

Minutes
CCMC Authority – Board of Directors
CCMC Admin Conference Room
July 27, 2017 at 6:00pm
Regular Meeting

CALL TO ORDER AND ROLL CALL –

Kristin Carpenter called the Board Meeting to order at 6:00pm.

Board members present: **April Horton, Dorne Hawxhurst, Kristin Carpenter, and Sally Bennett (telephonically).**

A quorum was established. 4 members present.

CCMC staff present: Scot Mitchell, CEO; Lee Holter, CFO; Helen McGaw, LTC DON, and Faith Wheeler-Jeppson, Executive Admin Assistant.

A. APPROVAL OF AGENDA

Carpenter “move to approve the agenda as presented.”

B. CONFLICT OF INTEREST ~ None

C. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

- 1. Audience Participation ~ None**
- 2. Guest Speaker ~ None**

D. BOARD DEVELOPMENT

1. Balance Sheet

Lee Holter provided definitions of the individual sections listed on the Balance Sheet.

2. Hospital Scorecard

Scot Mitchell provided a handout at the meeting with the Financial Indicators listed, from those he and the CFO chose as the top indicators to reflect on the Scorecard. The indicators that was chosen under Utilization were, Hospital Patient Days, Long Term Care Patient Days, and Adjusted Patient Days (Hospital only). The indicators under Labor were, Full Time Equivalents (FTE's), Labor Cost per Manhour, Paid Manhours per Adjusted Patient Day, and Percent of Overtime. The Liquidity Ratio indicators chosen were Days Total Cash on Hand, Days in Accounts Receivable (Gross), and Average Payment Period. Operating Margin was chosen under Profitability Ratios. Activity Ratios indicator chosen was Average Age of Plant.

The Board will review the handout provided and discuss further at the next meeting.

E. APPROVAL OF CONSENT CALENDAR ~ None

F. APPROVAL OF MINUTES

M/Hawxhurst S/Bennett “move to approve the June 22, 2017 Regular Meeting Minutes as amended”.

4 yeas, 0 nay

Motion passed.

G. REPORT OF OFFICERS AND ADVISORS

1. **Board President Report** ~ Kristin Carpenter reported that she had helped work on the Agenda, and that there would be an Executive Session this evening.
2. **CEO's Report** ~ Scot Mitchell, CEO stated that his written report was in the packet. A few additional items, healthcare reform has a lot going on today and tomorrow, once we have a little more information he will let you know. Scot reported on the Contract approval process, after speaking to the Attorney we should not put the full contract in the board packet as there is proprietary and confidential information in those. What we can do is provide a memo and contract review with pertinent information. Lastly, we had a Mock Survey that finished up today, he will provide more detailed information when we get the report back.
3. **Finance Report** ~ Lee Holter, CFO reported out that the Days Cash has increased and we've seen a drop in Days in AR. On page 14, he pointed out that our Income was flat on Acute Care, year to date we are below budget for Acute Care. Long Term Care is the same as last year, and the Clinic has increased. In the Expense section we are below budget, we're below budget on Total Expenses. Wages have increased, that should continue to decrease the amount for Professional Services.
4. **Nursing Report** ~ Helen McGaw, LTC DON provided a written report in the packet on Long Term Care and the Nursing Department. She pulled the report from ABAQIS, and we are doing very well. We're continuing to work really hard on the survey readiness for the Long Term Care Survey. We have just hired another local C.N.A.

H. CORRESPONDENCE

1. A letter was written in response to David O'Brien's letter to the Board at the June Board meeting. That letter was hand delivered to David O'Brien at the meeting.

I. ACTION ITEMS

1. Employee Compensation Philosophy

M/Horton S/Bennett "I move that the CCMC Authority Board of Directors approves the Cordova Community Medical Center Compensation Philosophy as amended."

4 yeas, 0 nays

Motion passed.

J. DISCUSSION ITEMS

1. Board Vacancy Process

After discussions the Board came to the consensus that we can advertise in the paper, and on the CCMC Facebook page to solicit letters of interest.

K. AUDIENCE PARTICIPATION

David O'Brien spoke in opposition to the Board's decision to move forward with CCMC opening a 340B Pharmacy.

L. BOARD MEMBERS COMMENTS

Carpenter ~ Thank you to Scot for putting together the Compensation Philosophy and the Scorecard.

Hawxhurst ~ None

Bennett ~ None

Horton ~ None

M. EXECUTIVE SESSION

1. Discuss confidential information regarding a CCMC project.

M/Horton S/Hawxhurst “I move to go into Executive Session for matters, immediate knowledge of which would clearly have an adverse effect upon the finances of CCMC.”

Went into Executive Session at 7:20pm

Came out of Executive Session at 7:54pm

N. ADJOURNMENT

M/Horton S/Hawxhurst “I move to adjourn the meeting.”

Carpenter declared the meeting adjourned at 7:55pm.

Prepared by: Faith Wheeler-Jeppson