

DECATUR COUNTY HOSPITAL BOARD OF TRUSTEES
MEETING MINUTES
MARCH 27, 2019
5:30 P.M.

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

ABSENT: Linda Chastain

OTHERS PRESENT: Mike Johnston (CEO), Tara Spidle (CFO), Amy Sherman (CNO), Jo Beth Smith (CHRO), Arlene Raney (CQO), Dr. Erika Brown (CMO), and Patty Armstrong (Mercy Rep – by phone)

I. CALL TO ORDER

Denise Elefson called the meeting to order at 5:30 p.m.

II. AGENDA APPROVAL

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

III. PUBLIC COMMENT

Guy Clark reported to the board on the positive experience of a surgical patient at Decatur County Hospital. Denise Elefson inquired as to why DCH had not participated in the previously held Lamoni Health Fair and encouraged the hospital to be a part of all future events to the extent reasonably possible.

IV. CONSENT AGENDA

It was moved by Larry Griffin and seconded by Sheri Frost to approve the following Consent Agenda items: (1) Meeting Minutes February 2019 (2) February Accounts Payable \$798,352.88 (3) February Payroll \$366,569 (4) Accounts Receivable Write-Offs February \$68,611.28.

V. MEDICAL STAFF REPORT

Dr. Wehling was unable to attend the meeting. The board was presented with the minutes from the March 19, 2019 meeting of the DCH Medical Staff with additional comments from Dr. Brown. Three (3) physicians were presented to the board for provisional appointment to the Medical Staff with one (1) additional physician for routine re-appointment. Five (5) providers were presented to the board to move from provisional appointment to full status. All eight (8) of these practitioners were previously approved by the Medical Staff at their regular meeting on March 19, 2019. Sheri Frost made a motion to approve the appointments, re-appointment, and status changes as described which Larry Griffin seconded. Motion carried.

VI. MERCYONE REPORT

Patty Armstrong gave the MercyOne Report.

VII. CEO UPDATE

Mike Johnston gave the CEO Update as follows:

- The preliminary results of the 2019 Community Health Needs Assessment (CHNA) were reviewed with the board members. The final report is currently being prepared by the hospital's vendor and will be posted to the hospital's website for public inspection and review upon completion.
- The exam tables for Dr. Pescatore's new clinic have been purchased and delivered. The board previously approved a purchase price of up to, but not to exceed, \$18,000 at their regular meeting on February 27, 2019. The final price of the tables, in aggregate, was \$11,019.90 (plus shipping); substantially below the approved amount.
- A tentative start date for Dr. Pescatore's uro-gynecological clinic has been set for May 14, 2019. Substantial marketing efforts will be undertaken in advance of that date.
- The renovations to the Outpatient Surgery area are complete from a construction standpoint. The room divider is on order and will be installed upon delivery.
- Quarterly Employee Town Hall Meetings were held on March 14, 2019 at 7:30am and 2:00pm. At the request of the nursing staff, an additional session was held on March 19, 2019 at 1030am for personnel unable to attend one of the first sessions previously described. Mike Johnston presented the hospital's strategic plan to the staff members at each session followed by a question and answer period on any topic brought up by the employees present. Attendance at these meetings was excellent and staff's willingness to participate has shown a marked increase.
- As part of the hospital's new strategic plan, an Employee Council is in the process of being created for Decatur County Hospital. The premise of this group is to allow direct and regular communication between hospital staff and the front-line members of the staff. The group will meet with the CEO on a monthly basis and is comprised entirely of non-managerial members. The application period for participation will close as of March 29, 2019 and the first meeting will be scheduled in April of 2019. To-date, fourteen (14) staff members have volunteered to serve on the council with representation from nearly all of the hospital's departments.
- On April 01, 2019, Mike Johnston, Arlene Ranes, and Julie Parmer will be meeting with representative from Premier Specialty Network (PSN) to investigate a large expansion of available outpatient clinic services. This expansion would serve many of community needs identified through the 2019 CHNA by offering previously unavailable services within Decatur County for which patients are otherwise going outside the county.
- On April 03, 2019, Mike Johnston will be meeting with a representative from MercyOne's Neurological Services to assess the possibility of a neurology clinic at DCH.

ACTION ITEMS:

1. Renovations to the Outpatient Clinic and existing Whirlpool Room. Given the influx of new providers and clinics to Decatur County Hospital, the existing Outpatient Clinic is running out of room to house providers, especially on days when multiple clinics are present concurrently. The existing hospital whirlpool room, currently being utilized for storage, shares a common wall with the Outpatient (OP) Clinic. In consultation with the hospital architect, a plan has been devised to open a door from the OP Clinic into the Whirlpool Room and renovate that space to become an additional clinic exam room. The plan has been approved by the State Fire Marshal's Office. Sheri Frost made a motion that the board approve up to, but not to exceed, \$30,000 for the cost of the project which was seconded by Travis Miller. Motion carried.
2. Under the current Fiscal Year (FY) 2019 budget, several pieces of exercise equipment in the Cardio-Pulmonary Rehabilitation Department are being replaced. Mike Johnston requested that the board allow the surplus and disposal of three (3) Nu-Steps which are no longer required. Guy Clark made a motion to approve this request with a second by Sheri Frost. Motion carried.

3. Mike Johnston discussed the three (3)-year Ignite the Patient Experience program with the board and requested their approval for the hospital to engage these services. Guy Clark made a motion to approve this request with a second by Larry Griffin. Motion carried.

VIII. FINANCIAL REPORT

Tara Spidle presented the financial report for February 2019.

Total Gross Revenue was \$1.97 million in February. Operating loss of \$55,119 in February, and a net gain of \$29,312 after taxes.

A motion was made by Travis Miller and seconded by Teri Foster to approve the financials for February 2019. Motion carried.

IX. CLINICAL SERVICES AND QUALITY REPORT

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

- Setting weekly goals in the Surgery Department.
- Submission of CMS Quality Data through Cerner.
- STEMI/ Stroke education will be rolled out to the staff in May of 2019.
- The new components of the CMAC to allow video assistance for intubations in the Emergency Department has arrived. Staff training was provided on March 26, 2019. Teresa Matthews, EMS Director, brought the equipment into the meeting and provided a short demonstration for the board.
- The low census requirement for RN staff has been eliminated.
- We currently have three (3) open positions for nurses, one (1) for a CNA, and one (1) for a nurse manager posted. Amy Sherman noted that applications have been received for each of these positions and interviews are being scheduled.
- A nursing skills survey has been sent out to the clinical staff and the results will be used to inform additional training as well as the contents of the annual Skills Fair to be held later this year.
- “Nurses in the Know” – real time education for staff
- Care Coalition meeting

X. HR UPDATES

Jo Beth Smith gave the HR Update.

- DCH welcomes our newest Admission Clerk, Carrie Craig, who began her employment on March 25, 2019.
- Appreciation was expressed for all the staff members who volunteered to take extra shifts, provide one-on-one sitter care for a patient, and assist in other departments throughout the month.
- Staff from Mercy One Centerville will be onsite at Decatur County Hospital on April 4 and 11, 2019 to conduct training on the Mercy culture program.
- The annual renewal of the hospital’s employee health insurance plan will be finalized this week. The expected cost increase to the hospital over the previous year is approximately 8.2%.
- Multiple staff members presented at the Central Decatur Career Day.

- The Employee Satisfaction Survey has been delayed until May 29 due to some technical issues experienced by the vendor.
- The next “Dine with DCH” will be held on April 30, 2019 at 5:30pm. Dr. Wehling will be presenting public education on vascular health entitled “Why Do My Legs Hurt”.

XI. ADJOURNMENT

The meeting adjourned at 7:06 p.m.

Sheri Frost, Secretary