



JENKINS COUNTY HOSPITAL AUTHORITY  
REGULAR SESSION MEETING  
APRIL 28, 2025  
TIME 6:00 PM

The Jenkins County Hospital Authority Regular Board monthly meeting was held on April 28, 2025, at the Jenkins County Medical Center Education Building.

**Attendees:**

**Hospital Board Members:** Jeff Brantley, John Newton, Robin Scott, Alvin Burke, Wade Parker

**Others Present:** Andrea Graham (CEO), Lindsey Clay (SHP), Mike Scribner (SHP), Pam Mixon (COO), Kayla Patrick (QO), Katy Hood

**AGENDA**

- I. **Call to Order - Jeff Brantley, Chairman**
  - a. Quorum Present, meeting called to order by Jeff Brantley at 6:00PM
- II. **Approval of Minutes from March 24, 2025 meeting.**
  - a. Motion by John; Second by Wade - Unanimous vote to approve amended minutes.
- III. **Consent Agenda Items** **Andrea Graham, CEO**
  - a. Safety Plans: Hazard Material Management Plan, Medical Equipment Management Plan, Life Safety Management Plan, Utility Management System Plan, Emergency Management System Plan, Safety Management System Plan, Security Management Plan Final, Facility's Infrastructure Plan Final. Revised Public Comment Policy and Public Comment Request Form.
  - b. Motion by Alvin; Second by John – Unanimous vote to approve.
- IV. **Financial Reports – Lindsey Clay, SHP**
  - a. March 31, 2025 Financial Statements
    - i. 3-month review through 3/31/2025
    - ii. Gross days in AR at 53.9; net at 34.8
    - iii. Net profit for the month \$83,437; net profit for the fiscal year \$204,272
    - iv. Balance Sheet Review
      1. Cash increased from prior month end by 1.1%, patient collections were up by \$254k from prior month. Received \$10,000 GA Heart donation and \$5,777 from ARPA funds.
      2. Gross a/r increased 3.4%; net to gross remains at 23% consistent with prior year end.
      3. Accounts payable liabilities increased due to a cash flow management initiative; key performance metrics identified on KOI dashboard. Still pending the receipt of ARPA request for the last round of funds.
      4. Net patient service revenues at \$946,702, total current assets \$11,044,793, and total property, plant, and equipment \$2,165,202, bringing total assets to \$13,209,996



5. Total current liabilities \$4,060,130; Total Fund Balance \$9,149,868
- v. Income statement
  1. Total gross patient revenues \$2,373,760 for the period; net patient revenues at \$1,023,44
  2. Total Operating Revenues \$14,468 for the period
  3. Total operating expenses \$977,131 for the period
  4. Total net profit for the period \$83,437 for the period
- vi. Income Statement vs. Budget after 3-month period end 3/31/2025; net profit over budget by \$38,537 for the period. Total operating expenses over budget by (\$24,221).
  1. ER visits up by 14% from prior month or 439 visits compared to 384.
  2. BHU under budget by \$69k gross revenue
  3. Salaries running under budget because increase in contract labor.  
Administration is working with Director of Nursing on staffing models.
- vii. Days Cash on Hand for the period end at 204.8 days, with 192,113 restricted funds for Georgia Heart.
- viii. Estimated ending operating cash balance in the cash flow projection for fiscal year end is \$9,736,724. Estimated run-out claims equal \$89,073, Humana liability \$248,271, which will be paid in full in December 2025.
- ix. Other Financial Reports presented: Financial Key Operating Indicators and Revenue Cycle Dashboard Metrics.
  1. Key Financial Indicators: Average payment period = 44.2, Net Operating Expense Per Day = \$44,908, Average Cash Collection Per Day = \$ 46,405.
  2. Revenue Cycle Dashboard Initiatives Identified: (1) Improve Clean Claim Rate, (2) Reduce Denials, (3) Increase Patient Liability Collections, (4) Increase Upfront Collections.
- x. Mike shared that gross a/r increased from ~3m to ~4m due to slow down in reimbursement days (i.e. 30 to 45 days to collect). Also, growth in A/R is in current buckets which is still collectible.
- xi. Motion from John, second from Robin to accept the financials as presented.

**V. No Committee Reports to present.**

**VI. No Old Business to present.**

**VII. New Business to present**

**Andrea Graham, CEO**

- a. Courtesy Non-Emergent Patient Transportation
  - i. UR Committee did a Focus Study on patient transportation that showed total cost for non-emergent patient transportation during fiscal year end 2023 and 2024 was \$12,636 and 17,288, respectively. Current fiscal year projections show approximately a 34% increase in cost. Andrea Graham shared that the hospital has to cover non-covered days by the patient's insurance within the Behavioral Health Unit due to no transportation. Katy Hood also added that the organization had four (4) days non-covered in March and three (3) days non-covered in April. Andrea Graham shared that we are working with the insurance carrier to determine coverage and developing the policies around patient transportation.
  - ii. Quote received from Woody Folsom for a used 2019 Ford Transit-350 XL at \$32,314. Georgia Heart funds would be allocated towards this purchase.
- b. Motion from John, second from Robin – Unanimous vote to approve purchase of the vehicle.



- VIII. CEO Report** **Andrea Graham, CEO**  
a. Reference two attachments CEO Report and Strategic Pillars.
- IX. No Other Business to present.** **Andrea Graham, CEO**
- X. Public Comment/Communications** **Andrea Graham, CEO**  
a. Gwen Watson
- XI. Adjournment** – Motion to leave regular session and enter executive session at 7:25pm by Alvin, second by John; voted by all.
- XII. Next Meeting** scheduled for May 29, 2025