



JENKINS COUNTY HOSPITAL AUTHORITY
REGULAR SESSION MEETING
November 24, 2025
TIME 6:00 PM

The Jenkins County Hospital Authority Regular Board monthly meeting was held on November 24, 2025 at the Jenkins County Medical Center Education Building.

Attendees:

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

Others Present: Andrea Graham (CEO), Kyle Gay M.D. (CMO), Mike Scribner (SHP), Monica Johnson (CNO), Kayla Patrick (CQO), Katy Hood (Director of BHU)

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 October 27, 2025 meeting.**
 - a. Motion by Wade Parker; Second by Jeff Brantley - Unanimous vote to approve.

- III. Consent agenda items to present.** **Andrea Graham, CEO**
 - a. Policies below presented and reviewed. Motion by Alvin Burke; Second by Wade Parker - Unanimous vote to approve.
 - i. HR Employee Handbook
 - ii. Children in the Workplace Policy
 - iii. Dress Code Policy
 - iv. Conflict of Interest Policy
 - v. Relationships Between Employees Policy
 - vi. Competency Assessment Policy
 - vii. Background & Pre-Employment Screening Policy
 - viii. Education Reimbursement Policy
 - ix. Confidential Information Policy
 - x. Staff Education, Orientation, and Annual Competency Policy
 - xi. Employment Application
 - xii. Drug/Alcohol Testing Consent Form (post offer)

- IV. Financial Reports – Lindsey Clay, SHP**
 - a. Presentation of JCMC FY2026 Budget
 - i. The board approved the proposed 2026 budget. The budget projects a \$500,000 profit, which is a decrease from the current year's projected profit of \$1.9 million. This reduction is primarily due to a budgeted \$856,000 negative impact from a Medicare Advantage rate adjustment expected to occur around April 1, 2026. The budget was developed to achieve profitability despite this anticipated revenue hit and without relying on replicating one-time funds like the Georgia



Heart gift or the unusually high grant income from the current year. The budget assumes a 3-4% volume growth to achieve its target. The increase in health insurance costs (about \$9,000/month) has been factored in, with the hospital planning to absorb the majority of the increase to minimize the impact on employees.

- b. October 31, 2025 Financial Update
 - i. The full October financial report is not yet complete due to Lindsey's absence. A preliminary review shows a decrease in gross charges to just over \$2.1 million, down from the average of \$2.3-\$2.4 million. Cash collections were strong. The cash balance was down by \$279,000, primarily due to a third payroll in October (\$210,000) and capital purchases (\$146,000). Adjusted for these items, cash flow would have been slightly positive. The cash balance has since recovered to \$2.1 million as of early November due to the receipt of the rural health grant. An operating loss is expected for October, but it will be more than offset by the \$360,000 rural health grant, resulting in a net profit for the month. The full financials will be sent out for approval at the next meeting.
 - ii. Motion from John, second from Wade to accept the financials as presented.

V. No Committee Reports to present.

VI. No Old Business to present.

VII. New Business to present.

- a. Vote on Appointment to Fill Vacant Authority Board Seat(s)
 - i. The board voted to reappoint John Newton and Alvin Burke to the Hospital Authority Board for another three-year term, starting after their current terms expire on December 31st. The vote was unanimous.
 - 1. For John Newton's seat, the nominees were John Newton, Regina Coney, and Crystal Coney.
 - 2. For Alvin Burke's seat, the nominees were Alvin Burke, Jasmine Watson, and Tammy Lane.
 - ii. According to the bylaws, newly appointed board members must be sworn in by an officer of the court. This needs to be arranged for John Newton and Alvin Burke before the January meeting. It was noted that other members, including Wade and Robin, also need to be sworn in as they were not sworn in after their last appointments. The swearing-in does not have to happen at the board meeting itself.
- b. Community Health Needs Assessment (CHNA)
 - i. The board unanimously approved the 2025 Community Health Needs Assessment (CHNA) and its implementation plan for Jenkins County Medical Center. The CHNA is a data-driven roadmap to guide JCMC's growth and services, as required by IRS section 501(R). This assessment identifies diabetes, access to care/transportation, and post-discharge care as the top three community health needs. The approval will be formalized with a signed letter



from Jeff Brantley, and the documents will be made publicly available on the JCMC website.

- 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 6:48 pm by Wade Parker, second by John Newton – Unanimous vote to approve.
- XII. Executive Session** – Motion to enter executive session to discuss credentialing and personnel contract review. Three providers presented for credentialing. Contract incentive was presented. Adjourned at 7:03 pm to exit executive session. Motion to approve credentialing from John Newton, second from Alivn Burke. Motion to approve contract incentive plan from John Newton, second from Wade Parker.
- XIII. Next Meeting** scheduled for January 26, 2026 at 6:00pm.