

DECATUR COUNTY HOSPITAL BOARD OF TRUSTEES
MEETING MINUTES
JUNE 26, 2019
5:30 P.M.

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

OTHERS PRESENT: Mike Johnston (CEO), Tara Spidle (CFO), Amy Sherman (CNO), Arlene Ranes (CQO), Traci Kreuziger (Mercy Rep – via telephone)

I. CALL TO ORDER

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

II. AGENDA APPROVAL

It was moved by Travis Miller to approve the meeting agenda. The motion was seconded by Denise Elefson and carried by unanimous consent.

III. PUBLIC COMMENT

- Sheri Frost reported on comments she had received from several people who were happy to have the new outpatient clinic services coming on line within the community.
- Linda Chastain indicated that she had heard positive comments from citizens about our new Emergency Department physicians (Drs. Brown and Van Maanen).
- Denise Elefson expressed her appreciation for the new neurology clinic coming to Decatur County Hospital.
- Linda Chastain discussed the importance of supporting providers within the community in discussions with patients and ensuring that negativity or second-guessing was not being employed in patient conversations.
- The Board discussed a recent complaint received from a member of the community who had sent letters to not only the CEO but also to each of the Board members as well. The members requested that they be briefed by the CEO whenever a situation or complaint arose which might become prominent in the public eye or be of such largesse as to require their knowledge. Mike Johnston acknowledged his support and compliance with the Board's wishes in this matter. Linda Chastain emphasized the need to refer members of the public to the DCH Administration for complaint resolution.

IV. CONSENT AGENDA

It was moved by Sheri Frost and seconded by Teri Foster to approve the following Consent Agenda items: (1) Meeting Minutes May 2019 (2) May Accounts Payable \$810,303.12 (3) May Payroll \$626,442.00 (4) Accounts Receivable Write-Offs April \$82,235.63.

V. MEDICAL STAFF REPORT

Dr. Wehling was not present at the meeting.

VI. MERCYONE REPORT

Traci Kreuziger gave the MercyOne Report via telephone.

VII. CEO UPDATE

Mike Johnston gave the CEO Update as follows:

Construction Projects Update:

- Outpatient Surgery Renovations for Jay Brewer's Pain Management Clinic: This project is complete and positive feedback received from Jay Brewer with respect to the increased treatment space created. The Board of Trustees authorized an expenditure of up to \$15,000.00 for this project in January of 2019. The final cost as invoiced was \$11,259.00.
- Whirlpool Room Renovations Creating a New Exam Room for Dr. Pescatore's Clinic: This project is complete. The Board of Trustees authorized an expenditure of up to \$30,000.00 for this project in March of 2019. The final cost as invoiced was \$26,480.00.

Urgent Expenditures Exceeding \$7,000.00 Since the May 2019 Board Meeting:

- In the interim period between the May and June 2019 meetings of the Board of Trustees, circumstances required two (2) expenditures in excess of \$7,000 that had not been previously budgeted or approved by the Board. In compliance with the Board Bylaws, Mike Johnston contacted Linda Chastain, Board Chairperson, in advance of both expenditures and received approval to proceed. They were as follows:
 1. Chiller Repairs (Evaporator Tube for Chiller #2): \$26,245.00
 2. Equipment for Dr. Pescatore (Cystoscopy Set): \$9,945.47

New Outpatient Clinic Updates:

- **Orthopedics/ Orthopedic Surgery**: This new clinic and surgical service will begin on June 27, 2019 with Dr. Thomas Anderson. Dr. David Beard will commence his visits in July of 2019. Thereafter, each surgeon will be here at DCH for two (2) days per week, per month. As of June 25, 2019 – eight (8) total patients have already been scheduled.
- **Chronic Pain Management**: Chandra Brown, ARNP will commence her clinic on July 01, 2019 and will be at DCH the first (1st) and third (3rd) Mondays of each month. As of June 25, 2019 – we have five (5) patients scheduled.
- **Rheumatology**: Elizabeth Allen, ARNP will hold her first clinic for this service on July 15, 2019. She will mirror the schedule of Chronic Pain Management with on-site visits the first (1st) and third (3rd) Mondays of each month. As of June 25, 2019 – we have five (5) patients scheduled.
- **Ophthalmology**: Dr. Thomas Lovas has been engaged to provide this new clinic and surgical service. He is currently in the process of obtaining his Iowa license and credentialing. Dr. Lovas will be at DCH for a site visit on July 29, 2019. An August start date is expected.
- **Neurology**: Dr. Kenneth Henschel will be opening this new clinic service likely in August of 2019. He currently has an Iowa license and is moving through the credentialing process. A tentative start date of Friday, August 16, 2019 has been set though is dependent on the speed at which financial credentialing is completed. Dr. Henschel new service will begin at one (1) time per month, tentatively on the third (3rd) Friday of each month, but is expected to grow rapidly. We have already been contacted by other area hospitals as to when this service will start. It has been reported that the wait for neurology in Des Moines may currently be as long as two (2) months.

Additional Updates:

- Decatur County Hospital is currently working with Community Health Centers of Southern Iowa (CHCSI) and the Decatur County Public Health Department on a potential patient transportation

initiative for Decatur County residents. More information will be forthcoming on this topic as plans develop further.

- The final report for the 2019 Community Health Needs Assessment (CHNA) has been posted to the Decatur County Hospital website.

ACTION ITEMS

- Standing Committee Appointments: In accordance with the Board Bylaws, the following standing committee appointments were made:
 1. Finance Committee: This committee is chaired by the Secretary/ Treasurer of the Board of Trustees, Sheri Frost. Teri Foster and Guy Clark were appointed to serve on the Finance Committee by Linda Chastain, Board Chairperson.
 2. Building and Grounds Committee: This committee is chaired by the Vice-Chairperson of the Board, Denise Elefson. Larry Griffin and Travis Miller were appointed to serve on the Building and Grounds Committee by Linda Chastain, Board Chairperson.
- CHNA Implementation Plan Approval: Mike Johnston presented the Board with the implementation plan developed in response to the needs identified by the 2019 Community Health Needs Assessment. The plan outlined both priorities and budgetary estimations for the implementation over the coming fiscal year (FY 2020). It was requested that the implementation plan be approved. Guy Clark made a motion to approve the plan as presented with a second from Denise Elefson. Motion carried.
- MercyOne Management Agreement Renewal: The Board of Trustees was presented with the renewal of the MercyOne Management Agreement for a three (3)-year term. It was requested that the agreement be approved. Sheri Frost made a motion for approval that was seconded by Guy Clark. Motion carried.

VIII. FINANCIAL REPORT

Tara Spidle presented the financial report for May 2019.

- Total Gross Revenue was \$2.27 million in May. Operating loss of \$193,572 in May, and a net loss of \$109,284 after taxes. Losses in the month were primarily attributed to three (3) payrolls in May as well as the addition of the GASB 68 entry (a rounded \$82,000) for fiscal year-end accounting purposes.

A motion was made by Travis Miller and seconded by Larry Griffin to approve the financials for May 2019. Motion carried.

ACTION ITEM – Fiscal Year (FY) 2019 Audit

- Tara Spidle presented an engagement letter from Seim Johnson and requested that the Board approve that firm to conduct the FY 2019 audit.
- Guy Clark made a motion to approve the engagement under the terms presented that was seconded by Sheri Frost. Motion carried.

IX. CLINICAL SERVICES AND QUALITY REPORT

Amy Sherman and Arlene Raney gave a report on Clinical Services and Quality Improvement Initiatives.

- Ongoing collaboration and initiatives with Quality Improvement and Education for Med/Surg/ED.
- Two (2) open night shift positions – one (1) currently filled by contract RN; other filled by our own staff per their own initiative.
- Interviews in process for night shift RNs.

- One (1) night RN - just finished orientation – now independent with a huge support system!
- 1 day shift RN – mid-way through orientation.

Arlene Raney gave the Board of Trustees a presentation on creating a culture of quality and safety at Decatur County Hospital as well as ongoing quality initiatives and performance improvement within the facility. These programs include:

- Acute Stroke;
- Sepsis – bundles, lactates, fluids, antibiotics;
- Stroke-door to read, door to TPA;
- Chest Pain- door to EKG, door in/ door out;
- ED throughput, door in/ door out; and
- Immunizations-was patient offered flu vaccine?

X. HR UPDATES

Mike Johnston gave the HR Update.

- DCH welcomes our newest EMT, Faye Bland, who will be working on a PRN basis with Emergency Medical Services (EMS). Decatur County Hospital also welcomes Maitlyn Hardee as a PRN CNA on the Med/ Surg Floor.
- Ignite the Patient Experience training began as of June 26, 2019. Leadership training was in the morning and Service Excellence Council Orientation was held in the afternoon. Thursday (June 27, 2019) will be the OASIS Team Launch and Service Excellence Advisor Orientation. There was great participation and energy from everyone involved! Staff were encouraged to wear their Ignite the Patient t-shirts during the 2 training days.
- Our preliminary final participation rate for the Press Ganey Employee Survey was 77%. Once Press Ganey has finalized the survey we will be notified of the official results.
- Congratulations to Tony Funk on his retirement! His last shift at DCH is Saturday night, June 29, 2019. Tony has worked as an EMT for DCH for 4 years. The Ambulance Department is hosting a retirement potluck on Tuesday, July 02, 2019 for Tony.

XI. ADJOURNMENT

The meeting adjourned at 7:19 p.m.

Sheri Frost, Secretary