

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

July 25, 2017

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
Ike Sayle, Trustee District Two
Gerry Speir, Trustee District Three
Morris Murphey, Trustee District Four
Buddy McRae, COO
Joey Brunson, CFO
Rani Richard, Finance

Trustee Hargett opened the meeting with prayer.

The minutes of the June 27, 2017 meeting were presented. A motion was made by Trustee Hargett to approve the minutes of the last meeting with revisions. The motion was seconded by Trustee Sayle 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 June 2017. The Board reviewed these statistics and questions were asked and answered.

Mr. Brunson presented the report of the Finance Committee for the June 2017 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 Sayle with all Trustees voting "Aye" in favor of the motion.

Mr. Brunson presented to the Board various changes that were discussed with the Finance Committee in an effort to cut down on expenses. These charges are as follows:

- a. Modified job duties to support moving employees from a non-reimbursable area to a reimbursable area.

- b. Increased cash flow from the Clinic by utilizing upfront collections.
- c. Decreased FTE's in housekeeping and laundry by 7.
- d. Monitored facility wide overtime. Overtime has been decreased by an average of 100 hours per payroll due to scheduling changes.
- e. Wellness Center employees will be moved to the Medical Foundation effective with the new fiscal year beginning October 1, 2017.
- f. Grant monies will be drawn in the current fiscal year to avoid allocations in FY 2018.
- g. ECF Ward Clerk positions have been eliminated except for 8 am to 5 pm position.
- h. ECF is replacing RN charge nurses with LPN charge nurses which will result in savings due to difference in hourly rates.
- i. A formulary for drugs and an inventory system for supplies will be developed which will result in a savings from retail to wholesale costs.
- j. ECF monthly outings and supper club will be changed from once a month to once a quarter. Also, supper club guests will be limited to 3 per resident.
- k. Reviewed purchased services and brought those in house that can be provided by existing staff or cheaper contract staff.
- l. Management company is discounting their monthly management service invoice by \$10,000 per month.

Mr. Brunson also presented suggested changes to the PTO (paid time off) policy. After a discussion of these suggested changes, a new policy will be prepared and presented to the Board for their review at the next Board meeting.

Mr. McRae 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.

Mr. McRae circulated the Quality Report and HCAHPS for June, 2017. Questions were asked and answered concerning the quality metrics for the month.

Mr. McRae also presented the Emergency Crash Carts – Monthly Audit 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 Sayle to approve the policy. The motion was seconded by Trustee Hargett, with all Trustees voting "Aye" approving the policy.

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

Administrator's Comments – Meeting of July 25, 2017

Nursing Home – We have 97 residents in the nursing home with one open bed on the general care side. Staff is currently evaluating a resident for placement in the bed.

Holcomb Clinic – The agreement with Dr. Tarsi has been signed and will be effective August 1. Minor repairs and modifications to Dr. Tarsi's existing office space are being done to accommodate existing Holcomb Clinic staff, and IT personnel are working to add the site to TGH's computer network and electronic health records system. Chubb is waiting on a final number from its estimator for the value of the building, and we are almost finished providing Chubb with the information it has requested (TGH and personal inventory lists, payroll information, etc.).

Employee Satisfaction Survey – We recently completed an employee satisfaction survey for all TGH employees, inviting them to tell us how satisfied they are with their job at TGH, and asking them to share ideas on how we can improve TGH as a place to work. The results are still being tabulated, but we will share them with you at next month's meeting.

Management of Overtime and Expenses – 18 of 24 departments decreased their expenses last month, and overtime decreased by 133.1 hours. In addition to monitoring system-wide statistics such as these, plans are now being developed for reductions in individual departments.

Chronic Care Management – We continue to make progress on providing chronic care management as a new primary healthcare service. We have had several meetings among clinic providers and staff educating them on the requirements of the program, and we have evaluated a software program that will allow us to manage, document, and bill for the service.

Mental Health Service in Nursing Home – We have identified a part-time LCSW who is willing to start one-on-one psychotherapy for residents in the nursing home who need the service. This will initially be conducted on

Saturdays; however, we have not yet decided upon a commencement date. We will keep you updated on this new service.

Infusion Service – We continue to work towards the creation of a new outpatient infusion service. We have identified the equipment that we wish to purchase for the service and we are near completion of an analysis of the margins to be achieved through the 340B medications that will be infused. We hope to time the launch of this service with Administration's move out of its current office space.

Legal Matters:

The Estate of William Brewer, Sr. – No new developments.

TALLAHATCHIE GENERAL HOSPITAL

SUBJECT: EMERGENCY CRASH CARTS- MONTHLY AUDIT	REFERENCE
DEPARTMENT: MEDICAL UNIT, EMERGENCY DEPARTMENT	PAGE: 1 OF: 1
APPROVED BY: Board of Trustees, Medical Staff & QA Comm.	EFFECTIVE: 6/21/2017

PURPOSE: The purpose of this policy is to ensure that all items (medications, supplies, equipment, etc.) located within the emergency crash carts are functional and within date to be used.

POLICY: It is the policy of Tallahatchie General Hospital that all emergency crash carts will be maintained by the appropriate departments to ensure that patient safety and quality of care standards are met in accordance with Federal Regulations, State of Mississippi Regulations, and National Integrated Accreditation for Healthcare (NIAHO) Requirements.

PROCEDURE:

1. The three (3) departments responsible for maintenance and stocking of emergency crash carts are: nursing department, respiratory department, and pharmacy department.
2. Crash carts are to be checked monthly for expiration of supplies and medications by the above mentioned departments.
3. On the last day of the month, the pharmacy technician will check drawers one (1), two (2), and three (3) of the emergency crash cart for expiration of supplies and medications.
4. On the last day of the month, the respiratory therapist will check drawer six (6) of the emergency crash cart for expiration of supplies, correctness of number of supplies, and functionality of equipment.
5. On the last day of the month, the registered nurse on night shift (7pm) will check drawers four (4) and five (5) and the top of the emergency crash cart for expiration of supplies, correctness of number of supplies, and functionality of equipment.
6. In a binder on top of the emergency crash cart is a form that is titled, TGH Emergency Crash Cart Checklist. This form provides the type and number of supplies that are to be stocked in each drawer of the emergency crash cart.
7. This form is to be completed by nursing department, respiratory department, and pharmacy department and turned in to the director of nursing services on the last day of each month.
8. Any items that are found to be out of date are to be disposed of in the appropriate manner and restocked to ensure that the correct number of each supply is maintained in the emergency crash cart at all times.

Review/Revised Date/Initials					
------------------------------	--	--	--	--	--

TGH Emergency Crash Cart Checklist

TOP OF CART	DRAWER ONE	DRAWER TWO
Defibrillator / AED x 1	Defibrillator Paper x 1 box	Adenosine 6mg/2ml x 3
Adult Pads x 2	Scissors x 1 pair	Etomidate 2mg/ml x 2
Pediatric Pads x 2	AA Batteries x 4	Amiodarone 150mg/3ml x 3
Electrodes x 5	Dextrose 50% (25gm/50ml) Syringe x 2	Calcium Gluconate 10% (100mg/ml) x 2
Suction Machine with Setup (Floor) x 1	Sodium Bicarb 8.4% (1mEq/ml) x 3	Lasix 40mg/4ml x 2
Adult Ambu Bag x 1	Lidocaine 50mg/5ml INJ x 4	Levophed (Norepinephrine) 4mg/4ml x 2
Pediatric Ambu Bag x 1	Calcium Chloride 100mg/ml INJ x 1	Magnesium Sulfate 1gm/2ml x 2
Infant Ambu Bag x 1	Atropine Sulfate 1mg/10ml INJ x 3	Narcan 0.4mg/ml x 2
Crash Cart Log Book x 1	EPI 1:10,000 (1mg/ml) INJ x 6	Nipride (Nitroprusside) 50mg/2ml x 1
Code Blue Sheets		Labetalol 5mg/ml x 1
		Flumazenil 0.1mg/ml x 1
		Sodium Chloride 0.9% 30ml MDV
		Sterile Water 20ml SDV
		Medication Labels
DRAWER THREE	DRAWER FOUR	DRAWER SIX
D5W 1000ml x 1	Alcohol Pads x 1 box	ABG Kits x 2
NS 1000ml x 1	IV Cathlons 4 each of 18, 20, 22	Adult ET Tube Holder x 1
LR 1000ml x 1	IV Start Kit x 4	Ped ET Tube Holder x 1
NS 250ml x 1	Tape 1-paper / 1-transparent	Neonatal Endotracheal Tube Grip x 1
NS 100ml x 1	Lab tubes- 2 rainbow sets	Nasal Cannula x 1
D5W 250ML x 1	Butterflies 21 or 23 x 2	Adult Mask x 1
Dobutamine 1000mg/250ml	18G 1 ½ needles x 5	Adult Non-ReBreather Mask x 1
Dopamine 400mg/250ml	Saline Flushes x 5	Laryngoscope Blades (all sizes)
Lidocaine 1GM/250ml D5W	10cc syringes x 5	Airways-90mm(20) 60mm(2) 9cm(1)
Nitroglycerin 50MG in D5W / 250ml	3cc syringes x 5	Yankers x 2
Nitroglycerin Pump Set	Blood Tuning x 1	8Fr Suction Cath Kit
	Tourniquet x 2	10Fr Suction Cath Kit
	Secondary IV Tubing x 2	14Fr Suction Cath Kit
	Primary IV Tubing x 2	16Fr Suction Cath Kit
	Extension Sets x 2	28Fr Nasopharyngeal Airway x 1
	IV Adapters x 2	30Fr Nasopharyngeal Airway x 1
	2x2 gauze x 4	34Fr Nasopharyngeal Airway x 1
		36Fr Nasopharyngeal Airway x 1
DRAWER FIVE		Size 5 Tracheal Tube x 1
Betadine Swabs x 4 pkg		Size 5.5 Tracheal Tube x 1
3 inch Tape x 1		Size 6 Tracheal Tube x 2
4x4 gauze x 2 pkg		Size 7 Tracheal Tube x 2
Salem Sump 18Fr x 2		Size 7.5 Tracheal Tube x 2
Xeroform Dressing x 1		Size 8 Tracheal Tube x 2
Suture: 5 Silk x 1		Size 8.5 Tracheal Tube x 2
Defib Gel x 1		Size 9 Tracheal Tube x 1
Disposable Scalpel x 1		Stylets x 3
Razor x 2		10cc Syringes x 3
Adult Cricothyrotomy Kit x 1		Magill Forceps x 1
Ped Cricothyrotomy Kit x 1		Bite Stick x 1
	Telemedicine located in the Pharmacy:	60cc Syringe x 2
	Propranolol and TNKase	Surgical Lube
	Succinylcholine and Cardizem(Diltiazem)	CO2 detector (ped) x 1
	are in ED Refrigerator	CO2 detector (adult) x 1
		Laryngoscope Handle x 2

TGH Emergency Crash Cart Checklist

Pharmacy Technician _____ Date _____

Respiratory Therapist _____ Date _____

Registered Nurse _____ Date _____

Items Restocked

Top of crash cart-

Drawer 1-

Drawer 2-

Drawer 3-

Drawer 4-

Drawer 5-

Drawer 6-