

DECATUR COUNTY HOSPITAL BOARD OF TRUSTEES  
MEETING MINUTES  
FEBRUARY 27, 2019 - **DRAFT**  
5:30 P.M.

PRESENT: Linda Chastain, Sheri Frost, Guy Clark, Denise Elefson, Larry Griffin, and Travis Miller

OTHERS PRESENT: Mike Johnston (CEO), Tara Spidle (CFO), Amy Sherman (CNO), Jo Beth Smith (CHRO), Arlene Raney (CQO), Dr. Ed Wehling, and Traci Kreuziger (Mercy Rep – by phone)

**I. CALL TO ORDER**

Linda Chastain called the meeting to order at 5:30 p.m.

**II. AGENDA APPROVAL**

Linda Chastain presented two (2) proposed changes to the meeting agenda. The first was to remove the action item “Approval of Imprivata Single Sign-On Software” and the second was to add an action item for “Approval of Exam Table Purchase for Dr. Pescatore”.

It was moved by Travis Miller to approve the agenda as amended and seconded by Guy Clark. Motion carried.

**III. PUBLIC COMMENT**

Guy Clark indicated that he received very positive comments from two (2) different patients in reference to their experience in the Emergency Department. Andi Masters was specifically recognized in both instances for her excellent patient care and customer service.

**IV. PUBLIC HEARING – PROPOSED COUNTY BUDGET FOR FISCAL YEAR (FY) 2020**

Linda Chastain opened the public hearing on the proposed county budget for FY 2020 and stated that timely notice of the hearing had been published in the Leon Journal-Reporter as of February 13, 2019. She asked the assembled members of the Board if any objections or comments had been received either in writing or verbally from the public. No such comments or objections were reported. Linda inquired as to whether or not there were any comments or discussion from the public as to the proposed FY 2020 county budget. No comments or discussion were presented. The members of the Board held a brief discussion on the proposed 0.10 increase in the mill rate for the FY 2020 county budget. Following this discussion, the public hearing was closed. Larry Griffin moved that the County Budget be approved as presented which was seconded by Sheri Frost. Motion carried.

**V. CONSENT AGENDA**

It was moved by Denise Elefson and seconded by Larry Griffin to approve the following Consent Agenda items: (1) Meeting Minutes January 2019 (2) January Accounts Payable \$621,709.87 (3) January Payroll \$332,232 (4) Accounts Receivable Write-Offs January \$47,469.78.

**VI. MEDICAL STAFF REPORT**

Dr. Wehling gave the Medical Staff Report. He stated that Medical Staff of Decatur County Hospital had welcomed two (2) new physicians, Dr. Erika Brown and Dr. Ryan Van Mannen. Dr. Wehling noted that the Medical Staff was excited about the positive changes that were occurring and that he had received positive feedback on both of the new physicians. He reported on the Rural Trauma Training Course that was held at

DCH in February of 2019 and stated that it was well attended by hospital providers and clinical staff. Dr. Wehling made positive comments about the course and training provided. He stated that he had conducted a training session for clinical staff, also in the month of February 2019, for sepsis education that went very well. Dr. Wehling indicated that he would be presenting a vascular education session to the public as part of the “Dine with DCH” program at a date yet to be determined in March or April. Finally, a new surgery discharge binder, which is now in use for all surgical patients, was presented to the board. Dr. Wehling noted this as one (1) example of the many great changes that have occurred under the leadership of Arlene Ranes (CQO) in that department.

## **VII. CLOSED SESSION**

At 5:48 p.m., a roll call vote was called for the Board to go into closed session to discuss the following:

- Marketing Strategies and Similar Proprietary Information: Iowa Code 21.5(1)(l)
- Personnel: Iowa Code 21.5(1)(i)

The vote results were: Linda Chastain – aye; Denise Elefson – aye; Sheri Frost – aye; Guy Clark – aye; Larry Griffin – aye; and Travis Miller – aye. Those present in addition to the Board members were Mike Johnston, Tara Spidle, Amy Sherman, Jo Beth Smith, Arlene Ranes, Dr. Ed Wehling, and Traci Kreuziger (by phone).

With a consensus of the Board members obtained to do so, the Board returned to open session at 7:24 p.m. The Board members present when the open session reconvened were Linda Chastain, Denise Elefson, Sheri Frost, Guy Clark, Larry Griffin, and Travis Miller. Those present in addition to the Board members were Mike Johnston, Tara Spidle, Amy Sherman, Jo Beth Smith, Arlene Ranes, Dr. Ed Wehling, and Traci Kreuziger (by phone).

## **VIII. APPOINTMENT TO FILL VACANT BOARD SEAT**

The Board of Trustees took up the matter of filling the board seat vacated by Amy Sherman in January of 2019. In accordance with the Bylaws of the Decatur County Hospital Board of Trustees, the appointment made is to fill the remainder of the vacated term through December 31, 2022. Sheri Frost made a motion that a nomination be obtained by written ballot that was seconded by Travis Miller. Motion carried. Following the written ballots, a majority of the Board members favored the nomination of Teri Foster to fill the vacant seat. Sheri Frost made a motion that Teri Foster be appointed as described which was seconded by Guy Clark. Motion carried.

## **IX. MERCYONE REPORT**

Tracy Kreuziger gave the MercyOne Report.

## **X. CEO UPDATE**

Mike Johnston gave the CEO Update as follows:

### **ACTION ITEMS:**

- A new organizational chart for Decatur County Hospital, to be effective March 09, 2019, was reviewed with Board members. Guy Clark made a motion to approve the new chart which was seconded by Denise Elefson. Motion carried.
- Mike Johnston requested approval of the Strategic Plan as presented. A motion was made by Sheri Frost to approve the plan with a second from Travis Miller. Motion carried.

- The 2018 Annual Critical Access Hospital (CAH) report for DCH was presented to the Board. Larry Griffin made a motion to approve the report as submitted which was seconded by Sheri Frost. Motion carried.
- A brief discussion was held on the need to engage the services of Cerner to complete a verification of the hospital's blood bank software. This is a required verification process resulting from a substantial software upgrade to be conducted on or about July of 2019. The system's successful operation must be verified prior to that date in a test environment. Guy Clark made a motion to approve which was seconded by Travis Miller. Motion carried.
- Mike Johnston discussed with the Board the need to purchase two (2) examination tables for Dr. Pescatore's new clinic. These tables are highly specialized in design and are a necessary first step toward being able to open the uro-gynecology clinic. A request was made to authorize the CEO to spend up to, but not to exceed, \$18,000 in total for the purchase of these two (2) tables. Sheri Frost made a motion to approve the purchase up to the requested amount which was seconded by Denise Elefson. Motion carried.
- A request was made to purchase the necessary components to allow the use of the CMAC imager in the Emergency Department. The use of this device can significantly improve the quality and safety of patient care whenever intubations are required. A motion was made by Travis Miller to approve this purchase and was seconded by Larry Griffin. Motion carried.

## **XI. FINANCIAL REPORT**

Tara Spidle presented the financial report for January 2019.

Total Gross Revenue was \$2.29 million in January. Operating gain of \$103,641 in January, and a net gain of \$359,762 after taxes.

A motion was made by Guy Clark and seconded by Travis Miller to approve the financials for January 2019. Motion carried.

### **ACTION ITEM:**

Four (4) surplus Patient-Controlled Analgesia Pumps (PCAs) were presented to the Board for disposal. Sheri Frost made a motion to approve the disposal of these items which was seconded by Travis Miller. Motion carried.

## **XII. CLINICAL SERVICES AND QUALITY REPORT**

Arlene Raney gave a report on Clinical Services and Quality Improvement Initiatives.

- Hands-Only CPR training for non-clinical staff was conducted in February of 2019.
- Sepsis education for clinical staff members was held on February 20, 2019 and taught by Dr. Wehling.
- Ted Rousch, Speech Therapist, conducted bedside swallow evaluation training with the clinic staff in February of 2019.
- A new surgical checklist was implemented in the Surgery Department as of February 11, 2019.
- OR staff has initiated a process of calling all surgical patients the day prior to their scheduled procedure to ensure patient readiness and compliance with pre-op instructions.
- A sample of the new OR discharge binders which Dr. Wehling referenced in his Medical Staff Report was provided for the Board's review.

- Environmental testing in the OR was conducted on January 29, 2019. This included multiple samples taken at disparate points in the room from both the air and various surfaces. The samples were professionally tested for microbial growth and the results demonstrated an exceptionally clean surgical environment. This process will be repeated on a semi-annual basis to ensure continued and consistent quality.

## **XII. HR UPDATES**

Jo Beth Smith gave the HR Update.

- Attendance for the upcoming “Ignite the Patient Experience” was confirmed
- A photographer will be on site at Decatur County Hospital to take professional pictures of staff on February 28, 2019.
- Wellness Week had two hundred (200) attendees this year despite the inclement weather experienced on Tuesday of that week. A thank you was extended to all those whose assistance was invaluable in making a successful event to include the DCH Auxiliary, Business Office, Lab, EMS, and many of our nursing students. A thank you was also made to the Dietary staff for providing refreshments throughout the event.
- Employee Satisfaction Surveys will open for a three (3) period beginning May 15, 2019. Press Ganey will conduct the surveys and will do so on an annual basis moving forward.

## **XII. ADJOURNMENT**

The meeting adjourned at 8:00 p.m.

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Sheri Frost, Secretary