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| Hospital Committee Meeting Minutes- August 2016 | Meeting Date | August 2, 2016 |
| | Meeting Time | 6:00 p.m. |
| | Meeting Location | Conference Room "B" |

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| Members: P-present, A-absent | | | | | | | | | |
| P | Ted Whitehead – Ex Officio | P | John Bayler | P | Janice Brooks | P | David Johnson | A | Joe Goodman |

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| P | Michael Zilm-Interim President | P | Chelsea Musgrave | P | Mike Hobbs | P | Mike McClane |
| P | Phil Bute | P | Carrie Miller | P | Phil Gustafson | A | Julie Long |
| P | Bob Coble-Attorney | P | Jason Perry-EMS Manager | P | Courtney Minton - Minutes | P | Mary McCollough-Clay County Board Member |

| Agenda Item | Discussion | Follow Up |
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| 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 6:00 p.m. <i>Courtney Minton performed roll call.</i> <i>Ted Whitehead- present; David Johnson- present; John Bayler- present; Janice Brooks-present; Joe Goodman-absent.</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 Janice Brooks to approve the agenda. Seconded by John Bayler. Motion carried.</i> | None |
| Approval of Minutes (Action) | The minutes for the July 5, 2016 meeting were presented for approval. <i>Motion made by Dave Johnson to approve the July meeting minutes. Seconded by John Bayler. Motion carried.</i> | None |
| Financial Improvement Action Plan | Michael Zilm presented the Financial Improvement Action Plan that was developed from recommendations derived from the Anders Report | Provide Progress Updates as Needed. |

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| <p><i>Michael Zilm</i></p> | <p>and areas identified by the Administrative team. The items of focus are as follows:</p> <ol style="list-style-type: none"> 1. Revenue Cycle 2. Clinic & Provider Operations Efficiency 3. Cost Savings 4. Revenue Enhancement <p>Mr. Zilm will provide progress updates to the Committee as needed.</p> | |
| <p>CNO Report <i>Carrie Miller</i></p> <ul style="list-style-type: none"> • Patient Satisfaction Scores • OR Equipment • Opportunity for Clinical Departments Related Questions or Concerns of Committee Members | <ul style="list-style-type: none"> • Carrie Miller shared the Patient Satisfaction Scores for the month of June 2016. There were several areas that met or exceeded the percentile goal. Carrie informed the Committee that phone etiquette education will soon be implemented on an organization-wide basis. • The surgical instrument washer/decontaminator unit will be installed 8/3/16. • There were no questions or concerns of Committee members related to clinical departments. | None |
| <p>Human Resources & Marketing Report <i>Chelsea Musgrave</i></p> <ul style="list-style-type: none"> • Employee Tobacco Cessation Program • Health & Wellness Expo • Endowment Foundation Update • Opportunity for Human Resources Related Questions or Concerns of Committee Members | <ul style="list-style-type: none"> • Chelsea Musgrave explained that the Turnover Report will be provided on a quarterly basis, as this data will be the most statistically significant. • Chelsea presented the Employee Tobacco Cessation Program. The purpose of the program is to support employees' efforts to quit tobacco use (smoking/chewing) by offering services to aid in tobacco cessation free of charge. ICAHN (Illinois Critical Access Hospital Network) awarded Clay County Hospital with a \$5,000 grant that can be used toward the program expenses. • Chelsea presented information about the upcoming Health & Wellness Expo (formerly Health Fair). The event will be held August 13, 2016 at the new Flora Elementary School. Chelsea noted that vouchers will be sold for the reduced cost blood work, and the blood draws will be done at the hospital on given dates. Chelsea added that we are looking forward to an | None |

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| | <p>educational and fun event for the community.</p> <ul style="list-style-type: none"> • Chelsea provided an update regarding the Endowment Foundation and their fundraising efforts. The Foundation will soon make a decision on capital purchases for the hospital. They have also chosen to sponsor five employees for a scholarship. The next fundraiser will be held in November. • The Auxiliary has agreed to purchase new furniture for the hospital lobby. The new furniture is conducive to infection control, and will appear much nicer than the current cloth furniture, which is in need of replacement. • There were no questions or concerns of Committee members related to Human Resources. | |
| <p>Quality & Compliance Report <i>Michael Zilm for Tammy Mulvaney</i></p> <ul style="list-style-type: none"> • Joint Commission Survey Preparation • Opportunity for Quality or Compliance Related Questions or Concerns of Committee Members | <ul style="list-style-type: none"> • Michael Zilm reported on behalf Tammy Mulvaney. Managers and staff continue efforts to prepare for the Joint Commission survey. SSM representatives will be coming on-site September 6, 2016 for a mock survey. • There were no questions or concerns of Committee members related to Quality. | None |
| <p>IT & Plant Operations Report <i>Phil Bute</i></p> <ul style="list-style-type: none"> • Opportunity for IT or Plant Operations Related Questions or Concerns of Committee Members | <ul style="list-style-type: none"> • Phil Bute reported on the four main concerns with the physical plant that have been identified and will need to be rectified: <ol style="list-style-type: none"> 1) Generator: The back-up generator is at capacity and will need replaced to accommodate the load of equipment that will need to be connected to it in the event of a power outage. 2) Regulation of temperature and humidity in the OR/Surgery area 3) Temperature controls in Med/Surg patient rooms 4) Parking Lot: The parking lot is in need of | None |

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| | repair/replacement. | |
| Ambulance Questions/Concerns <i>Jason Perry</i> | Jason Perry presented information in response to questions that were brought up regarding Ambulance services. | None |
| Clinic Operations Report <i>Mike McClane</i> <ul style="list-style-type: none"> • Clinic Statistics • Zip Code/Payer Mix Analysis • HRSA Grant • Opportunity for Clinic Related Questions or Concerns of Committee Members | <ul style="list-style-type: none"> • Mike McClane presented graphs displaying clinic statistics. Mike presented data in the form of graphs regarding payor mix and patient zip code analysis for each clinic. • Mike presented information about the HRSA grant that has been awarded to CCH. The grant is \$200,000/year for three years (re-apply every year) and can be used toward current expenses, which will be put towards the expenses associated with the Chronic Care Management program. Illinois Congressman John Shimkus is scheduled to be onsite on August 19th to symbolically present the award to CCH. | None |
| Finance Report <i>Mike Hobbs</i> <ul style="list-style-type: none"> • Financial Review & Statistics • Approval of Paid & Unpaid Claims (Action) • Approval to Receive Daily Email Transactions from Flora Bank & Trust- Remove Sara Richardson & Rebecca Johnson; Add Janelle Monroe & Alexis Urfer (Action) • Opportunity for Finance Related Questions or Concerns | <ul style="list-style-type: none"> • Mike Hobbs reviewed financial statistics for the month of June 2016. He also presented the information in graphs. • Mike reviewed the paid and unpaid claims for June 2016. <p><i>Motion made by John Bayler to approve the paid and unpaid claims for June 2016. Seconded by Janice Brooks. Motion carried.</i></p> <p><i>Motion made by Janice Brooks to submit the approval to remove and add employees to receive daily email transactions from Flora Bank & Trust to the Clay County Board for approval. Seconded by Dave Johnson. Motion carried.</i></p> <ul style="list-style-type: none"> • There were no questions or concerns of committee members related to Finance. | None Present to the full Clay County Board for approval. Present to the full Clay County Board for approval. |

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| of Committee Members | | |
| President's Report <i>Michael Zilm</i> <ul style="list-style-type: none"> • Hospital President Recruitment • Urgent Care • Opportunity for Questions or Concerns of Committee Members | <ul style="list-style-type: none"> • Phil Gustafson and Michael Zilm updated the committee on the hospital President recruitment process. They are continuing to work with ICAHN and utilize other recruitment resources. • Michael Zilm updated the committee on the urgent care project. Alternatives to a new facility are being explored. • There were no questions or concerns of committee members. | None |
| Executive Session-5 ILCS 120/2(c)(16)-Meetings for the discussion of minutes of meetings lawfully closed under the Act either for purposes of approval by the body of the minutes or a semi-annual review of the minutes as required by the Act. | <i>Motion made by Dave Johnson to go into Executive Session at 7:52 p.m. Seconded by Janice Brooks. Motion carried.</i> <i>Motion made by Dave Johnson to go into Open Session at 7:54 p.m. Seconded by John Bayler. Motion carried.</i> | None |
| New Business <i>All Present</i> | The new radio tower has been installed/erected. | None |
| Adjournment | <i>Motion made by John Bayler to adjourn meeting. Seconded by Dave Johnson. Motion carried. Meeting adjourned at 7:56 p.m.</i> | None |