

**Audubon County Memorial Hospital Board of Trustees  
Meeting Minutes**

March 27, 2025, at 12 Noon  
Board Room

| <b>ATTENDANCE</b>   |  |
|---|--|
| <b>Board Members Present:</b>   | Michelle Sprague, Marlene Ballou, Vicky Robinson, Brady Griffin, Mark Kessler, Brett Irlmeier, Anne Miller |
| <b>Absent:</b>  |  |
| <b>Staff Present:</b>   | Suzanne Cooner, Melanie Larsen, Al Comito, Melinda Alt, Cassey Neumann, Dr. Maire, Haillie Bruch           |
| <b>I. CALL TO ORDER</b>   |  |
| Michelle Sprague, Board Chair, called the meeting to order at 12:00 p.m.  |  |
| <b>II. AGENDA APPROVAL</b>  |  |
| Vicky Robinson made a motion, seconded by Marlene Ballou to approve the agenda, in accordance with the Code of Iowa Open Meetings Law. Motion carried.  |  |
| <b>III. PUBLIC COMMENTS</b>   |  |
| No public comments.   |  |
| <b>IV. CONSENT AGENDA</b>   |  |
| Mark Kessler made a motion, seconded by Marlene to approve the February 27, 2025, meeting minutes, with the correction of adding the letter "r" to Cooner and removing the extra parentheses behind the word Sharing. Motion carried. |  |
| <b>V. FY 2025-2026 County Budget</b>  |  |
| Vicky Robinson made a motion, seconded by Marlene Ballou, to open the Public Hearing for the 2025-2026 Fiscal Year County Budget. Motion Carried.   |  |
| Mark Kessler made a motion, seconded by Vicky Robinson to close the Public Hearing session. Motion carried.   |  |
| Vicky Robinson made a motion, seconded by Brady Griffin to move into an open session. Motion carried.   |  |
| Brady Griffin made a motion, seconded by Vicky Robinson to approve the Fiscal Year 2025-2026 County Budget. Motion Carried.   |  |
| Brady Griffin made a motion, seconded by Vicky Robinson to approve the amended 2024-2025 Fiscal Year County Budget. Motion carried.   |  |

## **VI. FINANCIAL REPORT**

Melinda Alt, CFO, reviewed the financial reports, budget scorecard, balance sheet, monthly cash summary, and accounts receivables. The financial report for the month of December 2024 Operating Statement had a negative margin of \$104,881 with a YTD positive margin of \$338,029.

Brett Irmeier made a motion, seconded by Brady Griffin, to approve the financials. Motion Carried.

CD #612884 at Landmands Bank for \$122,538.04 came up for renewal on 03/04/2025. Renewals rates were Audubon State Bank (4.0%), Landmands Bank (4.25%), Exchange State Bank (4.25%). The CD was reinvested at the highest rate of (4.25%) at Exchange State Bank for 12 months.

## **VII. MEDICAL STAFF / CREDENTIALING / REPORT**

Suzanne Cooner gave the Medical Staff report and credentialing recommendations. The following requests for privileges for the medical staff were reviewed:

Initial Appointment to Consulting Medical Staff:

1. Latonia Booker, MD (Teledigm Hospitalists)

Reappointment to Consulting Medical Staff:

1. Fawad Zafar, MD (Urology)
2. Michael Woods, MD (Gynecology)

Resignations:

1. Thomas Crowe, MD (Ortho)

Action: Based on this review, it is the Board's opinion that the above applicants meet the requirements for initial appointments to the Consulting Medical Staff, Reappointments to the Consulting Medical Staff, as well as the resignation of privileges from the Consulting Medical Staff based on the supporting documentation, and documented appropriate education, training, experience, and current competency, and from information received during the privilege process for distant site privileging.

Brady Griffin made a motion, seconded by Mark Kessler, to approve the above credentialing recommendations as presented. Motion carried.

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

Melanie Larsen reported on the Quality meeting that was held on March 18, 2025. The February 2025 Quality data was presented.

Melanie Larsen reported on MIPS and Promoting Interoperability data.

Melanie Larsen gave the Risk Management Report.

Melanie Larsen gave the Compliance Report.

## **IX. SUMMARY OF OPERATIONS**

Cassey Neumann presented the Summary of Operations Report (see attached).

## **X. CEO DISCUSSION**

Five (5) candidates have been interviewed by The Board of Trustees Subcommittee along with Suzanne Cooner, CEO, and Haillie Bruch, HR Manager. The Board of Trustees directed Haillie Bruch to extend invitations to all five (5) candidates to come on site for full-day interviews. Haillie will schedule the interviews with the candidates and send the Board of Trustees itineraries for each day.

## **IX. APPROVALS**

Melanie Larsen presented the PAC policies and procedures for review and approval.

- Cardiac Stress Testing – updated
- Malignant Hyperthermia Emergency – updated
- Chain of Command – Updated
- Leadership Structure – Updated
- Administrator on Duty – Updated
- Authority in the Absence of the CEO – Updated
- Oversight of Contractual Arrangements – Updated
- Periodic Evaluation of the CAH Program – Updated
- Provision of Services – Updated
- Scope of Services – Organization – Updated
- ACMH Department Services – Updated
- Authority of the Governing Body – Updated
- Telemedicine Services – Updated
- Agreement with Network Hospital – Updated
- CAH Specific Regulatory Requirements – Updated
- Communication Systems Network – Updated
- Policy and Procedure Development and Review- Updated
- Cyber Security and Incident Response – New
- Managing ICE Interactions in Hospital – New

Mark Kessler made a motion, seconded by Brady Griffin, to approve the PAC policy as presented. Motion carried.

Suzanne Coone presented the Audubon County Public Health Lease Agreement.

Mark Kessler made a motion, seconded by Marlen Ballou, to approve the Audubon County Public Health Lease Agreement for approval. Motion carried.

Melanie Larsen presented the Drees OR Humidity Project for approval.

A made a motion was made by Brett Irlmeier, seconded by Brady Griffin to approve the Drees OR Humidity Project, not to exceed the amount of \$70,000.00, as presented. Motion carried.

## **X. CEO REPORT**

Suzanne Cooner, CEO, gave the CEO Report

1. Sydnee Partridge, Radiology Technician, was named the first ROSE Award winner for 2025.
2. Alice Hemmingsen, full-time Clinic Receptionist, began on February 24, 2025, in the Rural Health Clinics.
3. Kate Anthofer, Clinic Receptionist retired on March 14, 2025, after 10 years of service.
4. Toni Nelson was promoted to Medical Secretary on March 23, 2025.
5. Haillie Bruch completed her certification as a Certified Workplace Mediator and Trainer (Mediation Training Institute), Qualified IMI Mediator (International Mediation Institute), Conflict Dynamics Profile Certified Practitioner (CDP-I).
6. ACMH held the 2025 Winter Olympic games. Ben Nelson was the MVP of the games. He received a very tiny trophy and dedicated it to his team captain, Sydnee Partridge.

7. Ice cream sundaes were delivered to employees by Pam Steckler and Haillie Bruch to honor our employees for Employee Appreciation Day.

**XI. BOARD COMMENTS:**

Suzanne presented the ACMH Board of Trustees Self-Assessment. The Board of Trustees would like an annual report on all services provided at ACMH. The Board of Trustees would also like a brief synopsis of any State or Federal legislative updates relating to the organization.

Al Comito provided an update on the ambulance services.

**XII. ADJOURNMENT**

The meeting was adjourned at 1:29 p.m. with a motion made 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