

DECATUR COUNTY HOSPITAL BOARD OF TRUSTEES

MEETING MINUTES

December 04, 2019 – 5:30pm

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

OTHERS PRESENT: Mike Johnston (CEO), Tara Spidle (CFO), Arlene Ranes (CQO and Interim CNO), Jo Beth Smith (CHRO), Dr. Ed Wehling, Chief of Staff, Dr. Erika Brown (CMO), and Patty Armstrong (MercyOne Rep – by phone).

**I. CALL TO ORDER**

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

**II. AGENDA APPROVAL**

Travis Miller moved to approve the meeting agenda. Teri Foster seconded the motion. Motion carried.

**III. PUBLIC COMMENT**

Linda Chastain made the suggestion that extended hours be considered for the Physical Therapy Department in order to better accommodate patients.

Denise Elefson remarked on her very positive impressions of Dr. Loutfi, the new Neurologist at DCH.

**IV. CONSENT AGENDA**

Denise Elefson moved to approve the following Consent Agenda items with a second by Travis Miller: (1) Meeting Minutes October 2019 (2) October Accounts Payable \$813,347.00 (3) October Payroll \$641,617.00 (4) Accounts Receivable Write-Offs October \$10,379.98. Motion carried.

**V. MEDICAL STAFF REPORT**

Dr. Wehling presented the Medical Staff Report. The names of multiple providers (as reflected on the meeting agenda) were submitted to the Board of Trustees for appointment or re-appointment to the Medical Staff and for movement from “Provisional” to “Full” membership status. A current hospital outpatient provider requested additional privileges be added for new services to be brought to DCH. Dr. Wehling noted that the Medical Staff of Decatur County Hospital at their regular meeting on November 19, 2019 had approved each of the providers and the requested actions. Sheri Frost made a motion to approve the applicable appointments, reappointments, and status changes as presented. Denise Elefson seconded the motion. Motion carried.

Dr. Wehling also reported on the following current initiatives from the Medical Staff:

- Morbidity and Mortality Conferences: The Active Medical Staff has initiated a Morbidity and Mortality conference to be held on a bi-monthly basis. They will review specific cases which may have been rare encounters for Decatur County Hospital, incidents wherein a potential quality of care issue was identified, and those in which negative outcomes were recorded. The purpose of these conferences is to identify areas for improvement and to educate providers where necessary.
- Provider Community Education: As has been previously discussed, DCH physicians will be conducting regular community education sessions through the “Dine with DCH” events held throughout the year. Dr. Pescatore is scheduled to present in January of 2020.

- Annual Medical Staff Bylaw Review: The Medical Staff is currently reviewing its own Bylaws for any needed or requested changes. These Bylaws will be presented for approval by the Medical Staff at their next meeting on January 21, 2020 and will then be submitted to the Board of Trustees (BOT) for final action at the BOT's next regular meeting on January 22, 2020.

## **VII. MERCYONE REPORT**

Patty Armstrong gave the MercyOne Report.

## **VIII. CEO UPDATE**

Mike Johnston gave the CEO Update as follows:

### **Expenditures Authorized by the Board Executive Committee – October 31, 2019:**

Mike Johnston presented the Board with a list of expenditures authorized by the Board Executive Committee in accordance with the Bylaws since the previous meeting of the full Board. They were as follows:

- Nerve Conduction Study Equipment: This equipment was required so that the Neurology Clinic could perform nerve conduction studies. Three (3) separate quotes were obtained. The final cost of the purchased unit was \$16,539.30.
- Additional Licenses for the Fluency Provider Dictation System: \$26,000
- Replacement Tractor: The hospital's existing tractor was nearly eleven (11) years old and the cost of upkeep in addition to the increasing difficulty in finding replacement parts necessitated the purchase of a new unit. After four (4) separate tractors and quotes were considered, a new one was purchased for \$15,750.

### **New Outpatient Clinic Updates:**

- Neurology: Dr. Loutfi's Neurology clinic opened on schedule November 18, 2019 through November 22, 2019. He will continue to be on site for a full week on the third (3<sup>rd</sup>) week of each month. Positive feedback with regards to both the new service line as well as Dr. Loutfi personally was received from multiple patient sources. Activity in the first week was as follows:

1. Thirty-eight (38) patients seen;
2. Five (5) Nerve Conduction Studies performed
3. Four (4) MRIs ordered

As of December 04, 2019, forty-four (44) patients are already scheduled for the December 2019 Neurology Clinic.

- Urology: The Urology Center of Iowa (Dr. Gallagher's new group) has accepted our proposed contract and the signed agreement is expected this week. They are in the process of determining an exact start date for the new Urology clinic at DCH. Mike Johnston spoke with the group's CEO on the morning of December 04, 2019 and a call was planned for next week to establish a firm start date.
- Dermatology: A meeting was held with representatives from Iowa Dermatology on November 22, 2019. The service will commence January 22, 2020 replacing Anne Nelson (Bergman Folkers) whose last clinic at DCH will be December 18, 2019. They WILL accept the current Iowa Medicaid MCOs.

### **Community Initiatives Update – Response to Requested Services:**

In February of 2019, a list was requested and subsequently received from the Community Health Centers of Southern Iowa (CHCSI) in an effort to identify services for which patients were being referred outside of Decatur County due to a lack of specific specialty services within the community or some deficiency in existing offerings. The contents of that list, and the actions taken in relation thereto since that time, are as follows:

SERVICE REQUESTED	ACTION/ STATUS
<b>Neurology</b> - including provider capable of/ willing to conduct nerve conduction studies with required equipment	<b>COMPLETE</b> – Neurology Clinic opened November 18, 2019. Provider and the necessary equipment to conduct nerve conduction studies acquired and in service.
<b>Dermatology</b> – practice that accepts all Iowa Medicaid MCOs	<b>IN PROCESS</b> – A new dermatology outreach clinic has been engaged and will start January 22, 2020. They accept all Iowa Medicaid MCOs.
<b>Orthopedics</b> – to replace the limited availability and services previously provided by Dr. Kenney.	<b>COMPLETE</b> – with our new provider as well as recent surgical nurse hire, DCH is moving toward the ability to do total joint replacements in the near future as well as a broad range of existing orthopedic surgeries and services now being offered.
<b>Pain Specialist</b>	<b>COMPLETE</b> – Chronic Pain Management clinic added. Now available three (3) days per month.
<b>Cardiology – Increased Availability</b>	<b>NOT COMPLETE</b>

**Community Initiatives Update – Response to Community Health Needs Assessment (CHNA) – 2019:**

The Board of Trustees approved the CHNA Implementation Plan on June 26, 2019. The plan assigned DCH as the “Lead” or “Co-Lead” agency for the four (4) following identified areas of need:

IDENTIFIED COMMUNITY NEED	ACTION/ STATUS
<b>Access to Eye Doctors</b>	<b>NOT COMPLETE:</b> This item was put on hold in order to devote resources toward other specialty services. It will be reassessed in an ongoing manner.
<b>Visiting Specialists</b> – 38% of the CHNA respondents who left comments mentioned the need for increased access to specialty care in Decatur County. More than 86% of all respondents either had to, or choose to, leave Decatur County in the previous two (2) years to meet their health care needs.	<b>SUBSTANTIAL PROGRESS BUT ONGOING:</b> Decatur County Hospital has added the following clinic services in 2019: Gynecology/ Urogynecology, Orthopedics/ Orthopedic Surgery, Neurology, Rheumatology, and Chronic Pain Management. Existing clinics, to include Oncology and Jay Brewer’s Pain Clinic, have increased their days of availability within the month.
<b>Public Health Care Perception/ Awareness</b>	<b>IN PROCESS AND ONGOING</b> – Marketing efforts, website modernization etc,
<b>Pain Specialist</b>	<b>COMPLETE</b> – Chronic Pain Management clinic added. Now available three (3) days per month.
<b>Healthcare Transportation</b> – A rounded 43% of survey respondents identified transportation as a primary factor in their inability to effectively access health care services. It was the sixth (6 <sup>th</sup> ) highest community need identified in the CHNA.	<b>IN PROCESS:</b> DCH, in partnership with CHCSI and DCPH, will begin offering a free transportation service to residents of Decatur County beginning in January of 2020. Rides to AND from medical appointments at DCH, CHCSI, and DCPH will be available. Vehicle ordered November 22, 2019.

**Other Updates/ Items of Discussion:**

- Mike Johnston reviewed proposed plans for a new Outpatient Services building, as well as renovations to the existing hospital, with the Board of Trustees. Preliminary cost estimates were also presented. Additional cost estimations and financial scenarios need to be considered before a final decision is made.
- The Board of Trustees will receive an update on the progress of FY 2020 Strategic Goals at the January 2020 regular meeting. This will allow the presentation of six (6) full months of data from the current fiscal year.
- Strategic planning for FY 2021 has been initiated. Mike Johnston reported that the FY2021 Strategic Plan should be ready for presentation to the Board in February or March of 2020.

## **ACTION ITEMS:**

- Review and Acceptance of the Board of Trustees Self-Assessment Survey for 2019: Mike Johnston presented the results of the Board Self-Assessment Survey for 2019. This process is required by the Board Bylaws and conducted through the Iowa Hospital Association (IHA). Teri Foster made a motion to officially accept the results. Travis Miller seconded the motion. Motion carried.
- Review and Approval of Community Transportation Project Policies: The relevant policies and forms to be used with the new transportation service were presented to the Board of Trustees for their formal approval. After review, the Board members suggested minor changes. Sheri Frost made a motion to approve the materials with the requirement that the requested changes be made. The motion was seconded by Travis Miller. Motion carried.
- Annual Review of Board Bylaws: The Bylaws of the Board of Trustees for Decatur County Hospital require that they be reviewed on an annual basis. The Board was presented with the existing set of Bylaws and a discussion concerning draft revisions was held. Mike Johnston reported that the hospital's law firm, Davis Brown, had conducted a legal review and recommend some minor changes. These were presented for the Board's consideration as well. Following the discussion, Sheri Frost made a motion to approve the changes outlined by the Board which was seconded by Denise Elefson. Motion carried. The requested edits will be made and a clean copy submitted for final approval by the BOT at the January 2020 meeting.
- Ventilators: Mike Johnston indicated that the hospital's existing ventilator was aging and in need of replacement. A better unit would also be required as the hospital moves towards its goal of establishing an e-ICU program. In addition, no ventilator was currently available for the use of EMS in the field. A quotation for the purchase of two (2) Zoll ventilators was presented to the Board of Trustees. The total purchase price was \$35,014.16. Larry Griffin made a motion to approve the purchase. Travis Miller made a second. Motion carried.

## **IX. FINANCIAL REPORT**

Tara Spidle presented the financial report for October 2019.

- Total Gross Revenue was \$2.53 million in October. Operating loss of \$365,138 in October, and a net loss of \$276,508 after taxes mostly attributable to the three (3) pay periods in the month of October.

### **ACTION ITEM:**

- Final Audit Report for FY 2019: The final audit report for FY 2019 was received from Seim Johnson and presented to the Board of Trustees.

Guy Clark made a motion to approve both the October 2019 Financial Report and the Final Audit Report for FY 2019. Sheri Frost seconded the motion. Motion carried.

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

Arlene Ranes gave the Clinical Services and Quality Improvement Initiatives Report.

- New Hires: 1 FT Surgery RN, 2 Traveler contracts extended, in need of 1 more traveler; 1 offer made to FT RN-declined did not want night shift
- Desiree Dominguez has been named to the new Med Surg/ ED Manager position;
- Education for the new Philips telemetry monitors took place on December 03 and 04, 2019. The new system will go live on the week of December 16, 2019.
- Surgery: Dr. Strittholt will be performing his first orthopedic surgery at DCH this week;

- Infusion: working on a Cancer Care gift for new patients; packets for patients to take home, and thank you cards.

**Quality:**

Arlene presented the Board of Trustees with quality metrics and performance data in the following areas:

- Patient and medication barcode scanning compliance;
- Surgery transitions of care;
- Blood culture contamination rates;
- Radiology: specifically, the time required for suspected stroke patients to get to CT;
- Catheter Associated Urinary Tract Infections (CAUTI); and
- Respiratory Services: Sleep Study program quality metrics.

**XI. HR UPDATES**

Jo Beth Smith gave the HR Update.

NEW HIRES

- Tonya Baker, Radiology Tech
- Cory Byrd, Plant Operations Mechanic (PRN)
- We have three (3) full time RN positions open and currently have travelers in place to help with the shortage. One position has been offered to Jake Jacobs who recently completed RN school. He will start as soon as he takes his Boards. Jake currently works full time for us as a Critical Care Paramedic.

**XII. ADJOURNMENT**

The meeting adjourned at 7:12 p.m.

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Sheri Frost, Secretary