

DECATUR COUNTY HOSPITAL BOARD OF TRUSTEES
MEETING MINUTES
December 02, 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), Mark Mattes (CNO), Jo Beth Smith (CHRO), Shannon Erb (Director of Marketing and Business Development), Dr. Ed Wehling (Chief of the Medical Staff), Dr. Erika Brown (CMO), and Rebekah Mendenhall (Guest/ 2021 Incoming Board Member)

I. CALL TO ORDER

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

II. AGENDA APPROVAL

Larry Griffin moved to approve the meeting agenda as presented. Teri Foster seconded the motion. Motion carried.

III. PUBLIC COMMENT

Linda Chastain welcomed Mark Mattes, new Chief Nursing Officer (CNO) for Decatur County Hospital (DCH) to the meeting as well as Rebekah Mendenhall. Ms. Mendenhall is a newly elected member of the DCH Board of Trustees who will assume her office in January of 2021. Sheri Frost relayed positive comments to the Board about the variety of specialists currently available at Decatur County Hospital. Guy Clark remarked positively about the new online bill pay system the hospital recently implemented. Linda Chastain and Denise Elefson both had comments and questions about the new hospital billing statements from which a short discussion followed.

IV. CONSENT AGENDA

Guy Clark made a motion to approve the following Consent Agenda items with a second by Denise Elefson: (1) Regular Meeting Minutes October 2020 (2) October 2020 Accounts Payable \$937,273 (3) October 2020 Payroll \$454,815 (4) Accounts Receivable Write-Offs October 2020 \$10,321.18. Motion carried.

V. MEDICAL STAFF REPORT

Dr. Wehling reviewed with the Board of Trustees the Medical Staff meeting from November 17, 2020. A copy of the written minutes of the meeting were provided to the Board members as part of their Board packet. Dr. Wehling detailed the recommendations of the Medical Staff with respect to appointments, re-appointments and changes for multiple providers from "Provisional" medical staff membership to "Full" status. The various physicians and providers are listed along with their specific discipline or specialty on the meeting agenda. The Active Medical Staff of Decatur County Hospital approved each one at their regular meeting on November 17, 2020 and made the recommendation to the Board of Trustees for final approval of the appointments et al. as presented. Sheri Frost made a motion to approve with a second from Guy Clark. Motion carried.

VI. MERCYONE REPORT

There was no MercyOne representative present at the meeting.

VII. CEO UPDATE

Mike Johnston presented the CEO Update as follows:

New Board Member Orientation:

The new board member orientation session for Rebekah Mendenhall is currently planned for January of 2021. In addition to the topics required by the Board Bylaws, additional subject material will include hospital financial education by Tara

Spidle, CFO and Board Compliance training presented remotely (via Zoom) by Susan Freed from the Davis Brown Law Firm. All Board members are invited to attend and will receive an agenda once the schedule is finalized.

Review of Board Bylaws:

The Board of Trustees is required to conduct an annual review and approval of their Bylaws at the first regular meeting of each **calendar** year, specifically at the January 2021 regular meeting. Mike Johnston discussed the current Bylaws with the assembled Board (a copy of which had been previously sent out for review) and inquired if there were any changes proposed. Any requested revisions, additions, or deletions put forth would have time for sufficient discussion by the Board and reviewed by the hospital attorney prior to January, thus allowing a completed set of Bylaws to be ready for approval at the first meeting of the calendar year. No changes to the existing Bylaws were proposed. The final review and approval is scheduled for the regular meeting on January 27, 2021.

Action Items:

- **Approval of Water Softener Purchase:** We recently had to replace one of the three (3) hot water heaters that supply domestic hot water to the hospital. The cost of this repair (in round numbers) was \$9,000. After consultation with Plant Operations and the hospital's water service vendor, it was determined that the cause of the water heater failure was attributable, at least in large part, to the hardness of the incoming supply water. The three (3) hot water heaters were installed at the time the new hospital facility was built and the other two (2) units could be subject to failure at any time. The hospital also has two (2) additional heating utility water boilers and one (1) steam boiler for humidification. All of these units are subject to potential damage and a shortening of their serviceable life based on hard water. Mike Johnston proposed the installation of a water softener of sufficient size and capacity to handle all of the incoming (domestic and utility) water for the facility and presented a quote for the work to be completed by Culligan from Creston, Iowa. The cost of the materials and labor were listed at a total of \$13,729.92. Denise Elefson made a motion to approve this purchase with a second from Larry Griffin. Motion carried.
- **Approval of Draft Employment Agreement for Dr. Jay Strittholt:** Mike Johnston presented the Board of Trustees with a draft proposal/ employment agreement for Dr. Jay Strittholt (Orthopedic Surgeon). At present, Dr. Strittholt is employed by a physician-provider company and his services are retained through a daily rate with this vendor. While the new arrangement would require a \$50,000 contract buyout from his present arrangement, the cost savings over the next five (5) years could be as high as \$171,247.60 even with the cost of the buyout included. Mike Johnston requested that the Board approve the draft arrangement and empower him to continue negotiations based upon the terms presented. Sheri Frost made a motion to approve with Guy Clark making a second. Motion carried.
- **Approval of the Board Self-Assessment Survey Results - 2020:** The Board of Trustees is required to complete on an annual basis a review of its performance during the previous **fiscal** year. This process is conducted each year utilizing an online tool/ survey from the Iowa Hospital Association (IHA). The review for Fiscal Year (FY) 2020 occurred in November 2020 and the results were presented to the assembled Board of Trustees. Comparative data was also provided for a year-to-year assessment with FY19. Following a brief discussion, Denise Elefson made a motion to accept and finalize the FY2020 assessment report. Travis Miller made a second. Motion carried.

VII. FINANCIAL REPORT

Tara Spidle presented the financial report for October of 2020:

Total gross revenue was \$2.34 million in October. Operating loss of \$177,836 with a net loss in October of \$67,896.

Larry Griffin made a motion to approve the financial report for October 2020 with a second from Guy Clark. Motion carried.

VIII. CLINICAL SERVICES AND QUALITY REPORT

Mark Mattes provided the Board with a report and update on current clinical initiatives as follows:

- Mark assumed his new role full-time effective as of November 23, 2020.

- From November 23, 2020 to December 01, 2020, the hospital had an average daily census (ADC) of 2.7 COVID-19 patients and only 0.4 of non-COVID Med Surg patients.
- Staff education classes completed as of December 01, 2020 include Advanced Cardiac Life Support (ACLS), Basic Life Support (BLS), and Pediatric Advanced Life Support (PALS).
- Mark is working with the hospital's current vendor to develop a staff education plan for calendar year (CY) 2021 that includes ACLS, BLS, and PALS as well as the Trauma Nurse Core Course (TNCC) and various other critical-care topics.
- Currently working on an initiative to standardize the contents and configuration of all crash carts within the facility.
- The plan for the acquisition of new vital machines (previously approved by the Board as part of COVID-preparedness) is nearly complete. It will standardize the machines utilized on the Med Surg floor to one (1) specific type.
- Mark will be scheduling meetings with all nursing staff members as well as facility department heads.

Quality Report:

- Mark is revising the DCH Quality Plan for all departments based on a review of past performance and initiatives. This includes the development of department-specific plans/ goals and a designated individual within each department responsible for the implementation thereof.
- Additional information as to the revised Quality Plan will be submitted to the Board of Trustees for their review at the next regular meeting on January 27, 2021.

IX. HR UPDATES

Jo Beth Smith provided the HR Update as follows:

- The Angel Tree is up in the main lobby and there are several angels remaining.
- Ted Roush (Speech Therapist) is retiring effective February 26, 2021.
- Cater2U will cater the annual employee holiday meal on Tuesday, December 15, 2020. All Board members are invited to attend.

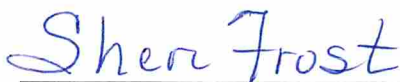
X. MARKETING REPORT

Shannon Erb presented the marketing report to the DCH Board of Trustees. She provided the Board with an overview of current and planned marketing efforts as well as the results of previous campaigns.

Beginning November 30, 2020, Decatur County Hospital will assume the responsibility from Decatur County Public Health of posting regular COVID-19 situation reports. This will be accomplished via the hospital's Facebook page with updates provided each Monday and Friday of the week.

XI. ADJOURNMENT

The meeting adjourned at 7:16 p.m.



Sheri Frost, Secretary