

Audubon County Memorial Hospital Board of Trustees

MEETING MINUTES

February 27, 2020

12 Noon

ATTENDANCE

Present: Board Members: Vicky Robinson, Michelle Sprague, Marlene Ballou, Mark Kessler, Denise Kilworth

Absent: Brett Irlmeier, Anne Miller

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

I. CALL TO ORDER

Vicky Robinson called the meeting to order at 12 p.m.

II. AGENDA APPROVAL

Addition to the Agenda include the approval of the Surgical Privilege forms. Michelle Sprague made a motion, seconded by Marlene Ballou 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 Michelle Sprague to approve the Meeting Minutes of Annual January 23, 2020. Motion carried.

V. PUBLIC HEARINGS

PUBLIC HEARING FOR THE COUNTY BUDGET:

At 12:03 p.m. Michelle Sprague made a motion to open the public hearing on the proposed budget Fiscal Year July 1, 2020 – June 30, 2021 for the Audubon County Memorial Hospital. Denise Kilworth seconded the motion. Voting: Robinson-yes, Ballou-yes, Sprague-yes, Kessler-yes and Kilworth-yes. Motion carried.

There were no community members in attendance. There were no written or verbal objections.

Michelle Sprague made a motion, seconded by Marlene Ballou to adopt the proposed budget for the Audubon County Memorial Hospital, Fiscal Year July 1, 2020 – June 30, 2021 and to be sent on to the Board of County Supervisors. The proposed taxation rate per \$1,000 valuation is 2.50000 for an estimated amount to be raised by taxation of \$1,221,200.00. Voting: Robinson,-yes, Kessler-yes, Ballou-yes, Kilworth-yes and Sprague-yes. The vote was unanimous. Motion carried.

PUBLIC HEARING FOR THE USDA GRANT

At 12:10 p.m. Marlene Ballou made a motion to open the public hearing for the filing of an application with the USDA Rural Development for financial assistance to assist with the cost of purchasing cardiac ultrasound equipment. Denise Kilworth seconded the motion. Voting: Robinson,-yes, Kessler-yes, Ballou-yes, Kilworth-yes and Sprague-yes. The vote was unanimous. Motion carried.

The proposed project was discussed. There were no community members in attendance. There were no written or verbal objections.

Denise Kilworth made a motion, seconded by Mark Kessler to approve the USDA Grant. Voting: Robinson-yes, Kessler-yes, Ballou-yes, Kilworth-yes and Sprague-yes. The vote was unanimous. Motion carried.

Denise Kilworth made a motion, seconded by Michelle Sprague to close the Public Hearing. Voting: Robinson-yes, Kessler-yes, Ballou-yes, Kilworth-yes and Sprague-yes. The vote was unanimous. Motion carried.

Mark Kessler made a motion, seconded by Denise Kilworth to re-open the regular board meeting. Voting: Robinson-yes, Kessler-yes, Ballou-yes, Kilworth-yes and Sprague-yes. The vote was unanimous. Motion carried.

VI. FINANCIAL REPORT

The financial reports and budget scorecard were reviewed.

The Provider Productivity report was reviewed.

The financial report for the month for January Operating Statement "excess of revenue over expenses" for the month is a \$26,484.50. YTD is \$192,009.62 compared to budget of \$66,966.17.

CD #23496 for \$564,519.31 matured on 02/14/2020 at Landmands Bank. The rate for Landmands Bank is 1.75%, Audubon State Bank is 1.15% and Exchange State Bank is 1.25%. The CD was reinvested at the highest rate of 1.75% at Landmands Bank for 1 year.

CD #3833 at Audubon State Bank matured on 2/23/2020 for \$426,629.16. Audubon State Bank rate is 1.15%, Exchange State Bank 1.25% and Landmands Bank 1.65%. The CD was invested at the highest rate of 1.65% at Landmands Bank for 1 year.

New government price transparency regulations, which goes into effect on 1/1/2021 was discussed.

VII. MEDICAL STAFF CREDENTIALING

Dr. Maire gave the medical staff report:

Appointments, Reappointments and Resignations from Medical Staff:

Initial Appointments to Allied Health Staff:

- a. Sara King, ARNP (had temp. priv.)

Initial Appointments to Consulting Medical Staff:

- a. William Manzo, MD (had temp. priv.)

Reappointments Allied Health Staff:

- a. Vivian Chance, ARNP

Reappointments Consulting Medical Staff:

- a. Caliste Hsu, MD

Resignation from Allied Health Staff:

- a. Kirk Bragg, LISW (01-27-2020)
- b. Patrick Charles, ARNP
- c. Kellee Smith, CRNA
- d. Kathleen Core, 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 Mark Kessler and seconded by Marlene Ballou to approve the above credentialing. Motion carried.

Dr. Maire reported on the education from Dr. Dunnick for the medical staff about improving the documentation.

A discussion was held about the vacant midlevel position for the Emergency Department. Suzanne's recommendation was to hire another physician as a hospitalist/emergency department provider. The Board of Trustees gave their approval to Suzanne to start recruitment.

Also discussed was the need for providing walk-in care in our Rural Health Clinic over the weekend, expectation of the medical staff and physician call within 30 minutes of the hospital and scheduling an annual meeting between the board and physician members of the medical staff. The meeting with the medical staff will be scheduled for the April board meeting.

VIII. APPROVALS

- PAC Policies Approval – Mark Kessler made a motion, seconded by Denise Kilworth to approve the PAC Policies listed below. Motion carried.
- Wolters Kluwer – Lexicomp – Mark Kessler made a motion, seconded by Denise Kilworth to approve the Wolters Kluwer – Lexicomp. Motion carried.
- St. Anthony's Employee Lease Agreement – Dr. Maire – Mark Kessler made a motion, seconded by Denise Kilworth to approve the St. Anthony's Employee Lease Agreement – Dr. Maire. Motion carried.
- Carroll Refuse Service – Mark Kessler made a motion, seconded by Denise Kilworth to approve the Carroll Refuse Service Contract. Motion carried.
- Avera eCare Addendum - Mark Kessler made a motion, seconded by Denise Kilworth to approve the Avera eCare Addendum. Motion carried.
- Western Iowa Community College – Nursing Program – Mark Kessler made a motion, seconded by Denise Kilworth to approve the Western Iowa Community College, Nursing Program. Motion carried.
- Mercy Cardiology Agreement – Telemedicine – Mark Kessler made a motion, seconded by Denise Kilworth to approve the Mercy Cardiology Agreement, Telemedicine. Motion carried.
- Surgical Privileges Forms – Mark Kessler made a motion, to approve the Surgical Privileges Forms. Denise Kilworth seconded the motion. Motion carried.

IX. REVIEW OF REPORTS

Quality/Compliance/Risk Management Reports –

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

The Compliance Report was reviewed.

Risk Management Summary – as of February 19, 2020 was reviewed.

Risk Management report given.

Inpatient Report CAHPS Summary Information for period ending 01/31/2020 was reviewed.

CEO Report:

1. Staffing Updates:

- Deanna Beyerink has accepted our Revenue Cycle Director position to replace Cristie Knudsen who is retiring in May. Deanna comes to us from Guthrie County Hospital where she has worked for the past 10 years. Along with Business Office experience, Deanna is also a Certified Professional Coder and Certified Medical Auditor. She will start on March 16th.
- Melonie Larson, BSN, RN has accepted our position of Performance Improvement Supervisor and Infection Preventionist and will also start on March 16th. Melonie is from Audubon and has been working in Harlan. She has 25 years of nursing experience.
- Ashley Strasser, RN, started employment this week as the new Clinical Informaticist. Ashley has 6 years of nursing experience, has a degree in computer science, and has been in the military. Ashley is from Audubon.
- Courtney Schlichte, Physical Therapist will start May 4th and will replace Barb Jacobsen who is retiring in May. Katie Glade, PT, will assume the role of Rehab Director upon Barb's retirement.

- Betsy Smith from Audubon has accepted the new Social Worker/Care Coordinator position. Betsy is currently working for Iowa Total Care in Des Moines. Betsy has a wealth of experience in case management and would replace Emmy Benton who has resigned to work in an Outpatient Infusion Center. She will begin March 23rd.
- 2. ACMH completed an Employee Engagement survey in January through Energage, an independent research company specializing in employee engagement. The survey was launched on Monday, January 13, 2020, and ended on Friday, January 24, 2020. Administration is currently working with employees to develop action plans to address identified issues.
- 3. ACMH has begun preparation and training for the possibility of a coronavirus outbreak in the United States.
- 4. ACMH staff donated items for the Friendship Home and Exira Care Center for Feb 17th Random Acts of Kindness Day.
- 5. The ACMH Foundation hosted a successful murder mystery party fundraiser on February 15, 2020 at the Audubon Rec Center.

Board Self-Assessment Review:

The Board Self-Assessment Report, The Board’s fiduciary Role was distributed and reviewed. Action plans were identified for areas in the assessment that the board wanted to work on. Also, information about the 2020 Iowa Hospital Association Governance Webinar Series was distributed. Board members were encouraged to let the CEO know if there is any training they would like to receive or participate in.

X. BOARD COMMENTS

Nothing further.

XI. ADJOURNMENT:

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

Vicky Robinson, Vice Board of Trustees Chairman

Marlene Ballou, Board of Trustees Secretary

PAC Policies Reviewed and Approved:

- Oxygen Adapters Cleaning – Respiratory Therapy - New
- Staffing of OPC/Surgery – Nursing - Updated
- Temporary Privileges – Medical Staff – New
- Medical Cannabis – Pharmacy – New
- Antibiotic Duration Documentation – New
- Transfer Criteria from ED –Updated
- First Dose Verification – New
- Sepsis Protocol – New
- Renal Dosing Protocol - New
- Trauma Team Alert Criteria and Team Activation Protocols - Updated
- On Call Physicians - Updated