

**Audubon County Memorial Hospital Board of Trustees**  
**Annual Meeting Minutes**  
January 23, 2025, at 12 Noon  
Board Room

ATTENDANCE	
<b>Board Members Present:</b>	Brett Irlmeier, Michelle Sprague, Marlene Ballou, Brady Griffin
<b>Absent:</b>	Anne Miller, Mark Kessler, Vicky Robinson
<b>Staff Present:</b>	Suzanne Cooner, Melanie Larsen, Al Comito, Melinda Alt, Dr. Maire
I. CALL TO ORDER	
Michelle Sprague, Board Chair, called the meeting to order at 12:00 p.m.	
II. AGENDA APPROVAL	
Brett Irlmeier made a motion, seconded by Brady Griffin, to approve the agenda, in accordance with the Code of Iowa Open Meetings Law. Motion carried.	
III. PUBLIC COMMENTS	
No public comments.	
IV. CONSENT AGENDA	
Brady Griffin made a motion, seconded by Brett Irlmeier to approve the December 19, 2024, meeting minutes. Motion carried.	
VI. FINANCIAL REPORT	
<p>Melinda Alt, CFO, reviewed the financial reports, budget scorecard, balance sheet, monthly cash summary, and accounts receivables. The financial report for the month of December 2024 Operating Statement was a positive margin of \$104,550 with a YTD positive margin of \$339,275. Brady Griffin made a motion, seconded by Marlene Ballou, to approve the financials. Motion Carried.</p> <p>CD#23552 at Landmands Bank for \$1,167,631.98 matured on 12/02/2024. Renewals rates were; Audubon State Bank (4.2%), Landmands Bank (4.35%), Exchange State Bank (3.75%). The CD was reinvested at the highest rate of (4.35%) at Landmands Bank for 12 months.</p> <p>CD #39242 for \$1,204,873.82, matured at Audubon State Bank on12/30/2024. Renewal rates were; Audubon State Bank (4.35%), Landmands (4.30%), Exchange State Bank (3.75%). The CD was reinvested at the highest rate of 4.35% at Audubon State Bank, for 12 months.</p>	
VII. MEDICAL STAFF / CREDENTIALING / REPORT	
<p>Suzanne Cooner gave the Medical Staff report and credentialing recommendations. The following requests for privileges for the medical staff were reviewed:</p> <p>Initial Appointment to Consulting Medical Staff:</p> <ol style="list-style-type: none"><li>1. Melinda Barratt, DO (Teledigm Health – ehospitalist)</li><li>2. Irene Carrothers, MD (Teledigm Health – ehospitalist)</li><li>3. Lynette Kramer, MD (Teledigm Health –ehospitalist)</li><li>4. Asha Schweitzer, DO (Teledigm Health – ehospitalist)</li><li>5. Namrata Singhanian, MD (Teledigm Health – ehospitalist)</li></ol>	

6. Brett Studley, MD (Teledigm Health – ehospitalist)
7. Timothy Sullinger, MD (Teledigm Health – ehospitalist)
8. Amy Varble, MD (Teledigm Health – ehospitalist)

Resignation from Consulting Medical Staff:

1. Margaret Verhey, MD – Iowa Heart Center (resigned - retirement)

Action: Based on this review, it is the Board's opinion that the above applicants meet the requirements for initial appointments to the Consulting Medical Staff as well as the resignation of privileges from the Consulting Medical Staff based on the supporting documentation, and documented appropriate education, training, experience, and current competency, from information received during the privilege process for distant site privileging.

Marlene Ballou made a motion, seconded by Brett Irlmeier, to approve the above credentialing recommendations as presented. Motion carried.

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

Melanie Larsen reported on the Quality meeting that was held on January 21, 2025. The December 2024 Quality data was presented.

Melanie Larsen reported on MIPS and Promoting Interoperability data.

Melanie Larsen gave the Risk Management Report.

Melanie Larsen gave the Compliance Report.

Melanie Larsen presented the Summary of Operations Report (see attached).

The Security Risk Assessment and Safer Guide was completed by Al Comito on 12/6/2024. This is a CMS requirement to review our IT security systems for Protected Health Information and HIPAA protection.

## **IV. APPROVALS**

Annual Document Review and Approvals

- Board Bylaws Review – No changes
- Medical Staff Bylaws/Rules and Regulations Review – No changes
- Medical Staff Organizational Chart Review – No changes
- Hospital Organizational Chart – No changes
- Annual Human Resources Report

Marlene Ballou made a motion, seconded by Brett Irlmeier, to approve the all of the above documents for approval as presented. Motion carried.

Melanie Larsen provided board training for the following:

- Annual Board Compliance Training
- Board Conflict of Interest and Code of Conduct
- Compliance Reporting Training and Policy Review

Melanie Larsen presented the PAC policies and procedures for review and approval.

- Obtain and Release of Information – updated
- Respiratory Virus Protection Plan – Employee Health – New
- Isolation Protection Manual – Standard, Contact, Droplet & Airborne Precautions – Infection Prevention – Combining – Airborne Precautions, Isolation Precaution Manual, and Standard, Contact, Droplet & Airborne Precautions policies all into one.
- Shredding Bin Use and Protection – Compliance – Updated authorized personnel that have access to the master shred bins
- Aromatherapy – New
- Instructions for OneSource Use Database – IT – New
- Cardiac Stress Testing – Specialty Clinic – Updated cardiac stress testing can be done with ARNP in ER in house.
- Resources for Cancer Patients - New

Brady Griffin made a motion, seconded by Brett Irlmeier, to approve the PAC policy as presented. Motion carried.

Suzanne Cooner presented the agreement for Dr. Chirantan Ghosh – Oncology/Hematology  
Brett Irlmeier made a motion, seconded by Marlene Ballou, to approve the locums physician contract for Dr. Chirantan Ghosh, as presented. Motion carried.

#### **X. CEO REPORT**

Suzanne Cooner, CEO, gave the CEO Report

1. Discussed the ambulance situation. The plan is to arrange for an ambulance to be kept at the hospital and co-owned with the county. We would use local paramedics, registered nurses, and EMS drivers.
2. Dr. Saima Zafar started on January 9-10. She has been very well received by our patients and staff. We will be meeting with Mercy Iowa Heart to arrange for additional cardiac services we do not offer at ACMH.
3. Rosa Stocker, ARNP Dermatology, started on January 15<sup>th</sup>. She was full the first day.
4. Dr. Crowe, Orthopedics, will start on February 17.
5. Dr. Warner, Oncology is retiring in February. We will have Dr. Ghosh, Oncologist, come on Dr. Warner's last day to do a patient handoff. Dr. Ghosh will be with us until June and then Dr. Nwaneri, Oncologist, will start in July to take over for him.
6. Dr. Maire will be doing a Sentimag presentation at the Lions Club on January 28<sup>th</sup>.
7. Dr. Mandy Bartels, Internal Medicine, has accepted our offer for a full time employed position. She will begin tentatively in April or as soon as she gets her Iowa license. Dr. Bartels will also be the ED Medical Director.
8. Dr. Ben Schwab, Family Medicine started on January 13<sup>th</sup>. He will be here through Locums until April and then hopefully will want a permanent position after that.
9. CMBA Architects will be here on Wednesday to finish our updated life safety plans.
10. The staff are developing Comfort Care Bags for our cancer patients.
11. AFHC and EMC passed their Vaccines for Children (VFC) Program Compliance Visit Wednesday, 1/8/25, with no deficiencies.

#### **XII. BOARD COMMENTS:**

There are currently 34 applicants for the CEO position to replace Suzanne Cooner who will be retiring July 11, 2025. The board agreed with the Leadership Profile that Suzanne presented with a few corrections.

The board directed Suzanne to go through the initial applicants and divide them into those that meet the qualifications and those that don't. We will plan to do an initial Zoom interview with the Board Selection Committee for selected candidates in March. In April, the Board Selection Committee will decide on the final three or four candidates for the full board to interview on site. The plan is to select the next CEO by early May and have at least a two week transition between the ongoing and incoming CEO.

#### **XIII. ADJOURNMENT**

The meeting was adjourned at 1:45 p.m. with a motion made by Brady Griffin and seconded by Marlene Ballou. Motion carried.

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Michelle Sprague, Board Chair

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Marlene Ballou, Board Secretary/Treasurer