

DECATUR COUNTY HOSPITAL BOARD OF TRUSTEES

MEETING MINUTES

October 23, 2019 – 5:30pm

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

OTHERS PRESENT: Mike Johnston (CEO), Tara Spidle (CFO), Arlene Ranes (CQO and Interim CNO), Jo Beth Smith (CHRO), Dr. Erika Brown (CMO), and Randy Hoffman (Seim Johnson).

**I. CALL TO ORDER**

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

**II. AGENDA APPROVAL**

Larry Griffin moved to approve the meeting agenda. Denise Elefson seconded the motion. Motion carried.

**III. PUBLIC COMMENT**

Dr. Brown commented on feedback received from a recent patient who received skilled care at Decatur County Hospital. The patient had a follow-up, post-operative examination in Des Moines. Their provider remarked that the wound care received at DCH was “the best he had seen”.

**IV. CONSENT AGENDA**

Teri Foster moved to approve the following Consent Agenda items with a second by Sheri Frost: (1) Meeting Minutes September 2019 (2) September Accounts Payable \$879,572.78 (3) September Payroll \$431,700.00 (4) Accounts Receivable Write-Offs September \$45,803.23. Motion carried.

**V. PRESENTATION OF ANNUAL AUDIT REPORT FOR FISCAL YEAR (FY) 2019**

Randy Hoffman from Seim Johnson presented the Board of Trustees with a DRAFT report of the annual audit conducted for FY 2019. A final report will be presented to the Board for its approval upon completion. Mr. Hoffman left the meeting following his presentation.

**VI. MEDICAL STAFF REPORT**

Dr. Wehling was not present at the meeting due to vacation.

**VII. MERCYONE REPORT**

No MercyOne Representative was present at the meeting.

**VIII. CEO UPDATE**

Mike Johnston gave the CEO Update as follows:

New Outpatient Clinic Updates:

- Neurology: This service line **will** open on November 18, 2019 and the Neurologist, Dr. Loutfi, will be on site for one (1) week each month. The originally planned October 2019 start date was a delayed because of the time required for the physician’s Iowa license to be processed by the state.

Other Updates/ Discussion:

- A formal, written report was presented to the Board of Trustees concerning the ransomware attack from October 07, 2019. Investigation concluded that the entry point of the attack was a known risk for which risk mitigation strategies had already been employed. As a result, the attack did **not** gain access to the hospital network and **no** network systems, protected health information (PHI), or confidential materials were accessed as a result.
- The HIPAA Security Risk Assessment approved by the Board in their September 2019 regular meeting has been scheduled. The process will commence on November 02, 2019 and will continue over an approximately eight (8) week period with completion on or before December 31, 2019.
- Wiring installation for the new telemetry system has begun on schedule as of October 21, 2019. It is estimated this portion of the project will require two (2) weeks to complete.

ACTION ITEMS:

- Purchase of Additional Cysto Set: Mike Johnston requested that the Board of Trustees approve the purchase of a second cysto set at a cost of \$9,945.47. This purchase is deemed necessary due to the increasing volumes in Dr. Pescatore's clinic as well as for use in Dr. Gallagher's planned clinic beginning in December of 2019 or January of 2020. The equipment requires sterilization between patients and the time required with only the existing one (1) set is prohibitive. Sheri Frost made a motion to approve the purchase. Guy Clark seconded. Motion carried.
- November 2019 Board of Trustees Meeting: On the existing schedule, the regular meeting of the Board of Trustees in November of 2019 falls on Wednesday, November 27; the day before Thanksgiving. Mike Johnston proposed that the meeting be moved to the following Wednesday, December 04, 2019. Sheri Frost made a motion to approve and Denise Elefson seconded. Motion carried.
- December 2019 Board of Trustees Meeting: With the exception of the regular meeting of the Board of Trustees to be held on December 04, 2019, no further regular meetings will be held in December of 2019. The next regular meeting of the DCH Board of Trustees is scheduled for January 22, 2020. Denise Elefson made a motion to approve with a second from Teri Foster. Motion carried.

**IX. FINANCIAL REPORT**

Tara Spidle presented the financial report for September 2019.

- Total Gross Revenue was \$2.126 million in September. Operating loss of \$50,273 in September, and a net gain of \$38,049 after taxes.

Guy Clark made a motion to approve the financials for September 2019 with a second from Travis Miller. Motion carried.

ACTION ITEM:

- Surplus Equipment: Tara Spidle requested that the Board approve the surplus of a Respiratory Therapy Vest that is no longer in use. Sheri Frost made a motion to surplus the equipment. Travis Miller seconded the motion. Motion carried.

**X. CLINICAL SERVICES AND QUALITY REPORT**

Arlene Raney presented the report on Clinical Services and Quality Improvement Initiatives.

- New Hires: 3 CNA's, 2 Travelers (1 ED, 1 Med Surg)
- Lexi-comp online resource now available to all clinical staff-replaces all nursing drug reference books, Google, Web MD, etc. Lexi-comp creates one (1) source of truth for all staff regarding drug information
- Sepsis: changed Sepsis Clinical Pathway to no longer read "on presentation to ED" Sepsis can occur on Med Surg or possibly surgery
- Phillips Heart Monitor update-wiring has started-technicians are on-site
- Surgery: added Radio Frequency Ablations to Jay Brewers procedure list
- Infusion: working on a Cancer Care gift for new patients
- Have added Surgery huddle on Tuesday mornings, Outpatient huddle on Monday morning.

**Quality:**

- Surgery: tracking SSI, updated our Anesthesia Consent forms to reflect recommendations from recent Peer Reviews, Surgery staff competencies held this week, review MH, Lipid Rescue, Sepsis, Sterilizers, Instruments, and OR scavenger hunt
- ED: Revamping and reorganizing our bedside cabinets for ease of use
- Pharmacy: used K-Centra this week-will audit all patients charts when this drug is used to make certain our documentation is in compliance, education on correct drawing of Vancomycin Troughs, will add "antibiotic time-out" to morning rounds
- Medication Scanning/Patient Scanning in all departments - continuing to monitor and address
- Med Surg/ED/PACU/Cardiac: Rehab-restructure crash carts house-wide on going, will add Trauma meetings and continue our ED meetings monthly
- Lab: Working on labeling all specimens at bedside ALWAYS
- Radiology: calling on-call staff in sooner to reduce turn-around-times

**XI. HR UPDATES**

Jo Beth Smith gave the HR Update.

NEW HIRES

- Sherry Cotton, weekend package night C.N.A.
- Kayla Pleimann, part-time C.N.A.
- Patricia Cena, full time night C.N.A.
- We have three (3) full time RN positions open and currently have travelers in place to help with the shortage.

The CD Preschool will be Trick or Treating at DCH on the 31<sup>st</sup>. Both the kids and staff enjoy this event.

**XII. ADJOURNMENT**

The meeting adjourned at 7:14 p.m.