

Hospital Committee Meeting Minutes-October 2016	Meeting Date	October 4, 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	A	Joe Goodman

P	Michael Zilm, Interim President	P	Mike Hobbs	P	Phil Bute	P	Tammy Mulvaney	P	Mike McClane
P	Carrie Miller	P	Chelsea Musgrave	P	Julie Long	P	Phil Gustafson(via phone)		
P	Bob Coble, Attorney	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 attendance.	None
Call to Order <i>Ted Whitehead</i>	Ted Whitehead called the meeting to order at 6:00 p.m.	None
Public Comment	There were no public comments.	None
Approval of Agenda (Action)	The agenda for the meeting was presented for approval. Exception noted to include the following items: <ol style="list-style-type: none"> 1. Physician recruitment added in Clinic Report section. 2. Employee Health Insurance added in HR & Marketing Report section. <p><i>Motion made by Janice Brooks to approve the meeting agenda. Seconded by Dave Johnson. Motion carried.</i></p>	None
Approval of Minutes (Action)	The minutes for the September 2016 meeting were presented for approval. <i>Motion made by Dave Johnson to approve the meeting agenda.</i>	None

	<i>Seconded by John Bayler. Motion carried.</i>	
Clinic Report <i>Mike McClane</i> <ul style="list-style-type: none"> • Clinic Statistics • Physician Recruitment • Opportunity for Clinic Related Questions or Concerns of Committee Members 	<ul style="list-style-type: none"> • Mike presented the clinic statistics through August 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. • Mike spoke about offering a part-time physician a full-time position, as the physician has presented to Mike with external options regarding the possible future of his practice. Michael Zilm and Mike will present an offer to the physician this week in an attempt to retain him as a valued physician. • There were no questions or concerns of committee members. 	None
CNO Report <i>Carrie Miller</i> <ul style="list-style-type: none"> • Patient Experience Survey Scores • Order Management Software Implementation • ASPR IL Hospital Preparedness Program Site Review • American College of Radiology Mammography Accreditation • Opportunity for Clinical Department Related Questions or Concerns of Committee Members 	<ul style="list-style-type: none"> • Carrie presented the Patient Experience survey scores for September 2016. • MedHost came on site to train users on the new clinical order management software. The new software implementation was executed today. • Preparation is taking place for a site review that will be conducted by IDPH in response to a grant that was received. • As a result of a recent review by the American College of Radiology, CCH has been awarded a three-year accreditation for quality and safety in mammography. This is the highest level of accreditation that could have been received for mammography. • There were no questions or concerns of committee members. 	None
Quality & Compliance Report <i>Tammy Mulvaney</i>	<ul style="list-style-type: none"> • SSM representatives performed a mock survey on September 6th. They followed up with a complete report, identifying areas of 	None

<ul style="list-style-type: none"> • Joint Commission Mock Survey Results • Influenza Vaccines • Opportunity for Quality/Compliance Related Questions or Concerns of Committee Members 	<p>potential improvement. They have been a great resource in helping to prepare for the Joint Commission survey.</p> <ul style="list-style-type: none"> • All employees are required to receive the influenza vaccine. The vaccines were given to the Auxiliary volunteers, and will start with the employees next week. • There were no questions or concerns of committee members. 	
<p>Human Resources & Marketing Report <i>Chelsea Musgrave</i></p> <ul style="list-style-type: none"> • Employee Health Insurance Update • Upcoming Marketing Event • Opportunity for HR or Marketing Related Questions or Concerns of Committee Members 	<ul style="list-style-type: none"> • Chelsea provided an update regarding the upcoming changes with employee health insurance. Snedeker Risk Management sent a notification letter to Mutual Medical on behalf of CCH to terminate the agreement with them as our TPA (Third Party Administrator). Mutual Medical has since sent a letter stating that they will no longer provide CCH services as of November 30, 2016. The decision has been made to proceed with engaging CoreSource has the TPA to handle claims beginning December 1, 2016, even though this is four weeks sooner than anticipated. • Chelsea spoke about the 7th Annual Move for the Cure 5K Run/Walk that will be held this Saturday, October 8th, at 8 a.m. Proceeds from the event will be donated to the Clay County Cancer Crusaders, the Clay County Cancer Support Group, and to help provide mammograms to uninsured individuals. • The CCH Endowment Foundation is sponsoring a fundraiser to be held November 4th at Johnny & June's in Flora. The fundraiser will feature Joel Meyers, an illusionist who has appeared on many TV shows, starred in Broadway performances, and who has won multiple national and international awards. • When asked for questions or concerns of committee members, Ted Whitehead recognized the newly elected Endowment Foundation board members-Lisa Cash, Ed VanHoose, and Barry Adair. 	None
<p>IT & Plant Operations</p>	<ul style="list-style-type: none"> • The NextGen E-Fax is installed and functional. 	None

<p>Report <i>Phil Bute</i></p> <ul style="list-style-type: none"> • NextGen E-Fax • Virtual Host • SQL Licenses • Fire Safety Quarterly Report • Greenhouse Demolition(Action) • Opportunity for IT & Plant Operations Related Questions or Concerns of Committee Members 	<ul style="list-style-type: none"> • Since the servers have been moved to the virtual host, there is now space available for storage, which will allow for patient photos to be placed in their electronic file. • The SQL Licenses were purchased for the NextGen server migration as part of the Revenue Cycle Project. • Phil presented the Fire Safety Quarterly Report as informational. • The Greenhouse storage facility is now empty. Bids have been obtained for the demolition of the structure. A permit from the city will also need to be obtained. <p><i>Motion made by John Bayler to proceed with the demolition of the Greenhouse. Seconded by Dave Johnson. Motion carried.</i></p> <ul style="list-style-type: none"> • There were no questions or concerns of committee members. 	<p>Present to full Clay County Board for approval.</p>
<p>Finance Report <i>Mike Hobbs</i></p> <ul style="list-style-type: none"> • Financial Review & Statistics • Approval of Paid & Unpaid Claims(Action) • Revenue Cycle Project Update • Opportunity for Finance Related Questions or Concerns of Committee Members 	<ul style="list-style-type: none"> • Mike reviewed the financial performance for the month of August 2016. He also presented the information in graphs. • Mike presented a cash reconciliation analysis showing the current cash position from August 2015. • The August paid and unpaid claims were presented for approval. A column containing the description for each paid claim item was added to the paid claims document. <p><i>Motion made by Janice Brooks to approve the August paid and unpaid claims. Seconded by Dave Johnson. Motion carried.</i></p> <ul style="list-style-type: none"> • Mike provided an update regarding the Revenue Cycle Project. • There were no questions or concerns of committee members. 	<p>None</p> <p>Present to full Clay County Board for approval.</p> <p>None</p>
<p>President's Report <i>Michael Zilm, Interim President</i></p> <ul style="list-style-type: none"> • Urgent Care • Financial Improvement 	<ul style="list-style-type: none"> • Mr. Zilm updated the committee on the urgent care facility decisions. Options continue to be explored to provide urgent care services. • Michael stated that the financial improvement action plan continues to be a point of focus. 	<p>None</p>

<p>Action Plan Update</p> <ul style="list-style-type: none"> President/CEO Recruitment 	<ul style="list-style-type: none"> Michael updated the committee on the President/CEO recruitment status, indicating that out of the four candidates interviewed, two have been selected for further consideration. The candidates will be returning to Flora with their spouses October 14th and 15th. Michael thanked the committee members that participated in the interview process. Updates on the selection of the President/CEO will be provided as they come available. 	
<p>New Business <i>All Present</i></p>	<p>There was no new business.</p>	<p>None</p>
<p>Adjournment</p>	<p><i>Motion made by Janice Brooks to adjourn meeting. Seconded by John Bayler. Motion carried. Meeting adjourned at 7:24 p.m.</i></p>	<p>None</p>