



IT Governance Meeting
January 16, 2024
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, Heather Henry, IT Manager, Dr. Heberer and Jodie Criswell, CFO. Also in attendance were Directors Doug Ford and Nancy Lang; Dave Shannon Interim CEO; Dave Smith, CEO and Diane Biellier, Director, Admin Ops. Diane Bogart of RSM attended remotely.

Jodie introduced new CEO Dave Smith to the committee.

Overview of progress to date

Diane Bogart of RSM provided an update to the committee. Potential Epic hosting partner University of Iowa has taken a potential agreement to their Board in late January. This proposed partnership includes a delayed start date that may be more viable for the University. Additional hosting partners were discussed and reviewed to bring the committee up to date. Two recent organizations that have been approached are Bon Secours and Northwestern Medicine, neither seemed promising after initial conversations. Discussion ensued regarding a reasonable timeframe to continue to search for a hosting partner. It was decided that the committee will wait for the University of Iowa's Board to meet before additional hosting partners would be approached again.

Meditech Expanse was on site for a "Day in the Life" demo on January 11. They provided two - two-hour sessions of the EMR. There was good attendance, and six physicians were able to attend a session. Meditech did a great job and they will be back for an in-depth demonstration in upcoming months.

Next steps

It was determined that an Epic demonstration must take place before a decision is made. Unity Point will be contacted to provide an RFP. An Epic solution will then be contacted to provide a demonstration.

Dave Smith shared his experience at his former hospital where Unity Point became the Epic hosting partner. He commended Unity Point's organization and technical support but stressed that the transition to a new EMR is a considerable strain on time and resources.

Adjournment

The meeting was closed at 5:35pm.

Respectfully Submitted by,

Diane Biellier
Director of Administrative Operations



Finance Committee

January 16, 2024

Hospital Conference Room

Call to Order

The Finance Committee meeting was called to order by Kim Gehling at 5:36 p.m. in the hospital conference room. Committee members present were Kim Gehling, Kathleen Repass, Doug Ford, Nancy Lang, Brett Decker, and Jeff Belvel. Director Julie Atwell had an excused absence. The following Board member was also present: Mike Zerull. Also in attendance were Dave Shannon, Interim CEO (remote); Dave Smith, CEO; Jodie Criswell, CFO; Heather Charlet, CNO; Hazel Butter, VP of Human Resources; Wyatt Brieser, VP of Operations; Colton Anderson, Director of Clinics and Diane Biellier, Director, Administrative Ops. Ryan Nestrack of Ovation Healthcare attended remotely.

The meeting was called to order at 5:40pm

December Financials –

Jodie Criswell discussed December financials and addressed Board questions. Hammond-Henry Hospital recorded a gain of \$1,255,939 for the month ended December 31, 2023. The budget was \$206,770 for a positive variance of \$1,049,169. The year-to-date gain was \$2,924,446. This was \$1,497,054 above budget seven months of the fiscal year. Inpatient, outpatient, and long-term care revenue exceeded budget due to price and volume variances. Total deductions for the month were 59.95% of gross charges versus a budget of 61.39%. Other operating revenue was \$50,916 above budget as 340B revenues continue to exceed budgeted projections. December expenses were \$131,782 above budget. Investment income totaled \$728,675, of which \$150,000 was realized. The majority of this was from the Quad Cities investments group accounts.

It was noted that the expense for the newly contracted Hospitalists will fall from salaries and wages and start appearing under physician fees in upcoming months.

There was additional conversation regarding the Orion Clinic building. The location was closed to patient care late 2023 and a realtor has reached out with a party interested in purchasing it. The appraisal has come back at \$220,000. The Finance Committee indicated that they would like to move forward with selling of the building. Jodie will obtain an offer for the building and it will be taken to the full board for a roll call vote.

Adjournment

A motion was made: To close the finance committee meeting at 5:48 p.m. With a second, the **motion passed.**

Respectfully Submitted by,

Diane Biellier
Manager, Administrative Operations



**Board of Directors' Meeting of
Tuesday, January 16, 2024**

Call to Order

Board Chair Doug Ford called the meeting to order at 6:00 pm at the Hammond-Henry Hospital conference room. Board members present were Doug Ford, Kim Gehling, Brett Decker, Mike Zerull, Nancy Lang, Jeff Belvel and Kathleen Repass. Directors Julie Atwell. and Dr. Thomas Rizzo were not present. Also in attendance were Dave Shannon, Interim CEO; Dave Smith, CEO; Jodie Criswell, CFO; Heather Charlet, CNO; Hazel Butter, VP of Human Resources; Colton Anderson, Clinics Director; Wyatt Brieser, VP of Operations and Diane Biellier, Director of Admin. Ops. Dr. Satkauskas was present for open session and reported representing the Medical Staff. Ryan Nestruck of Ovation attended remotely. Presenting were Paige Oveson and Julie Johnson of Wipfli (remote), Darcy Hepner, Kati Loibl, Krista Nixon and Rebecca Hutchinson.

Public Comment:

None

Education

Paige Oveson and Julie Johnson presented on behalf of Wipfli. Wipfli was engaged to consult on a Compensation Study for the hospital and has been working closely with a committee consisting of the CFO, HR, Payroll and two additional hospital employees that are involved in clinical and non-clinical patient care. The project consisted of developing and updating job descriptions, conducting the external market analysis, developing a salary structure, determining the hospital's market position and finally, determining the financial impact of implementation of wage adjustments. The considerations for prioritizing available funds were outlined along with some possible scenarios.

Darcy Hepner presented to the Board in her role as Foundation Manager. Darcy is retiring in early February and was thanked for her many years of service to the hospital and community. In a recap of 2023, Darcy shared several successful events with the Board: the 2023 Celebrity Dinner raised \$43,939 and purchased a telemetry system for Cardiac Rehab, Pickleball and the Employee campaign, where the funds raised were used to by LTC equipment and items for the hospital and patient care, among other events. The final 2023 Annual Appeal raised \$101,105.00, which will be used towards a fluoroscopy machine for Imaging. From its inception, the Hammond-Henry Foundation has raised \$9,000,560.

Consent Agenda

Chair Ford referred to the following consent agenda:

- Foundation Board minutes of January 2, 2024
- Board Meeting minutes of December 12, 2023
- Closed Session minutes of December 12, 2023
- Medical Executive Committee minutes for December 7, 2023
- Compliance Committee minutes of December 5, 2023
- MAP 2023 QTR 4 Update

Community Support Report- 4th Quarter
Operations Review
Letter from Sarah Dynes
2023-2024 Listing of Medical Directors and Liaisons

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

Medical Staff Update

Dr. Satkauskas addressed the Board, updating them on the December and January MEC meetings. Items covered included the current outstanding bylaws issues, an update on the process of revising the Medical Staff Rules and Regulations, and the credentialing process for temporary privileges. There was additional discussion regarding a Conflict-of-Interest policy presented to the Medical Staff. The Board thanked Dr. Satkauskas for his commitment.

Committee Business

Finance Committee

Kim Gehling provided the Board with an overview of the Finance Committee which included the December financial reports. There was discussion regarding the pending wage analysis and the impact it will have on the organization. Dave Smith will meet with the wage project committee to discuss compensation strategies and the Board will be presented with a final plan/recommendation at the February meeting.

Governance and Nominating Committee

Nancy Lang provided a summary of the Governance/Nominating Committee, which met before the Board. The committee is beginning the process of determining possible Board nominees and working on a strategic approach to filling the positions. Recommendations will be brought to the Board at the March meeting to ensure the Henry County Board has time to review and approve nominees at their May meeting. The committee will also be reviewing the hospital bylaws.

Compliance Quarterly Report

As part of the initiative to increase the Board's awareness of Compliance within the organization, Rebecca Hutchinson, Compliance Officer provided a quarterly update. A dashboard of the Compliance management action plan was shared along with reporting on Compliance oversight, policies and procedures, education, monitoring and auditing, communication, response and corrective action and enforcement and discipline.

Home Health Professional Advisory

As part of the ACHC accreditation requirements, the Governing Board reviews and approves Home Health policies annually. Katy Loibl, Home Health Manager, was available to answer any questions the Board had. A **motion** was made and seconded: To approve the Home Health policies as show in packet. The **motion passed.**

Quality Council Scorecard and Report

Krista Nixon, Quality Director, presented the quarterly report to the Board. This includes the Quality scorecard, covering 2023. Krista updated the Board on various performance measures, providing detail on Quality/Risk Management, Clinical Safety and Safety/Infection. The Commit to Sit initiative for nursing started in July and focuses on slowing down and sitting down while speaking to the patient to improve Press Ganey inpatient patient satisfaction scores. The top box score on the Press Ganey survey has increased from 79.31% in July to 86.96% in December in this specific area. A **motion** was made and seconded: To approve the Quality quarterly report. The **motion passed.**

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 thanked those present for their support during his time at Hammond-Henry.
- Dave Smith thanked the Board for this opportunity.
- Colton Anderson informed the Board that Locals Love Us contacted him and recognized Colona Clinic as a local favorite for Walk In care. Stephanie DeMay and Colton are working together to maximize the impact of this positive publicity for the hospital and all its clinics.
Covid vaccines will be available at all Family Practice clinics and VFC vaccines will be available at Kewanee, Geneseo and Cambridge clinics.
- Ovation Healthcare thanked the Board for the opportunity to work with the hospital on it's Space Planning project and the Nominations/Governance committee on succession planning.

Board Action

Approval of the Board Resolutions for Banking Institutions

Hammond-Henry's financial intuitions require a passing of a resolution which reflects changes to additional signors for the hospital. A **motion** was made and seconded: To add Dave Smith, CEO as an additional signor. The **motion passed.**

General Obligation Bond Abatement – Ordinance Nos. 274 and 275. Chair Ford referred to the general obligation bond abatements – Ordinance Numbers 274 and 275. Jodie Criswell recommended approval to abate the following: Series 2013 and 2019 bond tax levies for 2023 tax year.

Chair Ford referred to the general obligation bond abatement – Ordinance No. 274, Series 2013 bonds for 2023 tax year. A **motion** was made and seconded: To approve the general obligation bond abatement – Ordinance No. 274. On a roll call vote the **motion passed.**

Chair Ford referred to the general obligation bond abatement – Ordinance No. 275, Series 2019 bonds for 2023 tax year. A **motion** was made and seconded: To approve the general obligation bond abatement – Ordinance No. 275. On a roll call vote the **motion passed.**

Approval of December Bills

Chair Ford referred to the bills. The total bills for the month of December are \$3,495,499.98. A **motion** was made and seconded: To approve payment of the bills for the month of December in the amount of \$3,495,499.48. On a roll call vote the **motion passed.**

Approval of Foundation Board Trustee

Darcy Hepner requested Board approval of new Foundation Board Trustee Dave Smith. A **motion** was made and seconded: To approve Dave Smith as a Foundation Board Trustee. The **motion passed.**

Approval of the Compliance Committee Meeting Charter

Rebecca Hutchinson provided information regarding a proposed Compliance Committee meeting charter. A **motion** was made and seconded: To approve the Compliance Committee Meeting Charter. The **motion passed.**

Recess to Closed Session

A **motion** was made and seconded To recess to closed session at 7:37 p.m. to 1) Review Closed Meeting Minutes and Audio, 2) 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 3) 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 8:12 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 January 30, 2024. **The motion passed.**

A **motion** was made and seconded: To approve the release of closed session minutes and destruction of closed session audio recordings as outlined in the recommendations. **The motion passed.**

Adjournment

A **motion** was made and seconded: To adjourn the meeting at 8:15 p.m. The **motion passed.**

Respectfully submitted by,
Diane Biellier, Director, Administrative Operations