

# SPARTA COMMUNITY HOSPITAL BOARD OF DIRECTORS MEETING MINUTES

The regular monthly meeting of the Board of Directors was held on November 20, 2018 in the Board Room of Administration.

**Members Present Included:** Kevin Wilson, Gary Stephens, John Clendenin, Lynette Jalivay, Claudia Kerens and Kay Hapke

**Members Absent:** Dennis Ernsting, Alene Holloway and Chris Haury

**Non-Members Present:** Dr. Beckemeyer, Joann Emge, Paul Mueller and Kelsey Diskey

The meeting was called to order at 7:00 pm by Mr. Wilson.

Item	Action
<b>Minutes</b> Approval of the October 16, 2018 minutes.	Ms. Kerens motioned to approve the October 16, 2018 minutes. Ms. Jalivay seconded. Motion carried.
<b>Financials</b> Mr. Stephens shared the treasurer's report.  Paul Mueller shared the financials for the month of October 2018:  <b>Balance Sheet</b> <u>Cash and Investments</u> <ul style="list-style-type: none"> <li>Cash decreased \$266,413 or 2% in comparison to September. Day's cash on hand decreased to 132. We measure favorably to the <b>performance indicator</b> established at 90 days.</li> </ul> <u>Accounts Receivable</u> <ul style="list-style-type: none"> <li>Total system gross accounts receivable increased \$330,570.</li> <li>Total system Days in A/R (<i>excluding</i> claims reimbursed by the State of Illinois) decreased from 69 in September to 68 in October. Our <b>performance indicator</b> is 62 days.</li> <li>Hospital patient gross accounts receivable increased \$333,821.</li> <li>Hospital Days in A/R (including IL State) increased from 79 in September to 80 in October.</li> <li>Hospital Medicaid gross receivables are \$3,914,309.</li> <li>Hospital gross receivables from State of Illinois' self-funded insurance plans for its employees and retirees is \$1,638,651.</li> <li>Of the hospital gross A/R, 47% is greater than 90 days old from discharge, with 54% and 39% of Medicaid and the State of Illinois' self-funded insurance plan greater than 90 days, respectively.</li> <li>Clinic gross accounts receivable increased \$31,636 or 2%.</li> <li>Clinic gross A/R is 1.8 times current clinic revenue. We measure favorably to the <i>performance indicator</i> of 2 time's current revenue.</li> </ul> <u>Account Payable</u> <ul style="list-style-type: none"> <li>Accounts payable increased \$10,729.</li> </ul>	Ms. Kerens motioned to approve the treasurer's report subject to audit. Mr. Stephens seconded. Motion carried.

<ul style="list-style-type: none"> <li>Current month has 9 days non-salary expense in A/P, September had 10. We measure favorably to the <i>performance indicator</i> of 30 days.</li> </ul> <p><b>Income Statement</b></p> <p><u>Revenues</u></p> <ul style="list-style-type: none"> <li>Inpatient revenues increased \$123,053 or 91% compared to September.</li> <li>Outpatient revenues increased \$631,311 or 17%.</li> <li>Emergency service revenues decreased by \$30,842 or 2%.</li> <li>Swing bed revenues increased by \$33,961.</li> <li>Physician office revenue increased by \$204,356 or 33%.</li> <li>Total system gross revenues increased \$961,839 or 15%.</li> <li>System net revenues increased \$220,285 or 9%.</li> <li>Gross revenue per calendar day is \$238,529 vs. \$223,600 budgeted.</li> <li>Allowance of revenues is 57% vs. 54% budgeted.</li> <li>Total system gross revenues, year-to-date are \$607,449 or 2% over budget.</li> </ul> <p><u>Expenses</u></p> <ul style="list-style-type: none"> <li>Salary and fringe benefit expenses increased \$252,703. Our performance indicator is 50.5% of net patient revenues; salary and fringe benefit expense is 64% for October.</li> <li>Bad debts, we measured favorably (3.8%) to the performance indicator of 5% of gross patient revenues.</li> <li>Total expense per calendar day is \$102,531 vs. \$96,333 budgeted.</li> <li>Expenses year-to-date are \$208,475 or 2% under budget.</li> </ul>	
<p><b>Physician's Report</b></p> <ul style="list-style-type: none"> <li>CPSI team came to SCHD to present the new clinic notes platform and discussed CPSI issues with providers and staff.</li> <li>Dr. Beckemeyer and Joann visited SIU School of Medicine to review the Lincoln Scholar Program, which will allow medical students to spend their 4 years of medical school with one physician preceptor in the southern Illinois area rather than sending them to the Springfield area after medical school. Program start is estimated for 2020 and they are requesting preceptors to help with the program.</li> <li>The medical staff are working on a controlled substance policy to maintain compliance with the “Red Flag Rules” (DEA). Dr. Zhu, pain management, is working with the medical staff and SCHD patients to manage chronic pain patients. Some providers sent letters to their patients to explain the DEA changes and offer them several options regarding their pain management.</li> </ul>	
<p><b>CEO Report</b></p> <p>I. Finance</p> <p>A. Volumes</p> <p>1. Med Surg (Inpatient Care)</p> <ol style="list-style-type: none"> <li>Inpatient Census – 2.26 patients/day</li> <li>Observation Census – 1.26 patients/day</li> <li>Swingbed Census – 2.32 patients/day</li> <li>Total Combined Census – 5.90 patients/day</li> </ol>	

2. ED Visits – 745 patients
3. Total Outpatients Registered – 3,681 patients
  - a. Increase over prior 3 months
  - b. Most ancillary services higher than prior month
4. Surgery Procedures – 130 procedures
5. Home Health Admissions – 48 patients
6. Specialty Clinic Visits (Leased Space) – 771 patients
7. Rural Health Clinic Visits – 4,421 patients
- B. Expenses for Approval
  1. Cyber Liability Renewal – Illinois Provider Trust (IPT) through Beazley
    - a. Coverage – unchanged
    - b. Premium – unchanged at \$9,130.00
  2. HVAC Unit Replacement – MRI Suite
    - a. Cost - \$68,986.00
    - b. 2 bids received
    - c. Lowest bid from Quality Sheet Metal in Carbondale
  3. Press Ganey – Staff Satisfaction/Engagement Survey
    - a. Cost - \$11,973.52
  4. Employee Biometric Screenings – Employee Wellness Program
    - a. Cost - \$175/person (adults covered under SCH health plan)
    - b. 2018: 106 participated = \$18,550.00
  5. Support & License Renewal for IT Fire Walls – CrossRealms, Inc.
    - a. Cost - \$10,180.00
    - b. Term: 12/05/2018 – 12/05/2019
- C. Future Expenses
  1. 3M Software
    - a. \$34,000.00/year
    - b. 5-year contract

## II. Quality

- A. Award – NOSORH – iVantage Health Analytics
  1. Performance Leadership Award
    - a. Outcomes
- B. IRCCO (ACO) Quality Data
  1. SCHD is above the ACO average.
  2. The entire ACO is working to achieve 90<sup>th</sup> percentile.

## III. Service

- A. 2019 Health Fair is January 26, 2019 from 7:00am – 11:00am at Broadway Plaza.
- B. Save-a-Slot at Convenient Care is available Monday – Friday 12:30pm – 4:30pm.
- C. Same Day Pledge has transitioned smoothly.
- D. Transportation – MRTD Expansion
  1. SCHD is working with Transportation Authority to improve transportation in the area.
  2. Marissa Medical Clinic patients are benefiting from the current changes.

<p>E. Surgeon Recruitment – Dr. Muhammad Bashir, MD was interviewed and would be a good candidate to work with Dr. Baghmanli.</p> <p>IV. People</p> <p>A. Employee Appreciation Party is January 19, 2019 at the Lions Club.</p> <p>B. Town Hall meetings for the 4<sup>th</sup> quarter were completed to improve communication with staff.</p> <p>C. Board Report</p> <ol style="list-style-type: none"> <li>1. Joann discussed the Quality Pillar and working with CPSI to report total population as opposed to a sample population.</li> <li>2. Joann discussed the department of the month (Emergency Department) and organizational goals.</li> </ol>	
<p><b>Executive Session</b></p> <p>Dr. Beckemeyer left the meeting at 7:15 pm.</p> <p>Paul Mueller left the meeting at 7:25 pm.</p>	<p>Mr. Stephens motioned to go into Executive Session at 7:25 pm for the purpose of discussing litigation, employee matters, and real estate. Ms. Kerens seconded. Motion carried.</p>
<p><b>Regular Session</b></p>	<p>Mr. Stephens motioned to return to Regular Session at 7:35 pm. Ms. Hapke seconded. Motion carried.</p>
<p><b>Committee Reports</b></p> <p><u>Finance Committee</u></p> <ul style="list-style-type: none"> <li>• Mr. Stephens shared the highlights from the Finance Committee Meeting.</li> </ul> <p><u>Quality Council</u></p> <ul style="list-style-type: none"> <li>• Ms. Jalivay shared the highlights from the October 2018 Quality Council Meeting.</li> </ul> <p><u>Credentialing Committee</u></p> <ul style="list-style-type: none"> <li>• Mr. Clendenin shared appointment and reappointment applications for approval: <ul style="list-style-type: none"> <li>○ Appointments: <ul style="list-style-type: none"> <li>▪ Siddarth Dubey, MD – Pediatric Cardiology</li> </ul> </li> <li>○ Re-appointments: <ul style="list-style-type: none"> <li>▪ Andrew Chu, MD – Pathology</li> <li>▪ Neal Neuman, MD – Urology</li> <li>▪ Steve Roodman, MD - Anesthesiology</li> </ul> </li> </ul> </li> </ul>	
<p><b>Old Business – None</b></p>	
<p><b>New Business</b></p> <p><u>Approval of Executive Session Minutes</u></p> <ol style="list-style-type: none"> <li>1. November 15, 2016</li> <li>2. October 17, 2017</li> <li>3. November 21, 2017</li> <li>4. May 15, 2018</li> <li>5. October 16, 2018</li> </ol>	<p>Ms. Kerens motioned to approve the October 16, 2018 Executive Session minutes. Mr. Stephens seconded. Motion carried.</p> <p>Ms. Kerens motioned to release the October 17, 2017 and May 15, 2018 Executive Session minutes. Ms. Hapke seconded. Motion carried.</p>

<p><u>Approval of Medical Staff Credentialing</u></p> <ul style="list-style-type: none"> <li>• Appointments: <ul style="list-style-type: none"> <li>○ Siddarth Dubey, MD – Pediatric Cardiology</li> </ul> </li> <li>• Re-appointments: <ul style="list-style-type: none"> <li>○ Andrew Chu, MD – Pathology</li> <li>○ Neal Neuman, MD – Urology</li> <li>○ Steve Roodman, MD - Anesthesiology</li> </ul> </li> </ul> <p><u>Approval of Expenditures</u></p> <ol style="list-style-type: none"> <li>3. Cyber Liability Renewal – Illinois Provider Trust (IPT) through Beazley</li>   <li>4. HVAC Unit Replacement – MRI Suite</li>   <li>5. Press Ganey – Staff Satisfaction/Engagement Survey</li>   <li>6. Employee Biometric Screenings – Employee Wellness Program</li>   <li>7. Support &amp; License Renewal for IT Fire Walls – CrossRealms, Inc.</li> </ol>	<p>Ms. Kerens motioned to defer the November 15, 2016 and November 21, 2017 Executive Session minutes. Ms. Jalivay seconded. Motion carried.</p> <p>Mr. Clendenin motioned to approve the appointment and re-appointment applications. Ms. Hapke seconded. Motion carried.</p> <p>Mr. Stephens motioned to approve the cyber liability renewal expense. Ms. Hapke seconded. Motion carried.</p> <p>Mr. Stephens motioned to approve the HVAC unit replacement expense. Ms. Kerens seconded. Motion carried.</p> <p>Mr. Stephens motioned to approve the Press Ganey staff engagement survey expense. Mr. Clendenin seconded. Motion carried.</p> <p>Mr. Stephens motioned to approve the employee biometric screenings expense. Ms. Kerens seconded. Motion carried.</p> <p>Mr. Stephens motioned to approve the expense for the support and license renewal for IT fire walls. Ms. Kerens seconded. Motion carried.</p>
<p><b>Adjournment</b></p>	<p>Ms. Kerens motioned to adjourn at 7:50 pm. Mr. Wilson seconded. Motion carried.</p>

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Kevin Wilson, Chairman of the Board

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Gary Stephens, Treasurer