

DECATUR COUNTY HOSPITAL BOARD OF TRUSTEES
MEETING MINUTES
October 28, 2020 – 5:30pm

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

ABSENT: Travis Miller

OTHERS PRESENT: Mike Johnston (CEO), Tara Spidle (CFO), Jo Beth Smith (CHRO), Shannon Erb (Director of Marketing and Business Development), Dr. Ed Wehling (Chief of the Medical Staff), Dr. Erika Brown (CMO), and Mike Trachta, (Vice-President, Network Affiliates – MercyOne)

I. CALL TO ORDER
Denise Elefson called the meeting to order at 5:30 p.m.
II. AGENDA APPROVAL
Guy Clark moved to approve the meeting agenda as presented. Sheri Frost seconded the motion. Motion carried.
III. PUBLIC COMMENT
Larry Griffin reported on a recent visit to the DCH Emergency Department (ED). He was very complimentary of the care received from the staff as well as Dr. Tessier. As part of his public comment, Mr. Griffin suggested an increase in size of the signs posted at the ED entrance instructing the public on how to gain entry to the facility for ease of reading and comprehension.
IV. CONSENT AGENDA
Larry Griffin made a motion to approve the following Consent Agenda items with a second by Guy Clark: (1) Regular Meeting Minutes September 2020 (2) September 2020 Accounts Payable \$1,158,992 (3) September 2020 Payroll \$708,200 (4) Accounts Receivable Write-Offs September 2020 \$108,691. Motion carried.
V. PRESENTATION OF DRAFT ANNUAL AUDIT REPORT – FISCAL YEAR (FY) 2020
Jeremy Behrens from Seim Johnson provided the Board of Trustees with the DRAFT Annual Audit Report for FY 2020. The Board will receive the FINAL report for their consideration and approval upon its completion. Mr. Behrens left the meeting following the conclusion of his presentation.
VI. MEDICAL STAFF REPORT
Dr. Wehling reviewed with the Board of Trustees the Medical Staff meeting from October 06, 2020. A copy of the written minutes of the meeting were provided to the Board members as part of their Board packet. Dr. Wehling detailed the recommendations of the Medical Staff with respect to the Medical Staff Appointments and changes for multiple providers from “Provisional” medical staff membership to “Full” status. The various physicians and providers are listed, along with their specific discipline or specialty, on the meeting agenda. The Active Medical Staff of Decatur County Hospital approved each one at their regular meeting on October 06, 2020 and made the recommendation to the Board of Trustees for final approval of the appointments et al. as presented. Sheri Frost made a motion to approve with a second from Guy Clark. Motion carried.
VII. MERCYONE REPORT
Mike Trachta was present at the meeting but did not arrive in sufficient time to present the MercyOne report.

VIII. PRESENTATION OF NEW HOSPITAL WEBSITE AND LOGO/ MARKETING REPORT

Shannon Erb reviewed for the Board the new hospital website as well as the revised hospital logo. Following a brief discussion, approval of the new site and logo was requested from the Board of Trustees. Sheri Frost made a motion to approve followed by a second from Guy Clark. Motion carried.

Shannon also presented the marketing report to the Board of Trustees. She provided them with an overview of current and planned marketing efforts as well as the results of several previous campaigns.

VIII. CEO UPDATE

Mike Johnston presented the CEO Update as follows:

Weekly Board Updates:

Beginning in October of 2020, Mike Johnston is providing weekly updates to the Board of Trustees via email each Friday afternoon. These updates provide information on various topics to include the status of hospital operations, special areas of concern or need, upcoming projects and/ or expenses, and other applicable issues. This effort is designed to not only keep the members of the Board of Trustees better informed, but also to do so in a manner that is much more “real-time” as opposed to waiting until each monthly meeting. The Board members present were queried as to any questions, comments, or concerns they had as to the process or content of the weekly updates. Positive comments about the new process were received.

Action Items:

- **Approval of Revised Organizational Chart:** The Board of Trustees was presented with a revised organizational chart. Larry Griffin made a motion to approve followed by a second from Sheri Frost. Motion carried.
- **Approval of Equipment for Spine Surgery:** A request was presented to the Board for the remaining items of equipment required for spinal surgeries at Decatur County Hospital. The total cost was \$16,713.05. Guy Clark made a motion to approve the purchase with a second by Teri Foster. Motion carried.
- **COVID Hazard Bonus for Hospital Employees:** Mike Johnston proposed to the Board of Trustees that a COVID Hazard Bonus be paid to all hospital employees with the exception of the senior administrators who would all be exempt. Under prescribed conditions discussed with the Board, full-time employees would be eligible for a one-time, gross bonus of up to \$1,000, part-time employees for up to \$500, and PRN employees of up to \$250. Mike Johnston reported that many of the employees have been called upon to make sacrifices as a result of the COVID pandemic both professionally and personally. For example, during the initial shut down of elective procedures back in April and May of 2020, many departments and personnel had their hours shortened in an effort to mitigate the change that large-scale service reductions or employee lay-offs would be required. As the hospital began to regularly see and treat COVID-positive patients, the risk to our staff members and their families at home only increased. The commitment and loyalty of the DCH employees to their community and to their hospital throughout is seemingly deserving of a tangible appreciation. The cost of paying the bonus as described (including the tax expense) was calculated to be \$82,120.55 and would be paid from the CARES Act funds. Linda Chastain made a motion to approve the COVID Hazard Bonus with a second from Sheri Frost. Motion carried.
- **November 2020 Board Meeting Date:** The regularly scheduled Board of Trustees meeting for November of 2020 would fall on November 25, the day before Thanksgiving. It was proposed that the meeting be moved to December 02, 2020. Sheri Frost made a motion to approve the change with a second by Teri Foster. Motion carried.
- **December 2020 Board Meeting:** With the exception of the approved change of the next regular meeting of the Board to December 02, 2020, it was proposed that no further regular meetings be held in 2020. The next regular meeting of the Board after December 02 would be January 27, 2021. Sheri Frost made a motion to approve followed by a second from Guy Clark. Motion carried.

VIII. FINANCIAL REPORT

Tara Spidle presented the financial report for September of 2020:

Total gross revenue was \$2.1 million in August. Operating loss of \$549,739 with a net loss in September of \$20,888. Larry Griffin made a motion to approve the financial report for September 2020 with a second from Linda Chastain. Motion carried.

IX. HR UPDATES

Jo Beth Smith provided the HR Update as follows:

Welcome To:

- Mark Mattes, Chief Nursing Officer (CNO) – starting November 23, 2020;
- Alexandria Jobe, AEMT – Ambulance;
- Stacy Greenland – Dietary Cook; and
- Teresa Redman – Medical Records Tech

Nancy Hiebing has been promoted to Business Office Supervisor.

A huge “thank you” to Melanie Hamaker, RN for her commitment to Decatur County Hospital. Melanie will continue to serve as Interim Director of Nursing until Mark Mattes starts full-time.

X. CLOSED SESSION

At 6:24 p.m., a roll call vote was called for the Board to go into closed session to discuss the following:

- Personnel: Iowa Code 21.5(1)(i)

The vote results were: Linda Chastain – aye; Denise Elefson – aye; Sheri Frost – aye; Guy Clark – aye; Teri Foster – aye; and Larry Griffin – aye. Those present in addition to the Board members were Mike Johnston and Mike Trachta. Mike Johnston left the room approximately half way through the closed session.

With a consensus of the Board members obtained to do so, the Board returned to open session at 6:58 p.m. The Board members present when the open session reconvened were Linda Chastain, Denise Elefson, Sheri Frost, Guy Clark, Teri Foster, and Larry Griffin. Mike Trachta was present in addition to the Board members.

After returning to open session, the question of the CEO’s compensation package for 2021 was called. Sheri Frost moved to approve with a second from Guy Clark. Motion carried by unanimous vote.

XII. ADJOURNMENT

The meeting adjourned at 7:08 p.m.


Sheri Frost, Secretary