

DECATUR COUNTY HOSPITAL BOARD OF TRUSTEES

MEETING MINUTES

August 25 2021 – 5:30pm

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

ABSENT: Linda Chastain

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), Dr. Erika Brown (CMO), and Mike Trachta (MercyOne).

**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 agenda as presented and Rebekah Mendenhall made the second. Motion carried unanimously.

**III. PUBLIC COMMENT**

Denise Elefson reported that the Lamoni Emergency Medical Technician (EMT) class is off to a good start.

**IV. CONSENT AGENDA**

Sheri Frost made a motion to approve the following Consent Agenda items with a second by Teri Foster (1) Regular Meeting Minutes July 2021\* (2) July 2021 Accounts Payable (AP): \$1,313,738.17. (3) July 2021 Payroll: \$511,139.00 (4) Accounts Receivable Write-Offs July 2021: \$60,717.12. Motion carried unanimously.

\*In reviewing the draft minutes of the July 2021 regular meeting of the Board of Trustees, a small error was noted in Section XII (Marketing Report) wherein “Leon” was inadvertently used to reference the City of Lamoni. The Board approval of the minutes was predicated on the correction of this error prior to final publication.

**V. MEDICAL STAFF REPORT**

Dr. Wehling provided the Medical Staff update to the Board of Trustees. There was no meeting of the Medical Staff in August of 2021. Updates from the July 2021 Medical Staff meeting were previously presented to the Board of Trustees at their regular meeting in the same month.

**VI. MERCYONE REPORT**

Mike Trachta presented the MercyOne Report. Candace Jordan, Pharmacy Market Director for MercyOne will be the new liaison for Decatur County Hospital from the network.

**VII. CEO UPDATE**

Mike Johnston presented the CEO Update as follows:

An update on the project timeline for the new Outpatient Clinic Building was provided. Milestone dates are listed below:

- **September 07, 2021:** Shive-Hattery (architects) will issue the required bid documents to contractors in a manner consistent with the requirements of Iowa law.
- **September 15, 2021:** Notice will publish in the newspaper of the public meeting on the project. State law requires the notice be published at least four (4) days but not more than twenty (20) days prior to the meeting date in a newspaper of general circulation in the city where the project is located. The applicable newspaper for this meeting notice is the Leon Journal-Reporter.
- **September 16, 2021:** DCH will host a meeting for interested contractors to come on site, review the physical location, ask questions etc.
- **September 29, 2021:** On this date at 2:00pm, the bids received will be opened before an audience of any of the submitting contractors who wish to be present (whether on site or virtually).
- **September 29, 2021:** The Board of Trustees will hold a public meeting on the project beginning at 5:30pm on this date. Once the public meeting is closed, bids will be presented to the Board for review and a decision to accept or reject.
- **October 15, 2021:** Estimated project commencement date.

Other Updates:

- Neurology: The contract approved by the Board at the July 2021 meeting has been concluded and signed with Dr. Loutfi. The new contract is effective as of October 01, 2021.
- New Storage/ EMS Sleep Building Construction: This project is going well and completion is expected on or around October 01, 2021.
- Evaporator Tube Replacement: Component part replacement is complete and the new equipment appears to be operating normally.
- Annual Fiscal Year (FY) 2021 Audit: Auditors from Seim Johnson will be on site at DCH beginning Tuesday, August 31 2021 and are estimated to conclude as of Thursday, September 02, 2021. At their regular meeting in October of 2021, the Board of Trustees will receive the draft report/ results.

**IX. FINANCIAL REPORT**

Tara Spidle presented the financial report for July 2021:

Total gross revenue was \$2.75 million in July. July had an operating gain of \$12,789 with a net gain of \$105,821. Larry Griffin made a motion to approve the financial report for July 2021 with a second from Guy Clark. Motion carried unanimously.

**X. 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: Our application process is now 42% complete. Community education efforts required by the program are currently underway and include both in-person and web-based initiatives.
- Ongoing staff education initiatives;
- The Johnson and Johnson COVID vaccine continues to be available to hospital patients in the emergency department (ED) and on the Med Surg floor upon request; and
- Professional Advisory Committee (PAC).

Quality Report:

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

- 30-day readmissions;
- 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);
- Clostridioides difficile (C-DIFF) infections; and
- Antibiotic “time-outs” performed during morning patient rounds.

In addition to the information reviewed above, Mark provided the Board members each with a written copy of the total hospital performance improvement metrics (by department) current through the end of July 2021.

## **XI. HR UPDATES**

Jo Beth Smith provided the HR Update as follows:

- Reviewed a report on hospital employee turnover looking at 2018 to the present (July) in 2021;
- Congratulations to Logan Wilson who has accepted the position of Ambulance Director for the hospital;
- Lashell Thomas from Radiology has been accepted into the ultrasound tech program at Mercy College of Health Science in Des Moines. She will continue to work while attending school.

## **XII. 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:

- The Leon “Back-to-School” event went very well. It was attended by one hundred seventy-six (176) kids and eighty (80) parents for a total of two hundred fifty-six (256) people. The DCH Dietary Department served one hundred eighty-seven (187) meals during the event.

## **XIII. ADJOURNMENT**

The meeting adjourned at 6:11 p.m.

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Guy Clark, Secretary