

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

September 24, 2019

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 Speir opened the meeting with prayer.

The minutes of the August 27, 2019, meeting were presented. A motion was made by Trustee Hargett to approve the minutes from the last meeting. The motion was seconded by Trustee Murphey 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 2019. The Board reviewed the statistics and questions were asked and answered.

Mr. Brunson presented the report of the Finance Committee for August 2019 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. McRae presented the Quality Report and HCAHPS Report for August 2019. Questions were asked and answered concerning the quality metrics for the month.

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 Hargett, seconded by Trustee Murphey, 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 Murphey, seconded by Trustee Hargett, 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 Lockett, seconded by Trustee Murphey, 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 Murphey, 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 Murphey, seconded by Trustee Lockett, 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 Lockett, seconded by Trustee Hargett, 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 Lockett, seconded by Trustee Murphey, 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 Hargett, seconded by Trustee Murphey, 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 Murphey, seconded by Trustee Lockett, 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 Lockett, 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 Murphey, seconded by Trustee Lockett, 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 Lockett, 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 Lockett, 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 Hargett, seconded by Trustee Murphey, 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 Murphey, 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 Murphey, 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 Lockett, seconded by Trustee Murphey, 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 presented the Social Services 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 Social Services policies.

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

Mr. Blackwood presented the Quality 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 Quality policies.

Mr. Blackwood stated that it was time to elect officers for Fiscal Year 2020. Trustee Hargett moved that the president and secretary stand for re-election for Fiscal Year 2020. 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 24, 2019

Nursing Home Census – We have 94 residents in the nursing home with two beds open on the general care side and two beds open on the special care side.

ACO and Population Health Initiatives – Growth in our Accountable Care Organization and Chronic Care Management programs is continuing. We currently have 255 active CCM patients (up from 234 last month), and we have conducted 487 AWWs this year (up from 413 last month). We have also now conducted 54 Blue Cross Color Me Healthy exams (BCBS's version of population health).

Nursing Home Survey – State surveyors arrived Monday morning and were on-site until Thursday. The results were very positive, with only three lower-level tags for issues related to training and use of PEG tubes and infection prevention. A life/safety surveyor also found no significant deficiencies. At the time these comments are being prepared, a case mix auditor remains on-site completing our case mix review, but so far there have been no indications of any problems.

Fred's Pharmacy Offer – We continue to negotiate with Fred's to purchase the prescription files from the Charleston store, but these negotiations have been significantly dampened by Fred's recent filing for bankruptcy liquidation and dissolution, as well as an apparent plan for Walgreen's to purchase most of the remaining Fred's pharmacies files and inventory. I will offer additional details on these negotiations during the meeting.

TGH Discount Pharmacy – We filled 3,770 prescriptions in August, up from 3,502 prescriptions in July. This is the largest number of prescriptions filled since April. Our daily volume, which had typically averaged around 150 prescriptions per day, has been trending up slightly; on September 3, we filled 349 prescriptions. Fred's bankruptcy filing has caused a disruption in their ability to order medications from their supplier,

and we are seeing a slow, but steady, stream of customers switching from Fred's to TGH Discount Pharmacy.

CMS Desk Review – A few weeks ago, we received word that CMS was reviewing how we allocate certain providers' time between the emergency room and hospital floor on our cost report. For the past several years, we used a CMS-approved methodology without any questioning or audits from CMS. Our CPAs at Watkins, Ward & Stafford, who assist us with preparing our cost report, have been in discussions with CMS regarding this issue, trying to resolve it in manner that will not require a significant payback for this and previous years. These discussions are ongoing, and I will keep the board updated on their progress.

Year-End Policy Review – As this is the last month of our fiscal year, we will be going through our policies and satisfying other year-end compliance requirements. As we are now commencing our meetings a little earlier, we do not think there is a need to start any earlier than usual and should still be able to complete all tasks by lunch. A thumb drive has been included with all the policies on it for your review in advance.

Meeting Time Reminder – As a reminder, our finance committee meeting will begin at 10:00. Our regular board meeting will begin at 10:30.

Legal Matters:

Network Services Solutions – No new developments

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, 2019

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



Jim Blackwood
Hospital Administrator Signature

September 24, 2019
Date



Gerry Spair
Board President's Signature

September 24, 2019
Date

Minutes Book Reference
Meeting of September 24, 2019 (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 & ECR
141 Dr. T. T. Lewis Drive
Charleston, Mississippi 38921
2. Names, addresses, and telephone numbers of officials (include Board Members, Administrator, Assistant Administrator, and Attorney). Attach sheet.
See attached.
3. Period of time covered by this questionnaire:
From: October 1, 2018 To: September 30, 2019

Tallahatchie General Hospital & ECF

(Name of Hospital)
Compliance Questionnaire

YES NO N/A

GENERAL

- | | | | | |
|-----|---|-----------|-------|-------|
| 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>X</u>	<u> </u>	<u> </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>X</u>	<u> </u>	<u> </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>X</u>	<u> </u>	<u> </u>
15.	Has the Hospital Board of Trustees adopted procedural policy on disposal of surplus property? (Meeting of <u>1/22/1985</u>)	<u>X</u>	<u> </u>	<u> </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>X</u>	<u> </u>	<u> </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>X</u>	<u> </u>	<u> </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>X</u>	<u> </u>	<u> </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>X</u>	<u> </u>	<u> </u>
20.	Has the Hospital adopted a policy prohibiting making payroll advances to employees? (Meeting of <u>1/22/1985</u>)	<u>X</u>	<u> </u>	<u> </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>X</u>	<u> </u>	<u> </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>X</u>	<u> </u>	<u> </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>	<u> </u>	<u> </u>
24.	Has the Hospital Board of Trustees complied with the nepotism law? (Meeting of <u>1/22/1985</u>)	<u>xx</u>	<u> </u>	<u> </u>
25.	Were payments to Hospital officers and employees as an expense allowance supported by proper documentation?	<u>xx</u>	<u> </u>	<u> </u>
26.	Are vehicles owned or leased by the Hospital properly marked as required by Section 25-1-87?	<u>xx</u>	<u> </u>	<u> </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>	<u> </u>	<u> </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>	<u> </u>	<u> </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>	<u> </u>	<u> </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>	<u> </u>	<u> </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>	<u> </u>	<u> </u>

TRAVEL

1.	Has the Hospital complied with Sections 41-7-140, 41-13-29 and 41-13-35 regarding travel?	<u>xx</u>	<u> </u>	<u> </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>	<u> </u>	<u> </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**