

Audubon County Memorial Hospital Board of Trustees
ANNUAL MEETING MINUTES

January 23, 2020
12 Noon

ATTENDANCE

Present: Board Members: Brett Irlmeier, Michelle Sprague, Anne Miller, Marlene Ballou

Absent: Mark Kessler, Denise Kilworth, Vicky Robinson

Others Present: Suzanne Cooner, Susan Stetzel, Melinda Alt, Dr. Maire, Kolton Hewlett, Lisa Paulsen

I. CALL TO ORDER

Brett Irlmeier called the meeting to order at 12 p.m.

II. AGENDA APPROVAL

Additions to the Agenda include a contract with USF Truman College and a contract with Methodist Jenny Edmundson for after-hours Pharmacy services.

Michelle Sprague made a motion, seconded by Anne Miller to approve the agenda with approval in accordance with the Code of Iowa Open Meetings Law. Motion carried.

III. PUBLIC COMMENTS

No public comments.

IV. CONSENT AGENDA

It was moved by Marlene Ballou and seconded by Anne Miller to approve the Meeting Minutes of December 19, 2019. Motion carried.

V. FINANCIAL REPORT

The financial reports and budget scorecard were reviewed.

The Provider Productivity report was reviewed.

The financial report for the month for December Operating Statement "excess of revenue over expenses" for the month is a \$12,580.57. YTD is \$165,525.12 compared to budget of \$57,399.68.

CD #23385 for \$1,082,715.68 matured on 12/30/19 at Landmands Bank. The rate for Landmands Bank is 1.75%, Audubon State Bank is 1.25% and Exchange State Bank is 1.50%. The CD was reinvested at the highest rate of 1.75% at Landmands Bank for 1 year.

CDs #23403 for \$430,714.52 and #23402 for \$729,589.60 matured on 1/23/2020 at Landmands Bank. Rates at Exchange State Bank 1.50%, Audubon State Bank 1.15% and Landmands Bank 1.75%. The CDs were reinvested at the highest rate of 1.75% at Landmands Bank for 1 year.

Melinda asked for direction for this year's County Tax asking. The Board's recommendation was to stay with the 2.5% rate with no rate increase.

VI. ANNUAL BOARD RESPONSIBILITIES

ELECTION OF OFFICERS 2-YEAR TERM 2020 & 2021:

The election of officer's for the Board of Trustees 2-Year Term was held.

Brett Irlmeier, Chairman, appointed Anne Miller as **Election Chairman**. The floor was opened for nominations for the position of Chairman of the Board. Marlene Ballou nominated Brett Irlmeier for the position of **Chairman of the Board**. Michelle Sprague seconded the motion. Michelle Sprague made a motion that nominations cease and the Board cast a unanimous ballot for Brett Irlmeier. Marlene Ballou seconded the motion. Motion carried.

The floor was opened for nominations for the position of **Vice Chairman** of the Board. Marlene Ballou nominated Vicky Robinson for the position of Vice Chairman of the Board. Michelle Sprague seconded the nomination. Anne Miller made a motion that nominations cease and the Board cast a unanimous ballot for Vicky Robinson. Michelle Sprague seconded the motion. Motion carried.

The floor was opened for nominations for the position of **Secretary** of the Board. Anne Miller nominated Marlene Ballou for the position of Secretary of the Board. Michelle Sprague seconded the nomination. Anne Miller made a motion that nomination cease and that the Board cast a unanimous ballot for Marlene Ballou. Michelle Sprague seconded the motion. Motion carried.

The floor was opened for nominations for the position of **Treasurer** of the Board. Marlene Ballou nominated Michelle Sprague for the position of the Treasurer of the Board. Brett Irlmeier seconded the nomination. Anne Miller made a motion that nominations cease and the Board cast unanimous ballot for Michelle Sprague. Marlene seconded the motion. Motion carried.

ANNUAL REVIEW OF BOARD OF TRUSTEES BYLAWS

Michelle Sprague made a motion, seconded by Anne Miller to approve the Board Bylaws with no changes. The vote was unanimous. Motion carried.

ORGANIZATIONAL CHART – HOSPITAL & MEDICAL STAFF

Michelle Sprague made a motion, seconded by Anne Miller to approve the 2020 Organizational Chart – Hospital & Medical staff. The vote was unanimous. Motion carried.

CODE OF CONDUCT/CONFLICT OF INTEREST STATEMENT

A Code of Conduct and Conflict of Interest Statement was enclosed in the board packets mailed out to board members for review and signatures.

ANNUAL HUMAN RESOURCES REPORT

The Annual Human Resources Report was reviewed.

ANNUAL COMPLIANCE TRAINING

The Board of Trustees completed the Annual Compliance Education from the Compliance Officer.

BOARD SELF EVALUATION

Copies of the Board Self-Assessment Report were distributed. All board members completed the evaluation. Information about how to become certified as a board member will be emailed to the board. Suzanne will send out the results to board members. The board members were asked to review the evaluation results and come prepared at the next board meeting to develop an action plan for areas needing improvement.

VII. MEDICAL STAFF CREDENTIALING

Dr. Maire gave the medical staff report:

Appointments, Reappointments and Resignations from Medical Staff:

Resignation from Allied Health Staff:

- Anissa Irlmeier, PA-C

Resignation from Consulting Medical Staff:

- Bret Heilesen, M.D.
- Marc Miller, D.O.
- Nathan Neuberger, D.O.
- Gavin O'Mahony, M.D.
- Josh Smith, D.O.

Resignation from Courtesy Medical Staff:

- Dawn Schissel, D.O.
- Terry Sprague, D.O.

Resignation from Avera eCare:

- Timothy Nydam, M.D.

Updating to new privilege form:

- Rae McDivitt, ARNP
- Kassandra Mueller, PA-C
- Valerie Riesberg, ARNP

Board members reviewed the applications, the supporting documentation, the Chief of Medical Staff's recommendations from the Medical Staff, and information received during the credentialing and privileging processes. Based on this review, it is the Board's opinion that the above applicants meet the requirements for Medical Staff resignations and approval of updated privileges. Motion was made by Marlene Ballou and seconded by Anne Miller to approve the above credentialing. Motion carried.

Dr. Maire discussed issues related to ED backup coverage. We will continue training of the ED providers and continue to staff the ED with contracted physicians and mid-level providers until a permanent ARNP is hired for the vacant position. Discussed future Medical Staff staffing needs and Dr. Cooper's role as the ED Medical Director.

VIII. APPROVALS

- PAC Policies Approval – Brett Irlmeier made a motion, seconded by Michelle Sprague to approve the PAC Policies. Motion carried.
- Resolution No. 201 Approval - Resolution of the Board of Trustees of the Audubon County Memorial Hospital agreeing to apply for financial assistance with the United States Department of Agriculture, Rural Development to finance the purchase of cardiac ultrasound equipment. Be it further resolved the Board of Trustees of the Audubon County Memorial Hospital authorizes the Chief Executive Officer and Chief Financial Officer to sign all documents relating to the USDA Rural Development grant. Brett Irlmeier made a motion, seconded Michelle Sprague to approve Resolution No. 201. Motion carried.
- Health Enterprises Pharmacy Services – Brett Irlmeier made a motion, seconded by Michelle Sprague to approve the Health Enterprises Pharmacy Services. Motion carried.
- Methodist Jenny Edmundson Pharmacy Services Agreement– Brett Irlmeier made a motion, seconded by Michelle Sprague to approve the contract. Motion carried.

- USF College of Nursing Contract – Brett Irlmeier made a motion, seconded by Michelle Sprague to approve the contract. Motion carried.

IX. REVIEW OF REPORTS

Quality/Compliance/Risk Management Reports –

The Quality Report for January 2020 Quality Committee Meeting was reviewed.

Inpatient Report CAHPS Summary Information for period ending 12/31/2019 was reviewed.

Risk Management report given – One level E incident reported.

CEO Report

1. Annual Wellness Screenings will be February 10-13th. February 10th, 11th, and 13th will be 6am-8am in the ACMH Cafeteria and February 12th will be 6am-8am at the Exira Medical Clinic.
2. A murder mystery party will be hosted by the Audubon County Hospital Foundation on February 15, 2020 at the Audubon Rec Center! Please contact Hannah Christoffersen at christoffersenh@acmhosp.org or 712-563-5295 to sign up.
3. Dr. Dunnick – Coding and Documentation consultant will be on-sight January 27-28 to provide training for the providers and clinical team. The consultation is funded through a grant program through the state that ACMH was awarded.
4. ACMH will host a student intern, Kelly Decker, from Truman University this summer. Kelly will work with the clinics to develop a system to improve our preventative health initiatives including basic health literacy in the community.
5. ACMH is preparing for an accreditation survey of our sleep program. This survey occurs every three years.
6. Kirk Bragg, Mental Health provider, will no longer be providing mental health counseling services at ACMH after February 7th. Lois Potthoff will assume care of patients that choose to transfer to her. Sharon Walker, ARNP, will continue to provide medication management services twice per month.

X. BOARD COMMENTS

- A list of the 2020 Board of Trustees meeting date were included in the board packets. The Board Members agreed to keep the meetings at Noon.

XI. ADJOURNMENT:

The meeting adjourned at 1:45 p.m. with a motion by Michelle Sprague and seconded by Anne Miller. Motion carried.

Brett Irlmeier, Board of Trustees Chairman

Marlene Ballou, Board of Trustees Secretary

PAC Policies Reviewed and Approved:

Surveillance Measures
Potentially Infectious Blood & Blood Components
In-House Test Menu
CAH Specific Regulatory Requirements
Advanced Directives

Discharge Planning
Activities-Skilled Program
Dental Services