

## Audubon County Memorial Hospital Board of Trustees

### Meeting Minutes

September 28, 2023 at 12 Noon

Board Room

ATTENDANCE	
<b>Board Members Present:</b>	Michelle Sprague, Brett Irlmeier, Marlene Ballou, Vicky Robinson, Anne Miller, Philip Beisswenger, Mark Kessler
<b>Board Members Absent:</b>	
<b>Staff Present:</b>	Suzanne Cooner, Paul Topliff, Melinda Alt, Dr. Maire, Melanie Larsen, Haillie Bruch
I. CALL TO ORDER	
Michelle Sprague, Board Chair, called the meeting to order at 11:59 a.m.	
II. AGENDA APPROVAL	
Brett Irlmeier made a motion, seconded by Vicky Robinson, to approve the agenda in accordance with the Code of Iowa Open Meetings Law. Motion carried.	
III. PUBLIC COMMENTS	
No public comments.	
IV. CONSENT AGENDA	
Brett Irlmeier made a motion, seconded by Anne Miller, to approve the August 24, 2023, revised meeting minutes. Motion carried.	
VI. FINANCIAL REPORT	
<p>Melinda Alt, CFO, reviewed the financial reports and budget scorecard. The financial report for the month of August 2023 Operating Statement "excess of revenue over expenses" was a negative \$16,771.00. YTD is a negative \$14,844.00 compared to the budget of \$8,708.</p> <p>CD# 23072, at Landmand's Bank, for \$590,296.27 matured on 09/14/2023. Bids from Landmand's Bank 5.05%; Audubon State Bank 4.75% and Exchange State Bank 5.00%. The CD was reinvested at the highest rate of 5.05% at Landmand's Bank for one (1) year.</p> <p>CD# 23703, at Landmand's Bank, for \$502,726.49 matured on 09/14/2023. Bids from Landmand's Bank 5.05%; Audubon State Bank 4.75% and Exchange State Bank 5.00%. The CD was reinvested at the highest rate of 5.05% at Landmand's Bank for one (1) year.</p> <p>Vicky Robinson made a motion, seconded by Anne Miller, to investigate transferring more money into CD's from the Audubon County Memorial Hospital and Clinic's Plant Funds Account and Checking account. Motion Carried.</p> <p>Melinda Alt will come to the October 2023 Board of Trustees Meeting with information regarding dollar amounts deemed necessary to retain in the Audubon County Memorial Hospital and Clinics' Plant Funds Account and the Checking Account.</p> <p>Marlene Ballou made a motion seconded by Mark Kessler to approve the financials. Motion Carried.</p>	
VII. MEDICAL STAFF REPORT AND CREDENTIALING	
Paul Topliff gave the medical staff report and credentialing recommendations for Dr. Maire. The following reappointments and resignations to the medical staff were reviewed:	

Reappointment to Consulting Medical Staff:

1. James Meyer, DO (UnityPoint-Pulmonology)

Reappointment to Allied Health Staff:

2. Samantha Specht, CRNA (Heartland Anesthesia)

Resignations:

1. Christina Smith, CRNA (JC Anesthesia, P.C.)
2. Malori Khalil, CRNA (Heartland Anesthesia)

Based on this review, it is the Board's opinion that the above applicants meet the requirements for Medical Staff reappointments and resignations of clinical privileges.

Mark Kessler made a motion, seconded by Brett Irlmeier to approve the above credentialing. Motion carried.

## **VIII. COMPLIANCE/QUALITY/RISK MANAGEMENT REPORT**

Melanie Larsen gave the Quality Report.

Melanie Larsen gave the Risk Management Report.

Melanie Larsen gave a Compliance update.

Paul Topliff presented the Summary of Operations Report (see attached).

## **IX. APPROVALS**

Melanie Larsen presented the 2023-2024 Compliance Plan for approval.

Mark Kessler made a motion seconded by Vicky Robinson to approve the 2023-2024 Compliance Plan as presented. Motion carried.

Paul Topliff presented the PAC policies for approval (see list below):

- Non-Critical Patient Care Equipment Cleaning/Disinfecting – Updated
- Contract Management – Updated
- Coding Responsibilities – Updated
- Designated Records Set – Updated
- Documentation in the Medical Record – Updated
- HIM Scope of Services – Updated
- Information Management Plan – Updated
- Medical Records Needed for Patient Care – Updated
- Medical Records on Litigation Hold – Updated
- Obtain and Release of Information – Updated
- Pregnant, Postpartum and Pumping Workers – New
- Rubber Stamp Signatures – Updated
- Scanning of Completed MR Inpatient/Outpatient - Updated
- Security and Safeguarding of Medical Records - Updated
- Signature Verification - Updated
- Hand Hygiene Guidelines – Updated
- Visitation Rights – Updated
- Restricted or Further Access Policy – New
- Interpreter Services, Communication Assistance – Updated
- Against Medical Advice (AMA)/Refusal of Care/Elopement – updated
- Policy/Procedure Development and Review – Updated
- Pest Control - Updated

After reviewing the PAC policies, Mark Kessler made a motion, seconded by Brett Irlmeier to approve the PAC policies as presented. Motion carried.

## **X. CEO REPORT**

Suzanne Cooner presented the CEO Board Report for September:

1. New Employees:
  - Jo Ann Hart, PRN Laboratory Technologist
  - Addison Ross, PRN Laboratory Technologist
  - Angie Parnell will be a PRN Laboratory Technologist starting in the middle of October.
  - Ashley Pira-Bertelsen, RN-PRN on Med-Surg/ED accepted the House Supervisor position in that department. She will be part-time, night shift, House Supervisor.
  - Angela Albertson, RN, started full-time on August 28<sup>th</sup> in the OPC/Surgery department.
2. Employee Retirement:
  - Linda Holland, RN, retired on September 5, 2023! Linda has been a part of the ACMH family for 37 years!
3. Grants
  - Susan Greving wrote a grant to support our Community Breast Health Education Series and was awarded \$1,000.00 for the project.
4. Community Events:
  - ACMH held a tabletop exercise and full-scale emergency exercise for Anhydrous Ammonia Haz/Mat situation to test our emergency response. Community participants included Public Health, Friendship Home, and Exira Fire.
  - Dr. Vampola held a pop-up yoga class at the Rec Center on Saturday, September 16<sup>th</sup>. It was a success and we had 14 participants!
  - The ACMH Employee's Club "Back-To-School Drive" provided donated school items for the Audubon and Exira Schools prior to the start of the school season.
  - Ana Kauffman held a "Welcome to Medicare Seminar" on September 13, 2023.

## **XII. BOARD COMMENTS:**

Suzanne Cooner, CEO, discussed CEO succession planning and physician recruitment.

## **XIII. ADJOURNMENT**

The meeting adjourned at 1:45 p.m. with a motion by Vicky Robinson and seconded by Mark Kessler. Motion carried.

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Michelle Sprague, Board Chair

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Marlene Ballou, Board Secretary/Treasurer