



JENKINS COUNTY HOSPITAL AUTHORITY
REGULAR SESSION MEETING
SEPTEMBER 22, 2025
TIME 6:00 PM

The Jenkins County Hospital Authority Regular Board monthly meeting was held on September 22, 2025 at the Jenkins County Medical Center Education Building.

Attendees:

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

Others Present: Andrea Graham (CEO), Kyle Gay M.D. (CMO), Lindsey Clay (SHP), Mike Scribner (SHP), Pam Mixon (COO), Monica Johnson (CNO), Kayla Patrick (CQO), Katy Hood (Director of BHU), Susan Lee (Marketing), Benje Thompson (Safety), Thomas Nicholson (Metz)

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 August 25, 2025 meeting.**
 - a. Motion by Robin; Second by Wade - Unanimous vote to approve.
- III. **No consent agenda items to present.** **Andrea Graham, CEO**
 - a. Policies below presented and reviewed. Motion by Alvin; Second by John – Unanimous vote to approve.
 - 1) Admission Process
 - 2) Agitated Patient
 - 3) Assessment Overview
 - 4) Referral/ Assessment Form
 - 5) Swing Bed Admission Criteria
 - 6) Swing Bed Patient Transportation
 - 7) Dental Services for Swing Bed Patients
 - 8) Swing Bed Medical Director
 - 9) Medical Care Standards for Swing Bed Patients
 - 10) Swing Bed Patient Rights
 - 11) Spiritual Services
 - 12) Transfer and Discharge Planning of Swing Bed Patients
 - 13) Interdisciplinary Team for Swing Bed Program
 - 14) Nutrition Services
 - 15) Absence of Case Manager or Activity Coordinator
 - 16) Swing Bed Activities Program
 - 17) Group Re-socialization for Swing Bed Patients
 - 18) Rehabilitation Services
 - 19) Swing Bed Capacity
 - 20) Comprehensive Care Plan
 - 21) Pharmacy Services for Swing Bed Patients



- 22) Temporary Leave of Absence
- 23) Public Access to Survey Results
- 24) Swing Bed Patient Responsibilities
- 25) Spousal Visits for Swing Bed Patients
- 26) Mail Handling and Patient Communication Rights
- 27) Patient Access to Telephones for Private Communication
- 28) Swing Bed Patient Refusal of Treatment or Procedure
- 29) Psychosocial Assessment
- 30) Application of Hospital-Wide Policies in the Swing Bed Program

IV. Financial Reports – Lindsey Clay, SHP

- a. August 31, 2025 Financial Statements
 - i. 8-month review through 8/31/2025
 - ii. Gross days in AR at 54.5; net at 31.9
 - iii. Net profit for the month \$16,968; net profit for the fiscal year \$1,553,038
 - iv. Balance Sheet Review
 - 1. Cash decreased from prior month end by 3% and increased from prior year end by 4%. Patient collections were approximately \$762,000. Received Georgia HEART donation of \$23,000. Cash collections for the month of August were below YTD averages by \$138k due to decrease in Medicaid receipts. Accounts Payable increase was primarily construction commitments and pending reimbursement from the SORH grant.
 - 2. Gross A/R at \$4,130,701
 - 3. Net patient service revenues at \$953,259, total current assets \$11,758,349, and total property, plant, and equipment \$2,330,234, bringing total assets to \$14,088,583
 - 4. Total current liabilities \$3,589,952; Total Fund Balance \$10,481,649
 - v. Income statement
 - 1. Total gross patient revenues \$2,367,281 for the period; net patient revenues at \$911,480
 - 2. Total Operating Revenues \$938,692 for the period
 - 3. Total Operating Expenses \$949,025 for the period
 - 4. Total net profit for the period \$16,986 for the period
 - vi. Income Statement vs. Budget after 8-month period end 8/31/2025; net profit under budget by \$28,093 for the period. Total operating expenses under budget by \$3,875.
 - vii. Estimated ending operating cash balance in the cash flow projection for fiscal year end is \$10,676,445. Estimated run-out claims equal \$0, Humana liability \$110,343, which will be paid in full in December 2025.
 - viii. 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.



- a. Introduction to Metz Culinary Management by Thomas Nicholson. Thomas shared that they started serving patient meals on September 15th immediately after the renovations were completed in the café. Thomas shared that he will be onsite for the next few months and then will transition to once a month. Andrea Graham, CEO, shared that they have upgraded the Point-of-Sale system and training staff in the department. Thomas discussed integration forthcoming between processing patient orders and the electronic medical records. Thomas also discussed dietary options available to the ED night shift staff for hot meals.
- b. Introduction of the new Safety Officer, Benje Thompson. Benje discussed his role and history as the Safety Officer beginning with Safety assessments and how he will execute improving patient and employee safety. Benje also shared that he is working on ensuring the hospital is compliant with Workplace Violence Laws. Andrea added that there are challenges with finding resources in our area. There are two main focus areas: (1) emergency department and (2) behavioral health unit. Andrea shared that in the emergency department there is no secure area for a combative patient. Also, there are space concerns in the behavioral health unit with opening the unit to patient's families and visitors.

- VIII. CEO Report** **Andrea Graham, CEO**
a. Refer to CEO Admin Report attached for details.
- IX. No Other Business to present.**
- X. No Public Comment/Communications**
- XI. Adjournment** – Motion to leave regular session and enter executive session at 6:51pm by Robin, second by Wade – Unanimous vote to approve.
- XII. Executive Session** – Motion to enter executive session to discuss credentialling, a contract review, and legal matters. Additionally, the Board and CEO discussed the Safety position and how many hours per week were to be allocated. Andrea shared that approximately 15 hours per week will be required for this position. Providers presented were approved for credentialling and noted that Dr. Chandra will have courtesy privileges. Contract incentive was approved to be paid out with goals to be presented again in December as pro-rated to align with the fiscal year end. Adjourned at 7:22pm to exit executive session. Motion from Wade, Second from Robin – Unanimous vote to approve.
- XIII. Next Meeting** scheduled for October 27, 2025 at 6:00pm.