

Audubon County Memorial Hospital Board of Trustees
MEETING MINUTES

March 26, 2019

5:00 P.M.

ATTENDANCE

Present: Board Members: Brett Irlmeier, Michelle Sprague, Mark Kessler, Marlene Ballou, Denise Kilworth, Paul Schultz by phone

Absent: Vicky Robinson

Others Present: Suzanne Cooner, Susan Stetzel, Melinda Alt, Dr. Jeffrey Maire, Barb Jacobsen

I. CALL TO ORDER

Brett Irlmeier called the meeting to order at 5:00 p.m.

II. AGENDA APPROVAL

Mark Kessler made a motion, seconded by Michelle Sprague to approve the agenda with approval in accordance with the Code of Iowa Open Meetings Law with one correction related to the meeting date typo. Motion carried

III. PUBLIC COMMENTS

No public comments.

IV. CONSENT AGENDA

It was moved by Marlene Ballou and seconded by Mark Kessler to approve the Meeting Minutes of February 26, 2019. Motion carried.

V. DEPARTMENT REPORT – PHYSICAL THERAPY

Barbara Jacobsen, Physical Therapist presented the Physical Department Report.

VI. FINANCIAL REPORT

The financial reports and budget scorecard were reviewed by Melinda Alt, CFO.

The financial report for the month for February Operating Statement “excess of revenue over expenses” for the month was \$12,282.87. YTD is \$56,766.96 compared to budget of \$60,260.07.

The FY 2019-2020 Operating Budget will be brought to the June Board of Trustees meeting for Board approval. Melinda explained “cost of charge ratio,” which is something the Medicare reviews when looking at our cost report. They require Melinda to provide a narrative regarding why the cost to charge ratio changed and the reason additional expenses were needed, especially when the revenue increase didn’t match the expense increase.

Charge Master Review training has been completed with the appropriate department heads. This was an educational webinar through “Hometown Health University” with the SHIPP Grant money.

Melinda reported that ACMH finalized the decision to change our insurance carrier broker to Silverstone for liability, malpractice, workers’ compensation, property, cyber security, etc. so that all of our insurance was under one broker. LMC will continue to be our representative for health insurance. We decided to go with Silverstone rather than LMC/ServiShare, as we felt that they had many more services available to us including training for safe patient handling, IT security audits, HR consulting, an on-staff attorney to assist with risk management issues, etc. Silverstone will provide education to the board about all of our insurance policies in the fall.

CD's #38129 for \$689,682.47; #38128 for \$468,518.38 and Special Fund \$106,768.28 at Audubon State Bank matured on 2/28/2019. The rate at Audubon State Bank 2.8%, Landmands Bank 2.75% and Exchange State Bank 2.60%. All CDs were reinvested at the highest rate at Audubon State Bank for 12 months at 2.8%

CD #38133 for \$585,759.41 and #38134 for \$394,400.12 at Audubon State Bank matured on 3/2/2019. Audubon State Banks bid 2.8%, Landmands Bank 2.65% and Exchange State Bank 2.7%. Both CDs were reinvested at the highest rate at Audubon State Bank for 12 months at 2.8%.

CD #38142 for \$1,298,990.14 at Audubon State Bank matured on 3/21/19. The rate at Audubon State Bank is 2.80%, Exchange State Bank 2.75% and Landmands Bank 2.75%. The CD was reinvested at the highest rate at Audubon State Bank for 12 months at 2.80%.

VII. MEDICAL STAFF REPORT/APPOINTMENTS/REAPPOINTMENTS:

Dr. Jeffrey Maire gave the medical staff report.

Credentialing Discussion: Appointments and Reappointments of the following:

1. Reappointments to Courtesy Medical Staff
 - a. Terry Sprague, DO
2. Reappointments to Consulting Medical Staff
 - a. Indunil Karunasekera, MD
 - b. Robert Warner, MD
 - c. Michael Woods, MD
 - d. Fawad Zafar, MD
3. Additional Privileges
 - e. Constance Morrison, ARNP

Dr. Maire reported that Jackie Wilson, ARNP, has accepted our offer for the ER provider position. Start date will be May 2019.

Medical Staff privilege forms have been updated. Providers will not be required to use the new forms until they apply for initial, recertification, or additional privileges.

Board members reviewed the applications, the supporting documentation, the Chief of Medical Staff's recommendations from the Medical Staff, and information received during the credentialing and privileging processes. Based on this review, it is the Board's opinion that the above applicants meet the requirements for Medical Staff re-appointment, and additional privileges. Motion was made by Mark Kessler and seconded by Michelle Sprague to approve the above credentialing. Motion carried.

VIII. CEO REPORT/RISK MANAGEMENT REPORT

Suzanne Cooner reviewed the following with the board:

1. Our pain management program completed the first procedure using the new ablation machine with more patients Scheduled for the procedure.
2. Renovation has started on the business office project. Projected completion date is the end of May.
4. Avera e-Emergency will be going on-line April 1st. The medical staff will continue to have a physician on call. The Board Members were invited to see the eAvera before the April Board Meeting.
5. We have completed changes made to Room 235 to improve ligature safety for our patients with a psychiatric emergency. A suggestion has been made to make the second ER room bigger and move the existing ER waiting room down the hall away from the ER. The estimated cost is \$19,000.00 with our maintenance department doing the work. This is will addressed in next fiscal year's capital budget
6. We have filed the paperwork for the money Shopko owes us for our 340B drugs. Shopko corporate has filed bankruptcy for the business so it is unknown, but unlikely, that we will be paid the \$50,000 we are owed.
7. New computers have been installed in the clinical departments. Staff has noticed the improved speed significantly after the server upgrade.
9. CEO evaluation tool was discussed.

Quality/ Compliance/Risk Management Report:

Suzanne Cooner reviewed the Quality/ Compliance/ and Risk Management reports with the board. "Behavior in the Just Culture" was distributed and discussed.

IX. APPROVALS:

- Healthcare Solutions – Marlene Ballou made a motion, seconded by Denise Kilworth to approve the one time cost of \$6,000.00 for consultant fee for the USP800 upgrade required for pharmacy.
- Financial Audit Firm – tabled until next months meeting.
- PAC Policies and Procedures – Mark Kessler made a motion, seconded by Marlene Ballou to approve the PAC Policies and Procedures. Motion carried.
- Medical Staff Rules/Regs changes – Mark Kessler made a motion, seconded by Brett Irlmeier to approve the changes to the Medical Staff Rules/Regs. Motion carried.

X. BOARD COMMENTS

Nothing further.

XI. ADJOURNMENT:

The meeting adjourned at 7:05 p.m. with a motion by Marlene Ballou and seconded by Mark Kessler. Motion carried.

Brett Irlmeier, Board of Trustees Vice Chairman

Denise Kilworth, Board of Trustees Secretary

PAC policies Approved:

- Service Animal Accommodations - Administration– New
- Pet Visitation – Nursing - Revised
- Interpreter Services, Communication Assistant (LanguageLine) – Administration/Nursing - Revised
- Emergency codes - Plain Language – Risk Management - New
- Contraband – Safe Handling and Release to Law Enforcement – Risk Management/Nursing - New
- Conducting a Root Cause Analysis – Risk Management - New
- Violence Prevention/Response Plan – Risk Management - New
- Guideline for Communications After an Adverse Outcomes – Risk Management - New
- Claim Handling and Reporting – Risk Management – New
- Advanced Practice Providers (APPs) – Medical Staff - New

Medical Staff Rules and Regulations - Revised

- Remove Chiropractor ability to give orders for tests independently
- Update language to Proximity and Availability of physicians after Avera eEmergency telemedicine goes online April 1.