

**MINUTES OF MEETING OF BOARD OF TRUSTEES AND BOARD OF
TRUSTEES EXECUTIVE COMMITTEE OF
TALLAHATCHIE GENERAL HOSPITAL**

August 23, 2016

On this date at the hour of 11:30 a.m., The Board of Trustees and Board of Trustees Executive Committee met in regular session at the hospital boardroom with the following trustees and personnel, to wit:

David Hargett, Trustee District One
Gerry Speir, Trustee District Three
Morris Murphey, Trustee District Four
Jim Blackwood, Administrator
Joey Brunson, CFO
Buddy McRae, COO

Trustee Hargett opened the meeting with prayer.

The minutes of the July 26, 2016 meeting were presented. A motion was made by Trustee Hargett to approve the minutes of the last meeting. The motion was seconded by Trustee Murphey with all trustees voting "Aye" approving the minutes of the meeting.

Mr. Brunson gave the Board copies of the statistics for the providers showing their production in the hospital and the clinic for the month of July 2016. The Board reviewed these statistics and questions were asked and answered.

Mr. Brunson presented the report of the Finance Committee for the July 2016 financials. Questions were asked and answered about the statements. A motion was made by Trustee Hargett to approve the summary report of the Finance Committee. The motion was seconded by Trustee Murphey with all Trustees voting "Aye" in favor of the motion.

Mr. Blackwood circulated the Administrator's comments, a copy of which appears as Exhibit 1 hereto and is incorporated herein by reference. Questions were asked and answered concerning the Administrator's comments.

A motion was made by Trustee Hargett for the Board to enter executive session to discuss strategic planning and employment matters. The motion was seconded by Trustee Murphey. The Board then entered executive session to discuss

strategic planning and employment matters. Upon conclusion of that discussion, Trustee Murphey made a motion that the Board exit executive session. The motion was seconded by Trustee Hargett and the Board then adjourned executive session and resumed the general meeting.

Mr. Hargett made the motion that Mr. Blackwood be allowed to enter into negotiations with Dr. Cornelius Mayfield for an initial employment period of three (3) years with a 180 day voluntary termination period and subject to final Board approval. The motion was seconded by Trustee Murphey with all Trustees voting "Aye" in favor of the motion.

Lisa Smiley circulated the Quality Report and HCAHPS for July, 2016. Questions were asked and answered concerning the quality metrics for the month.

Lisa Smiley further presented a new Pest Control policy to the Board. A copy of the policy is attached hereto as Exhibit 2. After review of the policy, a motion was made by Trustee Murphey to approve the policy. The motion was seconded by Trustee Hargett, with all Trustees voting "Aye" approving the policy.

Mr. Blackwood presented a Joint Resolution of the Board of Trustees of Tallahatchie General Hospital and Tallahatchie General Hospital Medical Foundation commemorating the efforts of James C. Kennedy for his generous contribution that enabled the construction of the James C. Kennedy Wellness Center. A motion was made by Trustee Hargett that the chairman of the Board be allowed to sign this Joint Resolution on behalf of the Board of Trustees. The motion was seconded by Trustee Murphey with all Trustees voting "Aye" in favor of the motion.

There being no further matters for discussion, the board adjourned.

Administrator's Comments – Meeting of September 27, 2016

Nursing Home – We have 96 beds currently occupied, with two beds open on the general care side. We do not currently have any candidates for those beds. We have had several candidates for the special care side, but there are no beds currently available on that side of the nursing home. Our marketers and hospital staff continue to search for acceptable candidates.

Nurses Station Renovation – We have paid the final retainage on this renovation. This project is now complete.

New Cardiology Service – We are scheduled to begin our new cardiology service on October 3, 2016. We have not yet actively marketed this service in order to work out any workflow issues in the first few weeks. We will commence marketing in the very near future. We have completed some minor renovations in the clinic space to make room for this service.

Changes in Nursing Home Processes – Our new nursing home administrator, Jan Maddux, started work in late August. Since then she has implemented several personnel changes including moving an RN into the case mix department. She is also in the process of re-purposing several unutilized or under-utilized areas including closets, a storage room, and offices. She is also working on simplifying and organizing the medical records in the nursing home.

New Physician Recruitment – I have extended an offer to Dr. Cornelius Mayfield to become an employed physician with TGH. In my conversations with Dr. Mayfield, he indicated the compensation package that we put together for him was acceptable. However, I have not yet received the return letter of intent with his signature. Once I receive the letter of intent, we will have counsel prepare a formal contract, which we will present to you for your approval.

Nursing Home UPL – We have received word that the Nursing Home UPL will not be paid until October; however, the income will be accrued and

reported in our current fiscal year. We do not yet know the exact dollar amount to be paid.

Clinic on West Side of County – We have extended our offer to acquire the Tutwiler Clinic. I will discuss the details of this transaction at the meeting.

Acquisition of New Maintenance Space – With our growth over the last few years, our maintenance department has outgrown its space. We have been presented with the opportunity to purchase the old Napa Store location on Highway 35. The property joins the hospital property on the west side. As this building was formerly a parts store, it is ideal for the relocation of our maintenance shop. We have extended an offer of \$65,000 to the owner for the 7,000 square foot building, subject to Board approval. We will ask you to consider approval of this acquisition at the meeting.

New IOP Locations – I have been approached by a neighboring hospital about assuming operation of its two existing IOP programs. I will discuss this possibility in more detail at the meeting.

HPIC Insurance Renewal – We have received our renewal insurance quotes from HPIC. The premium amount is slightly less than what we paid last year at \$256,076 compared to \$257,952 in 2015. However, our return on equity increased significantly from \$78,889 in 2015 to \$120,026 for 2016. As in years past, this payment will be applied to this year's premium.

Lake Completion – Rance Moring and Jim Kennedy with York Woods have generously donated the labor, fuel, and equipment to complete the lake to the west of the Wellness Center. Once complete, this will be a beautiful addition to our campus.

Master Planning – As you authorized me to do earlier this year, I have met with Marty Hardy, the architect who designed our new nurses station, about preparing a master plan and preliminary drawings for a potential expansion of both the hospital and nursing home. I hope to receive some

initial drawings and preliminary budget numbers by our November meeting.

Year-End Policy and Compliance Issues – As we are now in the last month of our fiscal year, it is time for us to complete our year-end policy and compliance review. It is also time for us to elect officers for the next term. Accordingly, we anticipate the meeting may run slightly longer than usual.

Legal Matters:

The Estate of William Brewer, Sr. – We have received written discovery requests from the Plaintiff, which we are in the process of answering.

TALLAHATCHIE GENERAL HOSPITAL
AND
EXTENDED CARE FACILITY

SUBJECT: PEST CONTROL	REFERENCE
DEPARTMENT: FACILITY WIDE	PAGE: 1
	OF: 6
APPROVED BY: QA Comm, Medical Staff, & Board of Trustees	EFFECTIVE: 8/27/2016
	REVISED:

PURPOSE: To ensure that the condition of the physical plant and overall hospital environment is developed and maintained in such a way as to ensure the safety and wellbeing of patients, visitors, physicians and employees.

POLICY: Pest Control

PROCEDURE:

1. Introduction

The policy relates to the provision of pest control services to all properties within Tallahatchie General Hospital and ECF (“TGH”). Pests encountered in health care premises are not specific disease carriers; however, many of these pests have the ability to carry bacteria internally and externally. While it is desirable to create a pest free environment, the resilience of some species and their ability to survive make this a difficult task.

Pests can be divided into three distinctive groups:

1. Crawling insects: cockroaches, house crickets, silverfish, garden ants, etc.
2. Rodents: rats and mice
3. Exotic Ants: Pharaoh’s ant.

2. Scope

The policy applies to all premises which are owned or managed by TGH.

3. Aims

The aim of the policy is to ensure that, as far as possible, pests within the premises are kept to an absolute minimum. While the ideal is eradication, the resilience and persistence of some species make this ideal impossible to achieve.

TALLAHATCHIE GENERAL HOSPITAL
AND
EXTENDED CARE FACILITY

SUBJECT: PEST CONTROL	REFERENCE
DEPARTMENT: FACILITY WIDE	PAGE: 2
	OF: 6
APPROVED BY: QA Comm, Medical Staff, & Board of Trustees	EFFECTIVE: 8/27/2016
	REVISED:

POLICY: Pest Control (continued)

4. Duties (Roles and Responsibility)

- 4.1 The Administrator is accountable to the Board for ensuring compliance with this policy.
- 4.2 The Maintenance Director is responsible to the Executive team for ensuring the implementation of the policy.
- 4.3. Department managers are responsible for ensuring policy implementation and promoting awareness of the policy among their employees.
- 4.4. The Maintenance Director is responsible for advising on best practices, day to day implementation of the policy and periodic monitoring of performance of the Pest Control Contractor. They will ensure that all necessary information is cascaded to the relevant staff. They will consult with Infection Control before permitting the use of any non-specified pesticides. They will initiate and support any remedial works required for pest prevention and control.
- 4.5. The Administrator is responsible for maintaining an up to date contract with an approved Pest Control Contractor.
- 4.6. The facility's Maintenance will receive all reports of sightings or evidence of pests.

They will enter the details of such notifications into the work order system (type, location and time). They will then report to the Pest Control Contractor. The details will be printed out and filed and the files kept in the Maintenance Office.
- 4.7. The Pest Control Contractor attends site, takes appropriate action, and completes a service report which is then filed with the Maintenance Department and Nursing Home Administrator.
- 4.8. The Pest Control Contractor shall rid the premises of the pests using only approved pesticides and maintain the locations to the required standard for the duration of the contract. The contractor will also respond to unscheduled requests to effectively rid the premises of further pests. The contractor will supply all goods and materials to carry out the service. If any smoke, dust or fog forming formulations are to be used by the Contractor which may disturb TGH employees or patients, the timing and placement of those applications shall be approved in advance by the Maintenance Director or Administration.

TALLAHATCHIE GENERAL HOSPITAL
AND
EXTENDED CARE FACILITY

SUBJECT: PEST CONTROL	REFERENCE
	PAGE: 3 OF: 6
DEPARTMENT: FACILITY WIDE	EFFECTIVE: 8/27/2016
	REVISED:
APPROVED BY: QA Comm, Medical Staff, & Board of Trustees	

POLICY: Pest Control (Continued)

4.9 After every site visit, the Contractor shall provide a service report detailing:

- Time and date of visit;
- Type of visit *e.g.* routine, call out or follow up;
- Location inspected or visited;
- Evidence of pests;
- Products used (their HSE reference number and quantity);
- Any proofing, housekeeping or hygiene recommendations to eliminate causes of infestation;
- Any precautions to be observed by staff as a result of action by the Contractor;
- Service Specialist signature.

TALLAHATCHIE GENERAL HOSPITAL
AND
EXTENDED CARE FACILITY

SUBJECT: PEST CONTROL	REFERENCE
DEPARTMENT: FACILITY WIDE	PAGE: 4
	OF: 6
APPROVED BY: QA Comm, Medical Staff, & Board of Trustees	EFFECTIVE: 8/27/2016
	REVISED:

PURPOSE: Definitions and reporting

POLICY: To provide definitions of pesticides, insecticides, rodenticide, harbourage and infestation and reporting.

PROCEDURE:

5. Definitions

- Pesticides – a chemical used to destroy insects and other pests such as rodents;
- Insecticides – a chemical used specifically to destroy insects;
- Rodenticide – a chemical used specifically to destroy rodents;
- Harbourage – a refuge or shelter for pests;
- Infestation – an invasion of unwanted pests.

6. Reporting

- a) All sightings or evidence of pests should be reported to Maintenance, Nursing and Administration.
- b) Outside of normal working hours, the report should be made to the Nurse Supervisor, Maintenance On Call, and Administration.
- c) The contractor will be notified of the sighting report. The contractor shall appear on-site to carry out emergency treatment within twenty four (24) hours.
- d) Reports of pests should include:
 - Location, *e.g.* unit, department, clinic, etc.
 - Precise location *e.g.* bathroom, bedroom, kitchen, lobby, office, etc.
 - Type of pest, if known
 - Possible number and frequency of sightings
 - The name of the person reporting;
 - The date and time of the sighting.

TALLAHATCHIE GENERAL HOSPITAL
AND
EXTENDED CARE FACILITY

SUBJECT: PEST CONTROL	REFERENCE
DEPARTMENT: FACILITY WIDE	PAGE: 5
	OF: 6
APPROVED BY: QA Comm, Medical Staff, & Board of Trustees	EFFECTIVE: 8/27/2016
	REVISED:

PURPOSE: To identify basic pest prevention and control measures

POLICY: The hospital will follow, as much as possible, the items identified below.

PROCEDURE:

7. Basic Pest Prevention and Control Measures

- Food should be covered or stored in airtight pest proof containers;
- Spillages should be promptly removed;
- Waste should be stored in a manner suitable to prevent access by pests;
- Where food waste is concerned, plastic bin liners should always be used;
- Waste containers should be cleaned regularly to prevent a buildup of soil which may attract flies;
- Accumulations of static/stagnant water should be avoided;
- Buildings should be of sound structure and well maintained. Drains should be covered; leaking pipework repaired and damaged surfaces made good. Defects should be reported to Maintenance.
- Cracks in plaster and woodwork, unsealed areas around pipework, damaged tiles and badly fitted equipment are all likely to provide excellent harbourage and, therefore, should be maintained in a stable condition;
- Fitted fly screens should always be closed when windows are open;
- Doors to food preparation areas should always be kept closed;
- Food kept on units should be regularly checked and discarded if out of date.
- Treatment with insecticides and rodenticides may or may not be sufficient; attention must be paid to good hygiene and structure maintenance.

8. Pest Groups (as specified in the contract)

- Rodents, common rat (*Rattus Norvegicus*), Ship Rat (*Rattus Rattus*), house mouse (*Mus domesticus*)
- Crawling insects, all species of cockroach (*Blattaria*), house cricket (*Acheta domesticus*)
- Exotic ants – Pharaoh’s Ants (*Monomorium Pharaonis*)
- There is obviously a potential for the presence of other pests, but these are the most common encountered within the facility. Any other pests which appear are dealt with extra contractually by the contractor.

TALLAHATCHIE GENERAL HOSPITAL
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SUBJECT: PEST CONTROL	REFERENCE
	PAGE: 6 OF: 6
DEPARTMENT: FACILITY WIDE	EFFECTIVE: 8/27/2016
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APPROVED BY: QA Comm, Medical Staff, & Board of Trustees	

PURPOSE: To provide an approved pesticide list from the contractor to the facility.

POLICY: To provide an approved list of chemicals for use inside and outside of the facility.

PROCEDURE:

9. List of approved pesticides

- This section lists the pesticides which may be used by the contractor. They have all been approved by the Health and Safety Executive under the Control of Pesticides Regulations.

9.1 General Purpose Rodenticides

- Please see attached list

9.2 General Purpose Insecticides

- Please see attached list

10. Training

- No specific training is necessary to comply with this policy, however, it will be covered in the new employee orientation process.

11. Monitoring

Standard/Process/ Issue	Monitoring and Audit			
	Method	By	Committee	Frequency
Monitoring of the number of infestations, response times and the need for repeat visits to ensure compliance with the contract.	Using "Work Orders" to assess the number of infestations notified per month. Obtaining Data from the site log books to assess response times and repeat visits.	Maintenance		Monthly/Quarterly

The following will be monitored by the Authorized Officer:

- The number of reported infestations
- The number of reported sightings dealt with within 24 hours
- The number of actions taken as a result of non-compliance within the basic control measures.