

DECATUR COUNTY HOSPITAL BOARD OF TRUSTEES

MEETING MINUTES

April 28, 2021 – 5:30pm

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

OTHERS PRESENT: Mike Johnston (CEO), Tara Spidle (CFO), Mark Mattes (CNO), Jo Beth Smith (CHRO), Shannon Erb (Director of Marketing and Business Development), Dr. Ed Wehling (Chief of the Medical Staff), and Dr. Erika Brown (CMO).

I. CALL TO ORDER

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

II. AGENDA APPROVAL

Teri Foster made a motion to approve the agenda as presented with a second from Beka Mendenhall. Motion carried unanimously.

III. PUBLIC COMMENT

Guy Clark mentioned a close relative who was treated through the Emergency Department at DCH as well as by Dr. Gallagher in the Outpatient Clinic. Great care was received throughout. Linda Chastain discussed the new traffic flow used to conduct the Wellness Week health screenings for the community and how much better it seemed to work. She also relayed a patient compliment as to the care provided by Dr. Wehling. Denise Elefson provided comments she had received from a member of the DCH Community Advisory Council (CAC) on the positive direction in which the hospital was moving. Positive comments were also relayed with regards to Dr. Stritholt (Orthopedics).

IV. CONSENT AGENDA

Linda Chastain made a motion to approve the following Consent Agenda items with a second by Sheri Frost: (1) Regular Meeting Minutes March 2021 (2) March 2021 Accounts Payable (AP): \$965,921.00. (3) March 2021 Payroll: \$725,223.00 (4) Accounts Receivable Write-Offs March 2021: \$0.00. Motion carried unanimously.

V. MEDICAL STAFF REPORT

Dr. Wehling provided the Medical Staff update to the Board of Trustees as follows:

- There was no meeting of the Medical Staff in April of 2021;
- Mark Mattes and Melanie Hamaker have been working diligently on supply organization in both the Emergency Department (ED) and on Med Surg. Both areas are greatly improved as a result;
- The development of mock trauma codes for staff practical exercises is currently underway;
- We have several cervical (neck) surgical procedures in the scheduling process for Dr. Foster which will represent additional advancement of our capabilities here at Decatur County Hospital; and
- Increased focus on case management in the ED to include severe sepsis and other life threatening conditions.

VI. MERCYONE REPORT

There was no MercyOne representative present at the meeting.

VII. CEO UPDATE

Mike Johnston presented the CEO Update as follows:

Mike inquired of the Board members if there were any questions or follow-up needed from any of the weekly Board updates which had been distributed since the previous regular meeting of the Board of Trustees. None were received.

ACTION ITEMS:

- **Resolution Authorizing and Approving Lowering the Interest Rate on Outstanding Indebtedness and Approving the Execution and Delivery of Related Documents.** Mike Johnston presented the Board of Trustees with the refinancing proposal from Great Western Bank on the Series 2011A and 2011B revenue bonds that financed the construction of the existing hospital. We are at the ten (10) year mark in the repayment of these bonds, halfway through the total twenty (20) year period, and have the opportunity to refinance the debt. This allows us to take advantage of substantially lower interest rates currently available versus the 2011 rates. In addition, due to our excellent payment history, Great Western Bank is willing to reduce the required debt service fund freeing up additional monies that will be reinvested to reduce the outstanding debt load. Linda Chastain made a motion to approve the resolution as presented with a second from Guy Clark. The motion passed unanimously.
- **Resolution Ordering the Outpatient Services Building Construction Project, Public Hearing on the Plans, Specifications, and Form of Contract and Estimated Total Cost of Construction, Ordering the Publication of Advertisement for Bids (Notice to Bidders) and Notice of Hearing and Setting the Time and Place for Receipt of Bids.** Mike Johnston reviewed for the Board of Trustees the proposed hospital expansion that will include a second (2nd) Operating Room (OR) and 7800 square feet of new outpatient clinic space. The new area will house eighteen (18) exam rooms, including two (2) procedure rooms, additional provider offices, and a much larger waiting area. As volumes have risen dramatically along with the number of providers and specialties now being offered at DCH, we have quite simply run out of room in the existing Outpatient Clinic space. The new building will be financed through revenue bonds and will in no way impact the current tax levy on our community. The proposed resolution authorizes the project to commence and both directs and empowers the Chief Executive Officer to complete the public improvement requirements under the laws of the State of Iowa and to undertake all other necessary actions related to the project. Sheri Frost made a motion to approve the resolution as presented and Teri Foster made the second. Motion carried unanimously.
- **Approval of Storage Building Construction Project.** In undertaking the new Outpatient Clinic building project outlined above, it will be necessary for the old ambulance bay located on the southeast portion of the hospital property to be demolished. Mike Johnston proposed that a new storage facility be built across Church Street from DCH (the site of the old clinic building) to allow for storage of multiple materials including pandemic-related supplies and personal protective equipment (PPE) reserves, Plant Operations machinery and tools, and other hospital-owned equipment/ vehicles. The cost of this project was estimated at \$128,450.00. Mike requested that the Board authorize the expenditure of up to that amount to complete this project. Larry Griffin made a motion to approve the construction up to the estimated cost amount with a second from Sheri Frost. The motion passed unanimously.
- **Purchase of Anesthesia Machines.** The hospital has received quotes to replace its two (2) existing anesthesia machines with new units. After demonstrations and consultation with providers and staff, the Mindray-brand units were selected at a total cost of \$88,618.95. Mike Johnston requested that this

purchase be authorized by the Board. Sheri Frost made a motion to approve the acquisition with a second made by Teri Foster. Motion carried unanimously.

VIII. FINANCIAL REPORT

Tara Spidle presented the financial report for March 2021:

Total gross revenue was \$3.1 million in March. March had an operating loss of \$73,672 (mostly due to the three (3)-payroll month) with a net gain of \$15,072. The month of March set new records in multiple areas of performance to include gross revenue, MRIs, CT scans, surgical procedures, sleep studies, outpatient clinic visits, and total outpatients. Larry Griffin made a motion to approve the financial report for March 2021 with a second from Linda Chastain. Motion carried unanimously.

IX. CLINICAL SERVICES AND QUALITY REPORT

Mark Mattes provided the Board with a report and update on current clinical initiatives as follows:

- American College of Cardiology – Chest Pain Center Accreditation Process;
- Iowa Maternal Quality Care Collaboration – training on obstetrical care for the Emergency Department (ED) staff;
- Forty (40) bicycle helmets were given out at an event in Leon during the month. A similar event is currently being scheduled in Lamoni for an additional forty (40) helmets to be distributed;
- Central Decatur High School job shadow program; and
- The Daisy Award will be presented at the end of Hospital Week on Friday, May 14, at 12:00pm.

Quality Report:

The Quality Committee approved current quality assurance/ performance improvement (QAPI) measures as of March 23, 2021. The measures reviewed were based upon high volume, high-risk, and/ or departmental problem-prone areas.

Mark Mattes reported to the Board of Trustees on the following performance metrics for March 2021:

- Medical error tracking;
- Adverse drug events;
- Blood incompatibility;
- Foreign objects retained after surgery;
- Air embolisms;
- Stage III or IV pressure ulcers;
- Catheter-associated urinary tract infections (CAUTIs);
- Central line-associated bloodstream infections (CLABSIs);
- Surgical Site Infections (SSIs);
- Hospital-Acquired Infections (HAIs); and
- Clostridioides difficile (C-DIFF) infections.

In furtherance of the hospital's antibiotic stewardship program, an antibiotic "time-out" is now being performed as part of morning patient rounds to evaluate the patient's need for continued antibiotic treatment on a daily basis.

X. HR UPDATES

Jo Beth Smith provided the HR Update as follows:

- Discussion of activities planned for Hospital Week (May 10 – May 14, 2021);
- Welcome to our new employees: Robin Davidson, RN (Care Coordinator) and Kami Edmunds (Admit Clerk/ Outpatient Clinic Assistant);
- The Employee Engagement Survey opened on Monday afternoon (April 27) and as of today, 25% of the employees have responded. Results are expected to be available in the later summer of 2021; and
- On Thursday May 6, the Hospital Auxiliary will be having a Thelma Saxton Chicken Dinner fundraiser. Tickets are available.

XI. MARKETING REPORT

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

Additional Updates:

- DCH now has six (6) videos live via the website with two (2) more to be published in the next couple of weeks;
- Iowa Barrier Removal Grant; and
- Activities planned with Senior Life Solutions for the upcoming Mental Health Awareness Month (May 2021).

XII. ADJOURNMENT

The meeting adjourned at 6:36 p.m.

Guy Clark, Secretary