

<b>Hospital Committee Meeting Minutes October 2015</b>			Meeting Date		October 6, 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	P	Janice Brooks	P	David Johnson	P	Joe Goodman

P	Amanda Basso	P	Mike Hobbs	P	Phil Bute	E	Chelsea Musgrave	P	Tami Bayless
P	Mike McClane	E	Phil Gustafson	P	Julie Long	P	Bob Coble (Attorney)	P	Courtney Minton-Minutes
P	John Bursich	P	Phyllis Durre (patient guest)						

Agenda Item	Discussion	Follow Up
<b>Welcome</b> <i>Amanda Basso</i>	Amanda welcomed everyone to the meeting and thanked them for their presence.	None
<b>Call to Order</b> <i>Ted Whitehead</i>	Ted called the meeting to order at 6:00 p.m. Courtney Minton performed roll call. Ted Whitehead- present; David Johnson- present; Joe Goodman present; John Bayler- present; Janice Brooks-present.	None
<b>Patient Story</b>	Phyllis Durre, a patient who resides in the community, presented to the meeting to share an experience involving CCH employees. Phyllis had attended a football game in Flora on August 25, 2009. After the game was over, Phyllis began to have a "buzzing" in her head, and the last thing she remembered was reaching for the fence. There were what Phyllis described as three "angels" that saved her life- Eileen Enlow, Shelly Billington, and Angela Casolari. These three had immediately come over to her. Angela and Eileen began to perform CPR, while others gathered around and prayed. As they realized the CPR was not successful, they concluded that an AED (automated external defibrillator) would be needed at this time. It just so happened that this equipment had been placed in the building in the park. They proceeded to use the equipment successfully. By the time	None

	the ambulance arrived, Phyllis had been revived. The CPR had kept her heart going enough until the AED equipment was used. She made it to the Emergency Room, and was in a lot of pain from her sternum breaking due to the CPR compressions. However, she received the care she needed. She felt a lot of community support through this, and received calls and letter from members of the community, even some time after the event. Phyllis feels like she owes her life to these three ladies who helped her.	
<b>Public Comment</b>	There were no public comments.	None
<b>Approval of Agenda (Action)</b>	<p>The agenda was presented for approval. Exception noted: agenda amended to allow Mike Hobbs' financial presentation to take place prior to the Joint Leadership Report.</p> <p><i>Motion made by Janice Brooks to approve the agenda. Seconded by Dave Johnson. Motion carried.</i></p>	None
<b>Approval of Minutes (Action)</b>	<p>The minutes from the September 1, 2015 meeting were presented for approval.</p> <p><i>Motion made by John Bayler to approve the September meeting minutes. Seconded by Joe Goodman. Motion carried.</i></p>	None
<b>Finance</b> Mike Hobbs <ul style="list-style-type: none"> <li>Financial Review &amp; Statistics</li> </ul>	<ul style="list-style-type: none"> <li>Mike presented the financial data from August 2015. He also presented patient revenue and income graphs.</li> <li>Mike stated the Affordable Care Act mandates that employee's benefits are reported on the 1095's. HMS/MedHost, who provides the payroll system that is currently used, are discontinuing their payroll software services. The company ADP will now be utilized for payroll. Discussion took place regarding the W2 forms for the county. Ted is going to get the exact number of county employees so that Mike can get the estimated cost of this through the ADP system. This has been no cost to the county in the past, but</li> </ul>	None

<ul style="list-style-type: none"> <li>Approval of Paid &amp; Unpaid <b>(Action)</b></li> </ul>	<p>with the new system it will be done at an expense per employee. This will need to go to the Executive Finance Committee.</p> <ul style="list-style-type: none"> <li>The August paid and unpaid claims were presented for approval. There was a question regarding the payment to an employee for car repair. Mike explained that there was rebar in the parking lot that had worked its way up from the concrete parking barriers. This had damaged an employee's car, and therefore payment for the repairs was given to the employee. The parking lot has since been assessed to assure that there are no further damages.</li> </ul> <p><i>Motion made by Joe Goodman to submit the paid and unpaid claims to the full Clay County Board for approval. Seconded by Janice Brooks. Roll call performed by Courtney Minton: Joe Goodman- yes. Janice Brooks-yes. Ted Whitehead- yes. John Bayler- abstain. Dave Johnson- abstain. Motion carried.</i></p>	<p>Present to the full Clay County Board for approval</p>
<p><b>Joint Leadership Report</b> <i>Ted Whitehead</i></p>	<p>Ted summarized the Joint Leadership Council meeting for September 2015:</p> <ul style="list-style-type: none"> <li>Amanda Basso explained the Recruitment Bonus Program for employees. An incentive bonus is given to employees who successfully recruit providers and R.N.'s. The bonus will be given in increments, and it will be allocated throughout a period of time.</li> <li>Since Dr. Schulz is no longer employed at CCH, a medical staff member will need to be elected to serve on the JLC; the by-laws state that there must be three medical staff representatives, and that the Chief of Staff is to select this</li> </ul>	<p>None</p>

	<p>person. A medical staff member will also need to be selected to attend Hospital Committee meetings. These representatives will be chosen at the MedStaff monthly meeting.</p> <ul style="list-style-type: none"> <li>• Several capital projects were discussed: <ol style="list-style-type: none"> <li>1. Flooring Project for HIIM and Cardiopulmonary(under \$30k)</li> <li>2. Roof Repair- currently out for bid</li> <li>3. Parking Lot Repairs- 4 areas needing repair; will need to be placed in paper for bidding.</li> <li>4. Gastroscope for Surgery- has irrigation and high-definition capabilities; total cost comes in under the budgeted amount. Will be ready to be presented at the Hospital Committee meeting.</li> </ol> </li> <li>• Tami Bayless presented the Press Ganey Top Box Scores for Surgery, ER, Outpatient, and Inpatient departments.</li> <li>• Tami Bayless presented the Quality Review; the Clarity Event Reporting system was discussed, and it was suggested that benchmarking be used to be conducive to accurate comparisons to national numbers from other CAH's.</li> <li>• Mike McClane reported on Clinic growth. There has been a 38% growth in new patients since last year. This is not including data from the Louisville clinic. Mike stated that the Cisne Clinic is growing and doing well.</li> <li>• Amanda Basso presented the President's Report: <ol style="list-style-type: none"> <li>1. Clay City Clinic- offer for building accepted. Building will require minimal renovations. The project will be out for bid soon. Deb Harris, NP, will staff the clinic two days per week.</li> <li>2. Urgent Care Clinic- Dr. Doolittle is currently looking into two different locations for the clinic, both of which are prime lots. There are still plans to house the CCH Therapy and Lab services there.</li> </ol> </li> <li>• There were no Compliance related questions or concerns.</li> </ul>	
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<p><b>IT/Plant Operations Update</b>  <i>Phil Bute</i></p> <ul style="list-style-type: none"> <li>Any IT or Plant Ops Related Questions or Concerns of Committee Members?</li> </ul>	<ul style="list-style-type: none"> <li>Phil provided an update as to IT projects:               <ol style="list-style-type: none"> <li>Three additional prox readers were installed for doors at the Flora Clinic. The prox doors require a badge scan to gain entry. There was a recent event in which clinic staff received a death threat by a behavioral health patient, and the police had to get involved. This event prompted the immediate installation of the prox doors, which had been budgeted.</li> <li>General security of the hospital campus is a growing concern. Discussion took place regarding the employment of a security guard. Concealed carry is also an issue. John Nicholson, Chief of Flora PD, is bringing security proposals to Amanda regarding some ideas he has about increasing hospital security. More cameras will be budgeted for the upcoming year.</li> <li>Phil provided a Thinking Phones update. The new phones will be run simultaneously with the current system for some time. Some phones have already been initiated. The system has been fully implemented at the Cisne Clinic. Those that have been using the system say it is very easy to use, and the calls are clear. The full implementation will be coming soon, as the IT staff continues to address any issues/concerns during the “side by side” roll out. The wiring is complete, and numbers are been ported over.</li> </ol> </li> </ul>	None
<p><b>Compliance Report</b>  <i>Amanda Basso</i></p> <ul style="list-style-type: none"> <li>Any Compliance Related Questions or Concerns of</li> </ul>	Amanda asked if there were any Compliance related questions or concerns of Committee members to which none were voiced.	None



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	<p>month. The falls with injury have been minimal- skin tears and abrasions, and some of them occur in the parking lot. The national average for Left Without Treatment (LWOT) cases is 2.2%. The ED is consistently below this number, and hasn't been above since February. ER staff are held accountable to the number, and ways to decrease wait times are always being looked at. Medication error reporting has increased since staff were educated and encouraged to report them. There were no errors that reached the patient or caused patient harm.</p> <ul style="list-style-type: none"> <li>• Tami asked if there were any Safety related questions or concerns to which none were voiced.</li> </ul>	
<p><b>Credentials Committee</b>  <b>(Action)</b>  <i>Amanda Basso</i></p>	<p><b><u>Initial Appointment:</u></b></p> <p>Michael Walden, MD,DO    Provisional Courtesy Radiology</p> <p>Stephen Israel, MD        Provisional Courtesy Emergency</p> <p>Bruce Sobko, MD           Provisional Courtesy Emergency</p> <p><b><u>Provisional Appointment:</u></b></p> <p>Steven Roodman, MD      Courtesy Anesthesiology</p> <p>Vincent Hsu, CRNA        Courtesy Anesthesiology</p> <p>David Blue, CRNA         Courtesy Anesthesiology</p> <p><b><u>Reappointment</u></b></p> <p>Jeffrey Jenson, MD        Courtesy Family Medicine</p> <p>David Kowalski, MD       Courtesy Family Medicine</p>	<p>Submit to the full Clay County Board for approval.</p>

	<p><b><i>Motion made by John Bayler to submit the appointments to the full Clay County Board for approval. Seconded by Dave Johnson. Motion carried.</i></b></p>	
<p><b>New Business</b> <i>All Present</i></p>	<ul style="list-style-type: none"> <li>• Janice Brooks requested a copy of the employee policy handbook. More specifically, she requested the social media/electronic device (iPads, cell phones, etc.) Amanda explained that CCH utilizes the program PolicyTech to create, manage, and update policies. All Hospital Committee members have credentials to sign in to the system and view policies. Policies are reviewed and updated at least annually. However, Amanda offered to pull the requested policies and email them to Janice for viewing.</li> <li>• Janice also requested information regarding the employee discipline and termination procedure. Amanda stated that she would get that information in written form from HR, but that a “progressive discipline” approach is what is used. In certain cases, an immediate termination is necessary. The labor law attorney firm, Greensfelder, is consulted in these cases for liability purposes. Janice then requested an Executive Session regarding the termination of a specific employee. Bob Coble informed that a confidentiality agreement would have to be signed by all members, but that employee discussions cause vulnerability in regards to personal liabilities. Bob stated that executive session minutes are eventually opened and reviewed.</li> <li>• Amanda introduced Mike McClane, Director of Clinic Practice. Mike briefly discussed the extremely rapid growth the Flora Clinic has experienced. The growth is around 38%. This number does not include Louisville information, or the new provider’s information. The Cisne Clinic is doing well. Mike plans to provide a presentation at next month’s meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Alisa Christy to assist Janice on navigating PolicyTech</li> </ul>



<b>Adjournment</b>	<i>Motion made by John Bayler for meeting adjournment. Seconded by Dave Johnson. Motion carried. Meeting adjourned at 7:50 p.m.</i>	None
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