

Audubon County Memorial Hospital Board of Trustees

MEETING MINUTES

August 27, 2019

5:00 P.M.

ATTENDANCE

Present: Board Members: Paul Schultz, Vicky Robinson, Michelle Sprague, Mark Kessler, Marlene Ballou

Absent: Brett Irlmeier, Denise Kilworth

Others Present: Suzanne Cooner, Melinda Alt, Susan Stetzel, Kolton Hewlett, Dr. Maire, Anne Miller

I. CALL TO ORDER

Paul Schultz called the meeting to order at 5:00 p.m.

Introduction of Anne Miller

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. Motion carried.

III. PUBLIC COMMENTS

No public comments.

IV. CONSENT AGENDA

It was moved by Michelle Sprague and seconded by Marlene Ballou to approve the Meeting Minutes of July 23, 2019. Motion carried.

VI. APPROVALS

- UpDox – Mark Kessler made a motion, seconded by Vicky Robinson to approve the purchase of the UpDox. Motion carried.
- Ophthalmology Equipment – Mark Kessler made a motion, seconded by Vicky Robinson to purchase the Ophthalmology equipment. Motion carried.
- DexaScan – Mark Kessler made a motion, seconded by Michelle Sprague to purchase the DexaScan. Motion carried
- PAC Policies – Marlene Ballou made a motion, seconded by Mark Kessler to approve the PAC Policies. Motion carried.

VI. FINANCIAL REPORT

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

The Quarterly Provider Productivity report was reviewed.

The financial report for the month for July Operating Statement “excess of revenue over expenses” for the month and YTD was \$18,497.40 compared to budget of \$9,566.93.

VII. MEDICAL STAFF REPORT/APPOINTMENTS/REAPPOINTMENTS

Dr. Maire gave the medical staff report. The medical staff continues to put emphasis on improving patient documentation. Suzanne Cooner met with each provider to review compliance with documentation requirements specific to each provider.

Credentialing Discussion: Appointments and Reappointments of the following:

Initial Appointment to Consulting Medical Staff

- Atul Sheth, M.D.
- Zachary Viets, M.D.
- Tyler Price, M.D.

Initial Appointment to Allied Health Staff

- Lois Pothoff, LMHC

Reappointments to Active Medical Staff

- Jeffrey Maire, D.O

Reappointments to the Allied Health Staff

- Ruth Petros, CRNA
- Sharon Walker, ARNP

Resignations from Consulting Medical Staff

- George Brown, M.D.
- Vernon Smith, M.D.

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 appointments, re-appointments and resignations. Motion was made by Mark Kessler and seconded by Vicky Robinson to approve the above credentialing. Motion carried.

VIII. QUALITY/COMPLIANCE/RISK MANAGEMENT REPORTS

Kolton Hewlett, HR/Quality/Compliance Officer, gave the following reports:

- Kolton reviewed the Patient Satisfaction Report for surveys received in July 2019. The process was reviewed for how surveys are obtained by patients and the board provided suggestions to administration for how to improve the process.
- Kolton reviewed the Risk Management Summary and Patient Complaints.
- Kolton the Compliance Report and discussed compliance related activities over the past month including compliance audits, provider documentation, HIPAA topics, and regulatory and compliance topics.
- Kolton reported that ACMH will be conducting an external Risk Assessment in September. The HIPAA Risk Assessment will include a seven-step security analysis using the Health and Human Services (HHS) Office of Civil Rights (OCR) requirements as the basis of the assessment. This will include reviewing/mapping of all applications and systems, reviewing threats, assessing internal controls, identifying vulnerabilities, calculating and prioritizing risks, developing risk mitigation strategies, and creating a roadmap for deadlines and timelines.
- Kolton gave an update on the status of our computer systems and reviewed some ongoing projects that are underway to increase security of our systems.
- Kolton reported that ACMH is working with Public Health to conduct a Community Health Needs Assessment. The goal is to gather input from people throughout our service area regarding their perceptions of the current state of our population's health and what they believe are the most important health needs that our communities should address. The results of the assessment will be used to identify current health needs and develop strategies to positively impact health and wellness changes.

IX. EXECUTIVE CLOSED SESSION IOWA CODE 21.5(I)(c) - LEGAL MATTER

Mark Kessler made a motion to move into closed session. Michelle Sprague seconded the motion. Motion carried.

At 6:35 p.m. Michelle Sprague made a motion to move out of closed session. Marlene Ballou seconded the motion. Motion carried.

X. CEO REPORT

Suzanne gave the CEO Report as follows:

1. We passed our (Vaccines for Children) VFC site visit last week with zero deficiencies. Brooke Klocke, Health Coach, was the primary person responsible for this program's success.
2. We continue to explore options of telemedicine for oncology, neurology, and rheumatology.

3. We have submitted a grant application to the Helmsley Foundation for tele-pharmacy services. If awarded the grant it would help cover costs of after-hours pharmacist and the expense of our Omnicell Automatic Dispensing unit located on Med/Surg.
4. The Audubon County Memorial Hospital Foundation approved assistance with funding a new elliptical machine for the fitness center and our Physical Therapy Department and are considering assisting with some of the funding for the cataract equipment for Dr. Menke.
5. Update given on the CT and Pharmacy remodel projects.

XI. BOARD COMMENTS

- Mark Kessler and Vicky Robinson discussed the great care their family members received recently.
- Board members discussed moving the board meeting to a noon meeting at the end of the month. Michelle Sprague asked for it not to be a Tuesday. Suzanne will contact board members who were not present to discuss. Board members would like Brett Irlmeier to assume the board chair position after Paul Schultz resigns.
- Paul Schultz stated this would be his last board meeting as he will be resigning effective September 14, 2019 due to living in Florida several months out of the year. He stated he couldn't fulfill his board obligations while in Florida.
- Anne Miller will be appointed to replace Paul's position on the board effective at the next board meeting.

XII. ADJOURNMENT:

The meeting adjourned at 6:50 p.m. with a motion by Mark Kessler and seconded by Marlene Ballou. Motion carried.

Paul Schultz, Board of Trustees Chairman

Denise Kilworth, Board of Trustees Secretary

PAC policies Approved:

- Consent Policy – Revised Policy
- Service Animal Accommodation – Revised Policy
- Utilization Review and Management Plan – Revised Policy