

DECATUR COUNTY HOSPITAL BOARD OF TRUSTEES
MEETING MINUTES
August 26, 2020 – 5:30pm

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

OTHERS PRESENT: Mike Johnston (CEO), Tara Spidle (CFO), Jo Beth Smith (CHRO), Shannon Erb (Director of Marketing and Business Development), Dr. Ed Wehling (Chief of the Medical Staff), and Dr. Erika Brown (CMO).

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| I. CALL TO ORDER |
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| Linda Chastain called the meeting to order at 5:30 p.m. |
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| II. AGENDA APPROVAL |
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| Mike Johnston requested that the meeting agenda be amended to remove “Action Item: Approval of Revised Organizational Chart”. Guy Clark moved to approve the meeting agenda as amended. Larry Griffin seconded the motion. Motion carried. |
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| III. PUBLIC COMMENT |
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| Denise Elefson noted that the Lamoni EMT class previously discussed at the regular meeting of the Board of Trustees on August 05, 2020, has been cancelled. |
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| IV. CONSENT AGENDA |
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| Sheri Frost made a motion to approve the following Consent Agenda items with a second by Denise Elefson: (1) Regular Meeting Minutes August 05, 2020 (2) July 2020 Accounts Payable \$1,445,931.00 (3) July 2020 Payroll \$474,362.00 (4) Accounts Receivable Write-Offs July 2020 \$16,032.00. Motion carried. |
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| V. MEDICAL STAFF REPORT |
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| Dr. Wehling presented the Medical Staff report. The next regular meeting of the DCH Medical Staff is scheduled for Tuesday, September 15, 2020 at 8:30 a.m. |
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| VI. NEW WEBSITE PREVIEW |
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| Shannon Erb previewed multiple pages from the new Decatur County Hospital Website for the Board of Trustees. A short discussion was had with input from multiple members as to the design and content. The new site is projected to go live in October of 2020. |
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| VII. MERCYONE REPORT |
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| No MercyOne Representative was present at the meeting. |
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| VIII. CEO UPDATE |
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| Mike Johnston presented the CEO Update as follows: |
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The Board of Trustees reviewed draft plans for a new outpatient services building as well as significant renovations to the interior of the existing hospital building. This project remains in the early stages with financial planning to follow. The goal is to present finalized plans and a pro forma budget to the Board of Trustees no later than the November 2020 regular meeting.

Other Updates:

- An update of the group buy of personal protective equipment (PPE) was discussed with the Board. This project was undertaken with other hospitals within the MercyOne network and took advantage of the buying power associated with a large, multi-facility order to reduce the individual item prices. The Board of Trustees approved this purchase at their regular meeting on June 24, 2020. A little less than half of the order has been received to-date with the rest currently outstanding.
- The Board received an update on the current status of PPE supplies, reserves, and the management of both as it relates to pandemic preparedness.
- Mike Johnston reviewed with the Board of Trustees the status of other pandemic-related and preparedness supplies approved for order at the regular meeting of the Board on June 24, 2020.

Action Items:

- A proposed revision to Article IV, Section 1 of the Board Bylaws was presented for approval. The section was amended to clarify that the required notice to individual Board members of scheduled meetings provided by the CEO via mail may be satisfied via e-mail.
- The Board also received a proposed addition to the Board Bylaws of a new Section XIII (Sub-Sections A-C) related to the disposal of hospital property. This new section codified the resolution previously approved by the Board of Trustees at their regular meeting on May 27, 2020.

Denise Elefson made a motion to approve both of the Action Items as presented. Travis Miller seconded the motion. Motion carried.

VIII. FINANCIAL REPORT

Tara Spidle presented the financial report for July of 2020:

Total gross revenue was \$2.70 million in July. Operating gain of \$238,564.00 with a net gain in July of \$551,259.00.

Larry Griffin made a motion to approve the financial report for July 2020 with a second from Sheri Frost. Motion carried.

X. CLINICAL SERVICES AND QUALITY REPORT

Relevant information for Clinical Services and Quality were included in the reports of the CEO and the CHRO.

XI. HR UPDATES

Jo Beth Smith provided the HR Update as follows:

Welcome To:

- Taylor Kohlwey, Occupational Therapist;
- Brenda Fickes, LPN (Outpatient Clinic)
- Teresa Mathews, PM (Outpatient Clinic starting in September 2020)

Special thanks to the staff on Med Surg, in the Emergency Department, and from Emergency Medical Services (EMS) for picking up extra shifts to cover staff shortages.

Arlene Ranes is stepping down from her role as Chief Nursing Officer (CNO). She will be staying with DCH as the Surgery/Quality Director. Arlene will continue to fill the CNO role until a replacement is found.

XII. ADJOURNMENT

The meeting adjourned at 7:07 p.m.

Sheri Frost, Secretary