

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

**September 25, 2018**

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 in the hospital training room with the following trustees and personnel, to wit:

David Hargett, Trustee District One  
Gerry Speir, Trustee District Three  
Morris Murphey, Trustee District Four  
Willie Lockett, Trustee District Five  
Jim Blackwood, Administrator  
Buddy McRae, Chief Operating Officer  
Joey Brunson, Chief Financial Officer  
Rani Richard, Finance Department

Trustee Lockett opened the meeting with prayer.

The minutes of the August 28, 2018, meeting were presented. A motion was made by Trustee Hargett to approve the minutes from the last meeting. The motion was seconded by Trustee Lockett with all Trustees voting "Aye" in favor of the motion.

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 August 2018. The Board reviewed the statistics and questions were asked and answered.

Mr. Brunson presented the report of the Finance Committee for August 2018 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 Lockett 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.

Mr. Blackwood reported to the Board that we have a 2007 Ford Van that we would like to remove from our inventory and sell as surplus property. A motion was made by Trustee Murphey that the 2007 Ford Van be removed from our inventory and that the administrator be authorized to sell said van as surplus property. Trustee Hargett seconded the motion with all Trustees voting "Aye" in favor of the motion.

Mr. McRae presented the Quality Report and HCAHPS Report for August 2018. Questions were asked and answered concerning the quality metrics for the month.

Mr. McRae presented a C Diff policy for review. After a review of this policy, a motion was made by Trustee Murphey to approve the policy. Trustee Hargett seconded the motion with all Trustees voting "Aye" in favor of the policy.

Mr. McRae presented the Blood Utilization Review policy for review. After a review of this policy, a motion was made by Trustee Hargett to approve the policy. Trustee Lockett seconded the motion with all Trustees voting "Aye" in favor of the policy.

Mr. McRae presented the General Performance Data Peer Review form for review. After a review of this form, a motion was made by Trustee Hargett to approve the form. Trustee Murphey seconded the motion with all Trustees voting "Aye" in favor of this form.

Mr. McRae presented the ECF Consent for Pneumonia Vaccinations policy for review. After a review of this policy, a motion was made by Trustee Lockett to approve the policy. Trustee Murphey seconded the motion with all Trustees voting "Aye" in favor of the policy.

Mr. Blackwood presented the Administration policies, including the Legal Compliance Questionnaire for 2018, for review and approval. After review, a motion was made by Trustee Murphey, seconded by Trustee Hargett, with all voting "Aye" to approve the Administration policies. A copy of the Legal Compliance Questionnaire for 2018 is attached hereto as Exhibit "2".

Mr. Blackwood presented the Case Management policies for review and approval. After review, a motion was made by Trustee Lockett, seconded by Trustee Murphey, with all voting “Aye” to approve the Case Management policies.

Mr. Blackwood presented the CAT Scan policies for review and approval. After review, a motion was made by Trustee Hargett, seconded by Trustee Lockett, with all voting “Aye” to approve the CAT Scan policies.

Mr. Blackwood presented the Dietary policies for review and approval. After review, a motion was made by Trustee Hargett, seconded by Trustee Lockett, with all voting “Aye” to approve the Dietary policies.

Mr. Blackwood presented the Emergency Department policies for review and approval. After review, a motion was made by Trustee Murphey, seconded by Trustee Lockett, with all voting “Aye” to approve Emergency Department policies.

Mr. Blackwood presented the Environmental Services policies for review and approval. After review, a motion was made by Trustee Lockett, seconded by Trustee Murphey, with all voting “Aye” to approve the Environmental Services policies.

Mr. Blackwood presented the Health Information Management (HIM) policies for review and approval. After review, a motion was made by Trustee Hargett, seconded by Trustee Lockett, with all voting “Aye” to approve the Health Information Management (HIM) policies.

Mr. Blackwood presented the Emergency Operation Plans (EOP) for the hospital and clinics for review and approval. After review, a motion was made by Trustee Lockett, seconded by Trustee Hargett, with all voting “Aye” to approve the EOP plans.

Mr. Blackwood presented the Human Resources policies for review and approval. After review, a motion was made by Trustee Murphey, seconded by Trustee Lockett, with all voting “Aye” to approve the Human Resources policies.

Mr. Blackwood presented the Imaging policies for review and approval. After review, a motion was made by Trustee Hargett, seconded by Trustee Lockett, with all voting “Aye” to approve the Imaging policies.

Mr. Blackwood presented the Infusion Therapy policies for review and approval. After review, a motion was made by Trustee Murphey, seconded by Trustee Lockett, with all voting “Aye” to approve the Infusion Therapy policies.

Mr. Blackwood presented the IOP policies for review and approval. After review, a motion was made by Trustee Lockett, seconded by Trustee Hargett, with all voting “Aye” to approve the IOP policies.

Mr. Blackwood presented the Laboratory policies for review and approval. After review, a motion was made by Trustee Lockett, seconded by Trustee Murphey, with all voting “Aye” to approve the Laboratory policies.

Mr. Blackwood presented the Material Management policies for review and approval. After review, a motion was made by Trustee Hargett, seconded by Trustee Murphey, with all voting “Aye” to approve the Material Management policies.

Mr. Blackwood presented the Med-Surg policies for review and approval. After review, a motion was made by Trustee Lockett, seconded by Trustee Murphey, with all voting “Aye” to approve the Med-Surg policies.

Mr. Blackwood presented the Pharmacy policies for review and approval. After review, a motion was made by Trustee Murphey, seconded by Trustee Hargett, with all voting “Aye” to approve the Pharmacy policies.

Mr. Blackwood presented the Physical Environmental policies for review and approval. After review, a motion was made by Trustee Hargett, seconded by Trustee Murphey, with all voting “Aye” to approve the Physical Environmental policies.

Mr. Blackwood presented the Rehabilitation Services policies for review and approval. After review, a motion was made by Trustee Lockett, seconded by Trustee Hargett, with all voting “Aye” to approve the Rehabilitation Services policies.

Mr. Blackwood presented the Respiratory Therapy policies for review and approval. After review, a motion was made by Trustee Lockett, seconded by Trustee Hargett, with all voting "Aye" to approve the Respiratory Therapy policies.

Mr. Blackwood presented the Hospital By-Laws for review and approval. After review, a motion was made by Trustee Hargett, seconded by Trustee Murphey, with all voting "Aye" to approve the Hospital By-Laws.

Mr. Blackwood presented the Medical Staff By-Laws for review and approval. After review, a motion was made by Trustee Hargett, seconded by Trustee Lockett, with all voting "Aye" to approve the Medical Staff By-Laws.

Mr. Blackwood presented the Employee Handbook for review and approval. After review, a motion was made by Trustee Lockett, seconded by Trustee Hargett, with all voting "Aye" to approve the Employee Handbook.

Mr. Blackwood presented the Rural Health Clinic Manuals for all clinics for review and approval. After review, a motion was made by Trustee Murphey, seconded by Trustee Hargett, with all voting "Aye" to approve the Rural Health Clinic Manuals.

Mr. Blackwood presented the Nursing Home policies and procedures, including infection control, for review and approval. After review, a motion was made by Trustee Lockett, seconded by Trustee Hargett, with all voting "Aye" to approve the Nursing Home policies and procedures and infection control policies.

Mr. Blackwood stated that it was time to elect officers for Fiscal Year 2018. Trustee Hargett moved that the president and secretary stand for re-election for Fiscal Year 2018. The motion was seconded by Trustee Lockett, 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 25, 2018**

**Nursing Home Census** – We have 93 residents in the nursing home with one semi-private bed open on the general care side and 4 beds open on the special care side. None of our vacancies have been the result of transfer. We are working on 2 possible admissions on the special care side. We are also shooting a new commercial highlighting the nursing home on September 24.

**Population Health Initiatives** – We currently have 88 patients enrolled in our CCM program, but we have had a significant increase in the number of patients (approximately 35) who have consented to be being enrolled in the program. We are cross-training existing clinic staff to work the backlog of consents. Our patients' access to consistent phone service and usage has been one of our biggest challenges in this area. We believe these challenges become less problematic as awareness of the program increases.

**Infusion Service** – We conducted a site visit of the infusion service in Philadelphia, Mississippi. Based on their feedback, we will continue our efforts to market locally rather than using an outside service.

**TGH Discount Pharmacy** – You will recall from our last meeting that we estimated we would process 3,473 prescriptions in the month of August. We were very close in our estimate, processing 3,485 prescriptions for the month, which annualized would be 41,820 prescriptions on the year. We continue to see increases in daily volumes with increases from both nursing home and clinic prescriptions. We continue to meet weekly on enrollment on all applicable insurance plans and continue to await a decision from CVS/Caremark, who we are told is running behind on the processing of applications.

While preparing for painting on the interior of the building, we identified some termite damage to the building. The building has been under a termite contract for over 20 years. We are in the process of working with Terminix to treat and replace the damaged materials as required by

Terminix under the contract. To the extent TGH is required to cover any of the costs related to this issue, it may require board authorization to expend funds without a public bid as an emergency expenditure to avoid any interruption in operations. We will keep you updated as these discussions continue and a resolution is achieved.

**New Retail Pharmacist** – Our new retail pharmacist Deborah Smith began work on Monday. She is working opposite shifts to Mrs. Virginia Horne.

**Clinic Survey** – The Charleston Clinic underwent its periodic RHC survey by CMS. I am proud to report the clinic received a deficiency-free survey. The clinic obviously wanted to give the nursing home a run for its money, as you will recall the nursing home also had a deficiency-free survey earlier this year.

**Lab Survey** – Our lab also underwent its annual CLIA survey and were cited with only minor deficiencies noted and which have already been corrected.

**Favorable Local News Coverage** – The Sun Sentinel recently featured the hospital in a favorable article concerning its accomplishments in quality and patient satisfaction.

**Annual Policy and Compliance Review** – As we are in the last month of our fiscal year, we are required to conduct our annual policy review and complete our annual compliance tasks during this meeting. Our policies and procedures were sent to each of you for review in digital format. We will also have them available at the board meeting to answer any questions you may have.

**Legal Matters:**

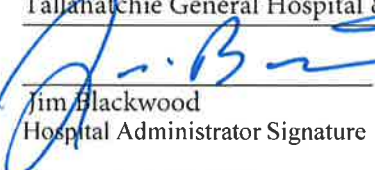
**The Estate of William Brewer, Sr.** – No new developments.

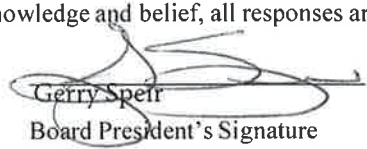
Tallahatchie General Hospital & ECF

(Name of Hospital)

CERTIFICATION TO MISSISSIPPI COMMUNITY HOSPITAL COMPLIANCE QUESTIONNAIRE YEAR  
ENDED SEPTEMBER 30, 2018

We have reviewed all questions and responses as contained in the Hospital Compliance Questionnaire for  
Tallahatchie General Hospital & ECF, and to the best of our knowledge and belief, all responses are accurate.

  
\_\_\_\_\_  
Jim Blackwood  
Hospital Administrator Signature  
September 25, 2018  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Gerry Speir  
Board President's Signature  
September 25, 2018  
\_\_\_\_\_  
Date

Minutes Book Reference  
Meeting of September 25, 2018 (Date)

(Minute book references are to be entered when questionnaire is accepted by Board.)



## MISSISSIPPI COMMUNITY HOSPITAL COMPLIANCE QUESTIONNAIRE

1. Name and address of hospital:  
Tallahatchie General Hospital & ECF  
201 South Market Street  
Charleston, Mississippi 38921
2. Names, addresses, and telephone numbers of officials (include Board Members, Administrator, Assistant Administrator, and Attorney). Attach sheet.  
See Attached Sheet.
3. Period of time covered by this questionnaire:  
From: October 1, 2017 To: September 30, 2018

Tallahatchie General Hospital & ECF

(Name of Hospital)

Compliance Questionnaire

		<u>YES</u>	<u>NO</u>	<u>N/A</u>
<b>GENERAL</b>				
1.	Have actions of the Board of Trustees followed the procedures of the open meetings act Section 25-41-3 and Section 25-41-7 on matters in executive session?	<u>XX</u>	_____	_____
2.	Have actions of the Hospital Board been approved in its official minutes?	<u>XX</u>	_____	_____
3.	Have the actions of the Hospital Board followed the exemptions set forth in Section 25-61-9, 25-61-11 and 25-61-12 regarding commercial and financial information of a proprietary nature, federal statutory law and records related to business development?	<u>XX</u>	_____	_____
4.	Has each member of the board of trustees continued to meet the qualification of Section 41-13-29?	<u>XX</u>	_____	_____
5.	Has the Hospital adopted a policy on officers or employees receiving compensation for outside employment in addition to receiving a salary for full-time hospital employment? (Meeting of <u>1/22/1985</u> )	<u>XX</u>	_____	_____
6.	Has the Hospital Board of Trustees adopted a policy on recruiting and financially assisting physicians and other health care practitioners in locating in the service area of the Hospital? (Meeting of <u>1/22/1985</u> )	<u>XX</u>	_____	_____
7.	Has the Hospital Board of Trustees cited statutory authority on charitable contributions which is reflected in its official minutes?	<u>XX</u>	_____	_____
8.	Has the Hospital Board of Trustees adopted a policy on paying membership dues to organizations related to hospital business which is reflected in its official minutes? (Meeting of <u>1/22/1985</u> )	<u>XX</u>	_____	_____
9.	Has the Hospital Board of Trustees adopted a policy that prohibits filling prescriptions for employees free of charge? (Meeting of <u>1/22/1985</u> )	<u>XX</u>	_____	_____
10.	Has the Hospital Board of Trustees adopted a policy that prohibits its individual members from receiving compensation other than that allowed by statutory authority? (Meeting of <u>1/22/1985</u> )	<u>XX</u>	_____	_____
11.	Has the Hospital Board of Trustees adopted a policy on insurance coverage for all employees? (Meeting of <u>1/22/1985</u> )	<u>XX</u>	_____	_____

Tallahatchie General Hospital & ECF

(Name of Hospital)

Compliance Questionnaire

		<u>YES</u>	<u>NO</u>	<u>N/A</u>
12.	Has the Hospital Board of Trustees adopted a policy on education benefits for all employees? (Meeting of <u>1/22/1985</u> )	<u>xx</u>	_____	_____
13.	Has the Hospital Board of Trustees adopted a policy describing limitation on the use of Hospital personnel for non-hospital matters during normal work hours? (Meeting of <u>1/22/1985</u> )	<u>xx</u>	_____	_____
14.	Has the Hospital Board of Trustees adopted a policy on the use of hospital telephones for personal use? (Meeting of <u>1/22/1985</u> )	<u>xx</u>	_____	_____
15.	Has the Hospital Board of Trustees adopted procedural policy on disposal of surplus property? (Meeting of <u>1/22/1985</u> )	<u>xx</u>	_____	_____
16.	Has the Hospital Board of Trustees adopted a policy on expenditures for public relations and advertising? (Meeting of <u>1/22/1985</u> )	<u>xx</u>	_____	_____
17.	Has the Hospital Board of Trustees adopted a policy on payment of invoices within the period of time discounts are allowed? (Meeting of <u>1/22/1985</u> )	<u>xx</u>	_____	_____
18.	Has the Hospital adopted a policy prohibiting payment of employee's bonuses or compensation in addition to established employee benefits, statutory incentive programs, and regular compensation? (Meeting of <u>1/22/1985</u> )	<u>xx</u>	_____	_____
19.	Have the Hospital Board Members and officials been properly bonded in accordance with the population requirements under the provisions of Section 41-13-29? (Meeting of <u>1/22/1985</u> )	<u>xx</u>	_____	_____
20.	Has the Hospital adopted a policy prohibiting making payroll advances to employees? (Meeting of <u>1/22/1985</u> )	<u>xx</u>	_____	_____
21.	Has the Hospital adopted a policy prohibiting the purchase of alcoholic beverages with public funds other than for medical purposes? (Meeting of <u>1/22/1985</u> )	<u>xx</u>	_____	_____
22.	Has the Hospital provided the required information in accordance with Section 27-104-155 to its owner for the creation of a transparent and accountable website?	<u>xx</u>	_____	_____

Tallahatchie General Hospital & ECF

(Name of Hospital)

Compliance Questionnaire

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
23. Does the Hospital allow public access to records under provisions of Section 25-61-5?	<u>xx</u>	_____	_____
24. Has the Hospital Board of Trustees complied with the nepotism law? (Meeting of <u>1/22/1985</u> )	<u>xx</u>	_____	_____
25. Were payments to Hospital officers and employees as an expense allowance supported by proper documentation?	<u>xx</u>	_____	_____
26. Are vehicles owned or leased by the Hospital properly marked as required by Section 25-1-87?	<u>xx</u>	_____	_____
27. On or before the first Monday in September, has the Board of Trustees adopted, entered on its minutes, and filed with the owner or owners a proposed budget for ensuing fiscal year? (Section 41-13-47)	<u>xx</u>	_____	_____
28. On or before the first Monday in March, has the Board of Trustees adopted, entered on its minutes, and filed with the owner or owners a full fiscal year report containing a complete and correct accounting of all funds received and expended for hospital purposes? (Section 41-13-47)	<u>xx</u>	_____	_____
29. Has the Hospital avoided purchasing items from or entering into contracts with members of its Board of Trustees or businesses in which such members have a financial or ownership interest? (Section 25-4-105)	<u>xx</u>	_____	_____
30. Has the Hospital avoided purchasing items from or entering into contracts with any hospital employees or a business in which they have an interest unless allowed under Section 25-4-105(4)?	<u>xx</u>	_____	_____
31. Has the Hospital provided the required disclosures as required by a defined benefit retirement plan in accordance with Section 41-13-49 and 41-13-51?	<u>xx</u>	_____	_____

TRAVEL

1. Has the Hospital complied with Sections 41-7-140, 41-13-29 and 41-13-35 regarding travel?	<u>xx</u>	_____	_____
2. Has the Hospital adopted a policy on paying employees actual expenses for official travel while engaged in hospital business or in attending recognized educational or professional meetings? (Meeting of <u>1/22/1985</u> )	<u>xx</u>	_____	_____

Tallahatchie General Hospital & ECF

(Name of Hospital)

Compliance Questionnaire

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
3. Have the Hospital officers and employees used, as a minimum, the travel vouchers prescribed by the MS State Dep't of Finance & Administration for reimbursement of official travel?	<u>xx</u>	_____	_____
4. Have the Hospital Board of Trustees adopted a policy requiring that paid receipts be attached to vouchers for travel reimbursement? (Meeting of <u>1/22/1985</u> )	<u>xx</u>	_____	_____

PURCHASING

1. Has the Hospital refrained from purchasing personal items for employee use?	<u>xx</u>	_____	_____
2. Has the Hospital adopted a policy prohibiting split purchases in order to avoid advertising for bids?	<u>xx</u>	_____	_____
3. Has the Board adopted a policy requiring acknowledgment of receipt of good purchased?	<u>xx</u>	_____	_____
4. Are at least two competitive written bids obtained for purchases of more than \$5,000 but not more than \$50,000? (Section 31-7-13)	<u>xx</u>	_____	_____
5. Did the Board of Trustees follow proper procedures in advertising for purchases of more than \$50,000? (Section 31-7-13)	<u>xx</u>	_____	_____
6. Did the Board of Trustees follow proper procedures for opening of bids?	<u>xx</u>	_____	_____
7. Is a bid file maintained by Hospital personnel as required by Section 31-7-13?	<u>xx</u>	_____	_____
8. Did the Board of Trustees justify on the minutes any purchases made other than lowest bid? (Section 31-7-13)	<u>xx</u>	_____	_____
9. Did the Board of Trustees place on the minutes and justify all emergency purchases? (Section 31-7-13)	<u>xx</u>	_____	_____
10. Has the Hospital generally complied with the Public Purchase Law? (Section 31-7-1, et al.)	<u>xx</u>	_____	_____

Board of Trustees  
Tallahatchie General Hospital and ECF

Gerry Speir, Chairman (District Three)  
52 South Square Street  
Charleston, Mississippi 38921  
662-647-8777 – work  
662-515-5830 - mobile

Isaac Sayle (District Two)  
3607 Mississippi Highway 35 North  
Charleston, Mississippi 38921  
662-647-1425 - mobile

Willie Lockett (District Five)  
Post Office Box 512  
Webb, Mississippi 38966  
662-392-7966

Morris Murphey (District Four)  
81 Tippo Creek Road  
Tippo, Mississippi 38962  
662-647-7029 - mobile

David Hargett (District One)  
2 Hargett Drive  
Charleston, Mississippi 38921-9731  
(662) 647-3359 – home  
(662) 647-1609 – mobile

Jim Blackwood, Administrator  
3835 Majestic Oaks Drive  
Oxford, Mississippi 38655

Buddy McRae, COO  
6005 Canvasback Drive  
Oxford, Mississippi 38655