



Board of Directors' Meeting of Tuesday, December 21, 2021

Call to Order

The meeting of the Board of Directors of Henry Hospital District was called to order by Chair DeSmith at 7:00 p.m. in the hospital conference room. Members present at the hospital conference room were: Directors Ann DeSmith, Denise Ward, Doug Ford, Kim Gehling, Dr. Don Ford, Mike Zerull, and Nancy Lang. Director Julie Atwell participated by speakerphone. Director Duane Olson had an excused absence. Also, in attendance were Mark Kuhn, CEO; Laura Domino, Vice President of Patient Care Services; Jodie Criswell, Vice President of Fiscal Services; Hazel Butter, Vice President of Human Resources; Julie Theill, Vice President of Rehab and Long Term Care; Dick Stone, Attorney; Kathy Tank, Executive Assistant; and Diane Biellier, Administrative Assistant. Chip Homes, SVP of QHR participated by speakerphone. Present for open session and introduction to the board were: Wyatt Brieser, Director of Outpatient Ancillary Services; Danielle Hoffman, Director of Nursing; and Colton Anderson, Director of Clinic Services. Justin Franks, Imaging Manager and Darcy Hepner, Foundation Manager were presenters. Krista Nixon, Quality Manager and several HHH clinical staff attended closed session as presenters.

Recess to Closed Session

A **motion** was made and seconded: To recess to closed session at 7:05 p.m. to discuss the appointment, employment, compensation, discipline, performance or dismissal of an employee or legal counsel of the Hospital, including hearing testimony on a complaint lodged against an employee of the Hospital or against legal counsel for the Hospital to determine its validity. On a roll call vote the **motion passed.**

Reconvene into Regular Session

A **motion** was made and seconded: To reconvene the regular meeting of the Board at 8:23 p.m. The **motion passed.**

Education

The Technology Governance and HITrust Security Assessment presentation by RSM – Brian Toomey has been rescheduled to the January board meeting.

Foundation Annual Report

Darcy Hepner presented the Foundation Annual Report. 2021 included several successes, including the following:

- Celebrity Dinner Drive-in Movie Experience raised more than \$35,000.
- Women's and Men's Health Series resumed with 77 women and 20-30 men attending the last presentations. The Women's Health Series have been moved to the First Baptist Church to accommodate a larger group.
- \$400,000 has been raised from two separate community foundations by the Foundation for the Laboratory Remodel.

- Celebrity Dinner is the next Foundation Fundraiser and will be held April 11, 2022 at Lavender Crest with “Wizard of Oz” as the theme.

Mark and the board members thanked Darcy for her efforts on behalf of the Hospital.

New Business

MRI Capital Request

Justin Frank presented the MRI capital request. The current equipment is 10 years old and is in need of replacement. Canon is offering an upgrade to current equipment, which would remove and replace all components except the magnet itself. By committing to a 2022 upgrade before December 31, 2021, HHH secures an additional \$50,000 discount. The upgrade includes Windows 10 software and enhanced image quality as well as the ability to offer some exams HHH cannot currently perform. An additional goal is to improve patient satisfaction by providing better imaging in less amount of time, which will avoid the patient holding uncomfortable positions while the MRI is being completed. The estimated project cost including construction and mobile rental is \$904,955.00 with less than one year payback and is a savings of \$400,000 - \$600,000 over the cost of a new installation which would require possible removal of the roof. Project completion is expected to take four to five weeks. Chair DeSmith asked for a motion to approve the upgrade of the MRI in the FY2023 budget. A **motion** was made and seconded: To approve the request for a commitment to purchase next fiscal year the MRI Upgrade, at a total cost of \$904,955. On a roll call vote the **motion passed.**

2022 Board Meeting Calendar

Chair DeSmith referred to the 2022 board meeting calendar in the board packet. The calendar was presented for information only, no action was required.

Consent Agenda

Chair DeSmith referred to the following consent agenda:

- a. Executive Committee Meeting minutes of December 14, 2021
- b. Executive Committee Meeting Closed Session Minutes of December 12, 2021
- c. Compliance Meeting minutes of December 7, 2021
- d. Board Meeting minutes of November 16, 2021
- e. Closed Session minutes of November 16, 2021
- f. Medical Staff Meeting minutes of November 9, 2021
- g. Auxiliary Quarterly Report
- h. Operations Review

A **motion** was made and seconded: To approve the consent agenda. The **motion passed.**

Old Business

Fiscal Services Report

Jodie referred to the November fiscal services report in the board packet. The November financials recorded a total net surplus of \$787,630 and a year-to-date gain of \$2,666,205. Total operating revenue was \$4,887,986 versus a budget of \$4,522,706. Expenses were below budget along with favorable contractual allowances and outpatient volumes, all

contributing to a great month. Inpatient revenue was \$508,221 below budget, largely due to a decrease in patient length of stay and average inpatient revenue per day falling \$505 below budget. Inpatient surgeries were also 23 procedures below budget as providers continue to transition procedures to Outpatient services. Acute and swing patient days were below budget by 15 and 53 days respectively. Clinic revenues had a positive variance of \$199,880 from budget. There were more FTEs paid than worked due to a PTO cash out. HHH offers this the PTO cash out twice a year to employees and Hazel ensures participants meet requirements.

Jodie referred to the new “No Surprise Billing” requirements resulting from the Consolidated Appropriations Act of 2021. These new requirements are designed to protect private pay and uninsured patients from surprise medical bills. Rhonda Rice, Justin Franks and Colton Anderson are meeting to discuss how to ensure compliance with the new requirements, which include an estimate within \$400 of expected medical costs presented to the patient prior to treatment. Education for staff and providers is ongoing. Additional information will be provided at future board meetings.

Jodie informed the Board of a CIOX security breach. CIOX assists HHH with medical record distribution. This breach affected four patients. HHH has informed Beazley Insurance, who handles our hospital’s cyber security claims.

Administrative Reports

QHR Report

Chip Holmes referred to his report in the board packet. Chip announced that strategic planning is currently looking at HHH’s service area and at market share opportunities. He shared the strategic planning timeline:

- Jan – Feb stakeholder interviews (board members, HHH leadership, medical staff leaders, community leaders, etc.)
- March – Strategic Planning Retreat – will work together for final product, targeting April completion.

Chips stated that QHR will keep the board informed during the stages of the strategic planning process. Chip highlighted that QHR continues to work on supply chain and capital purchasing opportunities for HHH. He also thanked the Executive Committee for the time they spent December 14 discussing the CEO Evaluation.

Chip invited the board members to attend the QHR Health 2022 Leadership Conference taking place February 22-24, 2022, at Phoenix, AZ. More details will be provided via email.

CEO Report

Mark Kuhn referred to the information in the board packet. He reported on the following items:

- Clinic volumes were very high in November and continue to be strong into December.
- COVID-19 continues to create a strain upon the organization. Mark and Laura shared some recent statistics with 42 new cases a day in Henry County. Illness in the surgical nursing staff and pain clinic is causing a strain on resources as PRN staff and those cross-trained are being called in to assist. Due to the dedication of HHH staff, no surgical cases had to be cancelled in the past two weeks due to staffing shortages.

- HHH is working with a local business that is planning to purchase property in Port Byron and are proposing to build a building and to lease a portion of the building to HHH. The business is currently modeling on the best way to utilize this space and serve the community. The location is Rural Health Clinic (RHC) eligible, and the business plans to begin the building project in 2022.
- An opportunity is available in Orion for a family practice clinic. Mark plans to look at a building later this week. The location is also RHC eligible. He will update the board.
- The Cambridge Clinic continues to work towards RHC status and are just awaiting survey. Colton Anderson shared that the survey is scheduled within the next 90 days.
- ORA has given written notice that they are terminating the current lease at the HHH Specialty Clinic effective January 31, 2022. ORA is relocating to another Geneseo location where they will provide urgent care and orthopedic services. Dr. Stewart will continue to perform surgeries at HHH.
- Renewals for IPT (Illinois Provider Trust) and ICT (Illinois Compensation Trust) insurance premiums for next year are either the same or slightly less. This was due to dividends that were received due to IPT and ICT's performance for the past year.
- He reviewed organizational changes including the introductions of Wyatt Brieser, Director of Outpatient Ancillary Services; Danielle Hoffman, Director of Nursing; and Colton Anderson, Director of Clinic Services.
- The board and administrative team recognized Kathy Tank for 20 ½ years and Laura Domino for 15 ½ years of service to HHH. Laura and Kathy are retiring January 3. Kathy and Laura shared kind words of their appreciation for the hospital and wished Hammond-Henry Hospital continued success.

Patient Care & Provider Services Report

Laura Domino referred to the patient care and physician/outpatient services report in the board packet.

- Elyse Wolf, APN has accepted a full-time position in primary care at the Kewanee and Geneseo Clinics. Elyse will remain in the ED management position until credentialing is completed. This is a transition with Dr. Snider taking on the Medical Director role.
- Chuck Pierce, Pharmacy Manager has announced his retirement effective January 17. He has worked 20+ years as the hospital pharmacist and manager. Beth Peirce, who has been working PRN in Pharmacy will be fill the pharmacist/manager role. Beth will be also working towards 340B certification.
- Rebecca Hutchinson and Krista Nixon have changed roles with Krista assuming the Quality Manager position and Rebecca becoming Risk and Regulatory Compliance Coordinator. Krista will continue the role as Medical Staff Coordinator. Rebecca will be reducing her hours with her new role.

Rehab & Long Term Care Report

Julie Theill shared the following updates on Long Term Care (LTC) & Rehab Services:

- LTC had two recent surveys. IDPH conducted a variance survey and their annual survey, including a Life Safety survey. No deficiencies were found during the variance and life safety surveys. There was one nutritional services deficiency found during the annual survey and a plan of correction is already in place.
- Julie was proud to share that Long Term Care has been awarded a CMS 5-Star Quality rating for the 10th consecutive year. This quality indicator is often used for families exploring placement options for their loved ones.
- With Wyatt's transition to Director of Outpatient/Ancillary Services, Julie and Wyatt are in the process of interviewing for a Long Term Care Manager.

Shining Star

- Hazel Butter announced that Linda Corber, CMA in the Geneseo Medical Group Clinic is January's Shining Star recipient.

Board Action

Approval of November Bills

Chair DeSmith referred to the bills. The total bills for the month of November are \$4,154,497.05. A **motion** was made and seconded: To approve payment of the bills for the month of November in the amount of \$4,154,497.05. On a roll call vote the **motion passed**.

Recess to Closed Session

A **motion** was made and seconded: To recess to closed session at 9:38 p.m. to discuss closed meeting minutes and audio recordings, and credentialing of physicians and other healthcare professionals, formal peer review of physician and CEO evaluation. On a roll call vote the **motion passed**.

Reconvene into Regular Session

A **motion** was made and seconded: To reconvene the regular meeting of the Board at 11:08 p.m. The **motion passed**.

Closed Session Minutes and Audio Recordings

A **motion** was made and seconded: To keep the following closed session minutes confidential: June 16, 2020; July 21, 2020, August 18, 2020, November 17, 2020, December 15, 2020, and January 21, 2021. To approve the closed session minutes from February 16, 2021 through June 15, 2021 no longer require confidential treatment and are available for public inspection. The **motion passed**.

A **motion** was made and seconded: To approve the destruction of the audio recordings of the closed session minutes of the meetings dated January 21, 2020 through May 19, 2020. The **motion passed**.

Credentialing of Physicians and Other Healthcare Professionals

A **motion** was made and seconded: To approve the medical staff appointments and reappointments that were discussed in closed session. All appointments/reappointments will be effective December 30, 2021. The **motion passed**.

CEO Evaluation

A **motion** was made and seconded: To approve the CEO evaluation and QHR's recommendation on salary as discussed in closed session. On a roll call vote the **motion passed**.

Formal Peer Review

A **motion** was made and seconded: To approve the recommendation to move forward with discipline of a physician that was discussed in closed session. The **motion passed**.

Adjournment

A **motion** was made and seconded: To adjourn the meeting at 11:10 p.m. The **motion passed.**

Respectfully submitted by,
Diane Biellier, Administrative Assistant