

GOVERNING BOARD MEETING MINUTES – 11/24/08

The regular meeting of the Dr. John Warner Hospital Board of Directors was held on Monday, November 24, 2008 at 5:00 p.m. in the Administrative Conference Room.

Present: Carolyn Peters, Mike Bray, BettyAnn Nelson, Joe Rodts, and Cindy Saylor

Absent: Harold Weinberg

Others Present: Patty Luker, CEO, Steve Myers, Shirley White, Donna Wisner, Sandy Rice, Kathy Isaac, Heidi Cook, Chris Bryant, Dr. Veirs, Mayor Wollet, Dave Holt, and Janeen Burkholder.

A. **CALL TO ORDER:** Carolyn Peters called the meeting to order at 5:00 p.m.

B. **ROLL CALL:** Roll Call was taken.

C. **APPROVAL OF MEETING MINUTES:**

The minutes of the October 27, 2008 regular meeting were distributed prior to the meeting. **A motion was made by Cindy Saylor to approve the minutes as presented. Motion was seconded by Joe Rodts, roll call vote was taken, all in favor, motion carried.**

D. **NEW BUSINESS:**

1. **Motorola Starcom Contract** – Heidi explained that the state was moving to a new radio communications system and was requiring all ASPR participating hospitals to participate. IDPH determined that Motorola would be the vendor. The hospital was notified that it must print, complete, sign and submit the contract in order to receive the training and the radios which are being provided with installation and first five year user fee paid through the ASPR grant. In order to meet the deadline the contract has been sign and returned. Heidi asked for Board approval of the agreement with Motorola for the Starcom radios. **A motion was made by Joe Rodts to approve the agreement with Motorola for the Starcom radios as presented. Motion seconded by Cindy Saylor, roll call vote taken, all in favor, motion carried.**
2. **Passport Contract** – Chris Bryant reported on November 11 she received word that the current connection to the Medicare system would be discontinued on November 14. She explained that the connection was essential for accessing the Medicare system to receive information about and make corrections to claims. She stated after checking on other connection providers she was recommending going with Passport for the connections in the amount of \$100.00 per month with a one time fee of \$100 for emulation software. She stated that the cost was less than was previously paid. **A motion was made by Joe Rodts to approve the Passport contract as presented. Motion seconded by Cindy Saylor, roll call vote taken, all in favor, motion carried.**
3. **DS Corporation Reagent Rental Contract** – Shelli stated that the current Mini-Ves automated sedimentation rate analyzer is six years old. She relayed that she has the opportunity to upgrade the equipment by entering into a reagent purchase agreement.

The equipment would only require a \$250.00 annual service agreement after the first year which is the same as we are currently paying. **A motion was made by Mike Bray to approve the DS reagent purchase agreement and the annual service agreement as presented. Motion seconded by BA Nelson, roll call vote taken, all in favor, motion carried.**

E. COMMITTEE REPORTS:

1. Finance Committee –

- a. CT Scanner – Shelli stated that proposals had been received from three vendors and with the help of Dr. Neal, Radiologist were recommending the 40 slice CT scanner from Siemens at a cost of \$569,900 plus a service agreement which would start after the one year warranty in the amount of \$101,000. She stated that a dual-head injector for approximately \$24,000.00 from a different vendor would be brought to the Board in December. Patty stated that there might be some telecommunications upgrades that were yet to be determined, but they would not hinder operation of the new CT and were being considered for other hospital operations. **The Finance Committee recommended the purchase of the CT Scanner from Siemens at a cost of \$569,900 plus a service agreement in the amount of \$101,000 as presented. Roll call vote taken was, all in favor, motion carried.**
- b. October Financial Report - Donna reported that for October revenues were below expenses by \$49,825. Year-to-date revenues were under expenses by \$216,032. Total gross patient revenue was 11% below budget. Inpatient revenue was 15% below budget and outpatient revenue 6% below budget. Expenses were 5% below budget for October and year to date.
- c. December Meeting Time Change – Carolyn noted that the December Finance Committee meeting on December 22nd would be at 9:00 a.m. instead of the regular time of noon.
- d. Accounts Receivable Update – Carolyn stated that the accounts received net days have went down and were at 62 days. She said that Chris Bryant will be monitoring progress through the holidays and will report the status in January.

2. Personnel Committee – No Report

3. **Building and Grounds** – Mike reported DeWitt County Human Resource Center contacted the hospital about recycling. Mike stated that Doug will look into their capabilities and what would be required of the hospital financially and in manpower. Mike also stated that Doug is working on energy efficiency evaluations throughout the hospital and will be putting together a long term maintenance financial forecast. The back parking lot will remain as it is for the winter; then in the spring the parking lot upgrade will be considered.

4. **Foundation Committee** – Dr. Veirs reported that the Gala netted \$6,500. The proceeds are to go for the purchase of equipment for the athletic trainer, IV poles and

an IV arm for Nursing Services, equipment for the Emergency Department, and a cholesterol screening machine for health fairs.

5. Medical Staff Committee

Credentialing – Credentialing. Kathy noted that the following appointments were reviewed and approved by the credentialing committee and the medical staff:

Initial Application – Consulting
Marc Apostol, MD

Renewal Application - Consulting
Stephen Jennison, MD
Nilesh Goswami, MD

A motion was made by Joe Rodts to approve the credentialing appointments as presented. Motion seconded by BA Nelson, roll call vote taken, all in favor, motion carried.

F. OLD BUSINESS:

Strategic Plan Update – Patty stated that at the next managers’ meeting the management staff would be selecting an item from the best practice profile to work on as an area for improvement. The managers have also been working on QA calendars and Patty stated she would be providing a sample for the Board. About 80% of the managers have attended quality education in Springfield.

G. PRESIDENT’S REPORT – Carolyn thanked the Foundation for the purchase of the cholesterol testing machine and stated that in addition to being used at hospital events it can be taken to businesses to promote health programs and services. Carolyn stated that getting the CT scanner was a big boost for the hospital and the community needed to be made aware that they can have their tests done here even if they doctor out of town.

H. ADMINISTRATOR’S REPORT – Patty reported that breakfast with Santa would be on December 6th. The hospital will be having a float in the December 3rd Christmas parade. The helipad was dedicated on November 7th. IPT was here on November 11th for the Debit/Credit program. Glenn Gedda the new pharmacist started in November. Patty noted that discussion has started with Dr. Velu regarding his 2009 contract.

I. MISCELLANEOUS

Joe noted that he attended the “Caught You Caring” 2nd birthday party that was held in November and stated it was good to get to visit with the hospital staff.

J. CLOSED SESSION:

A motion was made by Joe Rodts to go into closed session for approval of executive session minutes, employment of employee, and imminent litigation. Motion seconded by BA Nelson, roll call vote taken, all in favor, motion carried.

After discussion, **a motion was made by Cindy Saylor to return to open session. Motion seconded by Joe Rodts, roll call vote taken, all in favor, motion carried.**

K. ADJOURNMENT:

There being no further business, a motion was made by BA Nelson to adjourn the meeting. Motion was seconded by Joe Rodts, all in favor, motion carried, meeting adjourned at 7:00 p.m.

Mike Bray, Secretary