

Hospital Committee Meeting Minutes-November 2016		Meeting Date		November 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	A	Janice Brooks	P	David Johnson	P	Joe Goodman

P	Michael Zilm, Interim President	P	Carrie Miller	P	Chelsea Musgrave	P	Mike McClane	P	Tammy Mulvaney
P	Phil Bute	A	Mike Hobbs	P	Phil Gustafson	A	Julie Long	P	Bob Coble -Attorney
P	Courtney Minton- Minutes	P	Mary McCollough-Clay County Board Member	P	Barb McGrew-Clay County Board Member	P	Luke Czyzewski-Finance Manager	P	John Bursich-Marketing Manager

Agenda Item	Discussion	Follow- Up
Welcome <i>Michael Zilm</i>	Michael Zilm welcomed everyone to the meeting.	None
Call to Order <i>Ted Whitehead</i>	Ted Whitehead called the meeting to order at 6:02 p.m. <i>Roll call was performed by Courtney Minton. Ted Whitehead-Present. John Bayler-Present. Janice Brooks-Absent. Dave Johnson-Present. Joe Goodman-Present.</i>	None
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 Dave Johnson to approve the meeting agenda. Seconded by Joe Goodman. Motion carried.</i>	None
Approval of Minutes (Action)	The minutes from the October 4, 2016 meeting were presented for approval. <i>Motion made by Joe Goodman to approve the October minutes.</i>	None

	<i>Seconded by John Bayler. Motion carried.</i>	
Hospital President Appointment (Action)	<p>After an extensive selection process, including interviews by multiple groups, reference checks, and leadership testing, Chris Hunt is the candidate recommended for the hospital President position. If approved by the Hospital Committee and Clay County Board, Mr. Hunt will begin his duties on December 5, 2016.</p> <p><i>Motion made by John Bayler to appoint Chris Hunt as President of Clay County Hospital. Seconded by Joe Goodman. Motion carried.</i></p>	Present to the full Clay County Board for approval.
IT & Plant Operations Report <i>Phil Bute</i> <ul style="list-style-type: none"> • Emergency Generator • NextGen Migration • Opportunity for IT/Plant Operations Related Questions or Concerns of Committee Members 	<ul style="list-style-type: none"> • Due to the current emergency generator being at maximum capacity, an increased capacity generator will need to be purchased. Korte Construction Company is preparing a proposal to complete the electrical requirements and bidding process to obtain quotes. Cost estimates will be obtained and presented at a future meeting. The current generator will be repurposed for use at the clinic. • The NextGen migration will take place this Friday, November 4th. This will allow the clinics to use the virtual host, creating more storage space on the server. • There was a question regarding back-up internet for the clinics; Phil stated he would research options. 	None
HR & Marketing Report <i>Chelsea Musgrave</i> <ul style="list-style-type: none"> • Quarterly Turnover Report • Open Enrollment • CCH Christmas Party • Marketing Events • Opportunity for HR/Marketing Related Questions or Concerns 	<ul style="list-style-type: none"> • Chelsea Musgrave presented the Quarterly Turnover Report, which included employee turnover data for July, August, and September 2016. • Employee health insurance Open Enrollment begins this Friday, November 4th, and continues into next week. • The employee Christmas Party will be held at Johnny & June's in Flora on Friday, December 2nd. • The Endowment Foundation is hosting a fundraiser, which will feature a nationally-recognized Illusionist, Joel Meyers. The event will take place this Friday, November 	None

<p>of Committee Members</p>	<p>4th at Johnny & June’s in Flora. Tickets are available on the CCH website, HR Office, and Chamber of Commerce. Tickets will also be available at the evening of the event at the door. The cost is \$25.</p> <ul style="list-style-type: none"> • There were no HR and/or Marketing related questions or concerns of committee members voiced. 	
<p>Quality & Compliance Report <i>Tammy Mulvaney</i></p> <ul style="list-style-type: none"> • IHA Initiative to Improve Healthcare Quality • Credentials Committee (Action) • Opportunity for Quality/Compliance Related Questions or Concerns of Committee Members 	<ul style="list-style-type: none"> • Tammy Mulvaney presented a PowerPoint presentation regarding the IHA Hospital Improvement Innovation Network in which Clay County Hospital will participate. • The September credentials were presented for approval: <p><u>Initial Appointment</u> Derek Kenneaster, MD Courtesy Dermatology Christine Watson, PA Courtesy Dermatology Ken Lane, PA Allied Health</p> <p><u>Provisional Appointment</u> Stephanie Gordon, CNM Courtesy Spec Prof Affiliate</p> <p><u>Reappointment</u> Shanmugam Lakshmanan, MD Courtesy Surgery Leo Hettiger, OD Courtesy Ophthalmology David Mooth, MD Current Medical Staff-ED Ryan Watson, MD Courtesy Radiology Patricia Whitworth, MD Courtesy Radiology David Alexander, MD Courtesy Radiology Todd Anderson, MD Courtesy Radiology Marc Apostol, MD Courtesy Radiology John Becker, MD Courtesy Radiology Tamara Boore, MD Courtesy Radiology Russell Bruney, MD Courtesy Radiology John Felker, MD Courtesy Radiology Robert Haag, MD Courtesy Radiology Robert Knudson, MD Courtesy Radiology</p>	<p>None</p> <p>Present to the full Clay County Board for approval.</p>

	<p>Mary Ludolph, MD Courtesy Radiology Casey Muehle, MD Courtesy Radiology Robert Nordstrom, MD Courtesy Radiology Holly Novak, MD Courtesy Cardiology Mark Stern, MD Courtesy Internal Medicine Mansura Ghani, MD Courtesy Cardiology</p> <p><i>Motion made by Dave Johnson to approve the September credentials. Seconded by John Bayler. Motion carried.</i></p> <ul style="list-style-type: none"> • There were no questions or concerns of committee members. 	
<p>CNO Report <i>Carrie Miller</i></p> <ul style="list-style-type: none"> • Patient Experience Survey Scores • IDPH-ASPR Illinois Hospital Preparedness Program Site Review • Pathology Services • Pharmacy Medication Preparation Equipment Purchase • Opportunity for Clinical Services Related Questions or Concerns of Committee Members 	<ul style="list-style-type: none"> • Carrie Miller presented the October Patient Experience Survey scores. Carrie reported that white boards that are used for communication between caregivers and patients will be purchased for all patient room through the Customer Service grant received by ICAHN (Illinois Critical Access Hospital Network). Communication boards for the Emergency Department, as well a board for the Cafeteria to display food menu items. • In response to a grant that was received by Clay County Hospital for emergency preparedness, IDPH was on-site to conduct a survey on October 21st. There were no notable findings from the survey. • Options for pathology services are being explored, as the current Pathologist plans to retire. • Medication preparation equipment has been ordered, as a recommendation from the mock survey that was performed by SSM representatives. The new equipment will meet Joint Commission and code requirements. • There were no questions or concerns of committee members. 	

<p>Clinic Report <i>Mike McClane</i></p> <ul style="list-style-type: none"> • Clinic Statistics • Clay City Medical Office • Primary Care Physician Recruitment • Opportunity for Clinic Related Questions or Concerns of Committee Members 	<ul style="list-style-type: none"> • Mike presented the clinic statistics through September 2016, showing total number of patients, new patients, and break-even numbers. He also presented a graph representing the payer mix for all clinics combined. • The current facility which houses the Clay City Clinic was intended to be temporary, with a two-year lease. Mike requested the support of the committee to explore options for a more permanent structure. The committee voiced support of exploring options. • Primary Care Physician recruitment will continue to be an ongoing focus. • There will be a bell installed in the Oncology area of the Flora Clinic. Patients who complete their chemotherapy treatments will then have the opportunity to ring the bell, as a symbolic gesture of success with fighting the illness and enduring the treatments. There will also be a display of tiles with artwork done by cancer survivors, friends, and family. Cancer Crusaders is funding the project. 	<p>None</p>
<p>Finance <i>Michael Zilm for Mike Hobbs</i></p> <ul style="list-style-type: none"> • Financial Review & Statistics • Revenue Cycle Project Update • Audit Presentation Timetable • Approval of Paid & Unpaid (Action) • Opportunity for Finance 	<ul style="list-style-type: none"> • Michael Zilm reviewed the financial performance for the month of September 2016. He also presented the information in graphs. • Michael reported that the entire organization continues to focus on the Revenue Cycle Project. Progress has been made with processes and policy updates. As part of the project to eliminate aged accounts from the record, a 40% discount is being offered on the patient responsibility portion of all patient account balances. The collection policy has also been changed to mandate all account 	<p>None</p>

<p>Related Questions or Concerns of Committee Members</p>	<p>balances to have an arranged, pre-approved payment plan to remain in good standing.</p> <ul style="list-style-type: none"> • The audit presentation will take place at the December meeting. • The September Paid & Unpaid Claims were presented for approval. <p><i>Motion made by Dave Johnson to approve the September Paid & Unpaid Claims. Seconded by Joe Goodman. Motion carried.</i></p> <ul style="list-style-type: none"> • Meaningful Use payments from Medicare still have not been received. The Hospital is working to ensure payment. 	<p>Present to the full Clay County Board for approval.</p>
<p>President's Report <i>Michael Zilm, Interim President</i></p> <ul style="list-style-type: none"> • Urgent Care Update • Opportunity for Questions or Concerns of Committee Members 	<ul style="list-style-type: none"> • The need for Urgent Care facility services is evident in the community; however building a new facility is not financially feasible at this time. Options continue to be explored. • An update on the Sav-Mor Pharmacy building on site was requested. Michael stated that he would work with Sav-Mor to get an update prior to the December committee meeting. 	<p>None</p>
<p>New Business <i>All Present</i></p>	<ul style="list-style-type: none"> • Michael reported that Jason Perry, EMS Manager, has resigned due to a position offering at another facility. 	<p>None</p>
<p>Adjournment</p>	<p><i>Motion made by Dave Johnson to adjourn meeting. Seconded by Joe Goodman. Motion carried. Meeting adjourned at 7:25 p.m.</i></p>	<p>None</p>