

**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.