

Audubon County Memorial Hospital Board of Trustees
MEETING MINUTES
February 26, 2019
5:00 P.M.

ATTENDANCE

Present: Board Members: Brett Irlmeier, Michelle Sprague, Mark Kessler by phone, Marlene Ballou
Absent: Paul Schultz, Denise Kilworth, Vicky Robinson
Others Present: Suzanne Cooner, Susan Stetzel, Melinda Alt, Dr. Jeffrey Maire, Lisa Paulsen and Brett Pietig

I. CALL TO ORDER

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

II. AGENDA APPROVAL

Michelle Sprague made a motion, seconded by Marlene Ballou to approve the agenda with approval in accordance with the Code of Iowa Open Meetings Law. Motion carried

III. COUNTY BUDGET HEARING

At 5:05 p.m. Marlene Ballou made a motion to open the public hearing. Michelle Sprague seconded the motion. Voting: Irlmeier-yes, Ballou-yes, Sprague-yes and Kessler-yes. Motion carried. (Separate minutes taken.)

Marlene Ballou made a motion, seconded by Michelle Sprague to re-open the regular board meeting. Voting: Irlmeier-yes, Ballou-yes, Sprague-yes and Kessler-yes. Motion carried.

IV. PUBLIC COMMENTS

No public comments.

V. CONSENT AGENDA

It was moved by Michelle Sprague and seconded by Marlene Ballou to approve the Meeting Minutes of January 29, 2019 with one correction related to who approved a motion.

VI. DEPARTMENT REPORT – PHARMACY

Brett Pietig, Pharmacist presented the Pharmacy Department Report. He discussed his role as the Pharmacist, the 340B program, and two upcoming capital needs for the Pharmacy including a construction project to comply with new regulations and an Omnicell upgrade. Both will be required by the end of 2019.

VII. FINANCIAL REPORT

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

The financial report for the month for January Operating Statement “excess of revenue over expenses” for the month was \$44,410.21. YTD is \$44,484.09 compared to budget of \$52,727.52.

CD #612433 at Exchange State Bank matured on February 14, 2019 for \$549,309.45. Landmands Bank rate is 2.75%, Exchange State Bank 2.60% and Audubon State Bank 2.35%. Upon the recommendation and approval of Board Members Marlene Ballou and Michelle Sprague the CD was invested at Landmands Bank for 12 months at 2.75%.

CD #33815 at Audubon State Bank matured on 2/23/19. Rates at Audubon State Bank 2.80%, Landmands 2.75% and

Exchange State Bank 2.60%. Upon the recommendation and approval of Board Members Michelle Sprague and Marlene Ballou the CD was reinvested at Audubon State Bank at 2.80% for 12 months.

VIII. MEDICAL STAFF REPORT/APPOINTMENTS/REAPPOINTMENTS:

Dr. Jeffrey Maire gave the medical staff report.

Credentialing Discussion: Appointments and Reappointments of the following:

1. Initial Appointment to Consulting Medical Staff
 - a. Nathan Neuberger, DO
2. Initial Appointment to Allied Health Staff
 - a. Shannon Davis, ARNP
3. Reappointments to Allied Health Staff
 - a. Mary Grieder, ARNP
 - b. Mindy Miller, CRNA
4. Resignations from Allied Health Staff
 - a. Kayla Campbell, CRNA
5. Resignations from Consulting Medical Staff
 - a. Azfar Malik, MD

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 appointment, re-appointment, and resignations. They have also accepted the above resignations. Motion was made by Michelle Sprague and seconded by Marlene Ballou to approve the above credentialing. Motion carried.

IX. CEO REPORT/RISK MANAGEMENT REPORT

Suzanne Cooner reviewed the following with the board:

1. The server conversion was completed this past Saturday and went well this time. Staff with newer computers have seen a significant improvement. Staff with older systems didn't see as much. Next step is to start replacing computers that have passed their useful life.
2. We are still working through the process of finding a nurse practitioner for the vacant ED position. We have two potential candidates with experience that we are trying to get set up for interviews.
3. The 2019 report from Navigant has identified 17 rural or Critical Access hospitals in Iowa that are at high risk for closure. Audubon was listed as "green – Low risk". This is the first time Iowa hospitals have been identified in the report and it is concerning that there are so many of them this time. Hospitals are struggling more with poor reimbursement. Of concern is the continued cuts by Iowa Medicaid and Wellmark.
4. We will be attending a Wellmark Forum with other Iowa hospitals to discuss concerns.
5. We are still set to go online with Avera eEmergency on April 17th.
6. We have completed several major projects recently including completion of the Regulatory Manuals, most of the Medical Staff clinical privileges, medical records storage project, and Medical Staff Rules and Regulations. The changes to the patient room to improve safety for psychiatric patients is almost complete.
7. We are in the process of interviewing several insurance companies for bids on our professional insurance. Mindy has sent out the RFP for our financial auditing company.
8. The board was informed that the ICRC matter filed by Dr. Stubbs was administratively closed by the ICRC.

Quality/ Compliance/Risk Management Report:

Suzanne Cooner reviewed the Quality/ Compliance/ and Risk Management reports with the board.

X. APPROVALS:

1. West Central Biomed Services – Michelle Sprague made a motion and seconded by Mark Kessler to approve the West Central Biomed Services. Motion carried

2. CD Approval – Investment Policy – Michelle Sprague made a motion and seconded by Mark Kessler to approve the CD Approval – Investment Policy. Motion carried.
3. PAC Policy Approval (See attached list of policies)– Michelle Sprague made a motion seconded by Mark Kessler to approve the PAC Policy Approval. Motion carried.
4. Medical Staff Privilege Forms (See attached list of privilege forms)– Michelle Sprague made a motion and seconded by Mark Kessler to approve the Medical Staff Privilege Forms. Motion carried.
5. Work Flow Transformation – Michelle Sprague made a motion and seconded by Mark Kessler to approve the Work Flow Transformation. Motion carried.

XI. BOARD COMMENTS

Mark Kessler expressed his thanks to ACMH entire staff and especially Dr. Maire for the excellent care given a family member and how important this hospital is to our community.

A thank you from Michelle Sprague for getting the board of trustees' packets out early.

Suzanne informed the board that our insurance carrier has advised that we no longer give medical advice over the phone for community members calling in with questions unless the provider has specifically instructed the patient to call with questions. Callers will be informed that this change is for liability reasons and if they are concerned, they should come to the ED or clinic to be seen by one of our providers.

Due to complaints from patients about voice recording when calling in to the clinics, Heather Toft, Clinic Director, is working with the IT department to change our process to discontinue voice messaging for our main lines.

XII. ADJOURNMENT:

The meeting adjourned at 6:10 p.m. with a motion by Marlene Ballou and seconded by Michelle Sprague. Motion carried.

Brett Irlmeier, Board of Trustees Vice Chairman

Denise Kilworth, Board of Trustees Secretary

PAC policies Approved:

Investment Policy

Water Management Plan

Dietary (no major changes. Just aligning verbiage to the CoPs)

- Management of Dietary Services - NEW
- Menu / Diet Menu - REVISED
- Dietitian Coverage - REVISED
- Nutrition Assessment – REVISED
- Diet Orders – REVISED
- Food Substitution – REVISED

Rehab Services (no major changes. Just aligning verbiage to the CoPs)

- Management of Rehab Services - NEW
- Scope of Services REVISED