p>

<p><u>(Policies cont)</u></p>	<p>No-show Policy Progress Update - Pam Harbison, Health Information Director, presented an update on the progress of efforts to decrease the number of no-show patients in the clinics. The number of patient relationship terminations due to no-shows will be added to the quality dashboard.</p>	
<p><u>Compliance Report</u></p>	<p>Pam Harbison led review of the Compliance Report and Compliance Committee meeting minutes for November.</p> <p>Security Risk Analysis Action Plan - Victoria Woodrow led review of the Security Risk Analysis Action Plan which addresses issues discovered during the 2018 Security Risk Analysis. She noted a follow-up Security Risk Analysis will be conducted in 2019.</p>	<p>Larry Rowland made a motion to approve the compliance report and Compliance Committee minutes for November. Kenny Aydt seconded; the motion.</p> <p>Motion carried with all favorable votes.</p> <p>Justin Epperson exited the meeting.</p> <p>Wayne Morris made a motion to approve the Security Risk Analysis Action Plan as presented. Christina Epperson seconded the motion.</p> <p>Motion carried with all favorable votes.</p>

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Topic of Discussion	Description	Action Taken
<u>CEO Report</u>	Victoria Woodrow, CEO, presented the CEO report. She reviewed the key statistics for the month of November. Key financial drivers were reviewed.	
<u>Executive Session</u>	No Executive Session was called.	
<u>Meeting Adjournment</u>		Christina Epperson made a motion to adjourn the meeting at 7:37 p.m. Katie Folden seconded the motion. Motion carried with all favorable votes.

HAMILTON MEMORIAL HOSPITAL DISTRICT



John Warner, Secretary
Board of Directors



BOARD OF DIRECTORS MEETING MINUTES
Tuesday, December 18, 2018
Executive Session

There was no Executive Session called at the December 18, 2018, Board of Directors meeting.
