

Hospital Committee Meeting Minutes- March 2016				Meeting Date		Tuesday, March 1, 2016								
				Meeting Time		6:00 p.m.								
				Meeting Location		Conference Room “B”								
Members: P-present, A-absent														
P	Ted Whitehead – Ex Officio		P	John Bayler		P	Janice Brooks		P	David Johnson		P	Joe Goodman	

P	Amanda Basso	P	Mike Hobbs	P	Chelsea Musgrave	A	Phil Bute
A	Mike McClane	P	Tammy Mulvaney	P	Carrie Miller	P	Phil Gustafson
P	Julie Long	P	Bob Coble (Attorney)	P	Dr. Dan Doolittle	P	Courtney Minton - Minutes
P	Dr. Brandon Cycholl	P	Dr. Michael Klingler	P	Chloe Rice	P	Brenda Conrad

Agenda Item	Discussion	Follow Up
Welcome <i>Amanda Basso</i>	Amanda Basso welcomed everyone to the meeting and thanked them for their presence.	None
Call to Order <i>Ted Whitehead</i>	Ted Whitehead called the meeting to order at 6:00 p.m. <i>Courtney Minton performed roll call.</i> <i>Ted Whitehead- present; David Johnson- present; Joe Goodman present; John Bayler- present; Janice Brooks-present.</i>	None
Patient Story	Brenda Conrad introduced Mandy Wilson and her 10-year-old son, Danny. Danny has a rare disorder which requires specific treatment. Ms. Wilson shared that she had brought Danny to our E.R. and they were both impressed with the specialized care he received. They were both very appreciative that Danny was able to get the care he needed right here in the community.	None
Executive Session 5 ILCS 120/2(c)(6) The setting of a price for sale or lease of property owned by the public body.	<i>Motion made by Dave Johnson to enter into Executive Session at 6:02 p.m. Seconded by Joe Goodman. Motion carried.</i> <i>Motion made by Dave Johnson to enter into Open Session at 6:02 p.m. Seconded by Joe Goodman. Motion carried.</i>	Present to the full Clay County Board as informational in Executive Session.

Possible action by the committee on Executive Session matter	<i>Executive Session matter will be presented to the full Clay County Board as informational in Executive Session.</i>	
Public Comment	There were no public comments.	None
Approval of Agenda (Action)	The agenda for the meeting was presented for approval. <i>Motion made by John Bayler to approve the agenda. Seconded by Janice Brooks. Motion carried.</i>	None
Approval of Minutes (Action)	The minutes from the February 2, 2016 meeting were presented for approval. <i>Motion made by Janice Brooks to approve the February minutes. Seconded by Dave Johnson. Motion carried.</i>	None
Human Resources Update <i>Chelsea Musgrave</i> <ul style="list-style-type: none">• Turnover Report• Any Human Resources Related Questions or Concerns of Committee Members?	<ul style="list-style-type: none">• Chelsea Musgrave presented the Employee Turnover report for January 2016.• Chelsea asked if there were any Human Resources questions or concerns to which none were voiced.	None
Patient Experience Survey Scores <i>Carrie Miller</i>	<ul style="list-style-type: none">• Carrie Miller presented the Patient Experience Survey scores for December 2015.	None
Quality/Compliance Report <i>Tammy Mulvaney</i> <ul style="list-style-type: none">• Any Compliance Related Questions or Concerns of Committee Members?	<ul style="list-style-type: none">• There were no Compliance related issues to report.• Tammy Mulvaney asked if there were any Compliance related questions or concerns of Committee members to which none were voiced.	None

<p>IT Report Amanda Basso</p> <ul style="list-style-type: none"> • Add Tyler Trinkle to Safety Deposit Box Access (Action) • Any IT Related Questions or Concerns of Committee Members? 	<ul style="list-style-type: none"> • Tyler Trinkle, Systems Administrator in the IT Department, will require access to place IT related items that must be secured in the safety deposit box at the bank. <p><i>Motion made by to submit the approval for Tyler Trinkle to access the safety deposit box where secure IT materials are placed.</i> <i>Seconded by. Motion carried.</i></p> <ul style="list-style-type: none"> • Amanda Basso informed the Committee that there is now a toll-free number available that will connect callers with one of the live Operators, who will then transfer the caller to any clinic location or department in the hospital. • Amanda asked if there were any further IT related questions or concerns of Committee members to which none were voiced. 	<p>Submit to the full Clay County Board for approval.</p> <p>None</p> <p>None</p>
<p>Finance Mike Hobbs</p> <ul style="list-style-type: none"> • Financial Review & Statistics • Approval of Paid & Unpaid (Action) 	<ul style="list-style-type: none"> • Mike presented the financial data for the month of January 2016. He also presented the information in graph format. • Discussion took place regarding the bond account. It was decided that this would be further discussed in the Executive Finance Committee meeting. • Mike gave several recommendations for the committee to consider as they look toward the future, including securing a line of credit while the balance sheet looked strong; using RDA interest free loans for necessary capital purchases instead of using the Hospital's cash reserves; and pre-qualifying patients for non-emergency services to reduce bad 	<p>None</p> <p>Discuss at Executive Finance Committee.</p> <p>Submit to the full Clay County Board for approval.</p>

<ul style="list-style-type: none"> • Authorize Marissa Barker to obtain ACH Login(Action) • Approval of Capital Budget(Action) • Medical Malpractice Insurance (Action) 	<p>debts. Much discussion of these points followed.</p> <ul style="list-style-type: none"> • Mike also inquired of the committee of the possibility of using the excess money in the funded depreciation account for operations and stated that borrowing from the fund would be less costly than other sources of financing. • The January Paid and Unpaid Claims were presented for approval. <p><i>Motion made by Joe Goodman to approve the January Paid and Unpaid Claims. Seconded by Dave Johnson. Motion carried. Courtney Minton performed roll call: Ted Whitehead-yes. Dave Johnson-yes. Janice Brooks-yes. Joe Goodman-yes. John Bayler abstained.</i></p> <ul style="list-style-type: none"> • Marissa Barker, Payroll Clerk, will require an ACH login for payroll processing needs. <p><i>Motion made by John Bayler to submit the approval for the ACH Login for Marissa Barker to the full Clay County Board for approval. Seconded by Janice Brooks. Motion carried.</i></p> <ul style="list-style-type: none"> • Discussion took place regarding the employee W-2 forms that were initially incorrect. Due to the previous payroll processing software no longer being available, a new system has been implemented. ADP is a nationwide payroll processing company. The issue with the W-2 forms occurred due to the IMRF contributions not reflected as being deducted from federal wages on the form. The forms were then corrected and given to employees. 	<p>Submit to the full Clay County Board for approval</p> <p>None</p> <p>Submit to the full Clay County Board for approval</p> <p>Submit to the full Clay County Board for approval</p>
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	<ul style="list-style-type: none"> The Capital Budget for the 2017 fiscal year was presented for approval. Due to the current financial situation, there will be no capital expenditures unless absolutely necessary, even if the item is approved in the capital budget. <p><i>Motion made by John Bayler to submit the Capital Budget to the full Clay County Board for approval. Seconded by Dave Johnson. Motion carried.</i></p> <ul style="list-style-type: none"> Currently the medical malpractice insurance is limited to \$1 million per occurrence, and \$3 million aggregate. Due to the increase in providers, Mike recommends that the aggregate amount be increased to \$5 million. <p><i>Motion made by John Bayler to submit the approval of the increase in the aggregate amount for medical malpractice insurance to the full Clay County Board for approval. Seconded by Janice Brooks. Courtney Minton performed roll call: Ted Whitehead-yes. Dave Johnson-yes. Janice Brooks-yes. Joe Goodman-yes. John Bayler yes.</i></p>	
Credentials Committee <i>Amanda Basso</i>	There were no credentials to present this month.	None
Executive Session 5 ILCS 120(c)(11) Litigation, when an action against, affecting or on behalf of the particular body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent.	<p><i>Motion made by Janice Brooks to enter into Executive Session at 8:09 p.m. Seconded by Joe Goodman. Motion carried.</i></p> <p><i>Motion made by John Bayler to enter into Open Session at 8:18 p.m. Seconded by Janice Brooks. Motion carried.</i></p>	Present to the full Clay County Board in Executive Session.

<i>Possible action by the committee on Executive Session matter</i>		
New Business <i>All Present</i>	<ul style="list-style-type: none"> • Amanda Basso explained that the execution of the Urgent Care operating agreement would be postponed until after the consultation session in May. • Discussion took place regarding the pay raises for employees that are scheduled to take effect in March. The raises are estimated to increase the monthly payroll expense by \$25,000. Due to the current financial situation, it was suggested that the employee pay raises be postponed at this time, and then the possibility for enactment at a later date will be reviewed in May. 	None None
Adjournment	<i>Motion made by Joe Goodman to adjourn meeting. Seconded by John Bayler. Motion carried. Meeting adjourned at 8:22 p.m.</i>	None

Mike gave several recommendations for the committee to consider to prepare for the future including securing a line of credit while the balance sheet looked strong, using RDA interest free loans for necessary capital purchases instead of using the Hospital's cash reserves, and pre-qualifying patients for non-emergency services to reduce bad debts.

Mike also inquired of the committee of the possibility of using the excess money in the funded depreciation account for operations and stated that borrowing from the fund would be cheaper than other sources of financing.