

## GOVERNING BOARD MEETING MINUTES 10/25/10

The regular meeting of the Dr. John Warner Hospital Board of Directors was held on Monday, October 25, 2010 at 6:00 p.m. in the Administrative Conference Room.

**Present:** Julie North, Randy Workman, Cindy Saylor, Betty Ann Nelson, Jered Hooker, Harold Weinberg and Deb Tilley

**Absent:** None

**Others Present:** Earl Sheehy, Rebecca Harley, Heidi Cook, Donna Wisner, Belinda Rittenhouse, Sandy Rice, Kathy Isaac, Larry Schleicher, Shelli Miles, Mayor Wollet, Steve Myers, Dr. Veirs, Dr. Scerba and Dr. Joshi

- A. **CALL TO ORDER:** Julie North called the meeting to order at 6:00 pm.
- B. **ROLL CALL:** Roll Call was taken.
- C. **APPROVAL OF MEETING MINUTES:** The minutes of the September 27, 2010 regular meeting were distributed prior to the meeting. **A motion was made by Harold Weinberg to approve the minutes as presented. The motion was seconded by Cindy Saylor, a roll call vote was taken, all in favor, motion carried.**

The minutes of the October 4, 2010 special meeting were distributed prior to the meeting. Julie noted Bryan Puckett should be removed from the list of members present. **Randy Workman made a motion to approve the minutes as amended. Betty Ann Nelson seconded the motion, a roll call vote was taken, all in favor, motion carried.**

**D. COMMITTEE REPORTS:**

1. **Finance Committee**

- a. **September Financial Statements** – Donna reviewed the financial report. For the month, revenues over expenses were \$44,177. Year to date revenues over expenses are \$219,330. Donna noted that this year's budget process would follow the same procedure as last year. We are planning to use 3% as the wage increase budget assumption and 5% for the patient charge price increase. These are the same as previous years as well. The plan is for the board to receive a draft of the operating budget in the February packets. Approval of the operating and capital budgets will be requested at the March board meeting so that the budget may be approved by the city council in April. Belinda added we are researching quotes for worker's comp insurance and we are no longer considered under review by our current provider.
- b. **KEB Engagement Letter** – In follow up to last months board consensus to stay with KEB for the audit and cost report services for fiscal year 2011, Donna provided the engagement letter that outlines the services and fees. The total cost of \$34,150 reflects a 2% increase over the previous year. There were no other changes in the terms of engagement from the previous letter. **Betty Ann Nelson made a motion to**

- approve the engagement letter with KEB as presented. Cindy Saylor seconded the motion, a roll call vote was taken, all in favor, motion carried.**
- c. Transfer of Funds – Due to the recent capital contingency purchases, Donna requested that the monthly transfer from operating funds to internally designated funds increase by \$10,000 per month to \$70,000, beginning November 2010 and an additional \$200,000 be transferred by the end of FY 2011, as the cash balance and investment maturity allow. **Julie North made a motion to approve the transfer of funds from operating funds to internally designated funds. Randy Workman seconded the motion, a roll call vote was taken, all in favor, motion carried.**
  - d. Fiber Connection – Jered mentioned concerns brought to his attention by members of the public about the proposed Fiber Connection project. Earl addressed those concerns. Steve noted the contract should not be approved with conflicting payment language and Larry will have Heart Technologies remove the prompt payment language from page three of the contract. **Randy Workman made a motion to approve the contract with exclusion of payment terms on page three. The motion was seconded by Julie North, a roll call vote was taken, all in favor, motion carried.**
  - e. Radiology – CR – Shelli requested the purchase of a second Computerized Radiography (CR) unit from Electromek to eliminate delay in patient care. Currently, if the main CR were down for repair or maintenance the radiology department would use films, which the radiologists, who are only here two days a week, cannot use to give a final read. Electromek was chosen for their service, knowledge, price and because they provided both our first CR and our PACS. The cost of the new unit is \$35,194, which is less than the amount in the capital budget for this item. **A motion was made by Randy Workman to approve the purchase of the Kodak DirectView CR Basic Bundle from Electromek for \$35,194. Julie North seconded the motion, a roll call vote was taken, all in favor, motion carried.**
2. Personnel Committee – Jered noted that Administration would include in the next fiscal year’s budget the money to have an employee satisfaction survey done.
  3. Buildings and Ground Committee – Harold mentioned the specs have been sent out to contractors and that there was a larger than expected turnout for the pre-bid meeting. Twenty-one vendors have taken out plans for the project.
  4. Foundation Committee – Dr. Veirs reported the Gala had 154 attendees and raised approximately \$4,000. The Foundation Committee plans to use the money to purchase a hover mat and electrical stimulation device for the hospital.
  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  
Jed Jones, DO

Reappointment – Courtesy  
Benjamin Leak, MD  
Vicken Chalian, MD

**A motion was made by Randy Workman to approve the appointments as presented. The motion was seconded by Betty Ann Nelson, a roll call vote was taken, all in favor, motion carried.**

**E. OLD BUSINESS:** None

**F. NEW BUSINESS:**

1. Speech Contract – After checking what options for a speech therapist are available, Sandy worked with OSF to provide a contract for speech therapy services to the hospital. This covers both inpatient and outpatient at a cost of \$57.20 per hour. **Randy Workman made a motion to approve the contract. Cindy Saylor seconded the motion, a roll call vote was taken, all in favor, motion carried.**
2. “Going Green” – Board Packets – Earl asked for feedback on how much paper the board members would like in their packets and if some of the contents can be delivered electronically.
3. December Board Meeting – Earl mentioned the regular meeting date for the December board meeting is the 27<sup>th</sup> and asked if the board would like to move the meeting. It was discussed and decided to move the meeting to Tuesday, December 21<sup>st</sup> at 6:00 pm.

**G. PRESIDENT’S REPORT:** Julie thanked Betty Ann for presiding over last month’s meeting in her absence.

**H. ADMINISTRATOR’S REPORT:** Earl updated the board on the current Ambulance department situation, the CEMG contract, and noted that Dr. Williams is out on medical leave after having surgery last week.

1. Quality Report – Kathy reviewed the HealthGrades report on 2011 Hospital Quality Ratings for COPD, Heart Failure, and Pneumonia.

**I. MISCELLANEOUS:** Jered mentioned that the Intergovernmental Agreement for the Jail Meals and Coroner’s Service was approved at last week’s county board meeting.

**J. CLOSED SESSION:**

**A motion was made by Cindy Saylor to go into closed session for approval of executive session minutes and employment of an employee. The motion was seconded by Harold Weinberg, a roll call vote was taken, all in favor, motion carried.**

**A motion was made by Randy Workman to return to open session. The motion was seconded by Julie North, a roll call vote was taken, all in favor, motion carried.**

**K. ADJOURNMENT:**

**Randy Workman made a motion to adjourn the meeting. Cindy Saylor seconded the motion, a roll call vote was taken, all in favor, motion carried.**

---

**Cindy Saylor, Secretary**