

Mason District Hospital Board of Director's Meeting
Administrative Conference Room
September 25th, 2024

Members Present:

W. Blessman, Chairman
D. Houghton, Vice Chairman
D. Bryant, Treasurer
M. Balbinot, Secretary
R. Fornoff
A. Tucker
D. Gunter
C. Himmel

Members Absent:

L. Leach (excused)

Others Present:

D. Adcock, CEO
L. Bonnett, CFO
K. Canevit, CNO
S. Noll, MD
J. Shults, Recorder

I. **CALL TO ORDER**

Mr. Blessman, Chairman called the meeting of the Board of Directors of Mason District Hospital to order at 8:03 AM, Wednesday, September 25th, 2024.

II. **QUORUM**

Roll call was taken to establish a quorum.

III. **PUBLIC COMMENTS**

No comments at this time.

IV. **APPROVAL OF MINUTES**

The monthly meeting minutes of August 28, 2024 were approved by unanimous vote.

V. **OLD BUSINESS**

A. **Nominating Committee – Election of Officers**

Mr. Blessman reported that the Nominating Committee met and recommended officers for the ensuing term starting next meeting; Mr. Houghton as Chairman, Mr. Fornoff as Vice Chairman, Mrs. Balbinot as Treasurer and Mr. Bryant as Secretary.

Mr. Blessman reported that the term would be a two-year term and possibly eligible for a second two-year term.

Mr. Gunter motioned for approval of appointment of Officers as nominated. Seconded by Mrs. Himmel. The Ayes carried the motion by unanimous vote.

B. **Approval of revised Board of Directors Bylaws**

Mr. Blessman reported that handouts were provided of the proposed revisions to the

Bylaws. (A copy of the revised Board of Directors Bylaws is attached to and considered part of the permanent minutes on file in Administration). He reported that the Bylaws are to be reviewed every two years and the revised changes were in red. He reported that one change was for term of officer from up to three one-year terms to two-year terms then eligible for a second consecutive term. He reported that you could be the Treasurer one year and Secretary the next for example. He reported that there was some language made clearer and things were changed to make them up to date with the current practice.

Mr. Bryant made motion for approval of the revised Bylaws as recommended by the subcommittee. Seconded by Mr. Houghton. The Ayes carried the motion by unanimous vote.

VI. **REPORTS**

A. **Administrator's Report**

Mrs. Adcock reported that for Rural Health Clinic and Specialty Dr. Eric Cox, Springfield Clinic General Surgeon will start on December 1, 2024.

Mrs. Adcock reported that Rachel Davenport, PMHNP would be expanding to Manito and is already in Havana and Mason City. She reported that they met with Havana Superintendent, Student Counselor and Jody Howerter, LCSW Havana Independent practitioner last week.

Mrs. Adcock reported that we are coordinating a Medical Staff/Provider/Board of Directors Christmas lunch at the Havana City Center in December. The date has not been set but it will be from 11am to 1 pm and will meet the Joint Commission requirements of the Board Bylaws.

Mrs. Adcock reported that for growth / access, for Mammo services, just a reminder Breast Cancer Awareness month is October, and we have several events scheduled. It was reported that there would be public walk-in Wednesdays 11 – 1 pm every Wednesday in October and Saturday, October 5th & October 19th from 8-5 pm. No physician's referral or appointment needed.

Mrs. Adcock reported that there would be employees VIP events: Walk-in Thursdays, October 3rd from 8-10 am and October 17 from 2:30-4:30pm. There will be give aways and we are selling pink shirts to support Susan G. Komen Foundation. Employees are encouraged to wear the shirts on Fridays in October.

Mrs. Himmel reported that some people in the public are asking if they don't have insurance to have a mammogram what the cost would be. Mrs. Adcock recommended that the public call the hospital and talk to the Business Office. Mrs. Balbinot asked if we had anything to help those that can't afford healthcare. Mrs. Adcock reported that we have a charity assistance program.

Dr. Noll reported that there is a program through the health department for free

Mammograms, etc.

Mrs. Adcock reported that there would be a flu shot clinic drive thru and it would cost \$40. It was reported that there has been no date set at this time.

Mrs. Adcock reported that the ED EMR was changing from T systems to CPSI Trubridge, the kickoff September 10th and was going live on October 28th.

Mrs. Adcock reported that for Community Outreach, the Oktoberfest health-fair there was well received and had community support.

It was reported that September is Prostrate Cancer Awareness month. You can get screened and stay healthy by making an appointment with Melanie Miller, APRN in our Specialty Clinic.

Mrs. Adcock reported that for construction, south medical building floor and entry refresh (paint, flooring, furniture) has been ordered. Interior and Exterior signs have been reviewed and order has been placed. The marquee order will be placed in October. New artwork has been reviewed with vendor and Kevin Miller will provide his photography for the facility. Finally, the temporary fence on the west campus is being replaced with a nice brick/metal fence.

Mrs. Adcock reported that for Employee Engagement, the MDH Holiday Party date has been set for Saturday, January 18, 2025 at the Big Horse Vineyards in Lewistown.

B. Finance Committee Meeting

Mr. Blessman reported that the Finance Committee met.

C. Special Meeting

Mr. Blessman reported that there was a Special meeting held to review the Board Bylaws.

D. Financial Report

Mrs. Bonnett briefly reviewed the Financial Report for August 2024, (a copy of the August 2024 Financial Report is attached to and considered part of the permanent minutes on file in Administration).

Mrs. Bonnett reported that we were down inpatient services, but outpatient, Home Health and Clinics made up the difference, so we were \$474,000 favorable on gross patient service revenue.

Mrs. Bonnett reported that cat scans were \$163,000 favorable or 25% over budget. Surgery and Anesthesia were favorable since procedure numbers were up. Ambulance was 64,000 or 26% favorable over budget.

Mrs. Bonnett reported that total gross patient service revenue was at \$6.1M. It was

reported that Swing Bed numbers were down versus last year. It was reported that we are \$81,000 unfavorable to budget for the month.

Mrs. Bonnett reported that after contractual adjustments and other operating revenue we have a net revenue of \$3.3M vs. \$3M budget.

Mrs. Bonnett reported that wages were unfavorable since we had three payrolls in August and paid the productivity bonuses that were higher than budgeted.

Mrs. Bonnett reported that for healthcare expenses, we are \$134,000 favorable for the month of August or 5% favorable to budget.

Mrs. Bonnett reported that operating loss was \$127,159 vs. budget \$224,837. It was reported that non-operating revenue at loss of \$27,000 expenses over revenue vs. a planned loss of \$134,000. It was reported that year to date is \$2,588,436 vs. budget of \$399,000 and favorable by over \$2M.

Mrs. Bonnett reported the balance sheet shows total current cash of \$15.7M and net patient receivables of \$5.9M.

Mrs. Bonnett briefly reviewed the Treasure's Report which shows what we are holding for the bond payments of \$1M.

Mrs. Bonnett reported that AR aging shows 66 days on our collection of the average accounts receivable and net is 64 days.

Mrs. Bonnett reported that for stats total patient days of 49 vs. 67 last year and year to date down 15%. It was reported that 79% of acute were Medicare patients which will help with the cost report reimbursement.

Mrs. Bonnett reported that Surgery is doing well with 150 more cases this year or a 43% increase. She reported that ER saw 118 more patients than last year for an increase of 3.6%. It was reported that Lab was doing well. It was reported that Speech Therapy was up 25% year to date. It was reported that Mammogram was 394 procedures vs. 339 procedures last year. CT scans/ PET were 152 procedures vs. 132 procedures and PET had 228 procedures. It was reported that total outpatients were 2,052 vs. 2,012 for the month. It was reported that clinic encounters for Havana were up 9.8%.

E. AUXILIARY REPORT

Mrs. Bonnett reported that there were 324 donated cakes and raised over \$5400 on the Cakewalk and a handful of monetary donations.

Mrs. Bonnett reported that there would be a book fair held on November 25, 2024 located in the New Conference Room.

Mrs. Bonnett reported that Nothing but Bundt Cakes fundraiser would be held in December and more information to come.

Mrs. Bonnett reported that we are going to host semi-monthly “pop-ups”. These will serve as small fundraisers for the Auxiliary, our plan is to have one outside vendor (mostly local) come into the hospital to sell their goods, which then the Auxiliary will get an agreed upon portion of their sales. It was reported that the first “pop-up” will be held on October 21, 2024 from 9 am until 2 pm in the alcove next to the gift shop and will host local baker Cammy Smith. Cammy is a licensed home baker and will be bringing in her famous cinnamon rolls and pies, along with cookies and other treats.

F. Medical Staff

S. Noll, MD reported that the Medical Executive Committee of the Medical Staff met on September 9, 2024. Dr. Noll reported that the Medical Executive Committee recommended that the following be granted privileges as indicated:

- Lara Dennis, MD – Privileges in Radiology

Mr. Houghton made a motion to grant Medical Staff membership and privileges as recommended by the Medical Staff. Seconded by Mr. Gunter. The Ayes carried the motion by unanimous vote.

Dr. Noll reported that the Medical Executive Committee acknowledged the following resignations:

- Rodrigo Lopez-Costa, MD – (Radiology effective 09/30/24)
- Beautine Benbow, PMHNP – (Array Telemedicine Psychiatry effective 09/19/24)

Mr. Houghton made a motion to accept the resignations from Medical Staff. Seconded by Mr. Gunter. The Ayes carried the motion by unanimous vote.

VII. NEW BUSINESS

A. Professional Advisory

Mrs. Canevit reviewed the Professional Advisory report with the Board. (Copy attached to and considered part of the permanent minutes on file in Administration).

Mrs. Balbinot made a motion for approval. Seconded by Mr. Bryant. The Ayes carried the motion by unanimous vote.

B. Board Meeting Dates October 2024 – September 2025

Mr. Blessman reported that dates for fiscal year were provided in the packet for review. It was suggested that this be brought back to the next meeting for further discussion and approval. It was reported that once this is approved, it will be posted to the website.

C. Adoption of FY25 Budget & Appropriation Ordinance

Mr. Blessman reported that the Budget and Appropriation Ordinance was presented at the Finance Committee meeting and recommended for approval by the Board. (Copy attached and considered part of the permanent minutes on file in Administration).

Mr. Bryant moved for approval of the budget. Seconded by Mr. Tucker. The Ayes carried the motion by unanimous vote.

Mr. Blessman thanked Mrs. Bonnett and everyone who helped with the budget for their hard work.

Mrs. Adcock reported that we did meet with the leaders twice for their budgets. She reported that they had to come with what they feel their department is going to do for the next year, they bring assumptions, expenses and their capitals have to be justified with quotes, etc. She reported that the second time we met with them, they were told what was approved.

D. Approval of Tax Levy 2024 payable in 2025

Mr. Blessman reported that the hospital tax levy would remain the same. It was reported that the levy was lowered a few times in the past years.

Mr. Houghton moved for approval of the Tax Levy. Seconded by Mr. Gunter. The Ayes carried the motion by unanimous vote.

E. General Obligation Hospital Refunding Bonds Series 2017 Post Issuance Compliance Matters

Mr. Blessman note that there was a resolution considered and adopted which specified that the refunding bonds be paid with the current hospital revenue and not from proceeds of a tax levy. (Copy attached and considered part of the permanent minutes on file in Administration).

Mr. Fornoff moved for approval. Seconded by Mr. Tucker. The Ayes carried the motion by unanimous vote.

F. Chairperson Appointment to Board Committees

Mr. Blessman reported that some committees needed to be put into place. He reported that we only have two standing committees with four members each and the Chairman of the Board as ex-officio. He reported that it was suggested that the Finance / Personnel Committee include Mrs. Leach, Mrs. Balbinot, Mr. Fornoff and Mr. Tucker. It was suggested that the Planning Committee include Mr. Blessman, Mr. Bryant, Mr. Gunter and Mrs. Himmel.

Mrs. Balbinot moved for approval of the committees. Seconded by Mr. Tucker. The Ayes carried the motion by unanimous vote.

VIII. **EXECUTIVE SESSION**

Mr. Houghton moved to enter Executive Session at approximately 8:33 AM for the purpose of discussing legal and personnel matters. Seconded by Mrs. Balbinot. The Ayes carried the motion by unanimous vote.

IX. **RECONVENE**

The regular Board Meeting reconvened at approximately 9:24 AM.

X. **OTHER**

Mrs. Balbinot made motion to approve the Strategic Plan and the updated Organizational Chart. Seconded by Mr. Fornoff. The Ayes carried the motion by unanimous vote.

Mr. Blessman reported that this was his last meeting as Chairman and wished Mr. Houghton luck as the new Chairman of the Board. He reported that he's glad the hospital is doing well, we have an amazing Board that are passionate about the hospital and a great Executive Team to drive us forward.

XI. **ADJOURN**

Mr. Fornoff made motion to adjourn the session at 9:25 AM. Seconded by Mr. Houghton. The Ayes carried the motion by unanimous vote.

Respectfully Submitted,

**Marty Balbinot, Secretary
Board of Directors**