



Board of Directors' Annual Meeting of Thursday, June 28, 2018

Call to Order

The meeting of the Board of Directors of Henry Hospital District was called to order by Chair Mickley at 7:00 p.m. at the hospital conference room. Members present were: Directors James Mickley, Duane Olson, Ann DeSmith, Julie Atwell, Steve Durian, Bill Dale, Denise Ward and Dr. Don Ford. Director Janelle Pettit had an excused absence. Also, in attendance were Mark Kuhn, Chief Executive Officer, Greg Voss, HealthTech Vice President; Laura Domino, Vice President of Patient Care Services; Jodie Criswell, Vice President of Fiscal Services; Lisa DeKezel, Vice President of Physician and Outpatient Services; Dick Stone, hospital attorney; and Kathy Tank, Executive Assistant. Jack Schlindwein, newly elected board member was also present. Linda Roman, Auxiliary representative attended as a presenter.

Auxiliary Report

Linda Roman gave the Auxiliary report. She gave an update on the following fundraisers and activities:

- The Auxiliary contributed an auction item at the Foundation Celebrity Dinner of appetizers for 20 and it sold twice at \$1,600 for each.
- \$5 Jewelry sale had a profit of \$1,492.
- Auxiliary is participating with "Birdies for Charity" fundraiser - she distributed forms
- Ice Cream Social had a profit of \$3,922. A gift was presented to the Daniels family for providing the entertainment for 31 years. Scholarships were awarded to 18 healthcare students totaling \$17,000. The Auxiliary also provides \$750 for each 8 CNA students that will participate in the Black Hawk College course held at the hospital.
- The Ham and Henry puppet show performed at six area schools "Poison Prevention" for 217 preschoolers and "Personal Health & Safety" for 262 kindergarteners.
- A trip to New York City is sponsored by the Auxiliary and 23 people will be attending with other small groups from the area for a total of 45 attendees.

Linda also announced that Chris Ahlstrand is the new Auxiliary President. There are 63 students participating in the Junior Volunteer program with 37 new volunteers and representing 15 local communities. There are also two college student AmeriCorps volunteers this year. The adult volunteer jackets will be updated this year, so all active volunteers in the hospital will all be wearing blue jackets by September 1.

Consent Agenda

Chair Mickley referred to the following consent agenda:

- a. Compliance meeting minutes of June 5, 2018
- b. Finance Committee meeting minutes of May 24, 2018
- c. Board meeting minutes of May 24, 2018
- d. Closed Session minutes of May 24, 2018
- e. Operations Review
- f. Community Benefits Report

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

Adjournment of 2017-2018 Board of Directors

Recognition of Outgoing Directors

Chair Mickley recognized outgoing board members Bill Dale and Steve Durian. Bill Dale was recognized for 15 years of service and Steve for 12 years of service. Chair Mickley highlighted many accomplishments during their tenure on the board. Chair Mickley presented a card to Bill and Steve on behalf of the board and stated that the board has also gifted a personalized Boston Rocker to Bill and Steve, which has been delivered to their homes. Cake was served to celebrate Bill and Steve's years of service on the Hammond-Henry Hospital Board of Directors.

Adjournment

A **motion** was made and seconded: To adjourn the 2017-2018 Board of Directors' annual meeting at 7:20 p.m. **The motion passed.**

Call to Order of 2017-2018 Board of Directors

Appointments and Election of Officers

Director Ward, Chair of the Nominating Committee announced that the county board has approved the reappointment for board member Julie Atwell and the new appointments of Jack Schlindwein and Mike Zerull. On behalf of the board, Director Ward welcomed Director Schlindwein and noted Director Zerull had an excused absence.

Director Ward stated that the nominating/governance committee recommends to the board the following slate of officers for the 2018-2019 Board of Directors: Duane Olson, Chair; James Mickley, Vice-Chair, Julie Atwell, Secretary and Ann DeSmith, Treasurer. Director Ward opened the floor for any other nominations. A **motion** was made and seconded: To close the nominations and to unanimously approve the slate of officers as presented: Duane Olson, Chair; James Mickley, Vice Chair; Julie Atwell, Secretary; and Ann DeSmith, Treasurer. The **motion passed.**

Roll Call

The meeting was called to order by Chair Olson. Roll call was taken and the members present were: Directors Duane Olson, James Mickley, Ann DeSmith, Julie Atwell, Denise Ward, Dr. Donald Ford, and Jack Schlindwein. Directors Janelle Pettit and Mike Zerull had an excused absence. Also in attendance were: Mark Kuhn, Chief Executive Officer; Greg Voss, HealthTech Vice President; Laura Domino, Vice President of Patient Care Services; Jodie Criswell, Vice President of Fiscal Services; Lisa DeKezel, Vice President of Physician and Outpatient Services; Dick Stone, hospital attorney; and Kathy Tank, Executive Assistant.

Education

Jodie Criswell gave a presentation on the Hospitalist Program Revenue Cycle Process. She highlighted that the hospital is allowed by payors to charge for only one professional service per day (ER physician or Hospitalist) with some exceptions, including specialty consultations. She reviewed several scenarios which identified the allowable coding and charge capture.

The coding and charge capture is completed by the health information management staff. Discussion ensued.

Committee Business

Finance Committee

Director DeSmith stated that the finance committee was held prior to the board meeting. The finance committee received the May financials and the financial update for the clinics. Director DeSmith stated that the reports were provided for information only and no action was required.

Looking Forward

FY18-19 Board List

Chair Olson referred to the FY18-19 Board List in the board packet, which includes contact and address information. He asked for the board members to contact Kathy Tank if there are any revisions needed. A revised list will be sent to the board members.

Board Meeting Dates

Chair Olson referred to the proposed board meeting dates for November and December. The proposed dates are November 20, 2018 and December 18, 2018. Discussion ensued. A **motion** was made and seconded: To approve the proposed November and December board meeting dates to be held on Tuesday, November 20, 2018 and Tuesday, December 18, 2018. The **motion passed.**

FY2018 Committee Appointments

Chair Olson referred to the proposed committee appointments that he created for fiscal year 2018-19. He asked if there were any recommendations or changes. The board accepted the proposed committee appointments.

Conflict of Interest

Chair Olson reminded the board members to complete the conflict of interest disclosure statements in the board packet and submit it to Kathy Tank. The disclosure statements will be submitted in the July board packet, per the board policy.

Resolution- Bank Signatures

Jodie stated that per policy, the hospital's delegated check signors are the board officers. With the recent election of officers, new signature forms and resolutions must be signed for each bank. The board resolution will authorize Duane Olson, James Mickley, Ann DeSmith, Julie Atwell as authorized signors. Mark Kuhn, Chief Executive Office and Jodie Criswell, V.P. of Fiscal Services will also be authorized as signers. A **motion** was made and seconded: To authorize the board officers, Mark Kuhn and Jodie Criswell as check signors for each bank at which the hospital holds funds. The **motion passed.** Jodie distributed bank forms for signatures.

Managed Care Organization Hospital Access & Hospital Mutual Assistance Programs

Jodie referred to information in the board packet regarding the State of Illinois Hospital Assessment program. She disclosed the disparity in the additional funding from the program as included in the FY2019 budget and actual projected impact. She referenced the summary of the expected payments from the assessment. She stated that the hospital is scheduled to contribute \$220,000 to the voluntary program and anticipate receiving \$878,000, for a net of \$658,000. She stated that the utilization data was based on FY2015 claims data, which included OB and when RHP was a joint venture. Jodie stated that they will sign a two-year contract and review the program again at that time. No action was required.

Administrative Reports

HealthTech/CEO Report

Mark Kuhn referred to his CEO report in the board packet. He shared a few highlights from the recent all staff meetings:

- Growth Opportunities
 - New podiatrist began June 1- Russell Carlson
 - Three (3) OB/GYN physicians plan to provide a clinic at HHH starting in August
 - Pain Management services will begin in August
- Working with UnityPoint on renewal of lease agreement
- ED Remodel proposal update
- Trustee Magazine has changed to a digital format. He asked board members their opinion of the publication and the board agreed to continue receiving it
- Urgent care opportunity for the RHP clinics

Patient Care Services Report

Laura Domino referred to the patient care services report and shared a few highlights. She commended the ED department on their receiving recertification as a Stroke Ready Hospital. She also reported that the pain management services project is set to begin at the end of August and we are committed to having a comprehensive program. This will be a collaborative agreement with Riverbend Pain Management Services and Rich Maynard, C.R.N.A. will provide the pain management services. Dr. Jeffries has agreed to be the medical director of the program. The clinic will be held in the endoscopy suite on Fridays, twice a month.

Physician and Outpatient Services

Lisa DeKezel referred to the physician and outpatient report in the board packet. She announced that three (3) OB/GYNs intend to provide a clinic beginning in August. OB patients will be able to see their physician here and then will then deliver at Genesis-Illini Campus. Lisa shared that Elizabeth Edwards, third year medical student preceptorship will begin on July 15 and she will follow Doctors Atwell, Satkauskas and Van Kerrebroeck. Lisa updated the board on the expansion plans for the Regional Health Partners- Kewanee Clinic. The expansion would include an urgent care model, as well as ten more exam rooms and radiology. Mark stated the next step is to get pricing and will then bring a formal proforma and recommendation to the board.

Shining Star

Kathy Tank announced that Susan Dahl, CCU RN was the July Shining Star recipient. The Rehabilitation department received the July department of the month.

Board Action

Approval of May Bills

Chair Olson referred to the bills. The total bills for the month of May are \$3,350,124.26. A **motion** was made and seconded: To approve payment of the bills for the month of May in the amount of \$3,350,124.26. On a roll call vote the **motion passed** unanimously.

Recess to Closed Session

A **motion** was made and seconded: To recess to closed session at 8:59 p.m. to discuss closed meeting minutes and audio recordings. On a roll call vote the **motion passed** unanimously.

Reconvene into Regular Session

A **motion** was made and seconded: To reconvene the regular meeting of the Board at 9:23 p.m. The **motion passed**.

Closed Session Minutes and Audio Recordings

A **motion** was made and seconded: To approve that the closed session minutes from June 22, 2017 through December 19, 2017 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 July 28, 2016 through December 15, 2016. The **motion passed**.

Adjournment

A **motion** was made and seconded: To adjourn the meeting at 9:25 p.m. The **motion passed**.

The preceding is my understanding of the issues discussed. Please contact me with any concerns or questions.

Respectfully submitted by,

Kathy Tank
Executive Assistant