

<b>Hospital Committee Meeting Minutes- May 2016</b>	Meeting Date	May 3, 2016
	Meeting Time	6:00 p.m.
	Meeting Location	Conference Room "B"

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

P	Amanda Basso	P	Chelsea Musgrave	P	Mike Hobbs	A	Phil Bute
P	Carrie Miller	P	Tammy Mulvaney	P	Mike McClane	P	Phil Gustafson
P	Julie Long	P	Dee Evischi	P	Dr. Guarev Nigam	P	Bob Coble (Attorney)
P	Dr. Dan Doolittle	P	Barb McGrew	P	Mary McCollough	P	Courtney Minton - Minutes
P	John Bursich						

<b>Agenda Item</b>	<b>Discussion</b>	<b>Follow Up</b>
<b>Welcome</b> <i>Amanda Basso</i>	Amanda Basso welcomed everyone to the meeting and thanked them for their presence.	None
<b>Call to Order</b> <i>Ted Whitehead</i>	Ted Whitehead called the meeting to order at 6:00 p.m.	None
<b>Patient Story</b>	John Bursich, Marketing Manager, shared a recent radio clip with the committee. The clip was from "Clay County Hospital Happenings" with Brenda Miller and Brenda Conrad that airs on WNOI. Brenda Conrad of Clay County Hospital provided information regarding the Chronic Care Management (CCM) Program that is offered. A staff member from Heritage Woods Assisted Living facility also spoke during the clip about how the CCM Program has been beneficial to the residents at their facility.	None
<b>Public Comment</b>	There were no public comments.	None
<b>Approval of Agenda (Action)</b>	The agenda for the meeting was presented for approval, amendments noted: Dr. Dan Doolittle will speak following the approval of the minutes, and Phil Gustafson will speak in lieu of the Joint Leadership Report.	None

	<i>Motion made by John Bayler to approve the agenda. Seconded by Joe Goodman. Motion carried.</i>	
<b>Approval of Minutes (Action)</b>	<p>The minutes from the April 5, 2016 meeting were presented for approval. Joe Goodman noted the following discrepancies in the minutes:</p> <ol style="list-style-type: none"> <li>1. Remove “Janice Brooks-yes” from the roll call on the fourth page under “Approval of Paid and Unpaid”, as she was not present for the April meeting.</li> <li>2. Document who made the motions to submit the credentials to the full Clay County Board for approval.</li> <li>3. There was no documentation of the motion being seconded to submit the authorization to the full Clay County Board to add the Billing employees to the Electronic Clearing Access, however upon further review, this was found to be continued on the next page and therefore no changes need to be made there.</li> </ol> <p><i>Motion made by Joe Goodman to approve the April 2016 minutes, contingent that the aforementioned revisions are made. Seconded by John Bayler. Motion carried.</i></p>	The April 2016 minutes will be revised as discussed and included in packets sent to all Clay County Board members.
<b>Dr. Dan Doolittle</b>	Dr. Dan Doolittle discussed the outcome to the research he had conducted to determine what level of involvement would be most beneficial for him, as well as for Clay County Hospital related to hospital ownership. Dr. Doolittle had worked with a consultant analyze the current state and what his further involvement would entail. Dr. Doolittle subsequently made the decision to maintain the current relationship with CCH, and work closely together on future endeavors.	Hospital Committee to update full County Board of Dr. Doolittle’s decision or Dr. Doolittle will try to present this information in person to the board if possible.
<b>Patient Family Concerns</b> <i>Amanda Basso</i>	Amanda Basso addressed the concerns that had been raised by family members of patients in the way of letters being sent by two families to Board Members. The family members had written letters to the Clay County Board members, as well as the CCH Administration,	Patient privacy education will be provided to board members at the Clay County Board meeting.

	<p>describing their concerns of the care their family members had received. Amanda explained that discussing personal health information (PHI) is a breach of patient privacy regulations. However, Amanda did inform the committee of the actions that had been taken or will be taken in response to recent complaints without violating patient privacy, as well as the process for patient complaints/grievances in general. There will be education on patient privacy guidelines presented at the Clay County Board meeting, provided by CCH as requested by Ted Whitehead.</p>	
<p><b>SSM Updates</b> <i>Phil Gustafson</i></p>	<p>Phil Gustafson spoke about three items:</p> <ol style="list-style-type: none"> <li>1. The Huron Consultation Retreat will be held May 11<sup>th</sup> at the Cedarhurst Center for the Arts in Mt. Vernon. At this time six Clay County board members have confirmed attendance.</li> <li>2. The need to link together the Electronic Health Record (EHR) systems of the six Critical Access Hospitals within the SSM network is increasingly prevalent. SSM Corporate Organization is working with EPIC (an EHR vendor that is utilized by SSM and worldwide), to develop pricing for the implementation of EPIC for some local Critical Access Hospitals of which include Clay County. Phil will present more information as it becomes available.</li> <li>3. Clay County Hospital is involved in an Accountable Care Organization (ACO), which is comprised of other facilities to collectively coordinate and provide care for Medicare patients. There are 140,000 of these patients-“attributed lives”- that are assigned to this particular ACO. Phil is meeting with the ACO on May 25<sup>th</sup>.</li> </ol>	<p>Phil will be present at the Clay County Board meeting.</p>
<p><b>IT and Plant Operations Update</b> <i>Amanda Basso for Phil Bute</i></p> <ul style="list-style-type: none"> <li>• Sav-Mor Pharmacy Phase I Site Work</li> <li>• Opportunity for IT</li> </ul>	<ul style="list-style-type: none"> <li>• Amanda Basso provided the IT updates in Phil Bute’s absence.</li> <li>• The bid process for the Phase I/site work for Sav-Mor Pharmacy has begun. The land lease agreement with Sav-Mor was amended to extend the opening date to August, as the project could not be launched as soon as initially anticipated.</li> </ul>	<p>None</p>

<p>Related Questions or Concerns from Committee Members</p>	<ul style="list-style-type: none"> <li>• There were no IT related questions or concerns voiced.</li> </ul>	
<p><b>Clinic Operations Update</b>  <i>Mike McClane</i></p> <ul style="list-style-type: none"> <li>• Clinic Report/Update</li> <li>• Opportunity for Clinic Operations Related Questions or Concerns of Committee Members</li> </ul>	<ul style="list-style-type: none"> <li>• Mike McClane presented graphs showing the number of patient visits per clinic location for the last three years. It was requested that the some of the information from previous years be removed from the graphs to make them more clear and easy to read. It was also requested that the goal and breakeven numbers be added to the graph.</li> <li>• Mike discussed changes being made to the hours of operation for the Cisne Clinic. Lois Dishman-Cooper, PA, will see patients for primary care three days a week instead of four days, with the clinic opening earlier and staying open later than before. The intention is to provide more convenient times for patients to receive care during the extended hours. The two days that Lois is not seeing patients, Irina Williams, Clinical Psychologist, will be seeing patients to provide Behavioral Health services.</li> <li>• Mike went over the positions that are currently open at the clinic. The two Physical Therapists who submitted their resignations will need to be replaced as soon as possible. These two employees submitted their resignations for unrelated reasons.</li> <li>• Mike shared information about the ROOR (Rural Opioid Overdose Reversal) Grant that was awarded. The purpose of the ROOR program is to reduce the incidences of morbidity and mortality related to opioid overdoses in rural communities through the purchase and placement of emergency devices used to rapidly reverse the effects of opioid overdoses and the training of licensed healthcare professionals and emergency responders on the use of opioid devices. This grant will have a huge impact on the opioid epidemic in the community.</li> </ul>	<p>None</p>

	<ul style="list-style-type: none"> <li>• There were no clinic related questions or concerns voiced.</li> </ul>	
<p><b>Human Resources Update</b> <i>Chelsea Musgrave</i></p> <ul style="list-style-type: none"> <li>• Turnover Report</li> <li>• Opportunity for Human Resources Related Questions or Concerns of Committee Members</li> </ul>	<ul style="list-style-type: none"> <li>• Chelsea Musgrave presented the Turnover Report for March 2016.</li> <li>• Chelsea reported that the Employee Engagement Surveys are complete, and that 94% of employees participated in the surveys. The committee and guests were impressed that this number of employees completed the survey. Chelsea stated that the data collected from the surveys will be compiled and analyzed by Press Ganey and will be presented sometime in the upcoming months.</li> <li>• There were no Human Resources related questions or concerns voiced.</li> </ul>	None
<p><b>Patient Experience Update</b> <i>Carrie Miller</i></p> <ul style="list-style-type: none"> <li>• Patient Experience Survey Scores</li> <li>• Opportunity for Patient Experience Related Questions or Concerns of Committee Members</li> </ul>	<ul style="list-style-type: none"> <li>• Carrie Miller shared the Patient Experience Survey scores for the month of March 2016. Scores have consistently improved, as there has been an effort from all departments to identify ways to improve patient experience; Carrie stated that patients are visited by the Maintenance staff at least once during their stay, so that any facility needs can be addressed. Environmental Services also visit the patient rooms to offer their assistance for any needs regarding the cleanliness of the room. Department managers as well as Administration round on the patients to ensure their needs are taken care of.</li> <li>• Carrie shared that CCH is one of 25 hospitals in Illinois, and out of 466 hospitals nationwide, to receive the Health grades Patient Safety Excellence Award. The award is given to hospitals that rank in the top 10 percent of all hospitals evaluated for their excellent performance in safeguarding patients from serious, potentially preventable complications.</li> </ul>	None
<p><b>Quality/Compliance Update</b> <i>Tammy Mulvaney</i></p> <ul style="list-style-type: none"> <li>• Quality Report</li> <li>• Opportunity for Quality/Compliance</li> </ul>	<ul style="list-style-type: none"> <li>• Tammy Mulvaney reported that the meaningful use attestations were submitted, however two of the physicians' information was initially missing. This information has since been submitted, and the submissions are complete which is very good news.</li> </ul>	None

<p>Related Questions or Concerns of Committee Members</p>	<ul style="list-style-type: none"> <li>• Tammy stated that infection control education was provided for employees at the recent Town Hall meetings.</li> <li>• Tammy shared that she is working on a slideshow to be presented at New Employee Orientation to educate new employees on Compliance.</li> <li>• There were no Quality/Compliance related questions or concerns of committee members.</li> </ul>	
<p><b>Finance Update</b>  <i>Mike Hobbs</i></p> <ul style="list-style-type: none"> <li>• Approval for Credit Card Reader at Clay City Clinic <b>(Action)</b></li> <li>• Financial Review &amp; Statistics</li> <li>• Approval of Paid &amp; Unpaid <b>(Action)</b></li> </ul>	<ul style="list-style-type: none"> <li>• The Clay City Clinic will require a credit card reader to process payments from patients who would like to use a credit card.</li> </ul> <p><b><i>Motion made by Janice Brooks to submit the approval for a credit card reader at the Clay City Clinic to the full Clay County Board for approval. Seconded by John Bayler. Motion carried.</i></b></p> <ul style="list-style-type: none"> <li>• Mike presented the financial data for the month of March 2016. He also presented the information in graphs.</li> <li>• The excess revenue over expense amount was \$949,630. This was positive information, since this has been a negative number for the past several months.</li> <li>• Mike reported that we now have a 340-B agreement that has been executed with Wal-Mart and SavMor. This will be financially beneficial to CCH, as well as pharmacies with no added expense at all to the patient.</li> <li>• The March 2016 paid and unpaid claims were presented for approval. Questions were answered.</li> </ul> <p><b><i>Motion made by John Bayler to submit the approval of paid and unpaid claims to the full Clay County Board for approval. Seconded by Joe Goodman. Motion carried. Courtney Minton performed roll call: Joe Goodman-yes. Janice Brooks-yes. John Bayler-yes. Ted Whitehead-yes. Dave Johnson-abstained.</i></b></p>	<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>

<b>Credentials Committee</b> <i>Amanda Basso</i>	There were no credentials to present for approval at this time.	None
<b>Executive Session – Executive Session- 5 ILCS 120/2(c)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.</b>	<p><i>Motion made by Dave Johnson to enter into Executive Session at 7:50 p.m. Seconded by Joe Goodman. Motion carried.</i></p> <p><i>Motion made by Dave Johnson to enter into Open Session at 8:12 p.m. Seconded by Joe Goodman. Motion carried.</i></p>	Present to the full Clay County Board in Executive Session.
<b>New Business</b> <i>All Present</i>	There was no new business.	None
<b>Adjournment</b>	<i>Motion made by Janice Brooks to adjourn meeting. Seconded by John Bayler. Motion carried. Meeting adjourned at 8:12 p.m.</i>	None