

DECATUR COUNTY HOSPITAL BOARD OF TRUSTEES  
MEETING MINUTES  
JANUARY 23, 2019 - **DRAFT**  
5:30 P.M.

PRESENT: Linda Chastain, Amy Sherman, Sheri Frost, Guy Clark, Denise Elefson, and Larry Griffin

ABSENT: Travis Miller

OTHERS PRESENT: Mike Johnston (CEO), Tara Spidle (CFO), Andi Masters (CNO), Jo Beth Smith (CHRO), Arlene Raney (Quality and Education Director), Dr. Erika Brown, and Dr. Ed Wehling

**I. CALL TO ORDER**

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

**II. AGENDA APPROVAL**

It was moved by Denise Elefson and seconded by Guy Clark to approve the meeting agenda. Motion carried.

**III. PUBLIC COMMENT**

Guy Clark reported on a conversation he had with a member of the community who commented on how good the food was at Decatur County Hospital; specifically, breakfast.

Amy Sherman commented on a skilled patient who received care at DCH for approximately four (4) weeks and described the services and personnel involved as “amazing”.

Sheri Frost related the account of a patient in the Emergency Department and the high quality of care she received. Teresa Matthews, EMS Director, was specifically commended for her excellent patient care skills.

**IV. CONSENT AGENDA**

It was moved by Sheri Frost and seconded by Denise Elefson to approve the following Consent Agenda items: (1) Meeting Minutes November 28, 2018; (2) November Accounts Payable \$678,000.00 (3) November Payroll \$370,000.00 (4) December Accounts Payable \$808,000.00 (5) December Payroll \$340,000.00 (6) Accounts Receivable Write-Offs November \$40,000.00 (7) Accounts Receivable Write-Offs December \$49,000.00

**V. MEDICAL STAFF REPORT**

Dr. Wehling reviewed the minutes of the January 15, 2019 meeting of the Decatur County Hospital Medical Staff with the board as well as specific revisions to the Medical Staff By-laws. The Medical Staff previously approved these revisions at the aforementioned meeting. Three (3) providers were presented to the board for provisional appointment to the Medical Staff. Three (3) additional providers were identified as moving from provisional to full appointment status. Each of these providers were approved by the Medical Staff on January 15, 2019.

**VI. MERCY HEALTH NETWORK REPORT**

The Mercy Health Network (MHN) representative was unable to attend the meeting. Written information was presented to the board in the form of the monthly MHN newsletter.

## VIII. CEO UPDATE

Mike Johnston gave the CEO Update as follows:

- Dr. Erika Brown will officially commence her new duties as Chief Medical Officer (CMO) in February of 2019. Her new employee orientation will be conducted on February 1 followed by her first shift in the ED/ Med Surg beginning on February 8.
- Dr. Ryan Van Maanen has formally accepted employment with Decatur County Hospital. His new employee orientation will be conducted on February 22 followed by his first shift in the ED/ Med Surg beginning on February 23.
- With the employment of these new physicians, DCH is essentially at capacity for providers and an additional full-time provider is not required. After consultation with Samantha Cannon at CHCSI, the joint recruiting agreement between Decatur County Hospital and Community Health Centers of Southern Iowa has been cancelled and the services of the recruiter engaged to that endeavor have been ended. DCH and CHCSI are currently exploring additional avenues of cooperation. Samantha Cannon and Mike Johnston have established a regular, monthly meeting to that end as well as to increase communication between the two organizations.
- A new strategic plan for DCH will be presented by Mike Johnston to the Board of Trustees at the next regular meeting in February of 2019.
- Decatur County Hospital has engaged the services of VVV Consulting to complete the required 2019 Community Health Needs Assessment (CHNA). The CHNA Town Hall/ Community Forum will be held at the Leon Country Club on Tuesday, March 19, 2019 from 5:30pm to 7:00pm with DCH providing dinner. Both CHCSI and Decatur County Public Health have been invited to partner with Decatur County Hospital in this effort. More information will be forthcoming via email and through media outlets such as the newspaper, hospital website, and social media in the near future.
- DCH is actively engaged with the Iowa Hospital Association (IHA) in their efforts to correct the issue with the election of hospital board members created by 2018 legislation. As a result of board terms being reduced from six (6) years to four (4) years, DCH will have six (6) of its seven (7) board seats up for election in 2022. This represents a significant turnover and problem of stability for the board itself. IHA is currently working with the state legislature toward a proposed solution that will allow board terms to be more effectively staggered to mitigate the possibility of such large-scale turnover as described. Any proposals will require the action of the state legislature and the governor to become effective.
- The new brand rollout for Mercy Health Network (MHN), which will officially occur on February 01, 2019 at 1pm, was discussed with the board as well as the manner in which the change(s) will potentially effect Decatur County Hospital. More information will be forthcoming following the official brand announcement on the above referenced date.
- The Mercy Health Network dinner for affiliate hospitals was held on January 8, 2019 at the Mercy Main Campus in Des Moines. Denise Elefson and Mike Johnston attended from DCH and the event was focused on the new branding for MHN. Mercy Health Network is tentatively planning to hold meetings for affiliate trustees on a bi-annual basis.
- The Quarterly Employee Appreciation Breakfast will be held at Decatur County Hospital on January 24, 2019 at 7:30am in the cafeteria. The morning session of the Quarterly Employee Town Hall will also be held concurrently. An afternoon town hall meeting will be conducted on the same date at 2:00pm in the main conference room.
- The DCH Community Advisory Council (CAC) will hold its regular meeting on January 24, 2019 beginning at 5:00pm in the main conference room of the hospital.

- A tentative start date for the new physical therapy program designed for those suffering from Parkinson's and other such neurological issues has been set for February 18, 2019. More information will be available through marketing efforts set to precede the start.
- The results of the annual self-evaluation survey as required by the bylaws for the Decatur County Hospital Board of Trustees was provided to the board members and reviewed in detail.

#### ACTION ITEMS:

1. The required annual review of the Board Bylaws was finalized. The changes approved by the board at the November 2018 meeting were incorporated as were several revisions suggested by the hospital's legal counsel. It was moved by Denise Elefson and seconded by Larry Griffin to accept each and every of the revisions proposed. Motion carried.
2. The annual election of the officers of the board was conducted. Based on a specific revision made to the Board Bylaws as approved immediately above, the officers elected will serve in their respective capacities for two (2) consecutive years with the next election of officers to be conducted in January of 2021. The results were as follows:
  - a. **Chairperson:** Amy Sherman nominated Linda Chastain to continue as the Chairperson of the DCH Board of Trustees. With no other nominations received, it was moved by Guy Clark and seconded by Sheri Frost to close the nominations. Motion carried. Linda Chastain was elected chairperson by unanimous vote of the board.
  - b. **Vice-Chairperson:** Sheri Frost nominated Denise Elefson to serve as the Vice-Chairperson of the Decatur County Hospital Board of Trustees. With no other nominations received, it was moved by Guy Clark and seconded by Amy Sherman to close the nominations. Denise Elefson was elected vice-chairperson by unanimous vote of the board.
  - c. **Secretary/ Treasurer:** Linda Chastain nominated Sheri Frost to serve as the Secretary/ Treasurer of the DCH Board of Trustees. With no other nominations received, it was moved by Denise Elefson and seconded by Larry Griffin to close the nominations. Sheri Frost was elected secretary/ treasurer by unanimous vote of the board.
3. The Board of Trustees reviewed proposed revisions to the Medical Staff Bylaws. Each and every of the revisions was approved by the unanimous vote of the Medical Staff at their regular meeting on January 15, 2019. It was moved by Sheri Frost and seconded by Denise Elefson to accept and approve the revisions. Motion carried.
4. The Decatur County Hospital Annual Report for Fiscal Year (FY) 2018 was presented to the Board of Trustees. The board will review the report with further discussion and action to be undertaken at the next regularly scheduled meeting in February of 2019.
5. Mike Johnston presented proposed renovations in the Outpatient (OP) Surgery area. The plan calls for the removal of the existing wall between OP Surgery Rooms #9 and #10 to be replaced by either an accordion style divider or a hospital curtain. The reason for the change is to better accommodate the increasing frequency and space requirements for pain management services. The space can be used either as two (2) separate rooms for OP Surgery or expanded into one (1) large room for the use of pain management. It was moved by Sheri Frost and seconded by Denise Elefson to authorize the CEO to spend up to, but not to exceed, \$15,000 on the project. Motion carried.
6. Amy Sherman officially submitted her resignation from the DCH Board of Trustees to be effective following the adjournment of the January 23, 2019 regular meeting. Amy has accepted the position of Director of Nursing at Decatur County Hospital thus requiring her to end her tenure on the board. The resignation was formally accepted by Linda Chastain, Chairperson, who extended appreciation on behalf of the entire board to Amy for her years of service. DCH Administration is excited to have Amy join the leadership team and believes that her years of nursing and management experience will be

invaluable as Decatur County Hospital looks to the future. The DCH Board of Trustees will begin an immediate search to identify a qualified candidate for appointment to the remainder of term for the vacated board seat.

## **IX. FINANCIAL REPORT**

Tara Spidle presented the financial reports for the months of November and December 2018.

Total Gross Revenue was \$2.064 million in November, \$1.78 million in December. Operating gain \$45,260 in November, and a net gain of \$145,133 after taxes. Operating loss of \$-164,671 in December with a net loss of \$-83,463 after tax revenue.

A motion was made by Guy Clark and seconded by Larry Griffin to approve the financials for November and December 2018. Motion carried.

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

Andi Masters gave a report on Clinical Services and Quality Improvement Initiatives.

- The use of the Root Cause Analysis (RCA) process is being emphasized at DCH as a means of furthering both quality and performance improvement activities. RCA involves a multi-disciplinary team assembled with respect to a specific issue or question and charged with the identification of where process or other such improvements can be made to prevent a recurrence of a negative event.
- Staff member exchange between departments is being implemented to encourage understanding and cooperation between functional areas of the hospital and as a means to combat the formation of “silos” between departments as a whole as well as between individual staff members.
- The hospital’s tele-psychiatric provider, ITP, presented their quality documentation and process on January 18, 2019 to members of the Decatur County Hospital Administrative Team.
- Annual review of HIIN work plan
- DCH has implemented a Product Review Committee to increase both the consistency and quality of products utilized throughout the facility, reduce waste and excess inventory, and to aid in the control of costs associated thereto.
- A joint Surgery and Materials Management Committee has been implemented with efforts targeted at decreasing both inventory and cost in the Surgery Department
- Medline University – Online continuing education units (CEU’s) for staff
- A review and aggregation of the forms utilized at Decatur County Hospital is currently underway. Forms are to be formally approved by the Professional Advisory Committee (PAC), appropriately formatted and numbered, and digitally stored in a single location. This will aid in the prevention of form duplication, multiple versions of the same form, and increase the ability of staff to readily access documents when they are needed.
- Consistent with industry standards as well as the expressed wishes of the DCH Medical Staff – ALL Emergency Department patients will be placed in a hospital gown for treatment.
- Three (3) nurses to attend Sexual Assault Nurse Examiner (SANE) training in March of 2019.
- More nursing staff to attend chemotherapy training in 2019.

- Surgical discharge binders are being implemented to provide a ready source of information for patients upon their discharge following surgery.
- A mandatory checklist for all surgical patients is being implemented. The form will follow the patient throughout the pre-op, intra-op, and post-op surgical process to enhance not only positive outcomes but to provide for the safe and effective transfer of the patient from one area of care to the next with maximum staff communication.

## **XI. HR UPDATES**

Jo Beth Smith gave the HR Update.

- Laura Scott has accepted the Business Office Director position and will start on Monday, February 4, 2019
- Amy Sherman has accepted the Director of Nursing position starting February 25, 2019
- Linda Strand is retiring as of January 31, 2019 following sixteen (16) years of service here at Decatur County Hospital.

Invitations to the “Ignite the Patient Experience” event were distributed to the assembled board members. This two (2)-day program coming in March of 2019 will involve staff at all levels from DCH as well as providers and board members with a focus on quality customer service and improving the experience of all patients within our facility.

## **XII. ADJOURNMENT**

The meeting adjourned at 7:11 p.m.

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Sheri Frost, Secretary