

DECATUR COUNTY HOSPITAL BOARD OF TRUSTEES

MEETING MINUTES

January 26, 2022 – 5:30pm

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

ABSENT: None

OTHERS PRESENT: Mike Johnston (CEO), Tara Spidle (CFO), Kelly Barker (CNO), Jo Beth Smith (CHRO), Shannon Erb (Director of Marketing and Business Development), Dr. Erika Brown (CMO), Dr. Ed. Wehling (Chief of the Medical Staff), and Candy Jordan (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 and Guy Clark made the second. Motion carried unanimously.

III. PUBLIC COMMENT

Teri Foster reported on a positive experience of which she was aware with the DCH Surgical Staff and Dr. Wehling.

IV. CONSENT AGENDA

Teri Foster made a motion to approve the following Consent Agenda items with a second by Linda Chastain (1) Regular Meeting Minutes December 2021 (2) November/ December 2021 Accounts Payable (AP): \$1,039,353.00 (Nov)/ \$1,288,275.00 (Dec). (3) November/ December 2021 Payroll: \$495,768.00 (Nov)/ \$599,293.00 (Dec) (4) Accounts Receivable Write-Offs November/ December 2021: \$138,098.00 (Nov)/ \$14,337.00 (Dec). Motion carried unanimously.

V. MERCYONE REPORT

Candy Jordan presented the MercyOne Report.

VI. MEDICAL STAFF REPORT

Dr. Wehling gave the Medical Staff Report with information as follows:

- The Medical Staff held its regular meeting on January 19, 2022.
- Dr. Wehling reported the recommendations of the Active Medical Staff with respect to the appointments and reappointments of various providers and physicians as detailed on the Board meeting agenda. The Active Medical Staff of Decatur County Hospital approved each one at their regular meeting in January 2022 as described above and made the recommendation to the Board of Trustees that they grant final approval of the appointments et al as presented. They are as follows:

Medical Staff Appointments:

Haroon Ferhut, MD (Emergency Department)

Kymerly Life, DO (Emergency Department)
Amanda Moreno, DO (Emergency Department)

From Provisional to Full Status:

Maria Askew, ARNP (ITP)
Sandra Hill, ARNP (Cardiology)
Paul Novak, MD (Emergency Department)

- The Medical staff conducted their annual review of the Medical Staff Bylaws at the January 2022 regular meeting with brief revisions made. Dr. Wehling confirmed that the Active Medical Staff unanimously approved the revised Bylaws at the same meeting.
- Discussed continued difficulties with available beds at tertiary transfer centers.

ACTION ITEM(S):

Approval of Medical Staff Appointments et al: Teri Foster made a motion to approve and Linda Chastain made the second. Motion carried unanimously.

VII. CEO UPDATE

Mike Johnston presented the CEO Update to the Board of Trustees as below:

CMS Vaccine Mandate – update on progress. Not including Board and Auxiliary members, we are a rounded 85% complete as of January 26, 2022. Staff has until end of business on January 28, 2022 to comply.

Community Transportation Project – January 14, 2022 marked the end of our second (2nd) full year of operations for this program. As of that date:

- 4,518 total rides provided (2018 in Year 1, 2500 in Year 2)
- 277 total passengers
- 65,511 miles driven (29,416 in Year 1, 36,095 in Year 2)
- Year 1 operational cost (Excludes Van Purchase): \$46,019.80
- Year 2 operational cost: \$54,861.36
- Increase in operational cost due primarily to increased mileage, higher gas prices, and maintenance

New ENT Clinic – Dr. Close held her first clinic at DCH on January 25, 2022 with fifteen (15) patients.

ACTION ITEM(S):

Annual Review and Approval of Medical Staff Bylaws: As previously noted by Dr. Wehling, the Active Medical Staff of Decatur County Hospital approved their Bylaws at their regular meeting in January of 2022. Linda Chastain made a motion to approve the Bylaws as presented with a second by Rebekah Mendenhall. Motion carried unanimously.

Annual Review and Approval of Board Bylaws: The Board of Trustees conducted the required annual review of their Bylaws with one (1) change initiated. The term for Board members serving on standing committees increased from one (1) year to two (2) with assignments to run concurrently with years in which officer elections are held. Teri Foster made a motion to approve the Bylaws as revised and Larry Griffin made the second. Motion carried unanimously.

Review and Approval of USDA Community Facilities Grant Matching Funds: This action item was tabled until after the closed session.

Imprivata Single Sign-On Solution: This action item was tabled until after the closed session.

Approval of Distant-Site Credentialing Agreement with ITP: Mike Johnston reviewed with the Board the proposed contract for distant-site provider credentialing and the CMS requirements for the same. It was noted that the agreement was in compliance with CMS rules under the conditions of participation (COPs) for a critical access hospital. Linda Chastain made a motion to accept and approve the agreement. Teri Foster made the second. Motion carried unanimously.

Approval of Revised Organizational Chart: Linda Chastain made a motion to approve the revised organizational chart with a second by Teri Foster. Motion carried unanimously.

Review and Approval of Board Self-Evaluation Survey for Calendar Year (CY) 2021: The results of required Board Self-Evaluation Survey for CY 2021 were reviewed. Guy Clark made a motion to accept them as officially fulfilling the requirements of the Board Bylaws for this survey completion. Larry Griffin made the second. Motion carried unanimously.

VIII. FINANCIAL REPORT

Tara Spidle presented the financial report for November 2021 and December 2021:

Total gross revenue was \$3.28 million in November. November had an operating loss of \$101,815.00 with a net loss of \$9,343.00.

Total gross revenue was \$3.74 million in December. December had an operating gain of \$206,446.00 with a net gain of \$298,329.00.

Tara Spidle briefed the Board of Trustees on several notable improvements in the revenue cycle beginning in January 2022 to include:

- A reduction of discharged not final billed (DNFB) days from 14.6 in December to 2021 to 8 in the current month;
- A decrease in the accounts receivable (AR) balance of a rounded \$956,000.00; and
- A decrease in AR days from 61.5 in December 2021 to 53.8 as of January 25, 2022.

Larry Griffin made a motion to approve the financial reports for both November 2021 and December 2021 with a second from Rebekah Mendenhall. Motion carried unanimously.

IX. CLINICAL AND QUALITY IMPROVEMENT INITIATIVES

Kelly Barker updated the Board as to current clinical and quality improvement initiatives as follows:

At present, we are 66% complete with our chest pain accreditation project with eighty-four (84) days remaining in which to submit for accreditation. We expect an onsite survey in April 2022. Performance metrics were reviewed with the Board of Trustees.

Kelly reported to the Board of Trustees on the following quality indicators for December 2021:

- 30-day readmissions;
- Medical error tracking;
- Adverse drug events;
- Patient falls;
- 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;
- Antibiotic “time-outs” performed during morning patient rounds; and
- Hand hygiene monitoring

Current nurse staffing was reviewed as follows:

- One (1) RN is currently in the hiring process. Once complete, we will be fully-staffed as to nurses.
- We currently have two (2) openings for CNAs: one (1) full-time day shift and one (1) full-time night shift.

X. HR UPDATES

Jo Beth Smith provided the HR Update as follows:

- Welcome to Viorel Teodorescu (Executive Chef/ Dietary Director), Jennifer Cunningham (Business Office Clerk), Chloe Yoder (CNA), and Robyn Dunlap (EVS).
- December 2021 employee turnover data

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.

XII. CLOSED SESSION

At approximately 6:22pm, a roll call vote was called for the Board to go into closed session to discuss the following:

- Marketing 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, Tara Spidle, Kelly Barker, Jo Beth Smith, Shannon Erb, Dr. Wehling, Dr. Brown and Candy Jordan.

With a consensus of the Board members obtained to do so, the Board returned to open session at approximately 7:07pm. The Board members present when the open session reconvened were Denise Elefson, Sheri Frost, Linda Chastain, Guy Clark, Teri Foster, Larry Griffin, and Rebekah Mendenhall. Others present were the same as listed above when the closed session convened.

XIV. ADDITIONAL ACTION ITEMS

Upon their return to open session, the Board took action on the two (2) agenda items previously tabled to follow the closed session. These items were:

Review and Approval of USDA Community Facilities Grant Matching Funds: Mike Johnston estimated to the Board that the matching funds required for this grant would be approximately \$55,000.00. He requested

they approve such funds up to that amount for executing the grant's intended purpose. Larry Griffin made the motion with a second by Rebekah Mendenhall. Motion carried unanimously.

Imprivata Single Sign-On Solution: The quoted price for the acquisition and implantation of this software is \$36,935.00. Mike Johnston requested that the Board of Trustees authorize this purchase with the timing to be at his discretion. Linda Chastain made a motion to approve and Sheri Frost made the second. Motion carried unanimously.

XIII. ADJOURNMENT

The meeting adjourned at 7:09pm.

Guy Clark, Secretary