



BOARD OF DIRECTORS MEETING MINUTES  
WEDNESDAY, DECEMBER 21, 2011  
6:00 P.M.

MEMBERS PRESENT:

Frank Zachman, Jr.  
Wayne Morris  
Rick Basinger  
Clint Ragan  
Bill Reed  
Paula Hatfield

MEMBERS ABSENT:

Mike Lewis  
Randy Kirsch  
Greg Muehlenbein

OTHERS PRESENT:

Randall Dauby, CEO  
Brad Futrell, COO  
Kent Mitchell, CFO

Frank Zachman, Jr., Vice President, called the meeting to order at 6:00 P.M. Roll call was taken and with a quorum present the meeting proceeded.

Topic of Discussion	Description	Action Taken
<u>Minutes of the 11/22/11 Board of Directors meeting and Executive Session</u>	The minutes were reviewed.	Bill Reed made a motion to approve the 11/22/11 Board of Directors Meeting Minutes and Executive Session. Clint Ragan seconded the motion. Motion carried.
<u>Statistics, Financial Statements and Cash Disbursements</u>	<b><u>Statistics</u></b> Census Days – 238 Admissions – 67 % of Occupancy – 38% Observation Hours – 1,137 Emergency Room Visits – 378	Rick Basinger made a motion to approve the Statistics, Financial Statements and Cash Disbursements for the month of November. Clint Ragan seconded the motion. Roll

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Topic of Discussion	Description	Action Taken
<p><u>Statistics, Financial Statements and Cash Disbursements (continued)</u></p>	<p><b><u>Statistics (continued)</u></b>                      Surgical Procedures - 33                      Laboratory Procedures – 5,372                      Xray Procedures – 885                      MRI Scans – 33                      CT Scans – 209                      Ultrasounds – 90                      Mammograms – 81                      Therapy Units – 2,052                      Respiratory Therapy Units – 1,259                      EKGs – 166                      Social Services Units – 311                      Senior Enrichment Units – 177                      Pharmacy Doses Dispensed – 11,508                      Pharmacy Employee Scripts – 84  <u>Clinic Visits:</u>                      Dr. Alvarez – 151                      Dr. Toelle – 141                      Tara Vogel, CNP – 110  <b><u>Financials</u></b>                      Available Cash on Hand – \$3,198,326.92                      Bond Proceeds/Restricted Funds - \$196,095.32                      Net Accounts Receivable – \$2,927,384.72                      Total Revenue – \$1,078,844.30                      Total Expenses – \$1,089,385.08   <b>Expenses in Excess of Revenue for the Month of November – (\$10,540.78)</b>   <b>Year-to-Date Revenue in Excess of Expenses - \$5,644.80</b></p>	<p>call vote: Rick Basinger – Yes, Clint Ragan – Yes, Bill Reed – Yes, Wayne Morris – Yes.                      Motion carried.</p>

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Topic of Discussion	Description	Action Taken
<u>Employee Performance Evaluations</u>	Fourteen evaluations were completed between 11/14/11 – 12/12/11. The average score received was 254.36 out of 300 possible points.	The non-union employees will remain at 0-2% for merit increases and 2% for pension contribution for 2012.
<u>Patient Surveys</u>	The patient surveys were reviewed.	
<u>Building/Grounds and Equipment</u>	<p><u>Capital Grant</u> The hospital's grant application has been accepted but the state will not issue grant approval documents until the Governor approves moving forward with funding the grant.</p> <p><u>Main Server</u> The main computer server crashed and we had to go back to paper forms and paper charts. Everything has now been restored.</p> <p><u>Hot Water Tank</u> The bids were opened on 12/16/11 for the hot water tank replacement. Litton Enterprises submitted the lowest bid of \$84,579. This item is included in the capital grant.</p> <p><u>EKG Machine</u> Quotes for an additional EKG machine will be brought to January's meeting. This item is included in the capital grant.</p>	<p>Rick Basinger made a motion to accept the bid from Litton Enterprises to replace the hot water tank for \$84,579. Wayne Morris seconded the motion. Roll call vote: Rick Basinger – Yes, Wayne Morris – Yes, Clint Ragan – Yes, Bill Reed – Yes, Paula Hatfield – Yes. Motion carried.</p>

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<u>Building/Grounds and Equipment (continued)</u>	<p><u>Ultrasound Machine</u>                      The cost of a new ultrasound machine is around \$110,000. The dinner netted approximately \$62,000. Quotes will be brought to either the January, February or March board meeting. A portion of the ultrasound cost is included in the capital grant.</p>	
<u>Nursing Home Update</u>	<p>--Their laundry is up and running.                      --Census is up to 50-52 residents.                      --No word on plans for IDPH approval of the 4-bed ward.</p>	
<u>Physician Recruitment</u>	<p>--Surgical Associates of Mt. Vernon will start having a clinic and perform surgeries every other Monday starting in January. Dr. Harad's first clinic day will be January 9<sup>th</sup>. The other surgeons are Dr. Claffey and Dr. Musso.</p> <p>--The hospital is continuing to search for an additional physician.</p> <p>--The hospital may possibly locate a clinic inside the CHESI Group clinic. The CHESI Group recently purchased Dr. Stricklin's office building.</p> <p>--The CHESI Group currently uses the NextGen computer (EHR) system. The hospital is currently evaluating this system for the hospital's</p>	

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<p><u>Physician Recruitment (continued)</u></p>	<p>clinic. The EHR system is included in the capital bill purchases.</p>	
<p><u>Bank Financing</u></p>	<p>Steve Kennedy, Lancaster Pollard, will bring a refinancing proposal to the January meeting.</p>	
<p><u>Performance Improvement Committee Updates</u></p>	<p><u>BOOST Program</u> The hospital is working with the Illinois Hospital Association and Blue Cross Blue Shield of Illinois to look at 30 day readmissions.</p> <p><u>Abnormal Test Reading Reporting</u> The procedure for reporting abnormal xray and lab readings is being reviewed and changed to provide a better quality process.</p> <p><u>IDPH – CMS Conditions of Participation</u> A Performance Improvement team will be working with department directors on compliance with Medicare’s Conditions of Participation in the first part of 2012.</p> <p><u>General Orientation Committee</u> A Performance Improvement Committee is reviewing the information covered during general orientation to revise and shorten its length.</p>	

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Topic of Discussion	Description	Action Taken
<p><u>Performance Improvement Committee Updates (continued)</u></p>	<p><u>Stroke Ready Committee</u> A Performance Improvement Committee is preparing the facility to become a “Stroke Ready” capable facility.</p>	
<p><u>Strategic Planning</u></p>	<p>The hospital has addressed: --Meaningful Use --Clinical services in Carmi --Adding new services like: nuclear scanning services, stress treadmill, echo stress testing --The hospital is working on possible affiliation agreements.</p>	
<p><u>OTHER BUSINESS</u></p>	<p><u>“Thank You”</u> The Jim Adams’ family sent a “thank you” for recognizing Ruth Adams as the Healthcare Provider of the Year at the foundation dinner.</p> <p><u>Employee Paid Time Cash In Report</u> Employees were allowed to cash in some of their paid time at 70% rate.</p> <p><u>Snow Removal</u> The hospital is looking for someone with a four-wheeler with a blade for snow removal services.</p>	
<p><u>Executive Session</u></p>		<p>Bill Reed made a motion at 7:05 P.M. to go into Executive Session to discuss Personnel. Rick Basinger seconded the motion. Motion carried.</p>

