

**Audubon County Memorial Hospital Board of Trustees**  
**Meeting Minutes**

November 19, 2020 at 12 Noon  
Board Room

**ATTENDANCE**

**Board Members Present:** Brett Irlmeier, Vick Robinson, Marlene Ballou, Anne Miller, Michelle Sprague  
**Board Members Absent:** Mark Kessler, Denise Kilworth  
**Staff Present:** Suzanne Cooner, Melinda Alt, Kolton Hewlett, Haillie Bruch

**I. CALL TO ORDER**

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

**II. AGENDA APPROVAL**

Anne Miller 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 Vicky Robinson and seconded by Marlene Ballou to approve the Meeting Minutes of October 22, 2020. Motion carried.

**V. FINANCIAL REPORT**

Financial Audit: The BKD Audit for Audubon County Memorial Hospital and Clinics was presented by Kevin Morey via Zoom.

Melinda Alt, CFO, reviewed the financial reports and budget scorecard. The financial report for the month for October Operating Statement "excess of revenue over expenses" for the month was negative \$18,076.28. YTD is a positive \$217,980.38 compared to budget of \$33,637.21.

Discussed use of the CARES act money. We still do not have clear guidance on how the money can be spent from the federal government.

CD #23484 for \$1,061,941.72 matured on 11/09/2020 at Landmands Bank. Rates at Landmands Bank 0.13%, Exchange state Bank 0.10%, and Audubon State Bank passed on bidding. The CD was reinvested at the highest rate of .13% at Landmands Bank for another 12 months.

Anne Miller made a motion, seconded by Michelle Sprague to approve the financials. Motion carried.

**VI. MEDICAL STAFF REPORT AND CREDENTIALING**

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

Reappointments to Allied Health Staff:

1. Valerie Riesberg, ARNP

Board members reviewed the application, 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 applicant meets the requirements for Medical Staff Resignations and approval of updated privileges. Motion was made by Michelle Sprague and seconded by Anne Miller to approve the above credentialing. Motion carried.

Medical Staff Report:

- Discussed COVID-19 response plan related to medications.
- Discussed the Mid-Level moonlight restrictions due to COVID-19 and requirement that ED provider must stay inhouse during their entire shift starting December 3, 2020.
- Dr. Maire will not be shared with St. Anthony's beyond the end of the year due to St. Anthony's hiring a full time surgeon.

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

Kolton Hewlett, Senior Director of Administration/Compliance Officer, provided the monthly report on compliance, quality, and risk management activities:

- The Iowa Department of Inspections and Appeals (DIA) completed their routine health facility survey between October 26, 2020, and October 29, 2020. Overall they surveyors were very impressed with our organization and the professionalism of our staff. There were a few minor suggestions and one minor deficiency. We also passed our state Fire Marshall Inspection with only one minor deficiency.
- The Quality Committee met on Tuesday, November 17, 2020, and received quality and performance improvement reports from emergency services, nursing services, nutrition services, pharmacy, rehab services, care coordination, and infection prevention.
- Discussed recent successes in quality and patient safety initiatives including a significant increase in medication barcode scanning compliance and improved nursing triage processes. Discussed a noticeable improvement in staff collaboration and focus on improving processes, quality of care, and patient safety.
- Reviewed patient satisfaction progress for inpatient services. Our overall rating year-to-date (YTD) is over the 95<sup>th</sup> percentile as well as our environment (cleanliness and quietness) and medication education. We continue to focus on ongoing improvements in our care transitions and discharge planning processes. We are above the 75<sup>th</sup> percentile in all other areas.
- There has been an increase in cyber-attacks and ransomware activity targeting the healthcare a public sector over the past month. At the end of October, the U.S. Department of Health and Human Services (HHS), the Cybersecurity and Infrastructure Security Agency (CISA), and the Federal Bureau of Investigation (FBI) developed a cybersecurity alert related to an increased and imminent cybercrime threat to U.S. hospitals and healthcare providers. Our information technology department continues efforts to increase security to our information systems and have recently finished the implementation of a new firewall. We have engaged with CISA through the Department of Homeland Security to complete various free cyber assessments. These assessments will include a penetration test and mock phishing attacks.
- Our work comp company, Argent, completed an exterior risk assessment and inspection including a review of snow removal process, potential trip hazards, and best practices. She was impressed with our processes and risk mitigation efforts and had only a few best practice suggestions.

## **VIII. APPROVALS**

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

- PAC Policies
- Organizational Chart – updated
- St. Ambrose University – (PA Student with Dr. Maire)
- JC Anesthesia Services, P.C. – Christina Smith, CRNA

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

## **IX. CEO REPORT**

Suzanne Cooner, CEO, provided the following report:

1. Dr. Norman Wall will not be accepting the CMO position. We will continue to look for another family medicine or internal medicine physician.
2. Healthcare workers and people at high risk of serious disease will most likely be the first group to receive COdVID-19 vaccinations possibly as early as this December according to Dr. Anthony Fauci, director of the National Institute of Allergy and Infectious Diseases. Tentative advisory committee meetings to review the vaccines are set for Dec. 8-10, and the process is expected to take a few weeks. Dr. Fauci anticipates the general population will begin to get vaccinated between April and July. ACMH will not require staff to take the vaccine but quite a few of our staff have already decided they will take the vaccine when it becomes available. ACMH has been given authorization to administer the vaccine for Audubon County.
3. ACMH will begin converting the HVAC system in the Emergency Department to negative pressure rooms with a completion date ideally before the end of December. The ER remodel will be completed in two phases. The large trauma room where the old waiting room was will be the first phase. Second phase will be the current large trauma room divided in to two separate rooms.

## **X. FY 2019-2020 CEO BONUS**

A motion was made by Brett Irlmeier and seconded by Marlene Ballou to approve the FY 2019-2020 Bonus Goal bonus for the CEO as presented. Motion carried.

## **XI. BOARD COMMENTS**

Marlene Ballou discussed board members considering a contribution to the ACMH employee's fund for all of their hard work especially during these challenging times.

## **XII. ADJOURNMENT:**

The meeting was adjourned at 1:37 p.m. with a motion by Marlene Ballou and seconded by Vicky Robinson. Motion carried.

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Brett Irlmeier, Chair Board of Trustees Chairman

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Marlene Ballou, Board of Trustees

PAC policies presented:

- Wound Care
- Conscious Sedation