

Crawford County Memorial Hospital

Board of Trustees

January 29, 2024

A meeting of the Board of Trustees of Crawford County Memorial Hospital was held on Monday, January 29, 2024, in Hospital Board Room D at Crawford County Memorial Hospital, Denison, Iowa, and via WebEx.

Present on site during the meeting were Jay Mendlik, David Reisz, Amy Schultz, Jon Schuttinga, Vernon Sid Leise, Heather Rasmussen (Chief Quality & Ancillary Services Officer), Rachel Melby (CFO), Theresa Sheer (CNO), Erin Muck (CEO) and Heather Wight (Recorder). In addition, Wendell Spencer (CRNA), Randy Kilnoski (CRNA), Abby Houston (Nurse Director of Surgical Services), Travis Mettenbrink (Director of Clinics), Carmen Swertzic (left at 7:04) and Dan Mundt (Denison Free Press left at 7:35). Not in attendance was Dr. Michael Luft (Chief Medical Officer).

Present via Webex were Dr. David Wright (Chief of Staff left at 5:40), Brandon Griffin (Graham Construction joined at 5:39), Matt Cramer (INVISION joined at 5:47 and left at 6:35), Angie Nees (INVISION joined at 5:48 and left at 6:35), Heidi Willis (INVISION joined at 5:52 and left at 6:44).

CALL TO ORDER: The Board of Trustees meeting was called to order at 5:31 p.m. by Mendlik.

APPROVAL OF PREVIOUS MONTH'S MINUTES

A motion was made by Schuttinga, second by Leise, to approve the December 18, 2023, minutes as presented. Motion carried unanimously.

COMMUNITY

Board Chair Comments

Mendlik reported a full agenda tonight with a lot of good things going on with. There will be updates on some of the foundational moves that been going on the last few months.

Public Comments

There were no public comments.

Wellness Center Update

The Wellness Center project was recently awarded a 1-million-dollar CAT grant contingent on the fundraising being completed in the next six months. With this grant, the funding is at 80%. In addition to the CAT grant, New Market Tax Credits may bring in more investors and the committee should know by the end of the month if that will apply. The committee is also working on a 2-million-dollar endowment. The City of Denison did approve to enter into a contract with the YMCA to run the Wellness Center and that contract will start about 6 months before opening. Facility design is about 60% complete and groundbreaking is expected in June 2024 and is expected to take 18 to 24 months.

QUALITY CARE AND SERVICES

Quality Committee Report

- Rasmussen gave a brief update of the Quality Committee activities including current HCAHPS scores, the quality scorecard, and the November mammography inspection where no deficiencies were found.
- Recommend Board action regarding Medical Staff Accountable Care Committee recommendations for approval of Medical Staff privileges and appointment/re-appointment applications.

Medical Staff Report

Wright gave a summary of the recent Medical Staff meeting which included provider medical staff elections and appointments for committees. Dr. David Wright was re-elected as Chief of Staff and Dr. Patrick Luft was nominated and elected as Vice President.

Crawford County Memorial Hospital

Board of Trustees

January 29, 2024

Conflict of Interest Statement

Muck reviewed the Conflict-of-Interest Statement. The Board is required to sign one every year. The leadership team and providers will also be signing one.

A motion was made by Reisz, second by Schultz, to approve the Board signature of the Conflict-of-Interest Statement. Motion carried unanimously.

PATIENT EXPERIENCE

5-Star Journey Update

Muck gave an update on the upcoming kickoff of the Service Excellence Council Refocus in February and this year's training. This year will be focused on customer service during times of transition. The 5 Star Nurse program implementation is in process in all of the clinical departments and there will be 5 Star Provider training at Medical Staff and provider meetings. The OASIS teams for this year are Wayfinding and Signage and Patient Wellness and Preventative Care.

Patient Letters

Patient thank you letters were shared with the Board. All identifying information has been redacted to comply with HIPAA.

PEOPLE

Credentialing

A motion was made by Schultz, second by Reisz, to approve Medical Staff appointments of Kylee Lefebvre and Euclid St. Hill, and reappointments of David Jaskierny and Erin Schechinger as presented. Motion carried unanimously.

Mission Committee Report

Muck shared that everything that was discussed during Mission Committee would be addressed individually through the rest of the agenda.

Policy Updates

Policy 105.00 Board of Trustee Public Access Policy, Policy 105.01 Investment Policy, Policy 105.03 Document Provision and Requests Policy, and Policy 105.04 Personal Information Policy were reviewed. No changes are recommended for these policies.

A motion was made by Schuttinga, second by Leise, to approve Policy 105.00, 105.01, 105.03, and 105.04 without changes. Motion carried unanimously.

Policy 105.02 Physician Recruitment Policy

Policy 105.02 Physician Recruitment Policy is recommended to be updated as needed and reviewed as necessary but not less than every 2 years.

A motion was made by Reisz, second by Schultz, to approve policy 105.02 with the change of review term from every 3 years to every 2 years to keep with other Board policy reviews. Motion carried unanimously.

GROWTH

Department Reports

Surgery

Houston shared statistics, department updates and goals for the Surgery department this year. She also shared a few current DO IT projects which include Thank You cards signed by the surgery staff for all patients which has received a lot

Crawford County Memorial Hospital

Board of Trustees

January 29, 2024

of positive feedback. Interpreter communication forms and patient education documents for all general surgery cases have also been created and implemented.

Medical Clinic & Specialty Clinic

Mettenbrink shared current recruiting efforts, Press Ganey RHC score improvement of every domain from 2022 to 2023, 5 Star Nurse program and Main Street Health implementation that is scheduled for March. He also shared specialty clinic updates including an additional clinic day for the newest dermatologist, another provider with nephrology and the upcoming retirement of Marcy Larson.

Building Project Update

Willis shared that the design development phase has been completed and Graham Construction is currently working on pricing. Willis also shared a tentative timeline and renderings of the completed project. Muck shared options for the first phase of the project which primarily affects the medical clinic and rehab services.

CEO Report

Muck shared the new CCMH website is up and running. Maintenance of the new website will be done in house so updates and content changes can be made, when necessary, without having to rely on someone else and being charged each time. Upcoming events include Strategic Planning scheduled for February 20th, the annual EMS Conference on March 2nd, the Iowa Hospital Association's Governance Forum on March 5th and Hospital Day on the Hill is March 6th.

FINANCIAL STABILITY

Tax Budget

Melby summarized the 2025 county budget and tax asking. In reviewing the current challenges in healthcare locally and nationwide the Finance Committee is not proposing a rate increase, but rather recommends leaving the tax levy rate the same as last year.

A motion was made by Schultz, second by Schuttinga, to approve the tax asking rate of \$1.56739 per \$1,000 of assessed value. Motion carried unanimously.

Hearing Date

A motion was made by Schuttinga, second by Reisz, to set the tax asking hearing date of February 26, 2024 @ 5:30 p.m. Motion carried unanimously.

Finance Committee Report

1. Total Payroll & Accounts Payable of \$3,781,900.52 for payment.

A motion was made by Leise, second by Reisz, to approve the financial report, total payroll, and accounts payables in the amount of \$3,781,900.52. Motion carried unanimously.

EMR Update

Melby shared the EMR Field of Dreams themed kickoff last Thursday. The next step is workflow and integration which is where future state workflows and integration points between departments are reviewed to identify any opportunities or risks. February training will be Train the Trainer training which will allow the super users to learn how to teach the end users. End of March is the first round of integration testing, where process mapping will occur to test how well everything works together for both the clinical and financial aspects.

Crawford County Memorial Hospital

Board of Trustees

January 29, 2024

ADJOURNMENT

A motion was made by Schultz, second by Schuttinga, that the meeting be adjourned at 7:39 p.m. Motion carried unanimously.