

Crawford County Memorial Hospital

Board of Trustees

January 26, 2026

A meeting of the Board of Trustees of Crawford County Memorial Hospital was held on Monday, January 26, 2025, in Hospital Board Room D at Crawford County Memorial Hospital, Denison, Iowa.

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

ROLL CALL OF DIRECTORS

Present on site during the meeting were Jay Mendlik, Jon Schuttinga, Amy Schultz, Vernon Sid Leise, David Reisz, Erin Muck (CEO), Heather Rasmussen (Chief Quality Officer), Rachel Melby (CFO), Theresa Sheer (CNO), and Heather Wight (Recorder). Also in attendance were Trama Vetter (Director of Clinics left at 6:02), Chuck Tasler (Director of Materials Management left at 5:55), Angie Andersen (Director of IT left at 6:02) and Gordon Wolf (Denison Free Press). Not in attendance were Dr. Michael Luft (Chief Medical Officer) and Dr. David Wright (Chief of Staff).

ORAL COMMUNICATIONS

No oral communications were received.

WRITTEN COMMUNICATIONS

No written communications were received.

CONSENT AGENDA ITEMS

- 5.A approval of November 28, 2025 meeting minutes
- 5.B approval of Quality Committee minutes
- 5.C approval of Medical Staff meeting minutes
- 5.D approval of Executive Committee meeting minutes
- 5.E approval of credentialing of new appointments of Tingle and Pierce; reappointments of Beyer, Eckert and Jaskierny and distant site credentialing of Saucer and Weigman
- 5.F approval of Patient Experience Committee meeting minutes and Report
- 5.G approval of Finance Committee meeting minutes
- 5.H approval of Payroll and AP for November in the amount of \$2,956,731.82
- 5.I approval of Payroll and AP for December in the amount of \$3,001,461.89
- 5.J approval of Mission Committee meeting minutes

A motion was made by Reisz, second by Schuttinga, to approve the Consent Agenda as presented. Motion carried unanimously.

NEW BUSINESS / REPORTS

Election of Officers

A motion was made by Reisz, and seconded by Schuttinga, for Jon Schuttinga to serve as Chairperson, Jay Mendlik as Vice Chairperson/Secretary and Amy Schutlz will remain Treasurer. Motion carried unanimously.

Board of Trustees

January 26, 2026

2026 Board Meeting / Committee Schedule

A motion was made by Schuttinga, second by Schultz, to approve the 2026 Board Meeting / Committee Schedule with the exception of the December meeting, which will not be held as there are no committee meetings in December. Motion carried unanimously.

Assignment of Committees

The committees were structured as follows:

GOVERNANCE/EXECUTIVE

Jon Schuttinga – Chairperson

Jay Mendlik

FINANCE

Amy Schultz - Chairperson

Jon Schuttinga

Erin Muck

Rachel Melby

Physician Representative

MISSION

Jon Schuttinga – Chairperson

Vernon Sid Leise

Erin Muck

Physician Representative

QUALITY

Jay Mendlik - Chairperson

David Reisz

Erin Muck

Theresa Sheer

Heather Rasmussen

Physician Representative

FOUNDATION REPRESENTATIVE

David Reisz

IT Department Report

Andersen shared that the IT department consists of four team members responsible for implementing, managing, and supporting technology systems across all CCMH service lines, maintaining over 70 servers, 300 devices, and 250 end users with a strong end-user and patient-centered focus. While not directly involved in patient care, the team supports positive patient experiences and clinical outcomes by providing intuitive, high-quality tools that allow staff to focus on care. For 2026, IT initiatives center on education, security, and growth, including staging more than 100 devices for clinic expansion, supporting increasing system demands as services grow, and expanding the use of AI, automation, and data-driven reporting while maintaining best-practice security standards. Quality goals include tracking system updates and support tickets, resolving issues within 48 business hours, maintaining phishing vulnerability below 1%, achieving 96% annual security training completion, educating two internal departments per month on the patient portal, and providing portal education or demonstrations to three external groups during the year.

Purchasing Department Report

Tasler shared the purchasing department has had a very busy year, highlighted by the recent conversion of its Med/Surg distributor from Owens & Minor to Medline. This transition involved significant challenges, including reference number changes, new products, and aligning contracts to ensure accurate pricing. Ongoing quality initiatives include auditing outdated products and monitoring orthopedic supply costs,

Board of Trustees

January 26, 2026

with continued collaboration to reduce outdates and close tracking of orthopedic expenses for financial analysis.

Behavioral Health Services

Vetter shared that the CCMH Medical Clinic is partnering with Integrated Telehealth Partner (ITP) to provide on-site virtual mental health services, with patients attending visits at CCMH in a dedicated telemedicine room designed for a therapeutic environment. This service is already utilized in the emergency room for patients. Services include psychiatric evaluation and medication management by Molly Saucer, PMHNP, available Mondays and Fridays (8:00–5:00), and mental health assessment and therapy for individuals and families by Whitney Shariati, LMFT, available Tuesdays and Thursdays (8:00–5:00), serving patients ages 10–99. The program will operate with the Pod 4 team and the clinic will continue to evaluate opportunities to expand mental health services to meet community needs.

Tax Budget

Melby summarized the 2027 county budget and tax asking. It is recommended to keep the tax levy rate at \$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. Motion carried unanimously.

A motion was made by Schultz, second by Leise, to set the tax asking hearing date of February 23, 2026 @ 5:30 p.m. Motion carried unanimously.

Conflict of Interest

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 Leise, to approve the Board signature of the Conflict-of-Interest Statement. Motion carried unanimously.

Annual Report

Muck shared that the CCMH 2025 Annual Report has been posted to the hospital website. The report can be found under the “About” tab at the bottom of the page. It was decided to utilize calendar year 2025 achievements and highlights and shares fiscal year 2026 goals and plans. Feedback on next year’s report is welcome and encouraged.

CEO Report

Muck shared the quality efforts are focused on metrics visibility, improvement activities, and ISO 9001 certification. The trauma redesignation survey completed this week. Patient experience highlights include a 99th percentile Swing Bed Press Ganey score and ongoing initiatives to improve “quietness at night,” customer service. This year’s 5-Star plan includes leadership training, customer service training, and organizational projects such as TeamSTEPS®, Spanish-language documentation, and Age-Friendly Health System efforts. Employee forums are planned for building project transitions, YMCA membership enrollment is open, and Wellbeats resources are available. Growth initiatives include successful extended clinic hours and upcoming

Crawford County Memorial Hospital

Board of Trustees

January 26, 2026

mental health services via Integrated Telehealth Partners. Community engagement included pediatric simulations with SIM Iowa and Scrubs Camp programs to inspire future healthcare careers.

Individual Board Member Comments

None

ADJOURNMENT

A motion was made by Leise, second by Reisz, that the meeting be adjourned at 6:39 p.m. Motion carried unanimously.