

Audubon County Memorial Hospital Board of Trustees

Meeting Minutes

August 27, 2020 at 12 Noon

Board Room

ATTENDANCE

Board Members Present: Brett Irlmeier, Michelle Sprague, Marlene Ballou, Denise Kilworth, Vicky Robinson

Board Members Absent: Mark Kessler, Anne Miller

Staff Present: Suzanne Cooner, Melinda Alt, Kolton Hewlett, Haillie Bruch, Dr. Jeff Maire

I. CALL TO ORDER

Board Chair, Brett Irlmeier, called the meeting to order at 12:00 Noon.

II. AGENDA APPROVAL

Vicky Robinson made a motion, Michelle Sprague seconded by 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 Denise Kilworth to approve the Meeting Minutes of July 23, 2020. Motion carried.

V. FINANCIAL REPORT

Melinda Alt, CFO, reviewed the financial reports and budget scorecard. The financial report for the month for July Operating Statement "excess of revenue over expenses" for the month was \$43,667.24. YTD is \$43,667.24 compared to budget of \$8,411.21. Discussed current process for annual audit and Melinda reported that the auditors are currently working on the audit.

VI. MEDICAL STAFF REPORT AND CREDENTIALING

Dr. Jeff Maire, Chief of Medical Staff, gave the medical staff report and credentialing recommendations. The following appointments, reappointments, and resignations from the medical staff were reviewed:

Initial Appointment to Consulting Medical Staff:

1. Jay Strittholt, MD

Initial Appointment to Allied Health Staff:

1. Marc Romano, ARNP

Resignations from Active Medical Staff

1. Charles Burkett, MD

Resignations from Allied Health Staff:

1. Sarah Hawk, ARNP

Resignations from Consulting Medical Staff:

1. Sharon Haight-Carter, ARNP
2. Sunil Parashar, MD

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 Vicky Robinson to approve the above credentialing. Motion carried.

VII. COMPLIANCE/QUALITY/RISK MANAGEMENT REPORT

Kolton Hewlett, Senior Dir. Administration/Compliance Officer, reviewed the compliance, quality, and risk management reports. Trends in incident reports, current patient safety, and quality initiatives were reviewed and discussed. Current and upcoming compliance activities were discussed. The process for patient satisfaction surveys were reviewed, including conducting patient satisfaction surveys in our emergency department and in the rural health clinics. A paper form of the survey will be sent out to individuals whom do not have access to a cellular device.

VIII. APPROVALS

The following policies were presented to the board for approval. The policies have already been approved by the Professional Advisory Committee (PAC) and the medical staff.

- Appointment of Infection Preventionist – Melanie Larsen
- Appointment of Antibiotic Stewardship Coordinator – Brett Pietig, Pharmacy Director
- PAC policies
- Chemistry Analyzer (updated price)
- Medical Staff Bylaws and Rules/Regulation Changes
- Organizational charts – Hospital and Medical Staff

An updated copy of the organizational charts was presented to the board for approval.

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

IX. CEO REPORT

Suzanne Cooner, CEO, provided the following report:

- Discussed the need to start the RFP process for a new Electronic Medical Record. The board is concerned about the price of a new EMR and would like more information with more solid pricing before deciding whether to proceed with the process of a more formal RFP process.

X. EXECUTIVE CLOSED SESSION IOWA CODE 21.5(I)(i)

Marlene Ballou made a motion, seconded by Vicky Robinson to move into executive closed session at 12:30 p.m. Motion carried. Kolton Hewlett, Senior Director of Administration, remained in the executive closed session. Jo Ellen Whitney, Attorney, was on the phone.

Denise Kilworth made the motion, seconded by Marlene Ballou to move out of executive closed session at 1:37 p.m. Motion carried.

X. BOARD COMMENTS

The board discussed process they requested JoEllen Whitney to draft for their review with the CEO. The board will table the discussion of 2020-2021 CEO goals until next month.

XI. ADJOURNMENT:

The meeting adjourned at 2:09 p.m. with a motion by Michelle Sprague and seconded by Marlene Ballou. Motion carried.

Brett Irlmeier, Vice Board of Trustees Chairman

Marlene Ballou, Board of Trustees

PAC policies presented:

- Visitor Policy
- Chain of Command
- Authority in the Absence of the CEO