

**Audubon County Memorial Hospital Board of Trustees**

**Meeting Minutes**

June 25, 2020 at 12 Noon

Board Room

**ATTENDANCE**

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

**Board Members Absent:** Denise Kilworth, Mark Kessler

**Staff Present:** Suzanne Cooner, Melinda Alt, Kolton Hewlett

**I. CALL TO ORDER**

Vicky Robinson called the meeting to order at 12:02 p.m.

**II. AGENDA APPROVAL**

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 Vicky Robinson and seconded by Marlene Ballou to approve the Meeting Minutes of May 28, 2020. Motion carried.

**V. FINANCIAL REPORT**

Melinda Alt, CFO, reviewed the financial reports and budget scorecard. The financial report for the month for May Operating Statement "excess of revenue over expenses" for the month is a negative -\$85,798.17. YTD is \$24,325.54 compared to budget of \$95,665.64.

**VI. MEDICAL STAFF REPORT AND CREDENTIALING**

Suzanne Cooner, CEO, gave the medical staff report and credentialing recommendations. The following appointments, reappointments, and resignations from the medical staff were reviewed:

Extension of Temporary Privileges

1. Nathan Woodward, DO (ED/Hospitalist)

Initial Appointment to Courtesy Medical Staff

1. Muhammad Abdul-Wahab, MD (Radiology)

Reappointments to Allied Health Staff

1. Rae McDivitt, ARNP

Reappointments to Consulting Medical Staff

1. Ryan Buss, MD
2. Seth Gibson, DO

Board members reviewed the applications, the supporting documentation, the 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 Michelle Sprague and seconded by Ann Miller to approve the above credentialing. Motion carried.

Reviewed documentation items, exploration of orthopedic coverage, and telehealth strategies.

## **VII. COMPLIANCE/QUALITY/RISK MANAGEMENT REPORT**

Kolton Hewlett, Senior Dir. Administration/Compliance Officer, reviewed the compliance, quality, and risk management reports. The following annual reports were presented and reviewed:

- Annual Integrity and Compliance Report
- Annual Quality Assessment and Performance Improvement (QAPI) Report
- Annual Safety/Risk Management Report
- Annual Utilization Review Report
- Annual Infection Prevention Report
- Annual Peer Review and Credentialing Report

## **VIII. APPROVALS**

- FY 2021 Operating and Capital Budget – The board reviewed and approved the Operating and Capital Budgets for FY 2021.
- FY 2021 Quality Assurance and Performance Improvement (QAPI) Plan – The board reviewed and approved the QAPI Plan for FY 2021.
- FY 2021 Integrity and Compliance Program Plan - The board reviewed the FY 2021 Integrity and Compliance Program Description, Work Plan, and Auditing and Monitoring Plan with the Board of Trustees. The Board of Trustees assessed the performance and credentials of the Compliance Officer and re-appointed Kolton Hewlett as the Compliance Officer for Audubon County Memorial Hospital and Clinics.
- Code of Conduct – The board reviewed and approved the updated Code of Conduct.
- Professional Advisory Committee (PAC) Policies – The Professional Advisory Committee (PAC) met on Monday, June 15, 2020, to review and approve all organizational policies. The board reviewed the PAC meeting minutes, changes to organizational policies, and approved as presented.
- Annual Review and Approval of Contracts – A list of all patient care and organizational policies was reviewed by the board. Suzanne Cooner, CEO, reported that she completed a review of all current organizational contracts. Any non-active contracts were terminated. Suzanne reported that the patient care contracts have all been approved by the medical staff. The Board of Trustees approved all contracts as presented.
- Dr. Mohammed Humad, ED/Hospitalist – The Board of Trustees approved entering into an agreement with Dr. Humad for ED/Hospitalist services.
- Dr. Kimberly Butts, ED/Hospitalist - The Board of Trustees approved entering into an agreement with Dr. Butts for ED/Hospitalist services.
- Dr. Nathan Woodward, ED/Hospitalist - The Board of Trustees approved entering into an agreement with Dr. Woodward for ED/Hospitalist services.

A motion was made by Marlene Ballou and seconded by Vicky Robinson to formally approve all approval items. Motion carried.

## **IX. CEO REPORT**

Suzanne Cooner, CEO, provided the following report:

- Iowa Heart will be sending us an ARNP to help Dr. Ulveling with the follow-up visits starting in August. That will allow us to have an Iowa Heart provider here each week. Dr. Ulveling will continue as scheduled on Tuesday's and she will most likely come the opposite Fridays.
- We have made arrangements with Sanford Health in Sioux Falls, SD for telemedicine specialists including Pulmonology, Rheumatology, Neurology, Nephrology, and Endocrinology. We will start with

providers for Endocrinology within the next month. We are awaiting the other physicians to obtain their Iowa license.

- COVID-19 cases have been manageable. Although numbers have been rising, we have not seen a major surge yet in Audubon County. As more people are being tested through Test Iowa, we are finding more and more asymptomatic people spreading the virus.
- Dr. Cooper and his wife Rebekah have purchased a home in Audubon and will be moving here in July. He starts working here on August 10th.
- We have several new physicians covering our ED and Hospital on weekends. Nathan Woodward, M.D. and Kimberly Butts, M.D. are being credentialed to provide coverage from 6 pm on Friday to 6 pm on Sunday to give us physician coverage each weekend.
- New staff starting this month include Tonia Birks, CNA (nights M/S), Abby Elmquist, RN (nights M/S), Penny LaFoy, Housekeeping, and Jason Huff, Laboratory Technician.
- We have an architect currently drawing up plans for renovation to the Emergency Department, a negative pressure procedure room, and an open area in the back of the building for lab to do drive-through testing.
- We interviewed Dr. Lee Merritt, for the general orthopedic position on Tuesday.

#### **X. BOARD COMMENTS**

Brett Irlmeier shared that he has heard many positive comments about the hospital over the past few months.

#### **XI. ADJOURNMENT:**

The meeting adjourned at 1:34 p.m. with a motion by Vicky Robinson and seconded by Anne Miller. Motion carried.

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Brett Irlmeier, Board of Trustees Chairman

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Marlene Ballou, Board of Trustees Secretary