

DECATUR COUNTY HOSPITAL BOARD OF TRUSTEES  
MEETING MINUTES  
MARCH 23, 2015  
5:30 P.M.

PRESENT: Guy Clark, Leon Kessel, Carrie Melcher, Travis Miller

ABSENT: Linda Chastain, Rudy Evertsen, Cayle Buckingham

OTHERS PRESENT: Suzanne Cooner, Tara Spidle, Jo Beth Smith, Andi Masters, Angie Wells, Cynthia Forsyth

**I. CALL TO ORDER**

Guy Clark called the meeting to order at 5:30 p.m.

**II. AGENDA APPROVAL**

It was moved by Travis Miller and seconded by Carrie Melcher to approve the agenda in accordance with the Code of Iowa Open Meetings Law. Motion carried.

**III. PUBLIC COMMENT**

Carrie Melcher and Guy Clark both reported they have had to explain the new patient rounding procedure to a couple of people. Guy also had a comment from someone whose parent had surgery at Decatur County Hospital and thought that Dr. Wehling did a great job and they were very happy with their experience. Carrie commented that she had a complaint from an individual that could not have her surgical procedure at DCH due to lack of anesthesia coverage. Travis Miller expressed his concern with a recent management issue.

**IV. CONSENT AGENDA**

It was moved by Travis Miller and seconded by Leon Kessel to approve the following Consent Agenda items: (1) Meeting Minutes for February 24, 2015; (2) February Accounts Payable \$626,354.94 (3) Payroll \$341,961.95 (4) Accounts Receivable write-offs \$12,577.57

**V. PHYSICIAN RECRUITMENT/RETENTION**

Cynthia Forsyth, MHN Recruitment Specialist gave a presentation on physician recruitment and retention.

**VI. CEO/QUALITY REPORT**

New Employees in March: EMTs Tony Henry, Tony Funk, and Jamie McDaniel in the Ambulance Department; Courtney Anderson, Surgical Technician, in the Surgery Department; and Kolton Hewlett, Administrative Intern, in Administration.

Elizabeth Dachenbach who works in the Health Information Management Department, recently became certified as a Registered Health Information Technician (RHIT).

Our newest ambulance had an encounter with a deer responding to a call causing enough damage to put it out of service for a few days. Fortunately, DCH staffs were able to fix the broken part. We now have

both of our ambulances back and in good working order.

Under the direction of the medical staff, DCH began multidisciplinary rounding at the end of February. This new process of rounding involves planning and evaluating patient care with the practitioner and other members of the healthcare team. This new process improves the communication with the patient's physician and other practitioners.

DCH is in the process of training all staff on a new Rapid Response protocol. Rapid response can be called by any staff member from any location in the hospital. A multidisciplinary medical team will arrive within minutes to assess and treat an individual whose condition may be deteriorating.

Kevin Frost, Ambulance Director, is retiring after 37 years of dedicated service at DCH. His family and friends are hosting a retirement party for him on March 28<sup>th</sup> at the Leon Country Club. DCH would like to thank him for his many years of service to our community and wish him the best in his retirement.

DCH staff Teresa Mathews, Troy Armstrong, and Christel Wehling participated in the Central-Decatur School District student Health Fair. They shared information on emergency preparedness, infection prevention, accident prevention and other health related topics through handouts and teaching aids and of course showing everyone through the ambulance.

DCH has ended its patient visitor restrictions that were in place this winter due to the high number of cases of influenza in the county. We believe the patient visitation restriction policy was a valuable tool in helping slow admissions and additional cases of the influenza.

Nichole Norman, RN, began her role as the Utilization Review/Discharge Planner and Health Coach for DCH. As a health coach, Nicole works directly with physicians and other healthcare practitioners to help patients set and achieve health improvement goals. The health coach creates a customized health care improvement plan and provides education to meet each patient's specific needs. The goal of the health coach is to help patients maintain their health and avoid hospitalizations.

Suzanne gave the Quality Report.

## **VII. DRAFT BOARD BYLAW CHANGES/COMMITTEE STRUCTURE**

### Appointment of Committees

Executive Committee: Guy Clark, Cayle Buckingham, Leon Kessel

Finance Committee: Carrie Melcher, Rudy Evertsen, Linda Chastain

Building & Grounds: Carrie Melcher, Travis Miller, Cayle Buckingham

Planning & Development: Guy Clark, Cayle Buckingham, Travis Miller

A motion was made by Leon Kessel and seconded by Travis Miller to approve the following board members to serve on the respective committees for 2015. Motion carried.

## **VIII. DCH ANNUAL REPORT AND POLICY/HR REPORT**

Andi Masters gave the DCH Annual Report for the FY July 2013- June 2014.

## **IX. COMPLIANCE ANNUAL REPORT AND POLICY/HR REPORT**

Jo Beth Smith gave the Compliance Report for the FY July 2013-June 2014. The calendar year 2014 for HR Report was also given.

## **X. FINANCIAL REPORT**

Tara Spidle presented the financial report for the month of February. Total operating revenue for February was \$1,045,269 with operating expenses totaling \$1,010,824. Non-operating revenue was \$58,785. Net income for the month was \$93,231. Year to date net loss is \$ -118,994 and operating EBIDA income for the month is \$204,775. EBIDA income is obtained by adding the non-cash expense back into the year to date net loss. Debt covenants were met with total days cash at 179 days and a YTD debt service coverage of 1.42. It was moved by Leon Kessel and seconded by Carrie Melcher to approve the financial report for February. Motion carried.

#### **XI. ACTION ITEMS**

A motion was made by Leon Kessel and seconded by Carrie Melcher to approve the recommendation to switch from Iowa Pathology Associates to Pathology Associates of Central Iowa. Motion carried.

A motion was made by Travis Miller and seconded by Carrie Melcher to approve the change of reference lab to Mercy Clinical Laboratory. Motion carried.

#### **XII. MEDICAL STAFF REPORT**

The medical staff approved the request to change lab medical director from Iowa Pathology to Pathology Labs of Central Iowa and reference lab from Pathology Laboratory and Quest to Mercy Laboratory. Staff are currently being trained on the new clinical protocols and rapid response. The medical staff will be reviewing possible changes to the medical staff bylaws. They are also developing changes to the peer review process.

#### **XIII. MEDICAL STAFF APPOINTMENT**

Following acknowledgment that the proposed appointment application of Paul Novak, MD to the DCH Medical Staff was recommended by the Medical Staff; Leon Kessel moved and Carrie Melcher seconded the motion. Motion carried.

#### **XIV. PAC POLICIES**

It was moved by Travis Miller and seconded by Carrie Melcher to approve the revised PAC policies and procedures as approved and recommended by the Professional Advisory Committee. Motion carried. (See minutes of the PAC meeting for a list of the said policies and procedures).

#### **XIV. ADJOURNMENT**

The meeting adjourned at 7:12 p.m.

---