

DECATUR COUNTY HOSPITAL BOARD OF TRUSTEES
MEETING MINUTES
February 24, 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

Larry Griffin made a motion to approve the meeting agenda and Teri Foster made the second. Motion carried unanimously.

III. PUBLIC COMMENT

Linda Chastain had both comments and questions concerning the hospital's COVID-19 protocol for visitors and patients. A brief discussion followed. Denise Elefson indicated that she has achieved her Trustee Certification via the Iowa Hospital Association (IHA) and Sheri Frost stated that she has completed the requirements for re-certification. Sheri also encouraged all members of the Board of Trustees who have not undertaken the IHA Board Certification program for Trustees to do so.

IV. CONSENT AGENDA

Sheri Frost made a motion to approve the following Consent Agenda items with a second by Linda Chastain: (1) Regular Meeting Minutes January 2021 (2) January 2021 Accounts Payable (AP): \$2,233,017.92. (3) January 2021 Payroll: \$482,881.00 (4) Accounts Receivable Write-Offs January 2021: \$4,985.16. Motion carried unanimously. It was noted for the Board that of the total AP Expense for January of 2021, \$1,350,000.00 represents certificate of deposit (CD) transfers. Excluding these transactions, the actual Accounts Payable expense for January 2021 was \$883,017.92.

V. PUBLIC HEARING – PROPOSED COUNTY BUDGET FOR FISCAL YEAR (FY) 2022

Denise Elefson opened the public hearing on the proposed county budget for FY 2021 at 5:35pm. She stated that timely notice of the hearing had been published in the Leon Journal-Reporter as of February 10, 2021. Ms. Elefson asked the assembled members of the Board of Trustees if any objections or comments had been received either in writing or verbally from the public. No such comments or objections were reported. She further inquired as to whether or not there were any comments or discussion from the public as to the proposed FY 2021 county budget. No comments or discussion were presented and, as such, the public hearing was closed. Linda Chastain made a motion to approve the Fiscal Year 2022 County Budget with a second received from Rebekah Mendenhall. Motion carried unanimously.

V. MEDICAL STAFF REPORT

Dr. Wehling presented the Medical Staff Report to the Board of Trustees. There was no meeting of the Medical Staff in February of 2021 and the next regular meeting is scheduled for March 16, 2021. As a result, there were

no medical staff appointments, re-appointments et al to present for Board approval. Dr. Brown noted that the new chemistry analyzer is now in service in the DCH Laboratory. This unit allows for substantially more testing capacity (quantity and variety of tests) than the previous machine and has the added benefit of increasing the speed at which results are available in most cases.

VI. MERCYONE REPORT

There was no MercyOne representative present at the meeting.

VII. CEO UPDATE

Mike Johnston presented the CEO Update as follows:

Utilizing data from the Iowa Hospital Association (IHA), Mike Johnston presented an analysis of the local/regional outpatient market and Decatur County Hospital's share thereof. Comparisons were also made between fiscal year (FY) 2019 and FY 2020.

The Board of Trustees was presented with the results (current through February 23, 2021) of the latest community survey. It will remain open through March 08, 2021 with final results provided to the Board after that date.

Action Items:

- **Authorization for Disposal of Capital Equipment:** Mike Johnston informed the Board that inquiries have been received concerning the purchase of the hospital's I-Stat unit. Due to enhanced capabilities from recent lab equipment acquisitions, the original need for the I-Stat is no longer as prevalent and it has fallen out of regular use. It was requested that the Board authorize the CEO to sell the equipment at his discretion. Sheri Frost made a motion to approve the authorization requested with a second from Guy Clark. The Board added a caveat to the sale of the I-Stat that the Chief Executive Officer discuss any potential need to retain the unit prior to the sale with the Medical Staff. Motion carried unanimously.

VII. FINANCIAL REPORT

Tara Spidle presented the financial report for January 2021:

Total gross revenue was \$2.33 million in January. January had an operating loss of \$239,553 with a net loss of \$148,116.

The loan forgiveness application under the federal Payroll Protection Program (PPP) has been submitted to Great Western Bank (GWB) as of January 25, 2021. GWB has up to sixty (60) days in which to process the application before submitting it to the United States Small Business Administration (SBA) for final forgiveness approval.

In compliance with federal regulations, pricing transparency as provided by PARA Healthcare Analytics is now live and available for hospital consumers via the website.

Larry Griffin made a motion to approve the financial report for January 2021 with a second from Linda Chastain. Motion carried unanimously.

VIII. CLINICAL SERVICES AND QUALITY REPORT

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

- Reviewed statistics regarding the number of COVID-19 patients treated in the Emergency Department through February 2021, the quantity of COVID vaccines administered to staff, and the number of

patients who have been treated (or declined treatment) with monoclonal antibodies for COVID-19 to-date.

- The Philips VS30 Vital Sign machines have been delivered and are ready for use. Staff in-service training on the new equipment is also complete.
- The project for the standardization of crash carts throughout the facility is now complete.
- A Nursing Student Scholarship Program is presently in development to increase recruiting efforts.
- Taylor Purdy, LPN has been hired for Med/Surg. She graduates with her registered nurse (RN) degree in June of 2021.
- Annual nominations for the Daisy Award are being solicited from the public and staff. This award recognizes nurses who provide skillful and compassionate care every day, every time.
- The hospital is in the process of applying for a bicycle helmet distribution grant from the Iowa Advisory Council on Brain Injuries. This grant, if received, will allow for the acquisition of forty (40) bicycle helmets. Decatur County Hospital will match the grant and purchase an additional 40 helmets at the hospital's expense, thus raising the available number to eighty (80) in aggregate. These helmets will be distributed free of charge within the community at event(s) to be determined after grant is awarded.
- Discussed potential expanded nursing recruitment options;
- Gave an update on the new employee orientation program for nursing; and
- Stated that Mia Hutchinson (LPN) had recently been hired. Her orientation begins on 02-01-2021.

Quality Report:

- Mark discussed with the Board of Trustees the ongoing revisions and modifications to the hospital's Quality Assurance/ Performance Improvement (QAPI) plan.
- Additional information will be presented to the Board following the meeting February (25th) and March 2021 meetings of the QAPI Core Committee.

IX. HR UPDATES

Jo Beth Smith provided the HR Update as follows:

- A traveling nurse will be starting the first week of March in the Emergency Department (ED).
- Two (2) registered nurses (RNs) – one (1) for day shift and one (1) for night shift – from the Med/Surg unit are currently training in the ED.
- A licensed practical nurse (LPN), who is soon to be an RN, has been hired for the open night shift position. She will start on a PRN basis and, once her registered nurse training is completed, she will join the DCH staff full-time in that capacity.
- The Auxiliary reopened the gift shop as of January 25, 2021 based on the hospital's revised COVID-19 restrictions.
- Wellness Week has been rescheduled for an as yet to be determined date in March of 2021.

X. 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.

XI. CLOSED SESSION

At 7:09pm, a roll call vote was called for the Board to go into closed session to discuss the following:

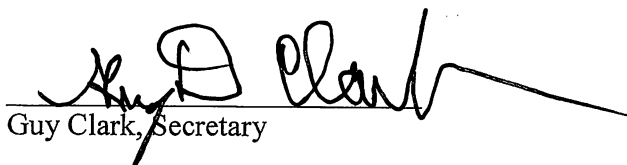
- Marketing Strategies and Similar Proprietary Information: Iowa Code 21.5(1)(L)

The vote results were: Denise Elefson – aye; Sheri Frost – aye; Guy Clark – aye; Linda Chastain – aye; Teri Foster – aye; Larry Griffin – aye; and Rebekah Mendenhall – aye. Those present in addition to the Board members were Mike Johnston (CEO), Tara Spidle (CFO), Mark Mattes (CNO), Jo Beth Smith (CHRO), Shannon Erb (Marketing and Business Development), Dr. Erika Brown (CMO), and Dr. Ed Wehling (Chief of the Medical Staff).

With a consensus of the Board members to do so, the Board returned to open session at 7:22pm. The Board members present when the open session reconvened were Linda Chastain, Denise Elefson, Sheri Frost, Guy Clark, Teri Foster, Larry Griffin, and Rebekah Mendenhall. The additional hospital personnel listed immediately above were also all present when the open session reconvened. No action was required of, nor taken by, the Board of Trustees upon return to open session.

XI. ADJOURNMENT

The meeting adjourned at 7:22 p.m.


Guy Clark, Secretary