

Hospital Committee Meeting Minutes- July 2016		Meeting Date		July 5, 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	Michael Zilm, Interim President	A	Chelsea Musgrave	P	Mike Hobbs	P	Tammy Mulvaney	P	Carrie Miller
P	Mike McClane	P	Phil Bute	A	Phil Gustafson	P	Julie Long	P	Bob Coble- Attorney
P	John Bursich- Marketing & Public Relations Manager	P	Courtney Minton - Minutes						

Agenda Item	Discussion	Follow Up
Welcome <i>Michael Zilm</i>	Michael Zilm 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. Roll call was performed by Courtney Minton. <i>Joe Goodman-Present. Ted Whitehead-Present. Dave Johnson- Present. Janice Brooks- Present. John Bayler-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 Joe Goodman to approve the agenda. Seconded by Janice Brooks. Motion carried.</i>	None
Approval of Minutes (Action)	The minutes for the June 7, 2016 were presented for approval. <i>Motion made by Dave Johnson to approve the June meeting minutes. Seconded by John Bayler. Motion carried.</i>	None

<p>Endowment Foundation Report <i>John Bursich</i></p>	<p>John Bursich, Marketing and Public Relations Manager, provided an update regarding recent fundraisers and upcoming plans for the Endowment Foundation.</p>	<p>None</p>
<p>IT & Plant Operations Report <i>Phil Bute</i></p> <ul style="list-style-type: none"> • NextGen Server Purchase • Sav-Mor Land Lease Agreement Amendment(Action) • Opportunity for IT or Plant Operations Related Questions or Concerns of Committee Members 	<ul style="list-style-type: none"> • Phil Bute informed the committee of the upcoming internal and external vulnerability tests that will be done by ICAHN. These tests are conducive to Compliance and Meaningful Use requirements. • There have recently been issues identified, including Compliance issues, related to the amount of storage available on the servers that are currently being used. There is no further memory space available. Phil presented information about the purchase of one, large, virtual host server. This server would continue to accommodate storage needs in the event that a different EHR (Electronic Health Record) is purchased in the future. Information pertaining to the server purchase will be presented to the Clay County Board meeting as informational. • The Sav-Mor land lease agreement was amended per the request of Dave Falk, President of Sav-Mor Stores. Mr. Falk’s financial institution requested that his name appear on the lease agreement as the lessee for lending purposes. <p><i>Motion made by John Bayler to submit the updated Sav-Mor Pharmacy lease agreement to the Clay County Board for approval. Seconded by Dave Johnson. Motion carried.</i></p>	<p>None</p> <p>Present to the Clay County Board as informational.</p> <p>Present to the Clay County Board for approval.</p>
<p>Clinic Operations Report <i>Mike McClane</i></p> <ul style="list-style-type: none"> • Clinic Statistics • Clay City Clinic Update • Opportunity for Clinic Related Questions or Concerns of Committee Members 	<ul style="list-style-type: none"> • Mike McClane presented graphs showing a comparison of patient visits from 2015 to 2016 for each clinic, as well as all clinics combined. Remarkably, there were 505 total new patients seen by CCH Clinics during the first quarter of this year. Mike stated that he is working on a zip code analysis to geographically determine what areas patients are coming from. Mike will present this information at the August Hospital Committee meeting. 	<p>None</p>

	<ul style="list-style-type: none"> • Mike provided an update about the remodeling of the Clay City building. Options are being examined as to the services that will be housed from the building. There will be more updates provided in the future. 	None
<p>Quality/Compliance Report <i>Tammy Mulvaney</i></p> <ul style="list-style-type: none"> • Joint Commission Survey Preparation • Medical Staff By-Laws(Action) • Credentials(Action) • Compliance 	<ul style="list-style-type: none"> • Tammy Mulvaney reported on the methods being used in preparation for the Joint Commission Survey. Tammy has worked with SSM and ICAHN to set up a mock survey. • The Medical Staff By-Laws were presented for approval. <p><i>Motion made by Janice Brooks to submit the Medical Staff By-Laws to the Clay County Board for approval. Seconded by Joe Goodman. Motion carried.</i></p> <ul style="list-style-type: none"> • Tammy explained why the same credentials that were approved last month were submitted for approval at this month’s meeting. The Credentials Committee meets to review the credentials, and once approved, they are presented at the Medical Staff Committee meeting for approval. Due to the date of the Medical Staff Committee meeting last month, the credentials had not yet been approved at the Medical Staff Committee meeting, and therefore should not have been moved on to the Hospital Committee. The Medical Staff Committee has since met, and then approved the credentials to be submitted to the Hospital Committee. <p>Provisional Appointment: Nicholas Hilpipre, MD- Courtesy Radiology</p> <p>Reappointment: Adam Taves, MD- Courtesy Radiology</p>	<p>None</p> <p>Present to the Clay County Board for approval.</p> <p>Present to the Clay County Board for approval.</p>

	<p>Debra Carson, DO- Courtesy OB/GYN Joshua Rieke, MD -Courtesy Radiology Jayant Amberker, MD- Courtesy Radiology</p> <ul style="list-style-type: none"> • There were no Compliance issues to report, nor were there any Compliance related questions or concerns. 	None
<p>CNO Report <i>Carrie Miller</i></p> <ul style="list-style-type: none"> • Patient Experience Survey Scores • Capital Purchase-Surgical Instrument Washing/Decontamination Unit 	<ul style="list-style-type: none"> • Carrie Miller shared the Patient Experience Survey scores for the month of June 2016. Carrie continued by discussing the percentile goals and indicators that are being focused on, as well as the Service Excellence Committee’s role in monitoring scores. • Carrie explained the emergent need to purchase a Surgical Instrument Washing and Decontamination Unit. The bid notice has been placed in the newspaper, with the deadline for submitted bids being Friday, July 8, 2016. Since the deadline for bids had not been met at this time, the Hospital Committee could not approve the purchase. It was agreed that a special Committee meeting would be held prior to the Clay County Board meeting at 5:45 p.m. to review the capital purchase quote/materials, and then approve the purchase to be submitted to the Clay County Board for approval. 	<p>None</p> <p>Special Hospital Committee Meeting to be held to approve purchase; then present to Clay County Board for approval.</p>
<p>Human Resources Report <i>Michael Zilm for Chelsea Musgrave</i></p> <ul style="list-style-type: none"> • Turnover Report • Opportunity for Human Resources Related Questions or Concerns of Committee Members 	<ul style="list-style-type: none"> • Michael Zilm presented the Turnover Report for May 2016. • There were no Human Resources related questions or concerns of Committee members. 	None

<p>Finance Report <i>Mike Hobbs</i></p> <ul style="list-style-type: none"> Financial Review & Statistics May 2016 Paid & Unpaid Claims(Action) Resolution to Remove Amanda Basso from all Accounts & Add Michael Zilm(Action) Claims Committee Discussion Cash & Investments 	<ul style="list-style-type: none"> Mike Hobbs presented the financial data for the month of May 2016. He also presented the information in graphs. The May 2016 Paid and Unpaid Claims were presented for approval. <p><i>Motion made by _____ to submit the May 2016 Paid & Unpaid Claims to the Clay County Board for approval. Seconded by _____. Motion carried. Courtney Minton performed roll call: Joe Goodman-yes. Ted Whitehead- yes. Janice Brooks-yes. John Bayler-yes. Dave Johnson-abstain.</i></p> <ul style="list-style-type: none"> <i>Motion made by Dave Johnson to seek approval for a resolution to remove Amanda Basso from all accounts and add Michael Zilm. Seconded by Janice Brooks. Motion carried.</i> Discussion took place regarding the timing of the Claims Committee meeting related to the approval paid and unpaid claims. Members of the Committee were concerned that one month’s claims are approved at the board meeting, and then the Claims Committee approves another month’s claims. It was determined that this was unavoidable due to the timing of the meetings and the time required to generate reports for all the hospital claims. Mike provided clarification as a follow up to a question that had been asked at the June Clay County Board meeting regarding cash and investments. 	<p>None</p> <p>Present to the Clay County Board for approval.</p> <p>Present to the Clay County Board for approval.</p> <p>None</p> <p>Present to the Clay County Board as informational.</p>
<p>President’s Report</p>	<ul style="list-style-type: none"> Michael Zilm provided an update regarding the Urgent Care. 	<p>None</p>

<p><i>Interim President Michael Zilm</i></p> <ul style="list-style-type: none"> • Urgent Care Facility Update • Hospital President Recruitment Process 	<p>Michael informed the Committee that this is a high priority, and all financial aspects of all options will be explored.</p> <ul style="list-style-type: none"> • Michael reported that two candidates have been identified for the permanent President position. He continued by reiterating that the interview process for these candidates will involve several groups, including Administration and Managers, as well as John Bayler and Janice Brooks as representatives for the Hospital Committee. 	<p>None</p>
<p>New Business <i>All Present</i></p>	<ul style="list-style-type: none"> • There was a question regarding Ambulance services. Jason Perry, Emergency Services Manager, will be asked to attend the August Hospital Committee meeting to address any questions. • The new radio tower has been delivered and installed. 	<p>None</p>
<p>Adjournment</p>	<p><i>Motion made by Joe Goodman to adjourn meeting. Seconded by Janice Brooks. Motion carried. Meeting adjourned at 7:31 p.m.</i></p>	<p>None</p>