



BOARD OF DIRECTORS MEETING MINUTES
Tuesday, January 23, 2024
6:00 p.m.

MEMBERS PRESENT:

Wayne Morris
Kenny Aydt
Marilyn Cross
Christina Epperson
Kelly Karcher
Carrie Ragan
Jason Waier
John Warner

MEMBERS ABSENT:

Greg Muehlenbein

OTHERS PRESENT:

Victoria Woodrow, CEO
Justin Epperson, CFO
Patty Blazier, CNO
Jenee Wilson, Quality/Compliance/Risk Director
Bobbie Hamblin, HR
Janet Williams, Director of Clinics
Nick Hansen, Director of Facilities Management
Holly Hubele, ASC

Wayne Morris, Board President, called the meeting to order at 6:00 p.m. This meeting was held at the Hamilton Memorial Hospital located at 611 S. Marshall Avenue, McLeansboro, Illinois and will be the site of all future meetings unless communicated otherwise.

Roll call was taken and with a quorum present, the meeting proceeded.

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Topic of Discussion	Description	Action Taken
<u>Public Comment</u>	No comments were made.	
<u>Board of Directors December 2023 Meeting Minutes</u>	Regular Session minutes were reviewed and approved.	Jason Waier made a motion to approve the December 2023 Board of Directors Regular Session minutes. Christina Epperson seconded the motion. Motion carried.
	Executive Session minutes were reviewed and approved.	John Warner made a motion to approve the December 2023 Board of Directors Executive Session minutes. Carrie Ragan seconded the motion. Motion carried.
<u>Board of Directors January 2024 Emergency Meeting Minutes</u>	Emergency Session minutes for January 10, 2024 were reviewed and approved.	Kenny Aydt made a motion to approve the January 2024 Board of Directors Emergency Session minutes. Jason Waier seconded the motion. Motion carried.
<u>December 31, 2023 Financial Statement Narrative</u>	Justin Epperson, CFO, stated that December had an improvement in volumes, but some unusual expenses offset the gains in income. These expenses were related to the increase in lab supplies for testing of respiratory illness (BioFire \$28K), as well as an increase in employee benefits due to paying off all outstanding health claims in December allowing HMHD's Stop-Loss insurance to be	John Warner made a motion to approve the December 31, 2023 Financial Statement. Marilyn Cross seconded the motion. Roll Call Vote: John Warner- Yes; Marilyn Cross- Yes; Christina Epperson- Yes; Kelly Karcher- Yes; Carrie Ragan- Yes; Jason Waier- Yes; Kenny Aydt- Yes. Motion Carried.

December 31, 2023 Financial
Statement Narrative (continued)

Balance Sheet

applied to any large 2023 claims.
The clinic has once again set a new high mark for revenue.

Justin Epperson explained that the Balance Sheet that is included in the Financial Statement is now correct and is due to the prior fiscal year being closed and the audit completed.

Current Assets

Cash-

Cash is at \$11.4M, a decrease of \$300K from the prior month.

Accounts Receivables-

Net A/R is \$2,647,955, an increase of \$151K from the previous month.

Income Statement

Gross Patient Revenue-

Total revenue was \$3.3M, which was \$195K above budget.

Gross Patient Revenue is broken down into two areas:

-\$3M Hospital Revenue
(\$85K below budget)

-\$270K Clinic Revenue
(\$110K above budget)

Deductions

Contractual adjustments and bad debt allowances are recorded at 47% of gross revenue, which is below the previous month of 52%.

The amount of total A/R that is Epic only remains at 95% in December.

<p><u>Income Statement (continued)</u></p>	<p><u>Cash Collections</u> Cash collections were \$1.7M in December, an increase of \$100K from the previous month.</p> <p><u>Cost Report Template</u> HMHD erred when closing November early for the December Board meeting, and the result of that error was that payroll still had expense that had not flowed through to the income statement. As a result, November was restated as a \$100K loss rather than a gain. This error was discovered when producing the December financial statements. The Cost Report template was updated and reviewed with the Board.</p>	
<p><u>Key Statistics</u></p>	<p>Days Cash on Hand: 222 Days in Net A/R: 51</p> <p><u># of Denied Claims</u> Denied claims increased from the prior month, moving from 496 up to 560 in December. The # of Denied Claims may be removed due to being re-builds instead of true denied claims.</p> <p><u>MyChart Payments</u> MyChart payments increased by \$3K with the Point of Service (POS) decreasing by \$6K.</p>	

<u>Key Statistics (continued)</u>	<u>Payor Mix</u> Payor Mix was completed on current month A/R with Medicare at 50% which is above the 43% from the previous month. This upward trend in Medicare is beneficial for HMHD.	
<u>Capital/Building/Grounds</u>	<u>Facility, Building and Grounds Update for December 2023</u> Nick Hansen, Director of Facility Management reviewed the December 2023 report. Recent Activities: -- Replaced boiler feed pumps and boiler #2 auto feed valve --Made service repairs to MedGas compressed air and vacuum pumps -- Last of 3-condensate receivers installed, still finishing commissioning -- Completed annual sprinkler system inspection -- Replaced boiler chemical injection pump -- A meeting was held with Architechniques, WRF Engineering, Rend Lake Plumbing, and St. Louis Boiler to discuss corrosion debris and the outstanding emergency repairs needed on the steam system. It was determined that the deaerator tank has reached the end of its lifespan. Boilers #1 and #2 are nearing their expected lifespan as well.	

<u>Capital/Building/Grounds</u> <u>(continued)</u>	<p>Initial planning for the replacement of major steam system components has started and will be replaced in a phased manner which will include:</p> <ul style="list-style-type: none">• Chemistry control for water softener• Feed System- deaerator tank and main condensate receiver• Steam Generation- boilers #1 and #2	
<u>CEO Report</u>	<p>Upcoming Activities:</p> <p>-- Finish carpet replacement at SEC.</p> <p>-- Annual chiller PM in January/February</p> <p>-- Annual emergency backup generator PM in February/March</p> <p>Major Breakdowns:</p> <p>-- Ongoing boiler condensate and feed systems failures</p> <p><u>HMHD Upcoming Dates</u></p> <p>-- Strategic Plan Review is scheduled to go to the Board in February</p> <p>-- Steam Project Team & IDPH Response meeting to be announced</p> <p>-- Continuous Quality Improvement meeting will be scheduled for the end of March or early April and will include certain members from the Board, Administration and Medical Executive Committee</p>	

<u>CEO Report (continued)</u>	<p><u>Regulatory & Operations Updates</u></p> <p>-- The Auxiliary Gift Shop officially closed on January 10, 2024. The Auxiliary will continue to support HMHD through new efforts.</p> <p>-- The Gift Shop has been converted to a visitor lounge</p> <p>-- The Quiet Room is in the process of being transformed into an additional conference room and will still be used as a quiet area for families who are experiencing difficult circumstances within the hospital setting</p> <p>-- The Gift Shop storage area is being transformed into a space that can be utilized for patient financial counseling and for a lab draws.</p> <p><u>January 2024 Flash Reporting</u></p> <p>Hospital & Clinic Charges:</p> <p>January 1-23:</p> <ul style="list-style-type: none">-Gross \$2.44M-ER Visits- 383 projected <p>January 1-22:</p> <ul style="list-style-type: none">-Clinic Visits:<ul style="list-style-type: none">Carmi- 292McLeansboro- 765-AWV- 4-Transitional Care-3 admits-Acute- 21 admits-Observation- 25 admits <p>Key revenue driver's data including acute and transitional care volumes, CT scans, and ED visits were reviewed compared to the prior 24-month activity.</p>	
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<u>CEO Report (continued)</u>	<p>Outpatient and inpatient revenue, as well as total payroll expenses and RHC volumes for the prior 24-months, were also reviewed and discussed.</p> <p>IDPH Infectious Respiratory Disease Surveillance was reviewed for January 7-January 13, 2024.</p> <p><u>Statistics for the month of December 2023</u></p> <p>-- General Surgery/Scopes: 19</p> <p>-- Eyes: 0</p> <p>Surgery numbers are now on a 16-month look-back</p> <p>--CT scans: 176</p> <p>--Lab: 4170</p> <p>--ER: 368</p> <p>--Clinics combined had 1463 patient visits</p> <p>Carmi: 376</p> <p>McLeansboro: 1087</p> <p>--Acute Admissions: 20</p> <p>--Transitional Care: 16</p> <p>--IP Observation: 41</p>	
<u>Reports</u>	<p><u>Quality Assurance & Performance Improvement Report (QAPI)</u></p> <p>Jenee Wilson, Quality reviewed the QAPI report for December 2023.</p> <p>Performance Improvement Project (PIPs) continue in all departments to ensure issues are acknowledged, reviewed and resolved by identifying a corrective action to follow.</p>	<p>John Warner made a motion to approve the December 2023 Quality Assurance and Performance Improvement Report. Kenny Aydt seconded the motion. Motion carried.</p>

<p><u>Reports (continued)</u></p>	<p>Current & Completed PIPs:</p> <ul style="list-style-type: none"> -- Discharge Timeout -- Employee Pulse Review -- Communication with Nursing -- Communication of New Medication -- MEWS -- Initial/Annual Competencies -- Job Field School Presentations -- STEMI Protocol -- Epic Clinic In-Basket Pool -- Pregnancy Disclaimer -- MQSA Inspection -- MRI Contrast Consents -- New Hire Orientation -- Tenecteplase -- Propofol -- Outpatient IV Therapy/ Availability -- IV Infusion Stop Times -- Surgical Workflows -- Registration Orientation -- Hospitalist Doc. And Charging Process -- Imaging Transcription Errors -- Fire Drill Procedure -- Ligature Risk Assessment -- UC Verification Timer -- Mobile EKG (Epiphany) Readings -- Sample Medication Log -- Charging Workflow -- Nurse Preceptor Training -- Diprovan Education <p><u>Compliance Report</u></p> <p>Jenee Wilson, Quality/Risk Management Director stated that there were two HIPAA breaches reported for</p>	<p>Carrie Ragan made a motion to approve the December 2023 Compliance report. Jason Waier seconded the motion. Motion carried.</p>
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<u>Reports (continued)</u>	<p>December 2023. The Compliance Subcommittee determined that neither was reportable to the Office of Civil Rights (OCR). Zero calls were received to the Compliance Hotline</p> <p>The three November HIPAA breaches that were previously deferred have been completed. After careful review by the Compliance Subcommittee and HMHD Legal Counsel, one case is to be reported to the OCR and the employee terminated. The other two have been deemed non-reportable by the Compliance Subcommittee.</p>	
<u>Economic Interest Statement & Conflict of Interest</u>	<p>The Economic Interest Statement and the Conflict of Interest Statement were handed out to the Board members for completion. Once completed and received back, the Economic Interest Statements will be taken to the courthouse.</p>	
<u>Executive Session Recordings</u>	<p>Discussion and/or Action to destroy Executive Session recordings for months prior to <i>March 2022</i> under 2.06 Section C of the Open Meetings Act.</p>	<p>Jason Waier made a motion to destroy Executive Session recordings prior to March 2022. Marilyn Cross seconded the motion. Motion carried.</p>

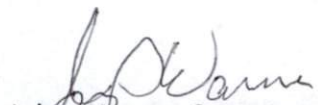
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<u>Executive Session</u>	Review of hospital personnel took place.	Carrie Ragan made a motion to enter into Executive Session at 7:01 pm. Kenny Aydt seconded the motion. Motion carried.
<u>Meeting Adjournment</u>		Marilyn Cross made a motion to exit Executive Session and return to Regular Session at 7:50 pm. Kelly Karcher seconded the motion. Motion carried.
		John Warner made a motion to adjourn the meeting at 7:51 pm. Christina Epperson seconded the motion. Motion carried.

HAMILTON MEMORIAL HOSPITAL DISTRICT


John Warner, Secretary
Board of Directors