

DECATUR COUNTY HOSPITAL BOARD OF TRUSTEES

MEETING MINUTES

November 29, 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), Shannon Erb (Chief Human Resources and Marketing Officer), and Feron Leonard (ED/ Med Surg Director).

I. CALL TO ORDER

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

II. AGENDA APPROVAL

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

III. CONSENT AGENDA

Larry Griffin made a motion to approve the following Consent Agenda items with a second by Teri Foster: (1) October 2023 Regular Meeting Minutes (2) November 03, 2023 Special Meeting Minutes (3) October 2023 Accounts Payable (AP): \$1,282,602.00 (4) October 2023 Payroll: \$545,819.00 (5) October 2023 Accounts Receivable Write-Offs: \$103,998.00. Motion carried unanimously.

IV. PUBLIC HEARING – SALE OF REAL PROPERTY

Denise Elefson opened the public hearing on the proposed sale of real property at approximately 5:34pm. She indicated receipt of written proof of publication from the Leon Journal-Reporter documenting the publication of timely notice of the hearing in accordance with state law on November 15, 2023, copies of which were provided to the individual Board members. No members of the public were noted present for the hearing. Ms. Elefson asked the assembled members of the Board of Trustees if they had received any objections or comments, whether verbally or in writing, from the public in reference to the proposed sale of real property. No Board member reported the receipt of any such comments or objections.

At their regular meeting on October 25, 2023, the Board of Trustees indicated initial approval for the sale of the aforementioned building to Infinity Health for a price of \$12,000.00. Concurrently, the Board instructed the CEO to set the public hearing on the matter for November 29, 2023 and to publish legal notice of same in accordance with applicable state law. With no members of the public present, and no comments or objections received from the public through their representatives on the Board of Trustees, the public hearing was closed at approximately 5:45pm.

Following the public hearing, Sheri Frost made a motion to approve the “Resolution Approving the Sale of Real Property in Leon, Decatur County, Iowa”. Rebekah Mendenhall made the second and the motion carried unanimously.

V. MEDICAL STAFF REPORT

Due to a patient requiring emergency surgery, Dr. Wehling was not able to attend the Board meeting. Mike Johnston presented the Board of Trustees with the following Medical Staff Appointments, Reappointments, and Change from Provisional to Full Status as reflected on the meeting agenda::

Medical Staff Appointments:

Patricia Goodemote, MD (Hospitalist);

Lacey Rowan, ARNP (Hospitalist); and

Jenna Younker, CRNA.

Medical Staff Reappointments:

Elizabeth Allen, ARNP (Rheumatology);
Daniel Dodge, DO (Pulmonology);
Brian Gallagher, MD (Urology);
Leigh Gilburn, DO (Hospitalist);
Melissa Friedrich, CRNA; and
Malori Khalil, CRNA.

From Provisional to Full Status:

Keith Barnhill, CRNA (Pain Management);
Cassidy Brown, ARNP (Oncology);
Christine Drake, ARNP (Oncology);
Aaron Glenn, ARNP (Hospitalist);
Richard Jacobsen, CRNA (Pain Management);
Michael Nguyen, MD (Hospitalist); and
Nicholas Vallema, PA-C (Orthopedics).

Each of the above named were approved by the unanimous vote of the Active Medical Staff on November 15, 2023 with a recommendation to the Board of Trustees for final approval. Guy Clark made a motion to approve the Medical Staff Appointments, Reappointments, and Change from Provisional to Full Status as referenced above with a second from Larry Griffin. Motion carried unanimously.

VI. CEO REPORT

Mike Johnston provided the following updates to the Board of Trustees:

- A reminder to complete the annual Board self-assessment survey as required by the bylaws. The survey link was sent via email.
- As of November 29, 2023, no requests for any changes to the Board Bylaws have been received by the CEO from any Board member. Mike confirmed with the assembled group that no changes were required. The current bylaws will be sent to Davis Brown for legal review and presented to the Board of Trustees at their next regular meeting in January 2024 for formal review and annual approval.
- Mike reviewed the tentative schedule for Board members to attend meetings of the Medical Staff in calendar year (CY) 2024. No changes to the schedule were required.
- The new stress test equipment was delivered and installed this week. It is ready to receive patients.
- Nuclear Medicine Project: Leveling of the sub-floor in the intended space is in progress this week. Once completed, installation of the flooring itself will commence. These items remain the only issues prior to the expected installation in January 2024.
- Additional information from the Board packet was reviewed to include: November 2023 Medical Staff meeting minutes, November 2023 Infection Control meeting minutes, and the 2023 Annual Report on the DCH Diabetic Program.
- Infusion Area Project: Installation of the new flooring is underway. Completion is anticipated by the 2nd week of December 2023.

Action Items:

Approval of Regular Board Meeting Dates for Calendar Year (CY) 2024: Sheri Frost made a motion to approve the dates for regular, monthly meetings of the Board of Trustees in CY 2024. Teri Foster made the second and the motion carried unanimously. The Board Chairperson directed the CEO to post the approved list on the hospital's website.

Approval of Revised Organizational Chart: Larry Griffin made a motion to approve the revised organization chart (dated November 2023) as presented with a second from Cheryl Zach. Motion carried unanimously.

Approval of the Resolution Adopting Plans, Specifications, Forms of Contract, and Estimated Costs for the Renovation of Existing Cardio-Pulmonary Space: Larry Griffin made a motion to approve the resolution as presented. Teri Foster made the second and the motion carried unanimously.

Approval of Resolution Awarding the Construction Contract for the Renovation of Existing Cardio-Pulmonary Space to Breiholz Construction: Larry Griffin made a resolution to approve the resolution as presented with a second from Teri Foster. Motion carried unanimously.

It should be noted that the last two action items listed above – Approval of Resolution Adopting Plans etc. and the Approval of Resolution Awarding the Construction Contract – are presented separately only for ease of documentation. Larry Griffin made a joint motion to approve both action items simultaneously. The second from Teri Foster was also a joint second covering both resolutions. Both items were approved concurrently and unanimously by the Board of Trustees.

VII. FINANCIAL REPORT

Tara Spidle presented the financial report for October 2023 as follows:

Total gross revenue was \$3.5 million in October 2023. Operating loss of \$29,634.00. A net gain of \$300,190.00 was realized after tax revenue and other non-operating income. Larry Griffin made a motion to approve the financial report for October 2023 with a second from Sheri Frost. Motion carried unanimously.

VIII. CLINICAL AND QUALITY REPORT

Feron Leonard (ED/ Med Surg Manager) presented the Clinical and Quality Report to the Board of Trustees as follows:

- Medical error tracking;
- Adverse drug events;
- Patient falls;
- Blood incompatibility;
- Look-back incidents;
- Foreign objects retained after surgery;
- Air embolisms;
- Stage III or IV pressure ulcers; and
- Blood culture contamination rates through October 2023.

A written, cumulative report on internal quality metrics for fiscal year (FY 2023) was reviewed with the Board members.

A written report prepared by the Infection Prevention Nurse was presented to the Board of Trustees by Feron Leonard with respect to the following:

- Internal hand hygiene audits;
- Surgical Site Infection (SSI) rate – 0 for October 2023;
- Hospital Acquired Infection (HAI) rate – 0 for October 2023;
- Updates on current levels of RSV and Flu statistics across the state;

<ul style="list-style-type: none"> - Changes in tuberculosis (TB) screening and updated guidance on the same from the Iowa Department of Public Health (IDPH); and - The next Infection Prevention meeting is scheduled for March 20, 2024 following Medical Staff.
IX. HR AND MARKETING REPORT
<p>Shannon Erb provided the HR and Marketing Report as follows:</p> <ul style="list-style-type: none"> - October 2023 employee turnover data. - Welcome to new employees: Karla Ewing, RN, Kirsten Jackson (Dietary), Hallie Banks, RN, Angela Beals, RN, and Delaney Martin, RN. <p>Shannon presented the marketing report for October 2023 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.</p>
X. MERCYONE REPORT
There was no MercyOne representative present at the meeting.
XI. ADJOURNMENT
The meeting adjourned at 6:25pm.

Guy Clark, Secretary