



BOARD OF DIRECTORS MEETING MINUTES  
Tuesday, February 27, 2024  
6:00 p.m.

MEMBERS PRESENT:

Wayne Morris  
Kenny Aydt  
Marilyn Cross  
Christina Epperson  
Kelly Karcher  
Greg Muehlenbein  
Jason Waier  
John Warner

MEMBERS ABSENT:

Carrie Ragan

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  
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.

BOARD OF DIRECTORS MEETING MINUTES

February 27, 2024

Page 2

Topic of Discussion	Description	Action Taken
<u>Public Comment</u>	No comments were made.	
<u>Board of Directors January 2024 Meeting Minutes</u>	Regular Session minutes were reviewed and approved.	Marilyn Cross made a motion to approve the January 2024 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 January 2024 Board of Directors Executive Session minutes. Marilyn Cross seconded the motion. Motion carried.
<u>January 31, 2024 Financial Statement Narrative</u>	Justin Epperson, CFO, stated that January was a continuation of higher volumes, with overall expenses similar to December. As expected, employee benefits decreased as the paid out claims from year end were completed. Lab supplies under Operating Supplies continued to run above budget as well as I.T. equipment. The Emergency battery backup signature authorization of \$15K took place and will be formally approved during the Board of Directors meeting. Other Income was also much higher in January due to realized gains on the Wealth Management money,	Kelly Karcher made a motion to approve the January 31, 2024 Financial Statement. Jason Waier seconded the motion. Roll Call Vote: Kelly Karcher- Yes; Jason Waier- Yes; John Warner- Yes; Kenny Aydt- Yes; Marilyn Cross- Yes; Christina Epperson- Yes; Greg Muehlenbein- Yes. Motion carried.

<p>January 31, 2024 Financial Statement Narrative (continued)</p> <p>Balance Sheet</p> <p>Income Statement</p>	<p>replacement tax receipts, and 340B revenue.</p> <p><b><u>Current Assets</u></b></p> <p><b>Cash-</b> Cash is at \$11.9M, an increase of \$500K from the prior month.</p> <p><b>Accounts Receivables-</b> Net A/R is \$2,394,906, a decrease of \$253K from the previous month.</p> <p><b><u>Gross Patient Revenue-</u></b> Total revenue was \$3.4M, which was \$310K above budget. Gross Patient Revenue is broken down into two areas: -\$3.2M Hospital Revenue (\$212K above budget) -\$259K Clinic Revenue (\$99K above budget)</p> <p><b><u>Deductions</u></b> Contractual adjustments and bad debt allowances are recorded at 50% of gross revenue, which is above the previous month of 47%.</p> <p>The amount of total A/R that is Epic only remains at 95%. There were two large Medicare payments that were received in February that will allow HMHD to write off more CPSI. Also, there are quite a few aged Medicaid that HMHD may now write off as uncollectable.</p>	
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<p><u>Income Statement (continued)</u></p>	<p><b><u>Cash Collections</u></b> Cash collections were \$1.8M in January, an increase of \$100K from the previous month.</p> <p><b><u>Cost Report Template</u></b> The Cost Report settlement previously showed a receivable of \$300K, which was paid on HMHD's interim review in February.</p>	
<p><u>Key Statistics</u></p>	<p><b>Days Cash on Hand:</b> 229 <b>Days in Net A/R:</b> 45</p> <p><b><u>Point of Service</u></b> Payments were \$5K higher due to patient deductibles starting over for the new year, which helped with lower transitional care admits.</p> <p><b><u>MyChart Payments</u></b> MyChart remained steady with a small decrease of \$500 from the prior month.</p> <p><b><u>Payor Mix</u></b> Payor Mix was completed on current month A/R with Medicare remaining at 50%. It has been confirmed that the Commercial amount includes Medicare and Medicaid Managed Care. A new tool is needed to show the breakdown. HMHD's reserve buckets continue to be correct.</p>	



<u>Loan Refinance</u>	<p>Justin Epperson, CFO stated that monthly Board conversations will take place until the final determination on the loan refinance is made in August 2024.</p> <p>The loan refinance has been broken into three different sections.</p> <p>The first section illustrates how HMHD's recent Medicare receipts will provide cash for the imminent boiler project. Additional Medicare money received in February from the FY23 Cost Report along with the additional Medicare money received in February from the FY24 Interim Settlement, will pay for the majority of the boiler project and includes the 15% contingency.</p> <p>The second section illustrates that HMHD's Wealth Management cash and the Payroll Protection Program (PPP) can nearly pay down the loan balance to the desired level, leaving approximately \$238K difference in the target and Other Cash. Increasing rates of interest during financing will negatively impact the Debt Service Coverage Ratio (DSCR).</p> <p>The third section illustrates the effect on Days Cash on Hand after the paydown of the loan balance. HMHD will move from 222 days of cash on hand to 129, which is well</p>	
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<p><u>Loan Refinance (continued)</u></p>	<p>above the loan covenant of 75 days.</p>	
<p><u>Capital/Building/Grounds</u></p>	<p><b><u>Ziehm Vision2 C-Arm Quote</u></b></p>	
	<p>C-Arm surgical equipment has become an essential tool in modern operating rooms, providing real-time imaging during various surgical procedures and is used consistently. Patty Blazier, CNO stated that HMHD's current C-Arm is older with parts no longer attainable. HMHD has received numerous quotes for new and refurbished C-Arms and would like to purchase a refurbished Ziehm Vision2 for \$34K. This will include guaranteed parts for the next 10-years if a need arises. This item was not part of the capital budget.</p>	<p>Greg Muehlenbein made a motion to purchased the refurbished Ziehm Vision2 C-Arm for \$34K. Kenny Aydt seconded the motion. Roll Call Vote: Greg Muehlebein- Yes; Kenny Aydt- Yes; Marilyn Cross- Yes; Christina Epperson- Yes; Kelly Karcher- Yes; Jason Waier- Yes; John Warner- Yes. Motion carried.</p>
	<p><b><u>Emergency Approval of Battery Backup</u></b></p>	
	<p>Justin Epperson stated that due to an unforeseen issue, HMHD had to order battery back-ups at a cost of \$15,976.54. Victoria Woodrow used her signature authority due to the emergent situation and the battery backups were ordered from System Solutions and installed. This was not part of the capital budget.</p>	<p>Marilyn Cross made a motion to approve the purchase of the battery backups. Jason Waier seconded the motion. Roll Call Vote: Marilyn Cross- Yes; Jason Waier- Yes; John Warner- Yes; Kenny Aydt- Yes; Christina Epperson- Yes; Kelly Karcher- Yes; Greg Muehlenbein- Yes. Motion carried.</p>

<p><u>Capital/Building/Grounds</u> <u>(continued)</u></p>	<p><b><u>Facility, Building and Grounds Update for January 2024</u></b></p> <p>Victoria Woodrow reviewed the January 2024 report.</p> <p><b>Recent Activities:</b></p> <ul style="list-style-type: none"><li>-- Completed carpet replacement at the Senior Enrichment Center</li><li>-- Annual chiller preventive maintenance completed by Premium Mechanical</li><li>-- Refrigerant leak detected and awaiting repair parts</li><li>-- State Inspector completed 3-yr pressure vessel inspection</li><li>-- State Inspector completed 1-yr internal inspection of boiler</li><li>-- Removed temporary ventilation unit in Med/Surg 200 hallway and reinstalled windows</li><li>-- Planning for the boiler replacement project is ongoing with the below completed:<ul style="list-style-type: none"><li>• Selection of boilers</li><li>• Location of new LP tank has been determined</li><li>• Formal notification letter sent to IDPH</li></ul></li></ul> <p>The current budget estimate is \$1,306,788.78 which includes a 15% contingency. The major scope of the project includes:</p> <ul style="list-style-type: none"><li>• Replacement of water softener for chemical control</li></ul>	
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<u>Capital/Building/Grounds</u> <u>(continued)</u>	<ul style="list-style-type: none"><li>• Replacement of feedwater unit (deaerator tank and main condensate receiver)</li><li>• Installation of new LP gas tank</li><li>• Installation of two new boilers</li><li>• Replacement of building heat exchanges</li></ul> <p><b>Upcoming Activities:</b></p> <ul style="list-style-type: none"><li>-- Annual emergency backup generator preventive maintenance</li><li>-- Final planning for the April 8, 2024 solar eclipse</li></ul> <p><b>Major Breakdowns:</b></p> <ul style="list-style-type: none"><li>-- Ongoing boiler condensate and feed systems failures</li></ul>	
<u>CEO Report</u>	<p><b><u>HMHD Upcoming Dates</u></b></p> <ul style="list-style-type: none"><li>-- Board of Directors Self-Evaluation in March 2024</li><li>-- Continuous Quality Improvement meeting is scheduled April 30, 2024 and will include certain members from the Board, Administration and Medical Executive Committee</li></ul> <p><b><u>February 2024 Flash Reporting</u></b></p> <p><b>Hospital &amp; Clinic Charges:</b></p> <p>February 1-26:</p> <ul style="list-style-type: none"><li>-Gross \$2.97M</li><li>-ER Visits- 377 projected</li><li>-Clinic Visits:<ul style="list-style-type: none"><li>Carmi- 346</li><li>McLeansboro- 861</li></ul></li><li>-AWV- 9</li></ul>	



<p><u>CEO Report (continued)</u></p>	<p>February 1-25:</p> <ul style="list-style-type: none"> <li>-Transitional Care-10 admits</li> <li>-Acute- 18 admits</li> <li>-Observation- 29 admits</li> </ul> <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. 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><b><u>Statistics for the month of January 2024</u></b></p> <ul style="list-style-type: none"> <li>-- General Surgery/Scopes: 18</li> <li>-- Eyes: 20 Surgery numbers are now on a 16-month look-back</li> <li>--CT scans: 188</li> <li>--Lab: 4529</li> <li>--ER: 386</li> <li>--Clinics combined had 1579 patient visits Carmi: 380 McLeansboro: 1199</li> <li>--Acute Admissions: 34</li> <li>--Transitional Care: 7</li> <li>--IP Observation: 38</li> </ul>	
<p><u>Reports</u></p>	<p><b><u>Quality Assurance &amp; Performance Improvement Report (QAPI)</u></b></p> <p>Jenee Wilson, Quality reviewed the QAPI report for January 2024. Performance Improvement Project (PIPs) continue in all</p>	<p>Jason Waier made a motion to approve the January 2024 Quality Assurance and Performance Improvement Report. Kelly Karcher seconded the motion. Motion carried.</p>

<u>Reports (continued)</u>	<p>departments to ensure issues are acknowledged, reviewed and resolved by identifying a corrective action to follow.</p> <p><b>Current &amp; Completed PIPs:</b></p> <ul style="list-style-type: none"><li>-- Discharge Timeout</li><li>-- Employee Pulse Review</li><li>-- Communication with Nursing</li><li>-- Communication of New Medication</li><li>-- MEWS</li><li>-- STEMI Protocol</li><li>-- MRI Contrast Consents</li><li>-- New Hire Orientation</li><li>-- Propofol</li><li>-- IV Infusion Stop Times</li><li>-- Imaging Transcription Errors</li><li>-- UC Verification Timer</li><li>-- Preceptor Training</li><li>-- Hospitalist Doc. And Charging Process</li><li>-- Athletic Training</li><li>-- EP Plan on HUB</li><li>-- C-Arm</li><li>-- NHSN AUR Module</li></ul> <p>Jenee Wilson stated that included in the Board packet is <i>Q-Tips</i>, the official newsletter of the HMHD Quality Department. This newsletter will be distributed to HMHD employees on a monthly basis and is full of useful information and reminders.</p>	
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<u>Reports (continued)</u>	<p><b><u>Compliance Report</u></b> Jenee Wilson, Quality/Risk Management Director stated that there was one HIPAA breach reported for January 2024. The Compliance Subcommittee determined that this was not reportable to the Office of Civil Rights (OCR). Zero calls were received to the Compliance Hotline</p> <p><b><u>2Q Safety Summary</u></b> <b>Items of Note:</b> -- Active Threat Drill for the Carmi Clinic was completed on December 12, 2013. After action review was discussed. -- Helipad drive gates have been installed and are working without issues. -- The south sidewalk to the helipad has been taken out of service until repairs can be made to an unlevel broken section. -- IHA Occupational Safety Inspection recommendations were discussed and are in process. -- "Room Clear" magnets will be ordered and will designate an empty room for emergency preparedness. -- The Egyptian Health Department has stated that a second Narcan dispenser will not be possible at this time. The current Narcan dispenser is located at the Hamilton County Courthouse.</p>	<p>Marilyn Cross made a motion to approve the January 2024 Compliance report. Kenny Aydt seconded the motion. Motion carried.</p> <p>Jason Waier made a motion to approve the 2Q Safety Summary. Marilyn Cross seconded the motion. Motion carried.</p>
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<u>Reports (continued)</u>	<ul style="list-style-type: none"><li>-- De-escalation videos have been posted on LMS for HMHD employees.</li><li>-- Hospital clinic specialty hallway door code will be updated monthly.</li></ul> <b>2<sup>nd</sup> Quarter Risk Management:</b> <ul style="list-style-type: none"><li>-- 82 Unusual Occurrences with 26 AMAs</li><li>-- 1 Employee injury reported to ICT and OSHA</li><li>-- 4 Security Occurrences</li><li>-- 6 Equipment/System failures</li><li>-- All fire doors and exit signs were checked to ensure proper operation, no issues noted</li><li>-- Fire drill completed during the 2<sup>nd</sup> quarter at HMHD and Carmi Clinic</li><li>-- Quarterly safety walks of the HMHD, clinics and SEC with all noted issues being addressed</li></ul>	
<u>Policies</u>	<b><u>Leave of Absence</u></b> <p>Purpose: This policy has been updated due to the new Illinois Paid Leave for All Workers Act (PLAWA) that will take effect on April 1, 2024 or after 90-days of employment for those hired after January 1, 2024. This policy may be updated for Union employees if accepted during the Collective Bargaining Agreement discussions.</p>	Marilyn Cross made a motion to approve the updated Leave of Absence policy that will include the new Paid Leave for All Workers Act. Kelly Karcher seconded the motion. Motion carried.



<p><u>Policies (continued)</u></p>	<p><b><u>PRN (Pool) Employee</u></b> Purpose: This policy has been updated due to the new Illinois Paid Leave for All Workers Act (PLAWA) that will take effect on April 1, 2024 or after 90-days of employment for those hired after January 1, 2024.</p> <p><b><u>Unclaimed Property Procedure</u></b> Purpose: To give guidance for outstanding Accounts Payable checks and write them off to Unclaimed Property with the State of Illinois.</p>	<p>Marilyn Cross made a motion to approve the updated PRN (Pool) Employee policy will include the new Paid Leave for All Workers Act. Kenny Aydt seconded the motion. Motion carried.</p> <p>Kenny Aydt made a motion to approve the new Unclaimed Property Procedure policy. Greg Muehlenbein seconded the motion. Motion carried.</p>
<p><u>February 2024 Medical Staff Appointments/Reappointments</u></p>	<p>Medical Staff appointments, reappointments and withdrawals for February were previously reviewed and approved at the February 2024 Medical Executive Committee meeting and at the Quarterly Medical Staff meeting.</p>	<p>Marilyn Cross made a motion to approve the February 2024 Medical Staff Appointments and Reappointments. Kelly Karcher seconded the motion. Motion carried.</p>
<p><u>Semi-Annual Review of Executive Session Minutes</u></p>	<p>Discussion and/or Action regarding semi-annual review of minutes of meetings lawfully closed under 2.06 Section D of the Open Meetings Act.</p>	<p>Jason Waier made a motion to approve keeping the Executive Session Minutes lawfully closed. Kenny Aydt seconded the motion. Motion carried.</p>
<p><u>Executive Session Recordings</u></p>	<p>Discussion and/or Action to destroy Executive Session recordings for months prior to April 2022 under 2.06 Section C of the Open Meetings Act.</p>	<p>Jason Waier made a motion to destroy Executive Session recordings prior to April 2022. Christina Epperson seconded the motion. Motion carried.</p>

BOARD OF DIRECTORS MEETING MINUTES

February 27, 2024

Page 14

<u>Executive Session</u>	Convened into Executive Session under Section 2a of the Illinois Open Meetings Act. Review of hospital personnel took place.	Jason Waier made a motion to enter into Executive Session at 7:10 pm. Kelly Karcher seconded the motion. Motion carried.
		Marilyn Cross made a motion to exit Executive Session and return to Regular Session at 8:08 pm. Jason Waier seconded the motion. Motion carried.
<u>Meeting Adjournment</u>		John Warner made a motion to adjourn the meeting at 8:08 pm. Greg Muehlenbein seconded the motion. Motion carried.

HAMILTON MEMORIAL HOSPITAL DISTRICT



John Warner, Secretary  
Board of Directors