

Crawford County Memorial Hospital

Board of Trustees

January 27, 2025

A meeting of the Board of Trustees of Crawford County Memorial Hospital was held on Monday, January 27, 2025, in Hospital Board Room D at Crawford County Memorial Hospital, Denison, Iowa.

Present on site during the meeting were Jay Mendlik, David Reisz, Jon Schuttinga, Amy Schultz, Theresa Sheer (CNO), Dr. David Wright (Chief of Staff), Heather Rasmussen (Chief Quality & Ancillary Services Officer), Rachel Melby (CFO), Erin Muck (CEO), and Dr. Michael Luft (Chief Medical Officer arrived at 5:19 and left at 6:12) and Heather Wight (Recorder). Not present were Vernon Sid Leise and Dr. David Wright (Chief of Staff).

CALL TO ORDER: The Board of Trustees meeting was called to order at 5:02 p.m. by Mendlik.

APPROVAL OF MINUTES

A motion was made by Reisz, second by Schultz, to approve the November 25, 2024, minutes as presented. Motion carried unanimously.

COMMUNITY

2025 Board Meeting / Committee Schedule – Election of Officers – Assignment of Committees

A motion was made by Schultz, second by Schuttinga, to approve the 2025 Board Meeting / Committee Schedule as presented. Motion carried unanimously.

Election of Officers

A motion was made by Schultz, and seconded by Schuttinga, for Mendlik and Schultz to remain as Chairperson and Treasurer, respectfully, and Schuttinga as Vice Chair/Secretary for the coming year and the assignment of committees as follows. Motion carried unanimously.

The committees were structured as follows:

GOVERNANCE/EXECUTIVE

Jay Mendlik – Chairperson
Jon Schuttinga

FINANCE

Amy Schultz - Chairperson
Jay Mendlik
Erin Muck
Rachel Melby
Physician Representative

MISSION

Jay Mendlik – Chairperson
Vernon Sid Leise
Erin Muck
Physician Representative

QUALITY

Jon Schuttinga - Chairperson
David Reisz
Erin Muck
Theresa Sheer
Heather Rasmussen
Physician Representative

FOUNDATION REPRESENTATIVE

David Reisz

Board Chair Comments

Mendlik stated that everything is coming together well, and he feels that when something comes up, the Board is kept well informed.

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FINANCIAL STABILITY

Resolution

Resolution approving and authorizing the conversion and reissuance of the Hospital's Hospital Revenue Bonds (Crawford County Memorial Hospital Project), Series 2024, and approving other documents and matters related thereto; and authorizing the redemption of its Taxable Hospital Revenue Refunding Bonds (Crawford County Memorial Hospital Project), Series 2020C.

A motion was made by Reisz, second by Schuttinga, to approve the conversion and reissuance of the Hospital's Hospital Revenue Bonds Series 2024 and redemption of its Taxable Hospital Revenue Refunding Bonds Series 2020C. Motion carried unanimously.

Tax Budget & Hearing Date

Melby summarized the 2026 county budget and tax asking. It is recommended to lower the tax levy rate to \$1.39896 per \$1,000 of assessed value.

A motion was made by Schuttinga, second by Schultz, to approve the tax asking rate of \$1.39896 per \$1,000 of assessed value and to set the tax asking hearing date of February 24, 2025 @ 5:30 p.m. Motion carried unanimously.

Corporate Banking Authorization Resolution

A motion was made by Reisz, second by Schultz, to approve the Corporate Banking Authorization Resolution as presented giving banking authority to the following positions: CEO, CFO, Chairperson – Board of Trustees, Vice Chairperson / Secretary – Board of Trustees and authorizes Erin Muck, Rachel Melby, Jason Mendlik, and Jon Schuttinga to sign the resolution. Motion carried unanimously.

Finance Committee Report

1. November Total Payroll & Accounts Payable of \$4,572,250.53 for payment.

A motion was made by Schuttinga, second by Reisz, to approve the November financial report, total payroll, and accounts payables in the amount of \$4,572,250.53. Motion carried unanimously.

2. December Total Payroll & Accounts Payable of \$3,159,067.96 for payment.

A motion was made by Schultz, second by Reisz, to approve the December financial report, total payroll, and accounts payables in the amount of \$3,159,067.96. Motion carried unanimously.

Sale or Disposal of Equipment

A motion was made by Schultz, second by Schuttinga, to approve the sale or disposal of 2 dietary items that have been fully depreciated. Motion carried unanimously.

QUALITY CARE AND SERVICES

Quality Committee Report

- Rasmussen gave a brief update of the Quality Committee activities including the 5 areas that ranked in the HCHAPS 99th percentile which are Communication with Doctors, Communication with Nurses, Cleanliness of the Hospital, Quietness of the Hospital and Care Transitions. Andy Segebart has resigned his position to be closer to home and Candice Ueding has been promoted to Pharmacy Director.
- Recommend Board action regarding Medical Staff Accountable Care Committee recommendations for approval of Medical Staff privileges and appointment/re-appointment applications.

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Medical Staff Report

Dr. Luft shared that the visiting Cerner rep will return in March and is doing great with one-on-one physician training. Medical staff assignments were confirmed and the conflict-of-interest policy was shared and signed by medical staff.

Conflict of Interest Statement

Muck reviewed the Conflict-of-Interest Statement. The Board is required to sign one every year.

PATIENT EXPERIENCE

5-Star Journey Update

Sheer shared that the virtual Marcus Engel presentation will be tomorrow for staff. Our annual CLS progress check will be held on Feb 4th. Next years' OASIS teams have been selected and we have a list of potential SEAs. Sheer also shared that the Everybody's a Caregiver course will be covered during the ED/Med Unit staff meeting.

PEOPLE

Credentialing

A motion was made by Reisz, second by Schuttinga, to approve Medical Staff new appointments of Martin, Montney, Singh and Newman and the reappointments of Fanders, Schultz, and Zucker. In addition, the distant site new appointments of Summers, Ciccarelli, Marcum, Bourne and McCormack and the reappointments of Conner and Stone. Motion carried unanimously.

Mission Committee Report

Muck shared goals from her CEO workplan including that the planned external strategic planning fell through so there is renewed discussion regarding options.

GROWTH

CEO Report

Muck shared that the annual IHA Governance Forum will be on March 11 followed by Hospital Day on the Hill on March 12. Please let us know if you'd like to attend. One of the courses CLS offers is the Swing Bed Program. We are participating again this year and it has been very beneficial. Lilly Wyatt, Marketing Assistant, created a great media campaign for our swing bed program which has been named Homeward Healing. This course has other hospital's participating and our media campaign was voted the favorite of our peers.

ADJOURNMENT

A motion was made by Schultz, second by Schuttinga, that the meeting be adjourned at 6:32 p.m. Motion carried unanimously.