

Audubon County Memorial Hospital Board of Trustees

MEETING MINUTES

November 21, 2019

12 Noon

ATTENDANCE

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

Absent: Brett Irlmeier, Denise Kilworth, Anne Miller,

Others Present: Suzanne Cooner, Dr. Maire, Susan Stetzel, Kevin Morey, Auditor Dr. Burkett, Dr. Vampola, Heather Toft, Barb Christensen, member of the community

I. CALL TO ORDER

Vicky Robinson called the meeting to order at 12 p.m.

II. AGENDA APPROVAL

Michelle Sprague made a motion, seconded by Mark Kessler to approve the agenda with approval in accordance with the Code of Iowa Open Meetings Law, with one addition, the approval of Farm Waste Technologies. Motion carried.

III. PUBLIC COMMENTS

No public comments. Barb Christensen was in attendance. She made no comments.

IV. CONSENT AGENDA

It was moved by Michelle Sprague and seconded by Mark Kessler to approve the Meeting Minutes of October 24, 2019. Motion carried.

V. BKD FINANCIAL AUDIT

Kevin Morey, Auditor from BKD presented and gave the fiscal year July 1, 2018 to June 30, 2019 financial audit report.

VI. FINANCIAL REPORT

The financial reports and budget scorecard were reviewed.

The Quarterly Provider Productivity report was reviewed.

The financial report for the month for October Operating Statement "excess of revenue over expenses" for the month is a \$66,607.73. YTD is \$129,352.49 compared to budget of \$38,266.70.

CD #23484 for \$1,041,524.84 matured at Landmands Bank on 12/12/19. The rate at Landmands Bank is 1.95%, Audubon State Bank is 1.20% and Exchange State Bank is 1.8%. The CD was invested at the highest rate at Landmands Bank for 12 month at 1.95%.

VII. MEDICAL STAFF CREDENTIALING

Dr. Maire gave the medical staff report:

Appointments, Reappointments and Resignations from Medical Staff

1. Initial Appointment to Allied Health Staff
 - a. Rebecca McCann, ARNP (ER)
 - b. Benjamin Blaylock, CRNA
 - c. Robin Westrum, ARNP (dermatology) pending insurance and references
2. Initial Appointment to Courtesy Medical Staff
 - a. Amr Essa, MD (ER)
 - b. Stephen Smith, DO (ER/Med/Surg)
3. Initial Appointment to Consulting Medical Staff
 - a. Umar Chaudhry, MD
 - b. Joan James, MD
 - c. Kyle Stansifer, MD (ENT)
4. Reappointment to Active Medical Staff
 - a. Charles Burkett, MD
5. Reappointment to Allied Health Staff
 - a. Mark Hilliard, CRNA
 - b. Heath Paulsen, CRNA
6. Resignations from Allied Health Staff
 - a. Mary Grieder, ARNP
 - b. Kirsten Pancione, ARNP
7. Termination of Dental Agreement for Swing Bed Patients with Brian Fleshner, DDS.

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 Marlene Ballou to approve the above credentialing. Motion carried.

VIII. APPROVALS

- PAC Policies Approval – Mark Kessler made a motion, seconded by Marlene Ballou to approve the PAC Policies. Motion carried.
- Heritage House (Dietitian) – Marlene Ballou made a motion, seconded by Michelle Sprague to approve the contract with Heritage House for Dietitian services. Motion carried.
- Radiant Complexions Dermatology Clinic – Robin Westrum, ARNP – Marlene Ballou made a motion, seconded by Michelle Sprague to approve the Radiant Complexions Dermatology Clinic. Motion carried.
- James Cooper, M.D., Recruitment and Employment Agreement. Dr. Burkett and Dr. Vampola was in attendance to give their input. Copies of the recruitment agreement and employee agreement were given to the board members. Approval tabled. The decision was made to call a special meeting of the board to make the final decision when more board members are in attendance.
- Cass County Memorial Hospital – Lease of Ultrasound Tech – Marlene Ballou made a motion, seconded by Michelle Sprague to approve the lease of an ultrasound tech from Cass County Memorial Hospital. Motion carried.
- PRC – Patient Satisfaction HCAHPS Survey Tool - Marlene Ballou made a motion, seconded by Michelle Sprague to approve the PRC – Patient Satisfaction HCAHPS Survey Tool. Motion carried.
- LifeServe Blood Bank (revised agreement) – the Medical Staff approved the LifeServe Blood Bank agreement at their meeting on 11/18/19. Marlene Ballou made a motion, seconded by Michelle Sprague to approve the LifeServe Blood Bank Agreement. Motion carried.

<ul style="list-style-type: none"> Pharmaceutical Waste Technologies (DOT requirement) – Marlene Ballou made a motion, seconded by Michelle Sprague to approve the Pharmaceutical Waste Technologies. Motion carried.
IX. REVIEW OF REPORTS
Quality/Compliance/Risk Management Reports CEO Report: <ul style="list-style-type: none"> Potential new service – Pediatric Dental Surgery (Joe Quattrocchi, DDS) Children's Dentistry of Council Bluffs Strategic Plan Review: The report will be reviewed at the December meeting.
X. EXECUTIVE CLOSED SESSION IOWA CODE 21.5(i)(I) – CEO BONUS
<p>Michelle Sprague made a motion, seconded by Mark Kessler to move into executive closed session at 1:20 p.m. Motion carried.</p> <p>Mark Kessler made the motion, seconded by Michelle Sprague, to move out of executive closed session at 1:32 p.m. Motion carried.</p> <p>Marlene Ballou made the motion, seconded by Mark Kessler to approve the full 2018-2019 performance bonus goals for Suzanne Cooner, CEO. Motion carried.</p>
XI. BOARD COMMENTS
<ul style="list-style-type: none"> Board members discussed that they were pleased with the BKD financial audit. Discussed checks and balances including more oversight by the CEO. Further discussion of the open family practice position and needs of the organization for medical staff coverage.
XII. ADJOURNMENT:
<p>The meeting adjourned at 2 p.m. with a motion by Mark Kessler and seconded by Marlene Ballou. Motion carried.</p>

Vicky Robinson, Board of Trustees Vice Chairman

Denise Kilworth, Board of Trustees Secretary

PAC Policies:

- Retiree Insurance Benefits
- Finger stick Blood Glucose Monitoring – New (Physician's Clinic)
- Child Abuse/Neglect – revised
- Life Service Contract
- Dependent Adult Abuse -revised
- PET/CT Scheduling and Administration of Radioactive Material – revised
- Scheduling Nuclear Medicine Exams and Isotope Administration – revised
- Renal Assessment for Gadolinium Enhanced MRI Studies and Administration – revised
- MDRO Management (revised)
- C. Difficile Management (new)

- C. Difficile Cleaning Procedures (Rev)
- Standard and contact precautions- combined and added into Isolation Precaution Manual
- Infection Prevention Program (rev)
- Antimicrobial Stewardship (Rev)
- Airborne Precautions (Rev)
- Quality Improvement – Removed and added into IP Program
- Removed “Transfer of Isolated Pts to other Depts” and added into Contact and Isolation Precautions
- Cough Etiquette, Max-Air and N-95 all removed and added into Respiratory Protection Program Policy
- Removing individual employee illness policies (measles, mumps, varicella, mumps, etc.) and will add into the Employee Health policy

New- HEPA Particulate Respirator policy

Deleted “Respiratory Hygiene and Cough Etiquette” and merged it into the HEPA policy listed above