

DECATUR COUNTY HOSPITAL BOARD OF TRUSTEES
MEETING MINUTES
January 22, 2020 – 5:30pm

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

ABSENT: Larry Griffin

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

I. CALL TO ORDER

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

II. AGENDA APPROVAL

The meeting agenda was amended to add the name of Dallas Mullock, DO to the “Medical Staff Appointments”. Travis Miller moved to approve the meeting agenda as amended. Sheri Frost seconded the motion. Motion carried.

III. PUBLIC COMMENT

Jo Beth Smith reported on a patient who had related multiple positive comments about the care received through the DCH Emergency Department.

IV. CONSENT AGENDA

Denise Elefson moved to approve the following Consent Agenda items with a second by Guy Clark: (1) Meeting Minutes December 2019 (2) November Accounts Payable \$917,840.65/ December Accounts Payable \$825,710.96 (3) November Payroll \$434,710.00/ December Payroll \$427,715.00 (4) Accounts Receivable Write-Offs November \$73,790.41/ Accounts Receivable Write-Offs December \$43,826.49. Motion carried.

V. MEDICAL STAFF REPORT

Dr. Wehling presented the Medical Staff Report. The names of multiple providers (reflected on the meeting agenda as amended) 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., and a redefinition of privileges for an existing hospital provider. Dr. Wehling noted that the Medical Staff of Decatur County Hospital at their regular meeting on January 21, 2020 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:

- Annual Medical Staff Bylaw Review: Following the required annual review, the Medical Staff Bylaws were approved by unanimous vote of the Active Medical Staff on January 21, 2020.
- Medical Staff Officer Elections: Dr. Wehling advised the Board of Trustees that Medical Staff Officer Elections were held on January 21, 2020. By unanimous vote, the current officers were retained in their

respective positions – Dr. Ed Wehling as Chief of Staff, Dr. Mark Easter as Vice-Chief of Staff, and Dr. Nathan Allen as Secretary/ Treasurer of the Medical Staff.

- Annual Review of Medical Directors for Decatur County Hospital: As required by the Medical Staff Bylaws, an annual review was conducted of the physicians assigned as medical directors for various departments and services of Decatur County Hospital by the Active Medical Staff. By unanimous vote, all personnel were retained in their current assignments.

VII. MERCYONE REPORT

Traci Kreuziger gave the MercyOne Report.

VIII. CEO UPDATE

Mike Johnston gave the CEO Update as follows:

Strategic Plan Progress Update – FY 2020: Data is now available for the first half of FY 2020 (July through December 2019). To date, progress towards accomplishing our FY 2020 strategic goals include:

Outpatient Visits: Since February of 2019, seven (7) new outpatient clinics have opened at Decatur County Hospital. As compared to FY 2019, outpatient **clinic** visits have increased 15 percent and total outpatient visits (excluding emergency department visits) are up 7.6% to date.

ED Transfer Rate: Our FY 2020 strategic plan called for reducing our Emergency Department (ED) transfer rate to no more than 7%. To date, our **median** transfer rate in FY 2020 stands at 6.81%.

Uncompensated Care: The strategic goal for uncompensated care was to reduce it by at least 1% from its FY 2019 level of 3.48%. To date in FY 2020, the **median** total uncompensated care rate is 1.7%.

HCAHPS Scores: Although scores for the fourth (4th) quarter of calendar year 2019 are not yet final, to date the **median** rate for those patients who rated DCH at a “9” or “10” is 93%. The **median** rate for those survey respondents who report they would “definitely” recommend Decatur County Hospital, stands at 92%.

Average Daily Census: The FY 2020 strategic plan calls for the average daily census (ADC) to be increased to at least 3.0 by the end of the fiscal year. To date, the ADC is at 2.9.

Expenditures Since the Last Regular Board Meeting on December 04, 2019:

Stroudwater Consulting has been engaged to conduct a comprehensive review of the Revenue Cycle at Decatur County Hospital. Work will be conducted both remotely and on-site (January 23, 2020). In order to schedule a January start date, approval and contract signature was required in December 2019. The Board Chairperson was contacted on December 20, 2019 and approved the expenditure. Cost: \$17,500.

New Outpatient Clinic Updates:

- Urology: Dr. Gallagher’s Urology Clinic opened at Decatur County Hospital on January 15, 2020. He saw twelve (12) patients on his first day. His training on the Cerner Electronic Health Record (EHR) occupied some of the morning hours which reduced the number of scheduled patients for the first day. Dr. Gallagher has already scheduled his first surgical procedure to be performed at DCH on next visit in February. Mike Johnston reported that multiple positive comments have been received from the community about Dr. Gallagher’s return.
- Dermatology: Iowa Dermatology’s clinic opened at Decatur County Hospital on January 15, 2020. Nineteen (19) patients were seen.

Other Updates/ Items of Discussion:

- Mike Johnston provided the Board of Trustees with the Executive Summary Report from FRSecure on the Network Risk Assessment performed in December of 2019. The results were discussed.
- The Community Transportation Project is up and running as of January 20, 2020. The final cost for the transport van was \$53,689.00. As all costs are being split between DCH, Community Health Center of Southern Iowa (CHCSI), and Decatur County Public Health (DCPH), the portion of this cost paid by DCH was \$17,896.34.

ACTION ITEMS:

- Approval of Medical Staff Bylaws: The Board of Trustees was presented with the Bylaws of the DCH Medical Staff for final approval following the required annual review. As indicated by Dr. Wehling, the Active Medical Staff unanimously approved the Medical Staff Bylaws at their meeting on January 21, 2020. Travis Miller made a motion to approve the Medical Staff Bylaws as presented which Denise Elefson seconded. Motion carried.
- Approval of Board Bylaws: A clean copy of the Board Bylaws, reflective of the changes approved by the Board of Trustees at their regular meeting on December 04, 2019, was presented for final approval. Sheri Frost made a motion to approve the Board Bylaws as presented. Guy Clark made a second. Motion carried.
- Annual Review of Standing Committee Assignments: As required by their bylaws, the Board of Trustees conducted an annual review of members assigned to the three (3) standing committees of the Board. The membership of the first (1st) standing committee, the Executive Committee, is composed of the officers of the Board. As these officers will serve in their current assignments until the next election to be held in January of 2021, no changes were required. The chairperson of the second (2nd) standing committee, the Finance Committee is the Secretary/ Treasurer of the Board as mandated by the bylaws with the other members appointed by the Board Chairperson. The third (3) and final standing committee of the Board is the Building and Grounds committee which is chaired by the Vice-Chairperson of the Board with the remaining members appointed by the Board Chairperson. After review and discussion, it was determined to maintain the current committee assignments on the Finance as well as the Building and Grounds Committee as follows:

Finance Committee

Sheri Frost (Chair)

Teri Foster

Guy Clark

Building and Grounds Committee

Denise Elefson (Chair)

Larry Griffin

Travis Miller

Denise Elefson made a motion that the Board accept these committee assignments which Travis Miller seconded. Motion carried.

- Revised Organizational Chart: Mike Johnston presented the Board of Trustees with a revised organization chart. One revision was required to insert a word omitted by accident. Sheri Frost made a motion to accept the organization chart as revised. Guy Clark made a second. Motion carried.

- Surplus of Old Telemetry Equipment: Mike Johnston requested that the Board approve the surplus and disposal of the old telemetry equipment now that the new Philips system has been installed and is live. Denise Elefson made a motion to approve this request with a second made by Travis Miller. Motion carried.

IX. FINANCIAL REPORT

Tara Spidle presented the financial report for November and December 2019.

- Total Gross Revenue was \$2.43 million in November. Operating loss of \$5,618 in November, and a net gain of \$82,109 after taxes.
- Total Gross Revenue was \$2.60 million in December. Operating loss of \$7,044 in December, and a net gain of \$93,726 after taxes.

Travis Miller made a motion to approve the financial reports for both November and December 2019. Denise Elefson made a second. Motion carried.

ACTION ITEM:

- Selection of Audit Firm for FY 2020: Tara Spidle informed the Board that three (3) audit firms had responded to the MercyOne request for proposal (RFP). After review, it was recommended to the Board of Trustees that DCH remain with Seim Johnson for the FY 2020 audit process.

Sheri Frost made a motion to approve the selection of Seim Johnson to conduct the FY 2020 audit for Decatur County Hospital. Guy Clark seconded the motion. Motion carried.

X. CLINICAL SERVICES AND QUALITY REPORT

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

- Desiree Dominguez has assumed her new role as Med Surg/ ED Manager and is currently decreasing the amount of scheduled shifts she works. Desiree is excited about her new position and we are already noticing the positive impact this is having with staff. Desiree is upbeat, energetic, and a great addition to the nursing leadership team at DCH.
- We no longer have the clinical nurse lead (CNL) role at DCH, one (1) left the organization, one (1) became Med Surg/ ED Manager, and one (1) was removed from the position. We are rethinking how the “charge nurse” role will evolve as we have moved to the Med Surg/ED Manager position model.
- Philips telemetry monitors went live on December 16, 2019. It was an exceptional go-live. Philips commented that this was one of the smoothest go-lives they have done. Philips also stated how nice the hospital and staff were to work with. Kudos to DCH for being respectful and accommodating to visitors. They also enjoyed our cafeteria!
- Dr. Stritholt has completed a second (2nd) surgical case on a fractured wrist in the ED-the surgery went well. The surgery staff have given him a “gold star” for his surgical skills and how easy he is to work with. He also consulted with an inpatient who had a pelvic fracture and reported right away to the provider on duty his findings
- Infusion numbers are growing and we have added another day of the week for this service line. Dr. Jawa has added a day a month as well. Infusion is also getting referrals from pain service and rheumatology.

- Dr. Gallagher will start seeing patients on Wednesday, January 15, 2020. He will come on a monthly basis for the first six (6) months after which he is tentatively scheduled to add an additional day of coverage each month.
- The new Zoll ventilators have arrived and we will begin staff training very soon.
- First (1st) Radio Frequency Ablation performed by Jay Brewer on January 13, 2020. Jay is increasing his volumes due to referrals from orthopedics, rheumatology, and pain management.
- Education events planned: Mock STEMI drill on Med Surg, Job Fairs –North Central MO College of Nursing, Des Moines Community College-Ankeny, SWCC, weekly quizzes for nursing on various topics to include, but not limited to, suicide risk assessment, carbon monoxide poisoning presentation, Stroke, Levophed and Regitine, and PICC lines. These quizzes are mandatory and are turned into the hospital nursing educator.

Quality:

Arlene presented the Board of Trustees with the new “Provider Quality and Performance Improvement Scorecard” developed jointly with Dr. VanMaanen. This new performance measure will be put into place beginning in February, 2020.

An update was also provided to the Board with respect to quality metrics and performance data in the following areas:

- Departmental performance improvement projects; and
- Medication and patient wristband scanning compliance rates;

XI. HR UPDATES

Jo Beth Smith gave the HR Update.

NEW HIRES

- Jeremy Yoder, full time Courtesy Van Driver
- Raven Perkins, RN full time surgery

As part of our strategic plan we have been working on improving our orientation process. The new process will offer a more comprehensive education of the hospital in general as well as a more structured and in-depth departmental orientation. The new orientation process will start February 10.

In 2019 our Auxiliary have volunteered 2203.25 hours towards raising funds for Decatur County Hospital. These hours include time spent in the Gift Shop, bake sales, making crafts to sell, and crocheting prayer shawls for our patients. We are very blessed to have such a wonderful group to advocate and support DCH.

A tentative plan for the staff pay for performance was discussed with the Board. This model is expected to be finalized and added to the budget for FY 2021.

XII. CLOSED SESSION

At 6:47 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; Teri Foster – aye; and Travis Miller – aye. Those present in addition to the Board members were Mike Johnston, Tara Spidle, Arlene Ranes, Jo Beth Smith, 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 6:58 p.m. The Board members present when the open session reconvened were Linda Chastain, Denise Elefson, Sheri Frost, Guy Clark, Teri Foster, and Travis Miller. Those present in addition to the Board members were Mike Johnston, Tara Spidle, Arlene Ranes, Jo Beth Smith, Dr. Ed Wehling, and Traci Kreuziger (by phone).

No action of the Board was required following the closed session.

XIII. ADJOURNMENT

The meeting adjourned at 7:00 p.m.

Sheri Frost, Secretary