

DECATUR COUNTY HOSPITAL BOARD OF TRUSTEES
MEETING MINUTES
May 27, 2020 – 5:00pm

PRESENT: Linda Chastain, Denise Elefson, Guy Clark, Sheri Frost, Teri Foster, and Larry Griffin

ABSENT: Travis Miller

OTHERS PRESENT: Mike Johnston (CEO), Tara Spidle (CFO), Arlene Ranes (CNO), Jo Beth Smith (CHRO), and Dr. Erika Brown (CMO).

I. CALL TO ORDER

Linda Chastain called the meeting to order at 5:00 p.m.

II. AGENDA APPROVAL

Mike Johnston requested that an action item be added to the meeting agenda for the consideration and approval of a resolution related to surplus equipment.

Teri Foster moved to approve the meeting agenda with the requested amendment. Denise Elefson seconded the motion. Motion carried.

III. PUBLIC COMMENT

There was no public comment.

IV. CONSENT AGENDA

Guy Clark moved to approve the following Consent Agenda items with a second by Larry Griffin: (1) Regular Meeting Minutes April 2020 (2) April Accounts Payable \$866,434.31 (3) April Payroll \$678,314 (4) Accounts Receivable Write-Offs April \$70,469.27. Motion carried.
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V. MEDICAL STAFF REPORT

Dr. Brown gave the Medical Staff Report. She stated that the Medical Staff conducted a Morbidity and Mortality (M+M) conference on May 19, 2020 for a review and discussion of selected cases. This was immediately followed by the regular meeting of the Medical Staff on the same date at 0830am. She briefly reviewed the medical staff appointments and revisions to the by-laws which were further described during the CEO Report.

VII. MERCYONE REPORT

No MercyOne Representative was present at the meeting.
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VIII. CEO UPDATE

Mike Johnston presented the CEO Update as follows:
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| <ul style="list-style-type: none">- The hospital has received the funds for which it applied under the Payroll Protection Program as of April 21, 2020. |
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Outpatient Clinic Updates:

- Beginning in June, Chronic Pain Management will be on site four (4) times per month;
- Pulmonology returns as of June 04, 2020;
- Cardiology resuming a normal schedule at DCH beginning June 08, 2020 with a second day during the month on June 22, 2020;
- Neurology was conducted via telemedicine during both April and May. Dr. Loutfi will be back on site during the third (3rd) week of June;
- Our first total joint replacement has been scheduled for June 22, 2020; and
- Dr. Foster's first spine/ neck clinic will be June 26, 2020.
- Currently, all of our existing outpatient clinics are scheduled to be operating normally as of June 2020.

Department of Inspection and Appeals (DIA) – Focused Survey on Infection Prevention:

- Survey initiated by DIA via telephone on May 11, 2020.
- Requested documentation returned to surveyor via certified mail on May 12, 2020.
- Close-out meeting with surveyor held via telephone on Thursday, May 14, 2020. Verbal confirmation that no deficiencies were noted was provided during the call.
- Official notification letter of compliance received via email from DIA on May 20, 2020.

Community Transportation Project: As of Monday, May 18, 2020, the community transportation van made its 600th trip serving Decatur County. The program has been in operation a total of eighty-six (86) business days as of that date and the van has traveled 8,881 miles. A total of eighty-eight (88) county residents have been served with a geographic distribution as follows:

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|-----------------|----|
| - Davis City: | 4 |
| - Decatur: | 4 |
| - Garden Grove: | 2 |
| - Grand River: | 1 |
| - Lamoni: | 26 |
| - Leon: | 50 |
| - Lineville: | 1 |

Other Updates:

- Internal, electronic customer service surveys will be implemented in the first week of June 2020 for patients in the Laboratory, Radiology, Physical Therapy, the Outpatient Clinic, the Emergency Department, and for passengers of the Community Transportation Van.
- A new community survey will be initiated on May 28, 2020. Getting feedback from the community only once every three (3) years during the Community Health Needs Assessment (CHNA) does not provide timely information for DCH to determine how well we are meeting the needs of our residents. This "mini-CHNA", conducted via Survey Monkey, will be open for two (2) consecutive weeks every six (6) months. The survey link will be posted to the hospital's website and Facebook page and will also be highlighted through additional marketing efforts.

Current COVID-19-Related Restrictions and Processes:

- Med-Surg is now open to one (1) visitor per patient. The visitor must be identified by the patient at the time of admission and remain the same throughout the stay. An identified visitor is allowed in the hospital between 7:00am and 4:00pm on weekdays only and may be in their patient's room or in transit entering or exiting the building. No other movement within the facility is allowed. Exceptions are made for end-of-life issues, children, those with mental disabilities, and other exigent circumstances where applicable.
- Visitors are not allowed in any other department or area of the hospital to include the Emergency Department, Outpatient Clinic, and all other locations. Patients only are permitted to access these areas. Exceptions are made as noted above where applicable.
- All outpatients and staff are screened daily for fever and other associated symptoms. All individuals within the facility are required to be masked in public areas.
- These restrictions will likely remain in place for the near future but may be relaxed or tightened depending on the situation at large.

ACTION ITEMS:

Approval of Board Resolution – Disposal of Hospital Property: A resolution was submitted to the Board of Trustees to codify the process and manner by which hospital property that has been replaced, has reached the end of its useful service life, or is beyond repair may be disposed. Guy Clark made a motion to approve the resolution as submitted with a second by Denise Elefson. Motion carried.

Approval of Medical Staff Bylaw Revisions: The Active Medical Staff approved the revisions in their regular meeting on May 19, 2020. The revisions added an additional category to the Medical Staff for “PRN Hospitalist Physician”. Sheri Frost made a motion to approve the revisions. Teri Foster made a second. Motion carried.

Approval of Medical Staff Appointments et al:

- Medical Staff Reclassification:
 - Dallas Mullock, DO – Moving from Active Staff to PRN Hospitalist Staff
- Medical Staff Appointment:
 - Stephen Barnes, DO (Emergency Department)
- Medical Staff Re-Appointments:
 - Jill Scott, ARNP (ITP – Telepsych)
 - Zeeshan Jawa, MD (Oncology)
- Provisional to Full Status:
 - Benjamin Blaylock, CRNA (Anesthetist)
 - Maher Loutfi, MD (Neurology)

All of the Medical Staff changes listed immediately above were approved by the DCH Medical Staff at their regular meeting on May 19, 2020. Larry Griffin made a motion to approve the changes as listed with a second from Sheri Frost. Motion carried.

IX. FINANCIAL REPORT

Tara Spidle presented the financial report for April 2020.

- Total Gross Revenue was \$1.96 million in April. Operating loss of \$115,700 in April, and a net loss of \$29,776 after taxes.

Larry Griffin made a motion to approve the financials for April 2020 with a second from Denise Elefson. Motion carried.

X. CLINICAL SERVICES AND QUALITY REPORT

Arlene Ranes presented the report on Clinical Services and Quality Improvement Initiatives.

Med-Surg Unit:

- Inpatient volumes beginning to increase;
- To-date, two (2) patients have been admitted to negative pressure rooms while awaiting testing for COVID-19. Clinical staff were observed to be compliant with appropriate precautions to include: personal protective equipment (PPE) requirements, limiting the number of staff members who enter the patient room, and the tracking of those who do.
- As part of our swing bed program improvement plan, we now actively evaluate all acute patients for possible swing bed admission in daily rounds. Results to-date have been encouraging and we still find that many community members are not aware of this program's existence at Decatur County Hospital. Twice monthly, interdisciplinary swing bed meetings are held to plan further improvement activities.
- A questionnaire has been added for all participants to complete upon admission to skilled care. This is designed to assist us in tailoring the care provided to fit the individual needs of the patient.
- Dr. Stritholt provided an education session on "Care of the Total Joint Patient: Post-Surgery" for clinical staff on Monday, May 04, 2020.
- An educational session entitled "Care of the Nissen Patient: Post Surgery" was provided by Dr. Wehling for clinical staff members on May 20, 2020.

Emergency Department:

- Expansion of Follow-Up Patient Telephone Calls: At present, follow-up telephone calls are made by staff members to all Emergency Department patients who are discharged home. We are expanding this program to include patients transferred to other care locations (excludes psychiatric patients) not only as a customer service initiative but also as a means to remind applicable patients that DCH can provide for their skilled care needs upon discharge. Brochures will also be provided at the time of transfer for those who may later qualify for swing bed placement.
- A comprehensive orientation program is currently under development for nurses who are hired to work in the ED as well as those who desire to transfer to the Emergency Department from Med-Surg.
- The ED Committee meets on a monthly basis and is presently working on a "best practice gap analysis" to identify areas of improvement. This committee has been instrumental in identifying and implementing several patient care initiatives such as rapid sequence intubation (RSI) kits for the Emergency Department, obstetrical (OB) protocols, staff education, and how we can better serve our community members who depend on us for emergent care.

Surgery:

- Dr. Stritholt will perform our first arthroscopic procedures here at Decatur County Hospital on May 28, 2020.

- Total Joint Replacement Program: Our first total joint replacement, a knee, has been scheduled for June 22, 2020. In preparation for the start of this new service line at DCH, we have taken several steps which include:
 - o The creation of a comprehensive educational program for the patient that will include financial counseling, education and pre-operative visits;
 - o A one (1) day "Joint Camp" for the patient which includes educational opportunities with various departments including physical therapy and nursing;
 - o Staff education on intra- and post-operative care of the patient.
 - o Dr. Stritholt has been very involved in the development of this program to ensure that all required supplies and equipment are available.
- Melissa Graham has recently completed her requirements to become a Certified Registered Central Service Technician (CRCST) and will be sitting for her test within the next 90 days. A CRCST is proficient in the cleaning, decontamination, and sterilization of surgical equipment. It is a tremendous asset for DCH to have this level of expertise on site not only from a quality perspective but also as this staff member is usually the first to be questioned by state surveyors on sterilization procedures. The central service technician must maintain meticulous records and have a good understanding of infection prevention as it relates to surgery. In today's complex surgical environment this is a key position for all surgical departments.
- Infusion: Volumes continue to increase. Cheri Yoder has been a great addition to this team. She treats all of our infusion patients with extreme kindness and compassion.

Quality:

Quality metrics were reviewed with the Board of Trustees as follows:

- Quality/ Infection Prevention related to COVID-19 has been our primary focus through March and April of 2020. Regular quality submission and tracking resumed in May, 2020.
- COVID-19 Staff Training Included:
 - o Proper techniques for both donning and doffing personal protective equipment (PPE);
 - o Methods of cleaning and disinfecting rooms of suspected (or actual) COVID-19 patients;
 - o Applicable staff members were fit tested to ensure the proper N-95 mask was selected for each individual;
 - o How to properly wear and use both the N-95 mask and a powered air-purifying respirator (PAPR); and
 - o Droplet protection during intubation procedures.
- Surge ICU COVID-19 Team Training: Staff nurses were identified who volunteered to learn intensive care unit (ICU) care skills. Supplemental training included: Three (3) training days, to include scenario-based events, with instruction provided by Drs. Brown and Wehling as well as Mary Elsberry (Respiratory Therapy). Clinical staff were trained in various topics which included: arterial line management, ventilator management, central line care, chest tubes, and the proning of patients for respiratory care. The third (3rd) and final session was a simulated care incident to provide a comprehensive review and hands-on practice of the learned skills. Ongoing skills review and training will be scheduled in order to maintain competence.
- COVID-19 Testing To-Date:
 - o Twenty-three (23) individuals have been tested; all of which were negative.
 - o Of these, nine (9) were patients who presented to the Emergency Department with symptoms such as shortness of breath and fever, one (1) was required for nursing home placement, and the

remaining thirteen (13) for various reasons to include possible exposure, working in a high volume area etc.

- DIA Focused Survey: The Iowa Department of Inspection and Appeals (DIA) conducted focused surveys related to infection prevention at facilities across the state. After learning of this, and receiving topical information from other hospitals, Decatur County Hospital began to assemble the relevant documentation. When we were contacted by DIA, only some final details were required in order to submit the requested data. No citations or recommendations were noted by the surveyor.

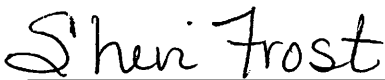
XI. HR UPDATES

Jo Beth Smith gave the HR Update.

- Joshua Tessier, DO and Jeff Hartung, DO have been hired as Hospitalists (covering Emergency Department and Med-Surg floor).
- Hospital Week was celebrated internally last week with games, food, and prizes throughout the week for the staff.
- At the end of Hospital Week (Friday), the 2020 DAISY award winner was announced as Cheri Yoder. The other award nominees - Jackie Becker, Anita Brooks, Morgan Drake, Melanie Hamaker, Brandi Oesch, and Haylie Osborn – were also recognized.
- A report was given to the Board of Trustees on the Fiscal Year (FY) 2021 employee benefit plan renewal.

XII. ADJOURNMENT

The meeting adjourned at 6:02 p.m.



Sheri Frost, Secretary