

Audubon County Memorial Hospital Board of Trustees

Meeting Minutes

September 24, 2020 at 12 Noon

Board Room

ATTENDANCE

Board Members Present: Vicky Robinson, Marlene Ballou, Anne Miller, Michelle Sprague, Mark Kessler,
Board Members Absent: Brett Irlmeier, Denise Kilworth
Staff Present: Suzanne Cooner, Melinda Alt (via Zoom), Kolton Hewlett (via Zoom), Haillie Bruch (via Zoom)

I. CALL TO ORDER

Vice Chair, Vicky Robinson, called the meeting to order at 12:00 Noon.

II. AGENDA APPROVAL

Michelle Sprague made a motion, Marlene Ballou seconded by 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 Mark Kessler and seconded by Marlene Ballou to approve the Meeting Minutes of August 27, 2020 and the Executive Closed Session minutes of August 27, 2020. Motion carried.

V. FINANCIAL REPORT

Melinda Alt, CFO, reviewed the financial reports and budget scorecard. The financial report for the month for August Operating Statement "excess of revenue over expenses" for the month was \$138,545.83. YTD is \$182,231.07 compared to budget of \$16,823.21. Discussed current process for annual audit and Melinda reported that the auditors are currently working on the audit. Have reported the Stimulus money from COVID-19, but have not recognized it and sitting to the side.

VI. MEDICAL STAFF REPORT AND CREDENTIALING

Suzanne Cooner, Chief Executive Officer, gave the medical staff report and credentialing recommendations. The following appointments, reappointments, and resignations from the medical staff were reviewed:

Initial Appointment to Allied Health Staff:

1. Sherifat Forcey, ARNP - ITP

Reappointment to Allied Health Staff:

1. Jill Scott, ARNP

Initial Appointment to Courtesy Staff – Telemedicine

1. Arvin L. Santos, MD (Sanford USD Medical Center)

Resignations from Allied Health Staff:

1. Rebecca McCann, ARNP - ER

Board members reviewed the applications, the supporting documentation, the 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 Resignations and approval of updated privileges. Motion was made by Mark Kessler and seconded by Michelle Sprague to approve the above credentialing. Motion carried.

Medical Staff Report:

- The medical staff approved Dr. Cooper to be the Physician Champion for the Antibiotic Stewardship program.
- Discussed updated peer review process for providers.
- Pharmacy and Therapeutics Committee information including antibiotic stewardship and risk management action plans reviewed with board members.
- Infection Prevention Committee information including COVID response was reviewed with board members.
- Report on eAvera use shared with board members.

VII. COMPLIANCE/QUALITY/RISK MANAGEMENT REPORT

Kolton Hewlett, Senior Director of Administration/Compliance Officer, provided the monthly report on compliance, quality, and risk management activities:

- Completed the annual HIPAA Security Risk Assessment in September, which indicated compliance with Health Insurance Portability and Accountability Act (HIPAA) Security Rule standards. HIPAA requires that covered entities complete a risk assessment periodically. We used the risk assessment to identify areas where our protected health information (PHI) could be at risk.
- Reviewed Quality Committee reports from physical therapy, occupational therapy, speech therapy, medical-surgical, emergency department, trauma, nutrition services, pharmacy, antibiotic stewardship, care coordination, respiratory services, sleep services, and infection prevention.
- The Accreditation Commission for Health Care (ACHC) completed the accreditation survey for the sleep program on August 31, 2020, and we are approved for re-accreditation.
- We were recently given an award by the Iowa Donor Network for achieving 100% compliance in notifying them of patients meeting criteria for notification. All nursing staff receive regular training for organ donation, tissue bank, and eye bank.
- Nancy Ruzicka will be onsite Monday, September 28, to conduct a mock survey with nursing staff. She will also be reviewing regulatory readiness in a few areas including infection prevention.
- A tabletop exercise has been scheduled for September 29, 2020, starting at 10:30 a.m. The tabletop will focus on pandemic response and will work through various scenarios including a surge in patient volume and COVID inpatients and staff shortages. Community partners will be involved in the exercise through the County EOC call before the exercise and in the community update call in the afternoon. The group will also evaluate what kinds of emergency preparedness supplies and resources are needed that COVID-19 grant funding can be used for.
- Reviewed trends in incident reporting and risk management initiatives and reported that there have not been any adverse outcomes for our patients.
- New security cameras were installed throughout the facility. They are all installed and active except for one that will be installed in the ER waiting room and two that will be installed at Exira Medical Center at a later date. This was one of the action plans that the Safety Committee identified in a previous emergency preparedness drill.
- Provided an update on the Families First Coronavirus Response Act (FFCRA) expanded leave policy.

VIII. APPROVALS

The following were presented to the board for approval. The PAC policies have already been approved by the Professional Advisory Committee (PAC) and the medical staff.

- 2019-2020 CAH Annual Report
- Augustana University
- Mercy Medical Center- Distant Site Credentialing
- Stryker High Speed Drill
- PAC Policies

A motion was made by Mark Kessler and seconded by Anne Miller to formally approve all approval items. Motion carried.

IX. CEO REPORT

Suzanne Cooner, CEO, provided the following report:

1. Dr. Jay Strittholt, Orthopedic Surgeon started today. We are hoping to ramp him up to two days every other week.
2. We have started the ER waiting room project. We are awaiting preliminary drafts from the architect on the ER remodel. We upgraded the Exira Clinic flooring in the patient care hallway to vinyl flooring for infection control purposes.
3. ACMH does not plan to make the COVID-19 vaccine mandatory for all staff to take as we do with the regular flu vaccination.
4. We have seen a surge in COVID activity in the county over the past few weeks. Audubon County School system is now at over 20 percent infection rate. We have implemented new visitor restrictions in the Outpatient and surgery areas.
5. Federal COVID relief funding remains unclear at this time in several areas. It is unclear if organizations can use the funding to pay for paying staff wages while they are off due to COVID illness. We can only count lost revenue attributable to COVID-19 represented as a negative change in year-over-year net operating income from patient care-related resources. If recipients do not expend relief funds in full by the end of calendar year 2020, we will have another six months to use remaining amounts toward expenses attributable to COVID-19 but not reimbursed by other sources.
6. New Employees:
 - Abbreanna Schumacher started on Thursday, August 27, 2020, as a part-time CNA in Med-Surg/ED
 - Rene Rustvold started on Monday, September 21, 2020, as a full-time patient access specialist in the business office.
 - Michelle Paltz started on Monday, September 21, 2020, as a full-time certified medical coder in health information.
 - Courtney Juelsgaard will start on Friday, October 2, 2020, as a full-time LPN in Med-Surg/ED
 - Megan Andersen will start on Friday, October 2, 2020, as a part-time LPN in Med-Surg/ED
 - Clara Schmidt will start on Friday, October 2, 2020, as a part-time LPN in Med-surg/ED
 - Rebekah Thrower will start on Friday, October 2, 2020, as a part-time respiratory therapist
 - Susan Grieving was hired as the Marketing/Foundation Coordinator position. She will start in October.
 - We are still recruiting for two radiological technologists, house supervisors, and registered nurses.

Discussion:

Suzanne discussed request to proceed with Requests for Proposals for a new EMR system. Board members were supportive of getting proposals to be presented to them for consideration.

Discussed medical staff request to hire a new PA for the clinic. The board stated they would rather we continue to look for a new family medicine physician.

Discussed new goals for CEO for 2020-2021. Board directed Suzanne to develop specific goals and present back to them for consideration.

X. BOARD COMMENTS

No further comments.

XI. ADJOURNMENT:

The meeting adjourned at 2:23 p.m. with a motion by Marlene Ballou and seconded by Mark Kessler. Motion carried.

Brett Irlmeier, Chair Board of Trustees Chairman

Marlene Ballou, Board of Trustees

PAC policies presented:

- COVID-19 expanded leave
- Conscious Sedation
- Nurse Practice Act
- Patient Rights and Responsibilities
- Patient Grievance
- Rapid Response Team
- Safe Haven for Newborns