

# Audubon County Memorial Hospital Board of Trustees

## MEETING MINUTES

March 28, 2017

5:00 P.M.

### ATTENDANCE

**Present:** Board Members: Paul Schultz, Julie Olsen, Denise Kilworth, Marlene Ballou, Mark Kessler, Brett Irlmeier, Vicky Robinson

**Others Present:** Suzanne Cooner, Joni Fancher, Susan Stetzel, Dr. James M. Cunningham

### I. CALL TO ORDER

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

### II. AGENDA APPROVAL

It was moved by Julie Olson and seconded by Brett Irlmeier to approve the following agenda in accordance with the Code of Iowa Open Meetings Law. Motion carried.

### III. CONSENT AGENDA

It was moved by Marlene Ballou and seconded by Mark Kessler to approve the following Consent Agenda items: (1) Meeting Minutes February 28, 2017; (2) March 2017 Accounts Payable \$395,401.62; (3) March Accounts Payroll \$442,774.21. Motion carried.

### IV. MEDICAL STAFF REORT/APPOINTMENTS/REAPPOINTMENTS

Dr. Cunningham was present and gave the report.

Upon recommendation from the Medical Staff to accept the Reappointment to Consulting Medical Staff of Michael Woods, M.D., Indunil Karunasekera, M.D., Robert Warner, M.D. Fawad Zafar, M.D.; Reappointment to Courtesy Medical staff of Terry Sprague, D.O.; Reappointment to Allied Health Staff of Cori Peterson, ARNP, Jane Deets, ARNP; Expiration of Privileges of Jennifer Leonard, ARNP; Request for Additional Privileges of Caliste Hsu, M.D. Mark Kessler moved to accept the recommendation and Brett Irlmeier seconded the motion. Motion carried.

The Medical Staff acknowledged the Resignation from Active Medical Staff of James Brokke, D.O.

### V. SILVERSTONE – DIRECTORS AND OFFICERS INSURANCE

John Marshall from Silverstone gave a presentation via phone about the D&O Insurance coverage. The Board Members instructed Suzanne to get quotes to increase of limits and the deductibles and to add Suzanne to the policy and remove Tom Smith.

### VI. MERCY REPORT

The Mercy Report was included in the board packets.

### VII. BOARD COMMENTS

Paul Schultz stated his concerns with the condition of the north driveway. Suzanne stated the situation has been addressed and will be fixed as soon as weather permits.

Mark Kessler asked about the vacated property north of the facility. Administration is looking into it.

The parking lot across from the hospital in front of the church will be rocked tomorrow by ACMH as a courtesy for allowing our employees to park there during the work week.

### VIII. CEO REPORT

Dr. Sprague has agreed to help with ER coverage; second call backup; and to back up the Medical Staff coverage if it becomes necessary. Dr. Dawn Schissel will also cover more 1<sup>st</sup> call weekend shifts.

Dr. Heileson, OB physician from Harlan, gave a presentation to the medical staff meeting regarding a possible OB

clinic.

Brian Jacobs, CRNA, NSPM-C, Midwest Pain Care gave a presentation to the medical staff today about expanding full pain management services starting in June.

Meeting date changes are: Department Head and Medical Staff Meeting will be held the 3<sup>rd</sup> Tuesday of each month starting in May. The Board of Trustees Meeting will continue to be held the 4<sup>th</sup> Tuesday of each month.

In the April board meeting ACMH attorney, Susan Freed, will hold a webinar about board member's legal responsibilities and open meeting regulations.

Credentialing of providers was discussed. The board received a credentialing worksheet providing more detailed information about providers. Paul Schultz will review credentialing information in detail with administration prior to the board meeting each month.

The Board Members will be given a secure email account to enable them to view secure board packet information prior to the board meeting via email.

A survey has been done on the Rural Health Clinics. A mock survey will be conducted on April 18<sup>th</sup> for the rural health clinics. The recommendations received will be discussed with the board and medical staff.

Suzanne will be meeting with Vivian Chance, ARNP and her Medical Assistant next week about possible employment opportunities.

The Board gave Suzanne permission to conduct a search for a physician for the Exira Medical Clinic.

The Board agreed they liked the new agenda format and would like administration to continue with the use of the new agenda.

Suzanne wanted the Board to be aware of one Risk Management Level E. Joni will investigate this incident further.

Minor construction plans including updated wall and floor coverings on the first floor were distributed and discussed.

Discussed plans to engage an outside company to assist with IT projects and security of our IT systems.

The board discussed a letter from an Exira citizen that Suzanne received last week about Dr. Brokke's departure. It was decided not to put any further information about Dr. Brokke's departure in the newspaper.

The board approved raising the spending limit of the CEO to \$10,000.

## **IX. QUALITY REPORT**

Joni reviewed the MHN rural Quality Scorecard January 2017.

## **X. FINANCIAL REPORT**

Suzanne presented the financial report for the month of February. The Operating Statement "excess of revenue over expenses" for the month was a positive \$31,552.49. YTD is a positive \$324,668.59 compared to budget of \$107,451.06.

Profit (loss) Statement – Inpatient revenue higher than budgeted due to those days being up 26 over budgeted for February. Bad debts continue to be lower than budgeted.

Cash Summary: The changes in the Plant Fund Savings; every month money is transferred from the General Checking to Plant Savings the amount of the previous month's depreciation expense. As assets get older we are putting money aside for replacement. As capital purchases are made the money is transferred each month from Plant Fund Savings to General Checking, as those items are paid out of the General Checking.

Capital Budget Process: The board approved administration's request to not be required to bring capital budget items back through the board once it has been approved in the annual budget process unless there is a significant increase in cost. Any items not already approved in the capital budget, will go to the board for approval.

Operational Statistics Change: Discussed a change in how the breakdown by physician/clinic with visits and net revenue (loss) is presented which includes all expenses for the clinic operations.

Two CDs matured on 3/3/17; One at Landmands General Fund #23080 for \$569,871.39 and one at Audubon State Bank Plant Fund #37779 for \$383,702.48. Landmands bid was .95%, Exchange State Bank was .55% and Audubon State Bank was 1.01% for 12 months. Upon the recommendation and approval of Board Members Julie Olson and Marlene Ballou both CDs were invested at Audubon State Bank for 1 year at 1.01%.

CD #37787 for \$1,259,743.91 matured on 3/21/17 at Audubon State Bank. Rates at Landmands was .70%, Exchange

State Bank was .55% and Audubon State Bank 1.28% for 12 months. Upon the recommendation and approval of Board Members Denise Kilworth and Paul Schultz the CD was reinvested at Audubon State Bank for 12 months at 1.28%.

#### **XI. ACTION ITEMS**

Mark Kessler made a motion, seconded by Julie Olson to approved a contract for Dr. Dawn Schissel. Motion carried.  
Brett Irlmeier made a motion, seconded by Mark Kessler to approve a contract with Dr. Terry Sprague. Motion carried.  
Brett Irlmeier made a motion, seconded by Mark Kessler to approve an agreement with Jackson Coker Healthcare for physician recruitment and an agreement with REAP Healthcare. Motion carried.  
Mark Kessler made a motion, seconded by Marlene Ballou to approve an agreement with Brian Jacobs, CRNA, NSPM-C, Midwest Pain Clinic.

#### **XII. EXECUTIVE CLOSED SESSION IOWA CODE 21.5(I)(i) Personnel Issue**

Mark Kessler made a motion to go in to closed session. Brett Irlmeier seconded the motion. Motion carried. Closed session began at 7:09 p.m.  
Marlene Ballou made a motion to come out of closed session. Mark Kessler seconded the motion. Motion carried.  
Closed session ended at 8:10 p.m.  
Brett Irlmeier made a motion to adjourn the meeting. Julie Olsen seconded the motion. Motion carried. Meeting adjourned at 8:11 p.m.

#### **XIII. ADJOURNMENT**

The meeting adjourned at 8:11 p.m.

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Paul Schultz, Board of Trustees Chairman

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Denise Kilworth, Board of Trustees Secretary