

Hospital Committee Meeting Minutes-December 2016		Meeting Date		December 6, 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	Christopher Hunt	P	Chelsea Musgrave	P	Mike McClane	P	Tammy Mulvaney
P	Phil Bute	P	Mike Hobbs	P	Carrie Miller	A	Julie Long	P	Phil Gustafson
P	Bob Coble, Attorney	P	Mary McCollough, Clay County Board Member	P	Mark Dallas, KEB		Alisa Christy, 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 Alisa Christy. <i>Joe Goodman-Present. Ted Whitehead-Present. Dave Johnson- Present. Janice Brooks- Absent. 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 John Bayler to approve the agenda. Seconded by Joe Goodman 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 Joe Goodman Motion carried.</i>	None
FY 2016 Audit Report <i>Mark Dallas, KEB (Action)</i>	Mark Dallas, representative from the accounting firm of Kerber, Eck, & Braeckel, reviewed the FY 2016 Audit Report.	Present to the full Clay County Board.

	<i>Motion made by Joe Goodman to present the FY 2016 Audit Report to the full Clay County Board. Seconded by John Bayler. Motion carried.</i>	
Executive Session-5 ILCS 120/2(C)(11) to discuss litigation which is currently pending against the Clay County Hospital and Clay County.	<i>Motion made by Joe Goodman to enter into Executive Session. Seconded by John Bayler. Motion carried. Entered into Executive Session at 6:27 p.m.</i> <i>Motion made by John Bayler to enter into Open Session. Seconded by Dave Johnson. Motion carried. Entered into Open Session at 6:50 p.m.</i>	None
Executive Session-5 ILCS 120/2(c)(21) Discussion of minutes of meetings lawfully closed under the Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.	<i>Motion made by Joe Goodman to enter into Executive Session. Seconded by John Bayler. Motion carried. Entered into Executive Session at 6:50 p.m.</i> <i>Motion made by John Bayler to enter into Open Session. Seconded by Dave Johnson. Motion carried. Entered into Open Session at 6:51 p.m.</i>	None
Clinic Report <i>Mike McClane</i> <ul style="list-style-type: none"> • Clinic Statistics • CGCAHPS/Press Ganey • Capital Purchase-NextGen EPM Module (Action) • NextGen EHR Downtime De-Brief • Opportunity for Clinic Related Questions or Concerns of Committee Members 	<ul style="list-style-type: none"> • Mike McClane presented the clinic statistics through October 2016, showing the total number of patients, new patients, and break-even numbers. He also presented a graph representing the payer mix for all clinics combined. • The patient experience surveys for clinic patients (CGCAHPS) are currently managed through a service provided by ICAHN (Illinois Critical Access Hospital Network). In addition to the significant time delay with receiving the information, there are also extra steps involved that must be completed to get the results. Press Ganey currently provides patient experience surveys for the hospital, and will now provide this service for the clinic patient surveys as well; it is less costly with a higher 	None None

	<p>quality of data.</p> <ul style="list-style-type: none"> The EPM (Electronic Practice Management) module is an essential billing component to the NextGen EHR software that was initially not included in the initial purchase. Mike outlined the benefits to installing this component to the EHR system. This is also included in the Anders Report as a recommendation. <p><i>Motion made by Joe Goodman to present the purchase of the EPM module to the full Clay County Board. Seconded by Dave Johnson. Roll call was performed by Alisa Christy: Ted Whitehead-yes. John Bayler-yes. Dave Johnson-yes. Joe Goodman-yes. Motion carried.</i></p> <ul style="list-style-type: none"> The Committee was de-briefed on the downtime that recently occurred with the NextGen software, and the restitution subsequently being provided by NextGen. There were no questions or concerns of committee members. 	<p>Present to the full Clay County Board.</p> <p>None</p>
<p>CNO Report <i>Carrie Miller</i></p> <ul style="list-style-type: none"> Patient Experience Survey Scores Pathology Services Opportunity for Clinical Services Related Questions or Concerns of Committee Members 	<ul style="list-style-type: none"> Carrie Miller presented the Patient Experience Survey scores for November 2016. Carrie updated the Committee on the upcoming change in the pathology services providers, as the current pathologist is retiring. There were no questions or concerns of Committee members. 	<p>None</p> <p>None</p>
<p>Quality & Compliance Report <i>Tammy Mulvaney</i></p>	<p>The following credentials were presented for approval:</p>	

<ul style="list-style-type: none"> • Credentials Committee (Action) • Joint Commission • Medical Staff By-Laws (Action) • Opportunity for Quality/Compliance Related Questions or Concerns of Committee Members 	<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 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 present the credentials to the full Clay County Board. Seconded by Joe Goodman. Motion carried.</i></p>	<p>Present to the full Clay County Board.</p>
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	<ul style="list-style-type: none"> • Tammy provided an update to the Committee on Joint Commission Survey preparations. • Tammy presented a revision to the Medical Staff By-Laws. The error was located on page 46- Appendix D, Section (A) (3). The statement should read: “All patient care activities of the APN shall be recorded in the patient’s medical record by the assistant and countersigned by the responsible physician.” <p><i>Motion made by John Bayler to present the Medical Staff By-Laws revision to the full Clay County Board. Seconded by Joe Goodman. Motion carried.</i></p> <ul style="list-style-type: none"> • There were no questions or concerns of committee members. 	<p>None</p> <p>Present to the full Clay County Board.</p>
<p>IT & Plant Operations Report <i>Phil Bute</i></p> <ul style="list-style-type: none"> • Capital Purchase-Seal Penetration Points • Capital Purchase-Fire Alarm System Repairs • Opportunity for IT/Plant Operations Related Questions or Concerns of Committee Members 	<ul style="list-style-type: none"> • Phil Bute presented information regarding the capital purchase for sealing the penetration points in the hospital as an environment of care requirement for Joint Commission standards. • Phil informed the Committee of the purchase of the services/repairs that are necessary to bring the fire alarms up to the required standard. • There were no IT related questions or concerns of Committee members. 	<p>None</p>
<p>HR & Marketing Report <i>Chelsea Musgrave</i></p> <ul style="list-style-type: none"> • Provider Meet & Greet • Endowment Foundation Update • Opportunity for HR/Marketing Related Questions or Concerns 	<ul style="list-style-type: none"> • Chelsea Musgrave informed the Committee about the Provider Meet & Greet sponsored by the Endowment Foundation. The event will take place Wednesday, December 7th from 6:00-8:00 p.m. in the hospital Conference Room. The public is invited to come and meet the hospital and clinic providers, as well as the new hospital President. • Chelsea informed the Committee about the most recent Foundation event that took place on November 4th-Joel Meyers 	<p>None</p> <p>None</p>

<p>of Committee Members</p>	<p>Illusionist. The event raised \$4,292.79 for the Endowment Foundation.</p> <ul style="list-style-type: none"> • There were no questions or concerns of committee members. 	
<p>Finance <i>Mike Hobbs</i></p> <ul style="list-style-type: none"> • October Financial Review & Statistics • Revenue Cycle Project Update • Phillip’s Lifeline • Bank Resolution- Remove Michael Zilm & Add Christopher Hunt(Action) • CoreSource Bank Account(Action) • Approval of October Paid & Unpaid Claims(Action) • Opportunity for Finance Related Questions or Concerns of Committee Members 	<ul style="list-style-type: none"> • Mike Hobbs presented the financial data for the month of October 2016. He also presented the information in graphs. • Mike updated the Committee on the Revenue Cycle Project. The project is continuing as planned and updates will continue to be provided. • Mike informed the Committee of the current contract with Phillip’s Lifeline, which provides the care call service through the hospital. Subsequent to examining all aspects of the service, it has been decided that providing this service through the hospital is not cost-effective. Customers of the service will be notified and will be given the option to continue the service directly through Phillips. • Michael Zilm will need to be removed from all bank accounts, and Chris Hunt will be added. <p><i>Motion made by John Bayler to present the bank account changes to the full Clay County Board. Seconded by Dave Johnson. Motion carried.</i></p> <ul style="list-style-type: none"> • Due to the changes in the TPA from Mutual Medical to CoreSource, a bank account will need to be established for payments for health claims to be deducted. <p><i>Motion made by Joe Goodman to present the bank account to the full Clay County Board. Seconded by John Bayler. Motion carried.</i></p> <ul style="list-style-type: none"> • The October 2016 Paid and Unpaid Claims were presented for approval. 	<p>None</p> <p>None</p> <p>None</p> <p>Present to the full Clay County Board.</p> <p>Present to the full Clay County Board</p> <p>Present to the full Clay County Board.</p>

	<p><i>Motion made by Joe Goodman to present the bank account to the full Clay County Board. Seconded by Dave Johnson. Motion carried.</i></p> <p>There were no questions or concerns of Committee members.</p>	.
<p>President's Report <i>Michael Zilm, Interim President</i></p> <ul style="list-style-type: none"> • Urgent Care Update • Sav-Mor Pharmacy Lease (Action) • Clay City Building • Six-Month Action Plan Summary • Opportunity for Questions or Concerns of Committee Members 	<ul style="list-style-type: none"> • Michael Zilm reported that after much consideration, it was decided that the Urgent Care project was not feasible. CCH and Dr. Doolittle have signed a letter confirming conversations that this project would not move forward. • Michael informed the Committee that Sav-Mor Pharmacy will not be moving forward with the relocation to CCH campus project at this time. This project may be viable in the future, but at this time an agreement has been drafted to terminate the lease. <p><i>Motion made by Dave Johnson to present the agreement to terminate the Sav-Mor Pharmacy lease to the full Clay County Board. Seconded by Joe Goodman. Motion carried.</i></p> <ul style="list-style-type: none"> • Currently the Clay City Medical Office building is being leased; the lease expires in January, 2017. Alternatives to this temporary structure are being explored. • Michael provided highlights of accomplishments and projects completed in the last six months to the Committee. • There were no questions or concerns of Committee members. 	<p>None</p> <p>Present to the full Clay County Board.</p>
<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 John Bayler to adjourn meeting. Seconded by Joe Goodman. Motion carried. Meeting adjourned at 8:35 p.m.</i></p>	<p>None</p>

