

DECATUR COUNTY HOSPITAL BOARD OF TRUSTEES

MEETING MINUTES

January 25, 2023 – 5:30pm

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

ABSENT: None

OTHERS PRESENT: Mike Johnston (CEO), Tara Spidle (CFO), Kelly Barker (CNO), Shannon Erb (Chief Human Resources and Marketing Officer), Dr. Ed Wehling (Chief of the Medical Staff), and Kassi Hoxmeier (MercyOne)

**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 and Larry Griffin made the second. Motion carried unanimously.

**III. PUBLIC COMMENT**

Sheri Frost and Guy Clark both commented on positive patient experiences of which they were aware by close acquaintances. Guy specifically complimented Dr. Van Maanen and the staff of the Emergency Department for their care of a pediatric patient. Denise Elefson reported that a new EMS class in Lamoni had started in the current week.

**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 November 2022 (2) November 2022/ December 2022 Accounts Payable (AP): \$1,238,828.00/ \$1,277,505.00. (3) November 2022/ December 2022 Payroll: \$540,854.00/ \$558,890.00 (4) Accounts Receivable Write-Offs November 2022/ December 2022: \$104,802.00/ \$71,467.00. Motion carried unanimously.

**VI. MERCYONE REPORT**

Kassi Hoxmeier presented the MercyOne report.

**VII. MEDICAL STAFF REPORT**

Dr. Wehling gave the Medical Staff Report. A regular meeting of the Decatur County Hospital Medical Staff was held on January 18, 2023 at 8:30 a.m. Dr. Wehling provided a summary of the meeting with specific highlights as follows:

- The Medical Staff reviewed and unanimously approved the DCH Medical Staff Bylaws, to include the Rules and Regulations, for 2023. These have been forwarded to the Board of Trustees for final approval.
- Upon recommendation from the hospital's Chief Executive Officer (CEO) and Chief Nursing Officer (CNO), the Medical Staff reviewed and unanimously approved the appointment of Alicia Boswell, RN as the Infection Prevention Nurse for Decatur County Hospital.
- With the departure of Dr. Miller, Eugene Yoder was nominated and unanimously approved by the Medical Staff to fill the officer role of Secretary/ Treasurer.
- The Medical Staff reviewed and unanimously approved the Patient Care Contract List.

- After a review and with several edits made to adjust for current status, the Medical Staff unanimously approved the DCH Medical Directors List.
- The next meeting of the Decatur County Hospital Medical Staff is March 15, 2023.

## VIII. CEO UPDATE

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

### Update Items:

The hospital had its triennial re-accreditation survey for sleep studies on January 25, 2023. No deficiencies were cited.

Other items include:

- Update on the Community Health Needs Assessment (CHNA) survey;
- Phreesia Go-Live;
- Community Paramedicine Program;
- Pain Management Services; and
- New Building Construction.

### Action Items:

- **Approval of Medical Staff Bylaws, Rules and Regulations:** Guy Clark made the motion to approve the revised chart as presented with a second from Rebekah Mendenhall. Motion carried unanimously.
- **Approval of Infection Prevention Nurse:** Having received the recommendation of the CEO and CNO, as well as the approval by written resolution of the DCH Medical Staff, Sheri Frost made a motion to approve the appointment of Alicia Boswell, RN as Infection Prevention Nurse. Teri Foster made the second. Motion carried unanimously.
- **Annual Review and Approval of the Board of Trustees Bylaws:** Larry Griffin made a motion to approve the Board Bylaws with the presented revisions and Guy Clark made the second. Motion carried unanimously.
- **Board of Trustees Officer Elections:** The Board took the following actions to elect officers through the regular meeting of the Board in January 2025:

Chairperson: Sheri Frost nominated Denise Elefson to remain as the Chairperson of the Board. With no further nominations received, Guy Clark made a motion to close the nominations with a second from Larry Griffin. The Board voted unanimously to retain Denise Elefson as the Chairperson.

Vice-Chairperson: Larry Griffin nominated Sheri Frost to remain as Vice-Chairperson of the Board. With no further nominations received, Guy Clark made a motion to close the nominations. Rebekah Mendenhall made the second. The Board voted unanimously to retain Sheri Frost as the Vice-Chairperson of the Board.

Secretary/ Treasurer: The names of Guy Clark and Cheryl Zach were nominated to this position. The Board requested a written ballot be taken from each Board member. The results were five (5) in favor of Guy Clark and two (2) in favor of Cheryl Zach. Based on these results, Sheri Frost made a motion to retain Guy Clark as the Secretary/ Treasurer of the Board of Trustees. Teri Foster made the second. The Board voted unanimously to retain Guy Clark in this officer position.

Based on the final votes, all Board officers were retained in their previous positions. As a result, no changes to regulatory and/ or bank documents were necessitated and signing authorities remain the same. Denise Elefson as Chairperson and Guy Clark as the Secretary/ Treasurer are hereby retained to the bank signature cards and as signing authorities for every authorized bank account of Decatur County Hospital wherein they currently exist. This shall include without limitation First Interstate Bank, BTC Bank (Lamoni), Corydon

State Bank, and Farmers Bank of Northern Missouri. The next election for Board Officers shall be at the regular meeting of the Board of Trustees in January 2025.

- **Board of Trustee Standing Committee Assignments:** Larry Griffin made a motion to approve the standing committee assignments through the regular meeting of the Board of Trustees in January 2025. Cheryl Zach made the second. Motion carried unanimously.
- **Regular Board Meeting Schedule for Calendar Year (CY) 2023:** Sheri Frost made a motion to approve the schedule as presented with a second by Teri Foster. Motion carried unanimously. Denise Elefson as Board Chairperson directed the CEO to publish the approved schedule on the hospital's website.
- **Review and Approval of the Board Self-Assessment Report for CY 2022:** After a review and discussion, Larry Griffin made a motion to approve the report and Sheri Frost made the second. Motion carried unanimously.
- **Approval of Revised Organizational Chart:** Rebekah Mendenhall made a motion to approve the organizational chart as presented. Cheryl Zach made the second. Motion carried unanimously.

## IX. FINANCIAL REPORT

Tara Spidle presented the financial report as follows:

### November 2022:

Total gross revenue was \$3.53 million in November 2022. Operating loss of \$13,368.00 with a net gain of \$87,132.00

### December 2022:

Total gross revenue was \$3.89 million in December 2022. Operating gain of \$222,897.00 with a net gain of \$322,321.00.

Teri Foster made a motion to approve the financial reports for both November 2022 and December 2022 with a second from Larry Griffin. Motion carried unanimously.

### Action Items:

- **Approval of Final Audit Report – FY 2022:** The final audit report for FY 2022 was received from Eide Bailey and presented to the Board of Trustees. It was substantially unchanged from the draft report presented in October 2022. Sheri Frost made a motion to approve the report as presented and Teri Foster made the second. Motion carried unanimously.

## X. CLINICAL AND QUALITY IMPROVEMENT INITIATIVES

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

Chest Pain performance metrics were reviewed with the Board of Trustees. These metrics include the following:

- Door to EKG time less than ten (10) minutes;
- Door to Troponin Accession;
- Heart score documentation;
- Non-invasive ischemia evaluation discussion with the primary care provider;
- “Door-In, Door-Out” times for STEMI patients; and
- “Door to Needle” time.

Kelly reported to the Board of Trustees on the following quality indicators for October 2022:

- Medical error tracking;
- Adverse drug events;

- Patient falls;
- Blood incompatibility;
- Foreign objects retained after surgery;
- Air embolisms;
- Stage III or IV pressure ulcers; and
- Blood culture contamination rates through November 2022.

Other Items:

- The new “sit-to-stand” lift has been received and implemented within the facility.
- The Quality Improvement Scorecard was presented to the Board as a hard-copy hand-out due to font size limitations. The next quarterly meeting of the Quality Committee is currently scheduled for January 31, 2023.

## **XI. HR AND MARKETING REPORT**

Shannon Erb provided the HR and Marketing Report as follows:

- November 2022/ December 2022 employee turnover data.
- Welcome to Courtney Horney (COTA/ Paramedicine Coordinator), Chrissy Pederson (Admit Clerk), Chelsea Shea, LPN (OP Clinic), Adam Skinner (Radiology Tech), Miriam Swartzentruber (Dietary) and Jerry Cunningham (Dietary).

Shannon 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. ADJOURNMENT**

The meeting adjourned at 6:36 p.m.

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Guy Clark, Secretary