JENKINS COUNTY HOSPITAL AUTHORITY
REGULAR SESSION MEETING
May 29, 2026
TIME 6:00 PM

The Jenkins County Hospital Authority Regular Board monthly meeting was held on May 29, 2026 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), Mike Scribner (SHP), Monica Johnson (CNO), Kayla Patrick (CQO), Katy Hood (Director of BHU), David Tanner (Director of Facilities)

AGENDA

- **Call to Order - Jeff Brantley, Chairman**
  - Quorum present, meeting called to order by Jeff Brantley at 6:00PM

- **Invocation**

- **Approval of Minutes from April 27, 2026 meeting.**
  - Motion by Alvin Burke; Second by Wade Parker - Unanimous vote to approve.

- **Consent agenda items to present. Andrea Graham, CEO**
  - Policies below presented and reviewed. Motion by Alvin Burke; Second by John Newton. Unanimous vote to approve with discussed changes.
    - Nursing Staff Paid Time Off (PTO) Policy
    - Access Control Policy
    - Key & Access Control Log/Issuance Form
    - External Agency Badge Access Log (ED Only)
    - EMTALA Policy
    - JCMC Risk Management Plan
    - Acquisitions of Quotes and Bids – Purchasing Policy

- **Financial Reports – Mike Scribner, SHP**
  - Financial reports were presented for April 2026. Motion by John Newton; Second by Robin Scott - Unanimous vote to accept the financials as presented.
    - Mike Scribner presented the monthly financial report for April 2026. The hospital reported a net loss of $184,000 for the month, which was anticipated due primarily to April being a three-payroll month, resulting in approximately $210,000 in additional salary expense. Excluding the additional payroll expense, operations would have been slightly positive for the month.
    - **Balance Sheet Overview:** Mike Scribner reported that cash decreased by approximately $318,000, primarily due to the monthly operating loss and timing of accounts payable payments. Net accounts receivable increased slightly due to strong revenue and collections totaling approximately $1.1 million. Leadership continues to work with TruBridge to improve AR performance. The hospital maintained a strong financial position with 301 days cash on hand.
    - **Income Statement and Budget Comparison:** The hospital reported a $184,000 net loss for the month, largely due to April being a three-payroll month, which added approximately $210,000 in salary expenses. The organization was $185,000 unfavorable to budget for the month and $327,000 unfavorable year-to-date. Leadership

projects operations to remain near break-even for the remainder of the year but anticipates ending the year approximately $350,000 below budget. Outpatient services, BHU volume, and Swing Bed utilization increased, while inpatient and Emergency Department volumes declined. Free care is projected to reach $1.3 million for the year.

- **No Strategic Planning to present.**

- **New Business to present.**
  - Employee Handbook Update- Monica presented a minor revision to the Employee Handbook related to the attendance section. Motion by Alvin Burke; Second by John Newton. Unanimous vote to approve.
    - Rather than resubmitting the entire handbook for review, only the proposed changes were presented. The update clarifies attendance expectations for specific roles, including direct patient care staff, and outlines separate Paid Time Off (PTO) and call-out procedures for nursing staff versus general hospital staff. Leadership noted that most departments have been following these practices for several years and the revisions are intended to formally incorporate them into policy.

- **No old business to present.** **David Tanner, Maintenance Director**
  - Capital & Renovation Projects Updates
    - Geriatric Behavioral Health (GBH) Renovation Project
      - An update was provided on the proposed addition to the Behavioral Health Unit (BHU). Architectural renderings and recommendations from 2KM were presented for review, see attached presentation. The preferred design was selected because it incorporates elements that complement both the existing Physical Therapy building and the main hospital campus. Several material options were reviewed, with discussion focusing primarily on the amount of brick incorporated into the exterior to maintain consistency with existing facilities. Following discussion, Scheme 3 was selected as the preferred design option. Motion by Alvin Burke; Second by John Newton. Unanimous vote to approve.
    - Emergency Department (ED) Renovation Project- This project is currently on hold.

- **CEO Report** **Andrea Graham, CEO**
  - See CEO Admin Report attached.

- **No other business to present.**

- **No public comments to present.**

- **Executive Session**- Motion to leave regular session and enter executive session at 6:43 pm by John Newton, second by Wade Parker – Unanimous vote to approve. Entered executive session to discuss provider credentialling and personnel matters.

Executive Session concluded at 6:54pm, and the Board reconvened in Regular Session. Motion to approve credentialling of providers from Alvin Burke, second from John Newton – unanimous vote to approve. No formal action was needed for personnel matters.

- **Adjournment**- Meeting adjourned at 6:55pm.

- **Next Meeting** scheduled for June 22, 2026 at 6:00pm.