

DECATUR COUNTY HOSPITAL BOARD OF TRUSTEES

MEETING MINUTES

April 22, 2020 – 5:30pm

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

ABSENT: Travis Miller

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

I. CALL TO ORDER

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

II. AGENDA APPROVAL

Guy Clark moved to approve the meeting agenda. Denise Elefson seconded the motion. Motion carried.

III. PUBLIC COMMENT

Linda Chastain reported that the public comment she has been hearing from the community has centered around how the hospital is doing and it's perceived level of readiness in relation to the COVID-19 pandemic.

IV. CONSENT AGENDA

Sheri Frost moved to approve the following Consent Agenda items with a second by Teri Foster: (1) Regular Meeting Minutes February 2020 (2) Special Meeting Minutes for March 25, 2020 (3) Special Meeting Minutes for April 15, 2020 (4) March Accounts Payable \$845,626.03 (4) March Payroll \$476,913 (4) Accounts Receivable Write-Offs March \$85,718.99. Motion carried.

V. MEDICAL STAFF REPORT

Dr. Brown gave the Medical Staff Report. She described staff training in the month of April for COVID-19-related surge ICU patients. Training was conducted earlier in the month, again last week, and with case simulations and hands-on experience on April 22, 2020. The next Medical Staff meeting will be held on May 19, 2020 at 8:30 a.m.

VII. MERCYONE REPORT

No MercyOne Representative was present at the meeting.

VIII. CEO UPDATE

Mike Johnston presented the CEO Update as follows:

- The hospital has received the funds for which it applied under the Payroll Protection Program as of April 21, 2020.
- A review of the status of our various Outpatient Clinics and their operational capacity during this time was made for the Board.
- Mike Johnston updated the Board on the status of the provider house. Due to the closure of schools related to the COVID-19 pandemic, the students have been unable to work on the house. In the interest

of protecting the investment, a local contractor was engaged to complete exterior work to include siding and gutters. With the house now fully enclosed from the elements, we will take a break from work to determine what the status of the students will be moving forward. Depending on what is decided, the hospital may have to undertake completion of the project without the use of the students. Further updates will be made as the situation evolves.

- The Board of Trustees had been previously provided with a copy of the Decatur County Hospital COVID-19 Surge Plan. Mike Johnston reported that a drill was conducted on April 21, 2020 in which one of the surge areas was completely set-up and each step of the process, equipment, and staffing examined for possible deficiencies. Valuable information was gleaned from this exercise which help in our preparedness efforts should a COVID-19-related patient surge occur.
- The DCH lab had its CLIA accreditation survey on March 13, 2020. It passed with zero (0) deficiencies cited.
- Decatur County Hospital welcomed Dr. Stephen Barnes to our ED and Med/ Surg provider team. This is the fourth (4th) physician recruited to DCH since February of 2019.
- Discussions are currently underway for a potential fifth (5th) physician to be added though this is not yet complete.

IX. FINANCIAL REPORT

Tara Spidle presented the financial report for March 2020.

- Total Gross Revenue was \$2.27 million in March. Operating loss of \$72,393 in March, and a net gain of \$19,787 after taxes.

Larry Griffin made a motion to approve the financials for March 2020 with a second from Teri Foster. Motion carried.

X. CLINICAL SERVICES AND QUALITY REPORT

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

- Reiterated surge ICU training described earlier by Dr. Brown and thanked Drs. Brown and Wehling for their valuable assistance.
- All available RN positions are now filled; no travelers remain.
- The Department of Inspection and Appeals has been conducting inspections of various facilities throughout Iowa with respect to their infection control procedures in light of the COVID-19 pandemic. Utilizing information received from other hospitals, documentation and additional resource material has been prepared for submission should DIA so request.
- Report on a patient success story – stroke patient who was administered TPA here at Decatur County Hospital and then transferred to Mercy. The same patient later returned for skilled care/ therapy and was found to have only minimal deficits as a result of the stroke.
- DAISY award nominations are currently being received. The nomination process will close on April 30, 2020.

Quality:

Quality metrics were reviewed with the Board of Trustees in the following areas:

- Average arrival to EKG time for chest pain patients; and
- Average time for stroke patients from arrival to CT.

XI. HR UPDATES
Jo Beth Smith gave the HR Update. <ul style="list-style-type: none">- All available RN positions have now been filled with the hire of Alicia Boswell, RN.- Zoie Lecy has been hired as Admissions Clerk.- While major layoffs have not been necessary as yet with respect to the loss of Outpatient Revenue due to COVID-19 restrictions, we have made some changes to staff hours, encouraged the use of PTO to reduce the financial liability from our financials, and had staff working in areas outside their usual departments when needed. These small steps have created reductions in our overall payroll expense to-date in April and will continue in the hopes of mitigating the necessity for large cuts down the road.
XII. ADJOURNMENT
The meeting adjourned at 6:06 p.m.

Sheri Frost, Secretary