



**IT Governance Meeting**  
October 17, 2023  
Hospital Conference Room

The IT Governance meeting began at 5:00 p.m. in the hospital conference room. Committee members present were Directors Kim Gehling and Brett Decker, former Director Duane Olson, Heather Henry, IT Manager and Jodie Criswell, CFO. Also in attendance were Director Doug Ford; Ryan Nestruck of Ovation; Dave Shannon, Interim CEO; and Diane Biellier, Manager, Admin Ops. Diane Bogart of RSM attended via telephone. Director Nancy Lang and Chip Holmes of Ovation attended for a portion of the meeting.

**Overview of progress to date**

Diane Bogart of RSM provided a recap of recent conversations with the University of Iowa and Meditech. The request for proposals (RFPs) have been sent out and the timeline for the process was shared.

Jodie shared some calls that she, Heather and Diane had with two Illinois Meditech hospitals (one Expanse and one Maas), discussing their experiences.

**Next steps**

Heather will attempt to arrange demonstration times with the University of Iowa and Meditech. The goal is to have the demos done in the November 27 to December 22 timeframe, with a recommendation going to the Board at the January meeting.

RSM has requested the RFPs be back by 11/13 and they will provide a summary to the IT Governance Committee at the November 21 meeting.

**Adjournment**

The meeting was closed at 5:24pm.

Respectfully Submitted by,

Diane Biellier  
Manager of Administrative Operations



## **Finance Committee**

October 17, 2023

Hospital Conference Room

### **Call to Order**

The Finance Committee meeting was called to order by Kim Gehling at 5:30 p.m. in the hospital conference room. Committee members present were Kim Gehling, Kathleen Repass, Doug Ford, Nancy Lang, Brett Decker, and Jeff Belvel. The following Board members were also present: Mike Zerull. Dr. Thomas Rizzo. Julie Atwell was gone with an excused absence. Also in attendance were Dave Shannon, Interim CEO; Jodie Criswell, CFO; Heather Charlet, CNO; Hazel Butter, VP of Human Resources; Wyatt Brieser, Director of OP, Ancillary, Rehab and LTC and Diane Biellier, Manager, Executive Ops. Ryan Netstrick, Group Vice President was present while Chip Holmes of Ovation attended remotely. Missy Braddock, Surgical Manager, presented.

### **Capital Requests – Stryker TPX Micro Power and 8 Large Power Units**

Missy Braddock presented the Board with a capital request for a new orthopedic equipment. This will allow accommodation of increased numbers of podiatry and total joint procedures.

Total amount requested: \$43,639.55 for the TPX Micro Power and \$29,934.92 for the 8 Large Power. A motion was made: To present the capital request to full Board for approval. With a second, the **motion passed.**

### **September Financials -**

There were no questions for Jodie regarding the September financials.

Hammond-Henry Hospital recorded a loss of \$50,818 for the month ended September 30, 2023.

The budget was \$200,112 for a negative variance of \$250,930. Total deductions were 58.0% of gross charges versus a budget of 61.4%. Total operating revenue was \$28,278 above budget. Expenses totaled \$4,661,030 or \$153,676 above budget due to variances in fringe benefits, contract labor, physician fees, purchased services, legal fees, repairs, and supplies. An increase in purchased services due to physician recruitment, the CEO recruitment search and Clinic expenses due to the recent clinic assessment contributed to this variance.

Jodie provided an IT update to the Finance Committee and discussed the pending salary and wage assessment.

### **Adjournment**

A motion was made: To close the finance committee meeting at 5:43 p.m. With a second, the **motion passed.**

Respectfully Submitted by,

Diane Biellier  
Manager, Administrative Operations



**Board of Directors' Meeting of  
Tuesday, October 17, 2023**

Call to Order

Board Chair Doug Ford called the meeting to order at 6:00 pm in the Hospital conference room. Board members present were Doug Ford, Kim Gehling, Brett Decker, Mike Zerull, Nancy Lang, Jeff Belvel, Kathleen Repass and Dr. Thomas Rizzo. Director Julie Atwell attended remotely. Also in attendance were Dave Shannon, Interim CEO; Jodie Criswell, CFO; Heather Charlet, CNO; Hazel Butter, VP of Human Resources; Colton Anderson, Clinics Director; Wyatt Brieser, Director of OP, Ancillary, LTC and Rehab and Diane Biellier, Manager of Admin. Ops. Dr. Satkauskas was present for open session and reported representing the Medical Staff. Also present for open and part of closed session was Krista Nixon, Quality Manager. Stephanie DeMay, Marketing Manager presented. Ryan Nestrick of Ovation Healthcare attended in person and Chip Holmes of Ovation attended remotely.

Education

Stephanie DeMay, Marketing Manager, presented an overview of year-to-date Marketing initiatives to the Board.

Consent Agenda

Chair Ford referred to the following consent agenda:

- Dr. Brown – Hospice Compassus
- Fresenius Letter
- CEO Steering Committee minutes of October 11, 2023
- Closed Session minutes of CEO Steering Committee of October 11, 2023
- Home Health Professional Advisory Committee minutes of October 11, 2023
- Foundation Board minutes of October 3, 2023
- Quality Meeting minutes of September 27, 2023
- IT Governance minutes of September 19, 2023
- Finance Committee minutes of September 19, 2023
- Board Meeting minutes of September 19, 2023
- Closed Session minutes of September 19, 2023
- Operations Review
- Community Support
- MAP 3<sup>rd</sup> Quarter update

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

Medical Staff Report

Dr. Satkauskas reported on behalf of the Medical Staff. He informed the Board that three revisions to the Medical Staff Bylaws would be brought forward in the near future. Once these are approved by the Board, the Rules and Regulations for the Medical Staff will need to be updated. Dr. Satkauskas also shared his knowledge of the Rural Student Physician Program (RSPP) with the Board, as the hospital is hosting a third-year medical student for the next six months.

## Committee Business

### Finance Committee

Kim Gehling provided the Board with an overview of the Finance Committee which included the September financial reports, and two capital requests from Missy Braddock, Surgery Manager. A **motion** was made and seconded to approve the capital request of \$43,639.55 for the TPX Micro Power System. On a roll call vote, the **motion passed**.

A **motion** was made and seconded to approve the capital request of \$29,934.92 for the 8 Large Power System. On a roll call vote, the **motion passed**.

### Quality

Krista Nixon provided the quarterly Quality scorecard within a presentation to the Board where she has outlined Quality's goal to go "Back to the Basics". By returning to the PDCA (Plan – Do – Check- Act) cycle, Krista hopes to help the organization focus on quality concerns and will bring these plans to the Quality Council for accountability. Additional education was provided regarding the history of the Quality department and our current accreditation, DNV (Det Norske Veritas).

## Administrative Reports

### Administration

The Board had an opportunity to ask the senior leadership team any questions resulting from a review of their Board packet submissions. There were a few additional items discussed:

- Dave Shannon commended Detra Weaver in Materials Management and her team for their excellent work in organizing the warehouse and removing all corrugated cardboard.
- Two Senior Leadership team members, Heather Charlet and Wyatt Brieser, have been accepted in the ICAHN Leadership Fellowship program.
- The Employee Engagement committee did an excellent job with their recent donut and cider event. Over 360 employees took the time to recognize and thank each other.
- Dave and Jodie attended a leadership meeting with members of the School Board, local realtor office and government. The goal is to continue to grow our participation and presence in the community.
- Hazel Butter shared the November Shining Star with the Board is Katherine Menard. Katherine works in the Clinics and received two nominations. She will be recognized at the Birthday party later in the week.
- Heather Charlet has completed the Apollo Anesthesia contract and it has been provided in the Board portal for review. She also continues to work with Western Healthcare regarding the Hospitalist program.
- Wyt Brieser provided some additional information. A second dietitian has been hired to assist Marcia Wirth. The goal is to expand our outpatient outreach services.
- The new Cardinal Healthcare contract has been executed and they will be on site at the end of the month.
- Colton Anderson informed the Board the Clinics are having difficulty securing COVID vaccines.

### Ovation Healthcare Report

Chip Holmes and Ryan Nestruck informed the Board that the self-evaluation results will be shared at the November meeting. The Board was updated on the Leadership Growth initiative

and how Ovation is helping Hammond-Henry with Leadership Development within our Managers and Senior Leadership team.

The Ovation renewal contracts have been through legal review and are near to being executed. The CEO Steering Committee will have virtual interviews with six candidates on October 31 and November 1. The finalists from this process will then be invited on site for in-person interviews.

Richard Pollack from the American Hospital Association will be presenting at the February Ovation program in Austin. The Board members are encouraged to attend.

#### Board Action

##### Amendment of Bylaws

The Governing Board bylaws were presented with a change to outline the Board's role in Compliance oversight. A **motion** was made and seconded: To approve the amendment of the bylaws as proposed. **On a roll call vote the motion passed.**

##### Tax Levy Ordinance No. 273

Chair Ford referred to Tax Levy Ordinance No. 273 in the board packet. Chair Ford asked for a motion to approve the tax levy ordinance and proposed 4.99% tax levy increase. A **motion** was made and seconded: To approve Tax Levy Ordinance No. 273, and a 4.99% increase from the previous year for a projected tax levy of \$927,420. On a roll call vote the **motion passed.**

##### Approval of September Bills

Chair Ford referred to the bills. The total bills for the month of September are \$3,533,764.93. A **motion** was made and seconded: To approve payment of the bills for the month of September in the amount of \$3,533,764.93. **On a roll call vote the motion passed.**

##### Recess to Closed Session

A **motion** was made and seconded: To recess to closed session at 7:34 p.m. to the recruitment, credentialing, discipline or formal peer review of physicians or other health care professionals for a hospital, or other institution providing medical care, that is operated by the public body. And 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 9:10 p.m. The **motion passed.**

A **motion** was made and seconded: To approve the medical staff appointments and reappointment that was discussed in closed session. All appointments/ reappointments will be effective October 31, 2023. **The motion passed.**

A **motion** was made and seconded: To approve Clinic Physician and APP contract templates as provided in the Board portal. **The motion passed.**

A **motion** was made and seconded: To approve the recommendation proposed by Interim CEO regarding a Key position and determine other Key positions to be presented at the November board meeting. **The motion passed.**

A **motion** was made and seconded: To approve the hospital staff to move forward with the changes to Annawan and Orion Clinics as proposed in the Clinics Assessment and Proposed Plan. **The motion passed.**

*Adjournment*

A **motion** was made and seconded: To adjourn the meeting at 9:10 p.m. The **motion passed.**

Respectfully submitted by,  
Diane Biellier, Manager, Administrative Operations