

Hospital Committee Meeting Minutes-February 2017		Meeting Date		February 7, 2017					
		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	Mary McCollough	P	David Johnson	A	Joe Goodman

P	Chris Hunt	P	Carrie Miller	P	Chelsea Musgrave	P	Mike McClane	P	Tammy Mulvaney
A	Phil Bute	P	Mike Hobbs	A	Phil Gustafson	A	Julie Long	P	Bob Coble, Attorney
P	Courtney Minton, Minutes	P	Matt Kinsella	P	John Bursich				

Agenda Item	Discussion	Follow- Up
Welcome <i>Chris Hunt</i>	Chris Hunt 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. Roll call was performed by Courtney Minton. <i>Ted Whitehead- Present. Dave Johnson- Present. Mary McCollough- Present. John Bayler- 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 Dave Johnson to approve the agenda. Seconded by John Bayler. Motion carried.</i>	None
Approval of Minutes (Action)	The minutes for the January 3, 2017 meeting were presented for approval. <i>Motion made by John Bayler to approve the agenda. Seconded by Mary McCollough. Motion carried.</i>	None
CNO Report <i>Carrie Miller</i>	<ul style="list-style-type: none"> Carrie Miller presented the Patient Experience Survey scores for January 2017. Carrie noted that for future 	None

<ul style="list-style-type: none"> • Patient Experience Survey Scores • MABAS Ordinance (Action) • Opportunity for Clinical Services Related Questions or Concerns of Committee Members 	<p>surveys, the department that is being surveyed will be listed on the survey to deter any confusion in the event that the patient receives services from more than one department.</p> <ul style="list-style-type: none"> • The Mutual Aid Box Alarm System (MABAS) Ordinance was presented for approval. MABAS provides emergency rapid response and sustained operations when a jurisdiction or region is stricken by an overwhelming event generated by manmade, technological, or environmental threats. The ordinance is required to be a MABAS Agency. <p><i>Motion made by Mary McCollough to present the MABAS ordinance to the full Clay County Board for approval. Seconded by Dave Johnson. Motion carried.</i></p> <ul style="list-style-type: none"> • There were no further questions or concerns of committee members. 	<p>Present to the full Clay County Board for approval.</p> <p>None</p>
<p>Quality & Compliance Report <i>Tammy Mulvaney</i></p> <ul style="list-style-type: none"> • Joint Commission Survey Follow-Up • Credentials Committee (Action) • Opportunity for Quality/Compliance Related Questions or Concerns of Committee Members 	<ul style="list-style-type: none"> • Tammy Mulvaney reported on the recent Joint Commission accreditation survey that took place January 23rd & 24th. We are in the process of collecting all information to be placed on the ESC (Evidence of Standards Compliance) report on the Joint Commission website, as well as other follow-up information to present to the surveyors when they return. The surveyors will return sometime in the next 45 days from the time of the initial survey. The final outcome and accreditation status will be reported once this information is available. • The following medical staff credentials were presented for approval: <p><u>Provisional Appointment:</u></p>	<p>None</p> <p>Present to the full Clay County Board for approval.</p>

	<p>James Probst, MD Courtesy Emergency Bill Buckett, PA Courtesy Neurology Andrew Rudin, MD Courtesy Hospitalist Witold Szyfer, MD Courtesy Hospitalist</p> <p><u>Reappointment:</u> Angela Yocom, NP Courtesy Urology Joseph Spraul, MD Courtesy Ophthalmology Eric Zeller, RN Courtesy Ophthalmology Alexander Ryan, MD Courtesy Radiology Sharon Miller, RN Spec. Professional Affiliate</p> <p><u>Initial Appointment:</u> Christopher Murphy, MD Courtesy Pathology Heide Lind, MD Current Medical Staff-Pathology Allison Howard, MD Courtesy Pathology Stephen Olson, MD Courtesy Pathology Dolph Haege, MD Courtesy Pathology</p> <p><i>Motion made by Dave Johnson to present the MABAS ordinance to the full Clay County Board for approval. Seconded by John Bayler. Motion carried.</i></p> <ul style="list-style-type: none"> • There were no further questions or concerns of committee members. 	None
<p>HR & Marketing Report <i>Chelsea Musgrave</i></p> <ul style="list-style-type: none"> • Service Awards • Quarterly Turnover Report • Opportunity for HR/Marketing Related 	<ul style="list-style-type: none"> • The employee Service Awards were held January 25th in the hospital Conference Room. The ceremony honored employees who have reached 5, 10, 15, 20, and 25 year milestones of service with Clay County Hospital. • Chelsea Musgrave presented the Quarterly Turnover Report, which included employee turnover data for October, November, and December 2016. Chelsea noted 	None None

<p>Questions or Concerns of Committee Members</p>	<p>that the turnover data includes employees who have resigned, retired, or have been terminated.</p> <ul style="list-style-type: none"> • There were no further questions or concerns of committee members. 	<p>None</p>
<p>Finance <i>Mike Hobbs</i></p> <ul style="list-style-type: none"> • December Financial Review & Statistics • Approval of December Paid & Unpaid Claims (Action) • Expense Budget Approval (Action) • Automatic Deposit Machine Access- Remove Jonathan Smith & add Theresa Edgington, Emily Sams & Tara Meadows (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 December 2016. • The December 2016 Paid and Unpaid Claims were presented for approval. <p><i>Motion made by John Bayler to present the December 2016 Paid and Unpaid claims to the full Clay County Board. Seconded by Mary McCollough. Dave Johnson abstained from voting. Motion carried.</i></p> <ul style="list-style-type: none"> • The Operating and Capital Budget for the Fiscal Year ending 2018 was presented for approval. <p><i>Motion made by John Bayler to present the FY18 Capital and Operating Budget to the full Clay County Board. Seconded by Dave Johnson. Motion carried.</i></p> <ul style="list-style-type: none"> • Due to changing positions within the organization, Johnathan Smith will no longer need access to the automatic deposit machine. Theresa Edgington, Emily Sams and Tara Meadows will need access to process payments. <p><i>Motion made by Dave Johnson to present the bank resolution to the full Clay County Board. Seconded by Mary McCollough. Motion carried.</i></p> <ul style="list-style-type: none"> • There were no further questions or concerns of committee members. 	<p>None</p> <p>Present to the full Clay County Board for approval.</p> <p>Present to the full Clay County Board for approval.</p> <p>Present to the full Clay County Board for approval.</p>

<p>Clinic Report <i>Mike McClane</i></p> <ul style="list-style-type: none"> • Clinic Statistics • Capital Projects • Opportunity for Clinic Related Questions or Concerns of Committee Members 	<ul style="list-style-type: none"> • Mike McClane presented statistics through December 2016, showing the total number of visits, new patients, payer mix, and break-even numbers for all clinics combined. He also included a graph representing the number of Behavioral Health visits. • Mike reported that the EPM (Electronic Practice Management) module for NextGen has been purchased. The flooring and lobby furniture replacement projects for the Flora Clinic have begun. Both of these projects are funded by the Endowment Foundation. • A question was asked regarding the length of time from when a patient receives a service to when they actually receive a bill for their portion. Mike Hobbs explained that the hospital is on the UPPE payment system, and that there is possibly several weeks before the patient will receive a bill for their service. 	<p>None</p> <p>None</p> <p>None</p>
<p>IT & Plant Operations Report <i>Chris Hunt for Phil Bute</i></p> <ul style="list-style-type: none"> • Capital Project • Opportunity for IT/Plant Operations Related Questions or Concerns of Committee Members 	<ul style="list-style-type: none"> • Chris Hunt reported that a high-security fence will need to be placed around the radio tower area where oxygen tanks are stored. • There were no questions or concerns of committee members. 	<p>None</p>
<p>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 mandated by Section 2.06.</p>	<p><i>Motion made by Mary McCollough to enter into Executive Session. Seconded by Dave Johnson. Motion carried. Entered into Executive Session at 7: 17 p.m.</i></p> <p><i>Motion made by Dave Johnson to enter into Open Session. Seconded by Mary McCollough. Motion carried. Entered into Open Session at 7:20 p.m.</i></p>	<p>None</p>

New Business <i>All Present</i>	A concern was voiced regarding the payroll system, ADP, which is used by both the hospital and county under one Tax ID number.	A meeting will be set up to discuss the issue.
Adjournment	<i>Motion made by Mary McCollough to adjourn meeting. Seconded by Dave Johnson. Motion carried. Meeting adjourned at 7:33 p.m.</i>	None