

Board of Trustees Meeting

October 17, 2022

5:00 p.m. Davis County Hospital & Clinics Conference Room D

The Governing Board of Davis County Hospital & Clinics met for their regular meeting, Monday, October 17, 2022, in Conference Room D.

TRUSTEES PRESENT: Tom Prosapio, Kevin Cook, Brad Woolard, Donna Olinger, & Brenda Johnson.

Heath Greiner joined via Teams at 5:01 p.m.

TRUSTEES ABSENT:

OTHERS PRESENT: Veronica Fuhs, Rod Day, Robert Floyd, DO, Pam Young, Kendra Warning, Lisa Barrett, Carleena Brown, Lisa Warren, Lissa Jarr, Nikki Thordarson, Karen Spurgeon, & Amy Marlow.

MINUTES

1. CALL TO ORDER

Tom Prosapio, Chairperson, called the meeting to order at 5:00 p.m.

2. DETERMINATION OF A QUORUM

Roll call of Trustees was taken, and a quorum was present with five (5) Trustees present at 5:00 pm. Heath Greiner joined via Teams at 5:01 p.m. being the sixth Trustee present.

3. APPROVE AGENDA

A motion was made by Brenda Johnson seconded, by Kevin Cook approving the agenda as presented. Motion carried.

Prosapio	Yes	Greiner	Absent
Cook	Yes	Olinger	Yes
Johnson	Yes	Woolard	Yes

4. CONSENT AGENDA

A motion was made by Kevin Cook, seconded by Donna Olinger, to approve the consent agenda for September 19, 2022, as presented. Motion carried.

Prosapio	Yes	Greiner	Yes
Cook	Yes	Olinger	Yes
Johnson	Yes	Woolard	Yes

5. AUDIENCE REQUEST TO SPEAK

There were no requests to speak.

6. HEALTH INFORMATION MANAGEMENT PRIDE REPORT

Lissa Jarr presented the Health Information Management department pride report which included an introduction of staff and an explanation of their job duties and processes.

7. ANCILLARY SERVICES REPORT

Rod shared that all of the ancillary services remain very busy, and that staffing has improved. Rod reported that we have acquired a new EKG machine that was paid for using donations from the Davis County Hospital Foundation.

8. QUALITY REPORT

Amy Marlow presented the September Quality report. She reported that there were no falls, medication errors or readmissions during September. She reported on current safety initiatives that are being implemented which included planning facility safety drills and the installation of a handrail in the surgery hallway. Amy went over the facilities patient satisfaction scores.

9. POLICIES/PLANS/ANNUAL REVIEWS/BIENNIAL REVIEWS

Amy Marlow presented the following new policies, revised policies annual and biennial reviews for final approval.

New Policies

Human Resources - Weekend Staffing Package VIII

Board of Trustees Meeting

October 17, 2022

5:00 p.m. Davis County Hospital & Clinics Conference Room D

Laboratory- Guide to Laboratory Services

Laboratory - Laboratory Results Turn-Around Time

Revised Policies

Lab - Identification of Blood Product Unit

COVID-19 Mandatory Reporting

Laboratory Call

PRN Lab Personnel

Microbiology Safety Guidelines

Employee Health - Flu Vaccination Policy

Biennial Reviews

Laboratory

Nursing (All shared department nursing procedures OP, Specialty, ER, AC, Surgery)

Pharmacy

Plant Ops/ Pool

Skilled Care

Medical Associates Clinic

Utilization Review and Management Plan (Annual review)

Procedures updated outside of scheduled review

Medical Staff

Peer Review (procedure revisions only)

Prosapio	Yes	Greiner	Yes
Cook	Yes	Olinger	Yes
Johnson	Yes	Woolard	Yes

A motion was made by Brad Woolard, seconded by Kevin Cook, to approve the new policies, revised policies annual and biennial reviews being presented. Motion carried.

10. MEDICAL STAFF CREDENTIALING

Initial Appointment

- **Stephen Goldman**, DO – Emergency Medicine

Reappointment

- **Eric Rollman**, DDS - Dentistry
- **Ryan Van Maanen**, DO - Emergency Medicine/Medical

A motion was made by Donna Olinger, seconded by Brenda Johnson, to accept the recommendation of the Medical Staff and grant final approval of the initial appointment and reappointments be presented. Motion carried.

Prosapio	Yes	Greiner	Yes
Cook	Yes	Olinger	Yes
Johnson	Yes	Woolard	Yes

11. FINANCIAL

a. **Financial Reports**

Kendra presented the financial and revenue cycle reports for September 2022.

A motion was made by Kevin Cook, seconded by Brad Woolard, to approve the September financial reports. Motion carried.

Prosapio	Yes	Greiner	Yes
Cook	Yes	Olinger	Yes
Johnson	Yes	Woolard	Yes

Board of Trustees Meeting

October 17, 2022

5:00 p.m. Davis County Hospital & Clinics Conference Room D

b. Capital Purchase Seca Scale mBCA 554

Carleena Brown presented a quote for the Seca scale to the Trustees for approval. She explained the need and purpose of the scale and shared that the clinic would be utilizing COVID funding to purchase this piece of equipment.

A motion was made by Brad Woolard, seconded by Brenda Johnson, to approve the purchase of the Seca scale. Motion carried.

Prosapio	Yes	Greiner	Yes
Cook	Yes	Olinger	Yes
Johnson	Yes	Woolard	Yes

c. Capital Purchase Roof Top Units

Rod Day presented the quotes for the two roof top units that are being requested.

A motion was made by Donna Olinger, seconded by Kevin Cook to approve the purchase of the two roof top units. Motion carried.

Prosapio	Yes	Greiner	Yes
Cook	Yes	Olinger	Yes
Johnson	Yes	Woolard	Yes

12. CHIEF OF STAFF REPORT

Dr. Floyd shared that the clinic remains very busy, and that staffing has improved. He reported that the remodeling project in the clinic is complete with the exception of some windows that are on back order.

13. CHIEF NURSING OFFICER REPORT

Nikki Thordarson shared staffing concerns are improving as we have been able to fill some open positions. She celebrated staff who have stepped up and worked together as a team to take care of our customers.

14. CHIEF EXECUTIVE OFFICER REPORT

Veronica shared that the annual IHA meeting had good attendance and celebrated that Davis County Hospital & Clinics had four employees who were recognized for the completion of leadership training. Veronica reported that the public health emergency has been extended through January 11, 2023. Veronica shared and celebrated that our facility was chosen again this year as one of Iowa's top 150 workplaces.

15. MERCYONE

Rob Gavora, MercyOne liaison reported on the recent IT issue that MercyOne/Common Spirit experienced. He shared that MercyOne is continuing to move through the process of transitioning to Trinity Health. The September MercyOne System Newsletter was provided to the Trustees.

16. Board Communication

a. Chair Comments

Tom shared with the attendees that he is leaving his position as Board Chairperson and expressed his gratitude to everyone for their hard work and support over the years.

b. Trustee Comments

The Trustees thanked Tom for his years of service and wished him well with his future endeavors. Donna Olinger expressed her appreciation to all the presenters that provide reports to the Board of Trustees for being so forthcoming and willing to explain their presentations in such detail.

17. NEXT MEETING DATE

The next scheduled regular meeting is Monday, November 21, 2022, at 5:00 p.m.

18. ADJOURNMENT

A motion was made by Kevin Cook seconded by Brad Woolard, to adjourn the meeting. Motion unanimously carried.

Board of Trustees Meeting

October 17, 2022

5:00 p.m. Davis County Hospital & Clinics Conference Room D

The meeting was adjourned at 5:43 p.m.

Kevin Cook, Vice-Chairperson

Board Member

Lisa Barrett, Administrative Assistant