

GOVERNING BOARD MEETING MINUTES 11/22/10

The regular meeting of the Dr. John Warner Hospital Board of Directors was held on Monday, November 22, 2010 at 6:00 p.m. in the Administrative Conference Room.

Present: Julie North, Cindy Saylor, Jered Hooker, Harold Weinberg and Deb Tilley

Absent: Randy Workman and Betty Ann Nelson

Others Present: Earl Sheehy, Rebecca Harley, Heidi Cook, Donna Wisner, Sandy Rice, Kathy Isaac, Shelli Miles, Nathan Smith, Terrie Decker, Mayor Wollet, Steve Myers, Dr. Scerba, Gordon Woods and Dave Holt

A. **CALL TO ORDER:** Julie North called the meeting to order at 6:03 pm.

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

C. **APPROVAL OF MEETING MINUTES:** The minutes of the October 25, 2010 regular meeting and the minutes of the November 9, 2010 special meeting were distributed prior to the meeting. **A motion was made by Cindy Saylor to approve both sets of minutes as presented. The motion was seconded by Julie North, a roll call vote was taken, all in favor, motion carried.**

D. **COMMITTEE REPORTS:**

1. **Finance Committee**

- a. **October Financial Statements** – Donna reviewed the financial report. For the month, revenues under expenses were \$36,854. Year to date revenues over expenses are \$182,476. Donna noted donations from the Foundation Board were used to purchase a sleep chair for Med/Surg and an electrotherapy system for Physical Therapy, explained the accounts receivable report change, reviewed the budget process and timeline, and noted the 3-year capital planning spreadsheets would be included in this month's board packets.
- b. **MedDispense Secure Vault** – Nathan explained that one of the main responsibilities of the pharmacist is to secure the controlled substances in all areas of the hospital. Currently, in the pharmacy department controlled substances are kept in a cabinet with a lock. This method provides no way of tracking who had access, what they accessed and when they accessed the items. Nathan has provided an agreement for the lease of a MedDispense Secure Vault for the pharmacy department. This unit would allow the pharmacist to easily track the necessary information by use of logon usernames and passwords that are individual to each person with access. The MedDispense unit was chosen because the hospital already uses other machines in various departments and the interface is already in place. Nathan is requesting the board approve the 49-month lease for a total cost of \$36,800. **Jered Hooker motioned to approve the lease agreement with Med One for the MedDispense Secure Vault. Cindy Saylor seconded the motion, a roll call vote was taken, all in favor, motion carried.**

c. Ventilator – The ventilator in the Respiratory Department is aging and becoming increasingly difficult to maintain. Terrie is requesting the board approve the purchase of a 9-pound EnVe unit from CareFusion. This unit’s portability, size, and capabilities are the main reasons the Respiratory Department has chosen it. The total purchase price being requested is \$22,230, which is \$9,770 less than the budgeted amount of \$32,000. **A motion was made by Harold Weinberg to approve the purchase of the EnVe ventilator from CareFusion. Jered Hooker seconded the motion, a roll call vote was take, all in favor, motion carried.**

2. Personnel Committee – Nothing to report

3. Buildings and Ground Committee – Nothing to report

4. Foundation Committee – Nothing to report

5. Medical Staff Committee

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

Initial Appointment – Consulting

Mansura Ghani, MD

Vincent Zuck, MD

Reappointment – Consulting

Marc Apostol, MD

Privilege Request

Rana Mahmood, MD – Sleep Medicine Certification

Syed Salik, MD – Adult/Geriatric Psychiatry

A motion was made by Julie North to approve the appointments as presented. The motion was seconded by Cindy Saylor, a roll call vote was taken, all in favor, motion carried.

E. OLD BUSINESS:

1. Espy Services Audit – The audit of the phone bills has been completed and the findings indicate an annual savings of \$88.68. The agreement is we owe Espy Services half the savings.

F. NEW BUSINESS:

1. Midwest Alliance for Patient Safety PSO Participation Agreement – This agreement is for a free membership offered by the Midwest Alliance for Patient Safety. The purpose is to share, teach and learn from other Illinois hospitals in a secure environment. **Julie North made a motion to approve the agreement. The motion was seconded by Deb Tilley, a roll call vote was taken, all in favor, motion carried.**

2. C-Arm Service Agreement – Shelli noted the one-year warranty on this piece of equipment expires this December and she has provided a service agreement with Siemens, the manufacturer of the equipment, for \$12,678 per year for the next five years. Steve Myers has suggested two small changes to the language, which Shelli believes, will not be a problem. **A motion was made by Julie North to approve the agreement as we have suggested the language. Cindy Saylor seconded the motion, a roll call vote was taken, all in favor, motion carried.**

3. PACS Off-site Archival Agreement – Shelli explained the need to move away from the current manual tape backup and replace the process with an off-site archival system. Electromek provided three options, the best of which being the off-site storage in

Electromek's EverVault. While this is in the capital budget as a replication server, both Shelli and Earl feel off-site is a better choice for us. **Julie North made a motion to approve the contract with Electromek for the EverVault Archival Service. Deb Tilley seconded the motion, a roll call vote was taken, all in favor, motion carried.**

4. 505 West White Street – Earl asked if the board would like to rent the property. The hospital would be the landlord and the rental agreement will be signed by the board. Steve will work on creating a lease agreement and the hospital will be responsible for background checks on potential renters. **Cindy Saylor's motioned to approve renting the property at 505 West White Street. Deb Tilley seconded the motion, a roll call vote was taken, all in favor, motion carried.**
5. 401A – Deferred to after closed session.

G. PRESIDENT'S REPORT: Julie thanks Jered for his service to the hospital board and community. In addition, Julie thanked Mayor Wollet on behalf of the board for his service.

H. ADMINISTRATOR'S REPORT: Earl provided a report prior to the meeting, which he reviewed. Earl reminded the board members that the December meeting was moved to Tuesday, December 21 and the finance meeting will be skipped for the month of December.

1. Quality Report – Kathy noted no new reports were available for this meeting.

I. MISCELLANEOUS:

J. CLOSED SESSION:

A motion was made by Julie North to go into closed session for approval of executive session minutes, collective bargaining and employment of an employee. The motion was seconded by Cindy Saylor's, a roll call vote was taken, all in favor, motion carried.

A motion was made by Julie North to return to open session. The motion was seconded by Cindy Saylor's, a roll call vote was taken, all in favor, motion carried.

F. NEW BUSINESS:

5. 401A – A motion was made by Julie North to raise the employee's maximum contribution cap to 4.5% and increase the hospital match rate to 1.75 times the employee's contribution. **Deb Tilley seconded the motion, a roll call vote was taken, all in favor, motion carried.**

K. ADJOURNMENT:

Harold Weinberg made a motion to adjourn the meeting. Deb Tilley seconded the motion, a roll call vote was taken, all in favor, motion carried.

Cindy Saylor's, Secretary