

**BEAUFORT MEMORIAL HOSPITAL BOARD OF TRUSTEES  
BOARD MEETING – OPEN SESSION**

**MINUTES – June 30, 2010**

**BOARD MEMBERS PRESENT:** Jerry Schulze (Chair), Terry Murray (Vice Chair), David Tedder (Secretary/Treasurer), Pat Thompson, M.D., Bill Paddock, Steve Kessel, M.D., James Simmons, M.D., Andrea Allen

**OTHERS PRESENT:** Rick Toomey, Jeff White, Karen Carroll, Pat Foulger, Ed Ricks, David Homyk, Paul Mazzeo, M.D., Alice Moss, Nora Kresch, Bill McBride (Beaufort County Council Member), Ann Mecherle, Dawn Crawford, Robert Achurch (Howell, Gibson & Hughes),

**ABSENT:** Susan Williams, Scott Stowe, Paul Sommerville (Beaufort County Council Member)

**CALL TO ORDER:** Mr. Schulze called the meeting to order at 7:30 a.m., and stated that the Press had been notified.

**INVOCATION:** Dr. Thompson gave the Invocation.

**APPROVAL OF MINUTES – May 26, 2010:** Mr. Tedder made a motion, which was seconded by Mr. Paddock, to approve the minutes of the May 26, 2010 meeting. Unanimous approval.

**MEDITECH PRESENTATION** – Mr. Ricks and several members of the Meditech task force group gave an update of the new software. Mr. Ricks stated that there are 22 groups with about 100 employees working on this project. He said the training will be conducted in the conference room of the Keyserling Cancer Center during October and November. The go-live date is scheduled for December 1, 2010.

### **COMMITTEE REPORTS**

**Finance Committee – *Income Statement (pg. 9):*** Mrs. Murray said our inpatient census for the month of May was below budget at 112; however, our outpatient activity was above budget. She noted that our total revenue was right on target at \$13.8M. Operating expenses were below budget by \$410K. Our operating income was \$836K, which was above budget by \$377K (*variance for grant funds received and the Foundation's annual endowment funds*). Our operating income YTD is \$6.2M and we are currently \$1.3M above projections.

***Dashboard (pg. 5)*** – Mrs. Murray stated that everything was either acceptable or in a cautionary level, except for the days in receivable, which rose to 56 days from 54.2. She said that Mr. White contacted several other hospitals in SC and they all seem to be experiencing the same thing. She also mentioned that Medicare reimbursement has also added another 2 days to the receivables.

***IRS 990, Schedule H (pg. 13)*** – Mrs. Murray said that this schedule is not required for submission this year; however, the committee asked Mr. White to prepare it to give an idea of what it would look like. She noted that the percent of total expenses for charity care was 3.25% and the total of all other benefits totaled 8.55%. She said that there is some indication that we may not have to submit the IRS 990 form and that management will come back at a later date with the final decision.

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**Project Financing Update** – Mrs. Murray said the committee discussed the best avenues for funding capital projects, and one of those avenues would require quick action to have a CON approved by December 1, 2010. She said that John Cheney, Ponder & Associates, will update the board on the best funding sources. Mr. Tedder asked if we can carry over borrowing with the LOC. Mr. Toomey said we are currently discussing whether to go with a bank qualified loan in lieu of using bonds. The financial report was unanimously approved.

**Quality Improvement Committee:** Dr. Simmons presented the Risk Management Plan for approval as noted with changes. Mrs. Murray made a motion, which was seconded by Mr. Tedder, to approve the plan with the minor changes as discussed. Unanimous approval.

**Governance:** Dr. Thompson said they did not meet last month. The meeting date for July has been changed to July 14<sup>th</sup> at 7:30 a.m. in the board room.

**Strategic Planning Committee:** Mr. Paddock presented a recommendation to spend \$1.2M to relocate the women’s imaging services to the Beaufort Medical Plaza to develop a more accessible service for women. Mr. Tedder made a motion, which was seconded by Mrs. Allen, to approve the expenditure. Unanimous approval.

**COMMUNITY OUTREACH:** Report reviewed and approved.

**MEDICAL STAFF – Credentials:** Dr. Mazzeo presented the following practitioners for reappointment: Edward Moon, MD (VRC), Consulting (Radiology). The following practitioners requested appointment: Donna Taylor, CNM (sponsored by Dr. Davis-Tolbert), Allied Health Professional (OB/Gyn), requested temporary privileges for 90 days with 20 proctored vaginal deliveries; Amanda Salas, MD, Provisional Active (Psychiatry). The following practitioners requested leave of absence/currently on leave: Benjamin Gaines, MD, Active Staff (OB/Gyn), continued leave of absence.

One year quality review: William Phillips, MD, Provisional Courtesy to Courtesy (Radiology); Robert Greaves, MD, Provisional Active to Active (Emergency Medicine); Jill Blau, DPM, Provisional Associate to Associate (Podiatry); Louis Bell, MD, Provisional Active to Active (Gastroenterology). Six month quality review: Yenny Meza, MD, Provisional Locum Tenens to Locum Tenens. Update on board recertification: Erasme Coly, MD (Cardiology), from Active to Associate Staff; did not pass board recertification; will take again.

Mr. Tedder made a motion, which was seconded by Dr. Thompson, to accept the MEC and Credentials Committees recommendations. Unanimous approval.

Dr. Mazzeo also presented the following items for approval:

- IV to PO Conversion Policy
- Renal Dosing Protocol Policy
- Medical Staff Approval Reference Labs

Mr. Tedder made a motion, which was seconded by Dr. Thompson, to approve these items. Unanimous approval.

**STAFF REPORTS: Support Services, Human Resources, Information Systems, Patient Care Services, Public Relations, and Quality Services:** Mrs. Murray asked about the IS patient portal software at Beaufort Primary Care. Dr. Kessel stated that patients would be

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allowed to access their lab reports, preregister and communicate with care givers. Mr. Ricks stated that an email will go out to patients soon to announce the new portal. Mrs. Foulger stated the plan is to do this in other offices as well that are using Allscripts.

*Mr. Tedder noted that on page two regarding the Medicare Advantage Plan, he said there was not a quantification of the number and Mr. Toomey stated that he would ask Mr. White to email the number to the board members.*

Mr. Paddock asked about the six hours its taking for patients to get a bed after being admitted. Mrs. Carroll said that it's not far off the guidelines. *Mr. Schulze requested benchmarks for bed wait.* Mr. Paddock also inquired about the 5<sup>th</sup> floor vacancy rate for nursing. Mr. Homyk said it is not alarming, just some nurses are leaving due to military or spousal relocations.

Mrs. Murray asked about the national accreditation for comprehensive services for cancer. Mrs. Carroll stated that it would be about 4 weeks before we find out if we have been accredited.

Mr. Schulze asked Mr. Homyk to review the turnover rate chart (handout). Mr. Homyk stated that 30% were managed out of the organization, 22% were non-military relocations, 11% of staff left due to health related issues of which half were CNAs. Mr. Homyk also said that 31% were here for a year or less and 10 of those were OR surgery techs of which 3 left due to salary issues. *Mr. Schulze stated that the pay scale for surgery techs needs to be reviewed.* Mr. Homyk also stated that Rehab is also another area of concern. He mentioned that hiring tools are now in place to help managers with hiring their staff (TestSource).

Dr. Thompson made a motion, which was seconded by Mrs. Allen, to approve the staff reports. Unanimous approval.

**BMH FOUNDATION:** Ms. Moss said the board is busy with skill and capacity building. She said the staff is also working with Nursing and HR to determine which two candidates will be awarded scholarship monies towards their Associates Degree. The recipients are working toward radiology tech and physical therapy tech degrees.

**MANAGEMENT REPORT:** Mr. Toomey noted the example benefits statement (pg. 3) that was prepared for each employee to show the value of benefits received from BMH.

Mr. Toomey announced that Sam Derrick accepted the Executive Director position for Beaufort Physician Partners and will start July 26<sup>th</sup>.

*Employee Opinion Survey* – Mr. Toomey stated that the Employee Opinion Survey started 10 days ago with 6 days left, and 61% have already taken the survey. He said he would like to see between 79-80%.

*2010 Project Operational Initiatives Report (handout)* – Mr. Toomey noted the updates and asked each vice president to give an update. Mrs. Carroll stated they have selected BE&K as the general contractor for the ED project and are already partnering with the architects to finalize numbers to submit for the CON. She said there will be electrical and/or mechanical issues that will need to be addressed, as well as having a functioning ED during this project. She said they will submit the CON during July and plan to start construction February 2011 with a completion on or before May 2012. Mr. Toomey stated that dates will be finalized along with the conceptual layout of the new space. *He will ask the architect to give a 20 minute overview to the board in the next couple months.*

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Mr. Ricks said they are currently working on the order sets and the medical staff is onboard with this initiative.

Mr. Toomey stated that we have two new psychiatrists and three new cardiologists coming on board in the next couple months. He also mentioned the addition of a Physician Assistant, Jason White, who joined Beaufort Primary Care. *Dr. Kessel recommended that we announce the new cardiologists' availability to see patients.*

Mr. Toomey said the City has asked to meet on July 14<sup>th</sup> or 15<sup>th</sup> with their planners to discuss the proposed support office building. He said we need to understand the options and begin moving on this project. He said the main concern is where the building will sit on the property.

Mr. Toomey said the IRS has our documents regarding Beaufort Physician Partners, and Mr. Meyer has asked if the IRS if we can expedite the approval timeline.

Mr. Toomey said the Physician Leadership Program will be meeting in the next 10 days. They will be tasked with reviewing the Physician Survey and the two questions he posed during the survey.

Mr. Toomey said he would appreciate any suggestions on this report, as we want to use this as a tool and present it every 2-3 months with the staff presenting their updates to the board.

Mrs. Mecherle said they have made some progress on the CON, but now need letters of support from the board. She will send out sample letters and requested that the letters be given to Dawn. She said the goal is to receive between 20-30 letters. She said Ms. Moss will also be securing letters from the Foundation board. She said Dr. Rehman will also submit a letter.

Mr. Paddock asked Mr. Toomey to comment on the market share, since it appears the market share from Hilton Head has dropped in half and the Bluffton market share has picked up. Mr. Toomey said he reviewed the data in the Board Executive Committee two weeks ago. He said he asked Mrs. Kresch on how we collect and review this data for the service lines, specifically women's services, rehab and surgery. *He said it may be one of the issues that the Strategic Planning Committee delves into during one of their upcoming meetings.*

Mrs. Carroll mentioned that Susan Roos recently presented the Synergy Model and is available for review.

**CHAIR ANNOUNCEMENTS:** None

**ADJOURN:** The meeting adjourned at 10:40 a.m.

Respectfully submitted,

David Tedder  
Secretary