

<b>Hospital Committee Meeting Minutes    May 5, 2015</b>			Meeting Date		May 5, 2015				
			Meeting Time		6:00 p.m.				
			Meeting Location		Conference Room “B”				
<b>Members: P-present, A-absent, E-excused</b>									
P	Ted Whitehead – Ex Officio	P	John Bayler	E	Janice Brooks	P	David Johnson	E	Joe Goodman

P	Amanda Goostree	P	Chelsea Musgrave	P	Courtney Minton- Minutes	P	Mike Rinehart		
P	Jamie Veach	P	Dr. Schulz (Med Staff Rep)	P	Phil Bute	P	John Weidner		
P	Mike Hobbs	P	Bob Coble (Attorney)	E	Julie Long				
				P	Phil Gustafson				

Agenda Item	Discussion	Follow Up
<b>Welcome</b> <i>Amanda Goostree</i>	Amanda Goostree welcomed everyone to the meeting and thanked them for their presence.	None
<b>Call to Order</b> <i>Ted Whitehead</i>	Ted Whitehead called the meeting to order at 6:00 p.m. Courtney Minton conducted roll call	None
<b>Patient Story</b> <i>Joan Huffman</i>	Joan Huffman presented details about her daughter's recent visit to our ER. She stated that everything went well and was in order. Her daughter was immediately brought back to be seen, and their total time here was minimal. Joan was very impressed with the professional and welcoming manner in which they were treated and the exceptional care given.	None
<b>Approval of Agenda (Action)</b>	The agenda for the meeting was presented for approval. Exception noted; proposal to amend the agenda to move Phil Gustafson's agenda item up on the agenda to follow public comment and to add Chelsea Musgrave to speak regarding the turnover report after the Skype and Learn with Greg Efta. Motion made by Dave Johnson to approve the agenda. Seconded by John Bayler. Motion carried.	None
<b>Approval of Minutes (Action)</b>	Minutes from the April 7, 2015 meeting were presented for approval. Motion made by John Bayler to approve the minutes. Seconded by	None

	Dave Johnson. Motion carried.	
<b>Public Comment</b>	There were no public comments.	None
<b>Annual Evaluation per Management Agreement</b> <i>Phil Gustafson</i>	According to the management contract agreement between CCH and SSM, there is to be an annual evaluation that is to be completed by Hospital Committee members. Phil Gustafson is mailing the evaluation forms to Committee members' homes. Phil would like for members to fill these out and return them to him in the confidential self-addressed envelope. At the next meeting there will be an Executive Session where Phil will meet with the Board Members to complete the annual review.	Evaluation forms to be mailed to Hospital Committee members' homes.
<b>Skype and Learn: Custom Learning Systems</b> <i>Greg Efta</i>	Greg Efta who works for Custom Learning Systems as the coordinator for the Service Excellence Initiative spoke at the meeting via Skype regarding the Service Excellence initiative. Greg explained that the goal of this initiative is for CCH to become the "Provider of Choice" and the "Employer of Choice". The program will implement a series of systems and processes to reach this goal. One of the sectors that will become the focus is onboarding and retention of employees to reduce turnover by 10%. Greg welcomed any questions or concerns from the Committee, to which none were voiced.	None
<b>Human Resources Update</b> <i>Chelsea Musgrave</i> <ul style="list-style-type: none"> <li>• Turnover Report</li> <li>• Any Human Resources Concerns of Committee Members?</li> </ul>	Chelsea Musgrave presented the Turnover Report for January- April 2015. She asked if there were any Human Resources related questions or concerns to which none were voiced.	None
<b>Finance</b> <i>Mike Hobbs</i> <ul style="list-style-type: none"> <li>• Financial Review &amp; Statistics</li> <li>• Approval of Paid &amp; Unpaid <b>(Action)</b></li> </ul>	Mike presented financial data for March 2015. He also presented graphs representing income and patient revenues for FY 2015-2016. Mike reported there was excess revenue over expenses in the amount of \$200,524 for the month end for March.  Motion made by Dave Johnson for the paid and unpaid claims to be submitted for approval by the Clay County Board as presented. Seconded by John Bayler. Motion carried.	None  Present to the Full Clay County Board.



<ul style="list-style-type: none"> <li>Update to audit relative to cash reconciliation</li> </ul>	<p>Mike presented the findings of the audit that was recently conducted relative to the unidentified cash variance in the amount of \$209,721.32. The findings are as follows:</p> <p><b>Reconciling Items</b></p> <ul style="list-style-type: none"> <li>ACH deposit held by Amerisource Bergen \$52,500.00</li> <li>Unrecorded ACH payments to Amerisource Bergen for pharmacy purchases \$40,894.46</li> <li>(4) Blue Cross UPP vouchers posted as cash receipts \$50,655.79</li> <li>(3) Unrecorded CMS ACH transactions \$26,295.99</li> <li>(2) Unrecorded Medical Mutual insurance payments \$28,865.44</li> <li>Employee Medical Savings account variance \$3,579.72</li> <li>Returned checks and bank fees \$548.40</li> </ul> <p>The total amount found in the audit is \$203,339.80. The remaining amount is \$6,381.52. The discussion took place as to whether or not this would be a productive venture to audit for this remainder amount to be found.</p>	<p>Present to the Full Clay County Board as informational</p>
<p><b>Phone System Wiring Bids(Action)</b> <i>Phil Bute</i></p>	<p>Two bids for wiring for the phone system were received; one from Flat Rock Telephone Coop. that consisted of primarily estimates, and one from Consolidated Communications. Consolidated Communications was chosen for the wiring project due to their detailed bid. Motion made by John Bayler to approve presenting the Consolidated Communications bid to the full Clay County Board. Seconded by Dave Johnson. Motion carried.</p>	<p>Phil Bute will present to the Full Clay County Board.</p>
<p><b>Joint Leadership Report</b> <i>Ted Whitehead</i></p>	<p>There was no Joint Leadership Meeting for the month of April.</p>	<p>None</p>

<b>Quality Report</b> <i>Tami Bayless</i> <ul style="list-style-type: none"> <li>• Core Measures</li> <li>• Patient Experience/Scorecard</li> <li>• Any Quality Concerns of Committee members?</li> </ul>	<p>Tami Bayless presented the Patient Experience Quality Scorecard numbers for the month of April. Tami noted that there has been improvement in the patient experience scores.</p> <p>Tami asked if there were any Quality questions or concerns to which Ted Whitehead asked if the surveys are completed in an anonymous and non- biased fashion. Amanda Goostree informed the Committee that the hospital surveys are executed using an external firm through the SSM Management Agreement.</p>	<p>None</p> <p>None</p>
<b>Safety Report</b> <i>Tami Bayless</i> <ul style="list-style-type: none"> <li>• Any Safety Concerns of Committee members?</li> </ul>	<p>Tami presented the Safety measures report.</p> <p>Tami asked if there were any Safety questions or concerns to which none were voiced</p>	<p>None</p>
<b>Compliance Report</b> <i>Jamie Veach</i> <ul style="list-style-type: none"> <li>• Any Compliance Concerns of Committee members?</li> </ul>	<p>Jamie Veach stated that the Compliance meeting will be held on May 7, 2015 and that any compliance concerns will be addressed at that time.</p> <p>Jamie asked if there were any Compliance questions or concerns to which none were voiced.</p>	<p>None</p>
<b>Credentials Committee</b> <b>(Action)</b> <i>Amanda Goostree</i>	<p><b>Initial appointment:</b>  Heath Laughlin, MD                      Provisional Courtesy Radiology</p> <p><b>Reappointment:</b>  Amir Cheema, MD                      Courtesy Cardiology</p> <p><b>Provisional to Full Courtesy:</b>  Jeanne Holdren, APN                      Specified Professional Affiliate</p> <p>Motion made by Dave Johnson. Second voiced by John Bayler.  Motion carried.</p>	<p>Credentials will be moved onto full County Board for approval.</p>
<b>New Business</b> <i>All Present</i>	<p>Ted Whitehead was presented with the document to sign to confirm the previous Executive Session from the April 7, 2015. Motion to</p>	<p>None</p>

<ul style="list-style-type: none"> <li>• Formal resolution releasing/holding prior executive session minutes-<i>Ted Whitehead</i></li> <li>• Election of Chairman, Vice Chairman., and Secretary(as set forth in the by-laws under article III)- <i>Ted Whitehead</i></li> </ul>	<p>approve the releasing of the Executive Session minutes made by John Bayler. Seconded by Dave Johnson. Motion carried.</p> <p>Ted stated that at the June Hospital Committee meeting there will be a Chairman, Vice Chairman, and Secretary elected.</p>	
<b>Adjournment</b>	Motion made by John Bayler for adjournment. Seconded by Dave Johnson. Motion carried. Meeting adjourned at 6:58 p.m.	None