

DECATUR COUNTY HOSPITAL BOARD OF TRUSTEES
MEETING MINUTES
September 23, 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. Erika Brown (CMO), Jeremy Behrens (Seim Johnson), and Beka Mendenhall (Guest/ Public).

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| I. CALL TO ORDER |
| Linda Chastain called the meeting to order at 5:30 p.m. |
| II. AGENDA APPROVAL |
| Mike Johnston requested two (2) amendments to the published meeting agenda adding “Action Item: Approval of Surgical Microscope Purchase” and “Action Item: Approval of Resolution Naming Depositories”. Teri Foster moved to approve the meeting agenda as amended. Sheri Frost seconded the motion. Motion carried. |
| III. PUBLIC COMMENT |
| <p>The following public comment was received from individuals present at the meeting:</p> <ul style="list-style-type: none">- Denise Elefson discussed two (2) visits to the DCH Emergency Department (ED) of which she had personal knowledge. She reported positive care experiences with both Dr. Brown and Dr. Hartung.- Teri Foster commented on compliments and positive remarks she had received on Dr. Stritholt (Orthopedic Surgeon) and the quality of his care.- Sheri Frost described the positive experiences at Decatur County Hospital of family members.- Larry Griffin stated he had received positive comments on DCH’s new ambulance. He also recounted an incident in which an acquaintance of his had been paying a substantial sum of money for transport to frequent therapy visits at Ringgold County Hospital. As a resident of Decatur County, this individual was able to take advantage of the free community transportation program and now attends therapy at Decatur County Hospital. |
| IV. CONSENT AGENDA |
| Denise Elefson made a motion to approve the following Consent Agenda items with a second by Guy Clark: (1) Regular Meeting Minutes August 26, 2020 (2) August 2020 Accounts Payable \$752,409.25 (3) August 2020 Payroll \$454,251.00 (4) Accounts Receivable Write-Offs July 2020 \$0.00. 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. Brown presented the Medical Staff Report as Dr. Wehling was absent on a previously planned vacation. The Board of Trustees received information on the known current development state of the COVID-19 vaccine and tentative plans for community distribution. The next regular meeting of the DCH Medical Staff is scheduled for Tuesday, October 06, 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:

Outpatient Clinic Updates:

- **Gynecology:** Taylor Kohlway, Occupational Therapist (OT) completed her training and achieved certification in the conduct of pelvic floor rehabilitation. This new service line will tentatively open in October of 2020 and represents a significant expansion of our women's services here at DCH.
- **Orthopedics:** Beginning in October of 2020, Dr. Stritholt will be on-site on a weekly basis – every Monday as well as the second (2nd) and fourth (4th) Tuesdays.
- **Dermatology:** Also beginning in October 2020, the Dermatology clinic will increase its frequency by one (1) additional day per month. Ashley Brown will hold clinic at Decatur County Hospital on the first (1st), second (2nd), and third (3rd) Wednesday of each month.
- **Rheumatology:** Rheumatology will add an extra day per month to the current clinic schedule beginning in December 2020. Elizabeth Allen will be on-site on the first (1st) Wednesday as well as the second (2nd), third (3rd), and fourth (4th) Monday.
- **Spine:** Dr. Foster completed his first spine surgery at DCH on September 10, 2020. He is at the hospital on the second (2nd) and fourth (4th) Friday of each month and continues to draw double-digit patient loads. Several more surgical candidates are in the process of scheduling and/ or medical clearance. In addition, Dr. Foster and Dr. Wehling will jointly participate in/ conduct a first-of-its-kind surgical procedure here at Decatur County Hospital. This surgical candidate is currently in the process of final medical clearance with the procedure tentatively scheduled for late October or early November 2020.
- **Outpatient Clinic Visits:** Looking at the first two (2) months of FY 2021 (July and August 2020), Outpatient Clinic visits are up a rounded 32% over the same period in the previous fiscal year.

Price Transparency: Price transparency regulations from the federal government are currently schedule to be effective as of January 01, 2021. This matter was previously discussed with the Board of Trustees, to include educational and reference material, at the regular meeting on February 26, 2020. Since that time, three (3) software systems to enable compliance have been vetted by the hospital administration. As of September 14, 2020, PARA Healthcare Analytics was engaged to implement their software solution. Implementation is estimated to take sixty (60) calendar days indicating a go-live somewhere in mid- to late November of 2020. The final cost in Year One (1), which includes the implementation fee, is \$18,750. The on-going maintenance fee for each year thereafter is \$9,000. The other two (2) vendors vetted in this process had Year One (1) fees of \$66,000 and \$33,280 with ongoing annual maintenance fees of \$42,000 and \$17,280 respectively. The PARA Healthcare Analytics software was found to be fully functional and comparable to applicable components of the other systems yet represented a significant cost savings making it the logical choice.

Other Updates:

- Equipment necessary for Dr. Foster's surgical practice totaling \$27,981.79 was ordered on August 28, 2020 with the approval of the Board Executive Committee.

- The Board of Trustees was briefed on upcoming equipment purchases related to both Orthopedics and Spine that will likely be required before the end of calendar year 2020.

Action Items:

- **Resolution Naming Depositories:** This resolution was updated on the advice of the hospital auditors to authorize an increase for hospital funds that may be deposited at any one (1) approved financial institution from the current \$8 million to \$10 million. Larry Griffin made a motion to approve the resolution. Denise Elefson made a second. Motion carried.
- **Purchase of Surgical Microscope for Spine Surgery:** DCH entered into a rental agreement with Prescott's, Inc. to supply a surgical microscope to the specifications required by Dr. Foster for his procedures. The rental cost of the equipment is \$5,000 per month. The vendor applies the first three (3) months of rental to the purchase price of the microscope, to include the freight charge (to and from). The freight charge of \$2,700 was part of the upfront acquisition costs of the rental unit. Rental fees after the first three (3) months do not apply to the purchase price. After credits for the first two (2) months of rental (to include the freight costs previously mentioned), the final purchase price is \$50,900. Sheri Frost made a motion to approve the purchase with a second by Guy Clark. Motion carried.
- **Approval of Revised Organizational Chart:** The Board of Trustees was presented with a revised organizational chart. Guy Clark made a motion to approve followed by a second from Teri Foster. Motion carried.
- **Tax Credit Request:** A proposal was submitted from the Leon Chamber of Commerce/ LCDC that the hospital waive their portion of the property tax due for a house on North Main Street scheduled for demolition. Decatur County and the Central Decatur School District had already approved a waiver of their portion of the tax revenue. For Decatur County Hospital, the total waiver amount was \$156.82 representing the aggregate of property tax due in 2018 and 2019. The issue was discussed in further detail and submitted to the Board for their approval. Sheri Frost made a motion to waive the tax revenue as previously described with a second by Denise Elefson. Motion carried.

VIII. FINANCIAL REPORT

Tara Spidle presented the financial report for August of 2020:

Total gross revenue was \$2.60 million in August. Operating gain of \$47,074.00 with a net gain in August of \$177,124.00.

Larry Griffin made a motion to approve the financial report for August 2020 with a second from Teri Foster. Motion carried.

IX. HR UPDATES

Jo Beth Smith provided the HR Update as follows:

Welcome To:

- Elizabeth Graham – Dietary Cook; and
- Courtney Cloninger, RN Exempt – Ambulance

Brandi Oesch, RN has accepted the position of Surgery Director for Decatur County Hospital following the resignation from that position by Arlene Ranes on September 14, 2020.

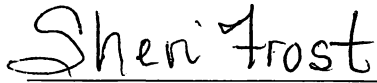
Elise Wells, RN will be moving from PRN status to full-time and will join the surgery department on October 08, 2020.

X. MARKETING REPORT

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

XII. ADJOURNMENT

The meeting adjourned at 7:18 p.m.



Sheri Frost, Secretary