MEETING MINUTES

**Stoughton Hospital Association Governing Board**

Wednesday, January 26, 2022 | 7:15 a.m. – 9:00 a.m.

Zoom Link: <https://us06web.zoom.us/j/84882591294?pwd=N2x0OC84SDQvOVl6KzlUOXA0VEdoZz09>

Phone: 312.626.6799 | Meeting ID: 848 8256 8259 1294 | Password: 425523 ***(use phone if no Zoom capability)***

**Board Members Present:** Tom Fendrick, Donna Olson, Steve Staton, Dr. Ashish Rawal, Dr. Aaron Schwaab, Margo Francisco, David Locke, Kris Krentz, Nick Probst, Tim Rusch

**Hospital Staff Present:** Michelle Abey, Dan DeGroot, Amy Hermes, Teresa Lindfors, Laura Mays, Chris Schmitz, Angie Polster

**Excused:** Matt Kinsella

|  | Item # | Agenda | Time |
| --- | --- | --- | --- |
|  |  | Call to Order  (Tom Fendrick)  Mr. Fendrick called the January 26, 2022 Governing Board meeting to order at 7:15 a.m. and introduced new Board members Dr. Ashish Rawal and Mr. David Locke. | 7:15 a.m. |
|  |  | Old Business   1. None |  |
|  |  | New Business   1. Regional Shoulder Center of Excellence Overview (Dr. Ashish Rawal)   Dr. Rawal shared an overview of plans to develop a Regional Shoulder Center of Excellence. The final business plan will be presented to the Board for approval at the Governing Board meeting on Thursday, March 24, 2022. Dr. Rawal noted he has identified surgical needs of several thousand patients per year (within two hours of campus). Mr. Fendrick added this would be a great addition to an underserved market.  Dr. Schwaab asked if there was a national certification for these procedures. Dr. Rawal stated there are general qualifications and added he has reviewed/modeled other facilities nationwide who have successfully implemented this specialty. Finally, he stated he would further research whether the program is certified.   1. Conflict of Interest Statement Completion (Michelle Abey)   Ms. Abey reminded all Board members to complete and return their 2022 Conflict of Interest forms as soon as possible to Angie Polster via the HelloSign platform. |  |
|  |  | SSM Updates  (Margo Francisco/Matt Kinsella)  Ms. Francisco shared SSM Health will be opening a new south Madison clinic by the end of February to replace the Fish Hatchery Road clinic. Mr. Fendrick asked Ms. Francisco whether their recent partnership with Optum has helped with inpatient care management. Ms. Francisco stated SSM now has access to specific tools and pathways designed to reduce patient length of stays. She added there are approximately 2,000 employees across SSM Health who became Optum employees in this partnership. Those employees were able to retain their benefits and pay ranges, and were able to keep same or similar titles. She also added those employees can return to SSM Health at any time should they decide to end their relationship with Optum.  Finally, Ms. Francisco shared an update on the recruitment of SSM Health’s new Wisconsin CEO and noted there are four candidates who are working through the interview process, and should have a status update by end of next week. |  |
| A |  | Committee Updates   1. Appoint Members of 2022 Board Committees (Tom Fendrick)   Mr. Fendrick stated all Governing Board members are welcome to attend Committee meetings and asked for a motion to appoint members of 2022 Governing Board Committees.    ***Action: Ms. Olson made a motion to appoint members as listed for 2022 Board Committees. Ms. Francisco seconded the motion. Motion carried.***   1. Executive Committee/Finance Committee Updates (Tom Fendrick)  * Executive Committee Meeting: February 28, 2022 * Finance Committee Meeting: April 22, 2022   Mr. Fendrick provided a brief update on Executive and Finance Committees and noted our Investment Advisor will provide an investment portfolio update at the April 22, 2022 Finance Committee meeting.   1. Nominating Committee (Donna Olson)  * Recommendation for Vacant Class III Director: Mr. Glenn Kruser (Retired Physician Assistant from SSM Health - Evansville Clinic)   Ms. Olson recommended Mr. Glenn Kruser for a Class III Director to serve Ms. Julie Johnson’s remaining term on the Stoughton Health Governing Board.  ***Action: Mr. Krentz made a motion to appoint Mr. Glenn Kruser as a Class III Director to serve the remainder of Ms. Julie Johnson’s term. Mr. Staton seconded the motion. Motion carried.*** |  |
|  |  | COVID-19: Year Three Status Update  (Dan DeGroot, Michelle Abey, Teresa Lindfors, Amy Hermes, Chris Schmitz, and Laura Mays)   1. Pandemic Status (Amy Hermes) 2. Current Variant 3. Infection Rate 4. Hospitalization Rate 5. Staff Vaccination Status  * Vaccinated % * Boosted %  1. Number of COVID(+) Staff   Ms. Hermes provided a pandemic status update and noted even with the far more infectious Omicron variant, we have seen a reduction in hospital stays (mainly in the vaccinated population). Hospitalized patients average length of stays have been 5.5 days, with some outliers being admitted for two to three weeks. Ms. Hermes added we are working towards obtaining oral COVID treatment medication.   1. Workforce (Chris Schmitz) 2. Total Number of Open Positions 3. Percentage of Workforce 4. Recruitment Successes/Challenges 5. Staff Morale 6. Partners Impact   Mr. Schmitz shared a brief workforce update and noted we filled 28 positions in the last year, with approximately 50% of the new hires referred by current Stoughton Health staff.   1. Finance (Michelle Abey) 2. Three Year Financials  * 2020 – Fiscal Year End * 2021 – Fiscal Year End * 2022 – 1st Quarter Fiscal Year  1. SBA, PRF, Other Funds  * Realized * Pending/Possible  1. Cash/Investments Position   Ms. Abey shared an overview of Stoughton Health finances and trends over the last few years. She stated patients per day in Q1 2022 are comparable to pre-COVID years (averaging 86.4 patients per day). She also shared details on various forms of COVID funding received by Stoughton Health:   * SBA Paycheck Protection Act Loan: Received in April 2020 in amount of $4,064,937 (forgiven July 2021). * Provider Relief Funds: * Phase 1 Funding: $5,023,434 (Reporting completed November 2021, single audit pending). Eide Bailly will begin the single audit in next couple months and will report findings to Governing Board in spring. This will be filed with the Department of Health and Human Services by June 30, 2022.. * Phase 4 Funding: $407,331 (Received in November/December 2021 and can use until 12/31/2022. Required to report by February 2023). * Medicare Accelerated Payments: Recorded as liability and due back to CMS by 9/30/2022. Balance is $3,914,436 as of 12/31/2021. * Various other grants: SHIP COVID Testing & Mitigation Grant (Pending) ($258,199), SHIP Grant - CARES Act ($84,317), and WHA Sub recipient Grant ($15,026).   Ms. Olson thanked Ms. Abey for her efforts on securing and tracking these funds.   1. Growth (Teresa Lindfors) 2. Impact of Current Service Line Volumes 3. Impact on New Service Development   Ms. Lindfors shared a growth update and noted we have slowly resumed elective services after being required to shut down due to the pandemic, as well as opened a new McFarland Urgent Care facility in June of 2021. Ms. Lindfors stated that although McFarland Urgent Care has not reached their goal of greater than 15 patients per day, the trend line continues to track in a positive direction. She added that 44% of December patients were new to Stoughton Health.  Ms. Lindfors shared over the past year we have brought on new providers, as well as secured 24/7 orthopedic on call coverage. She added we have also secured a relationship with Integrated Telehealth Partners and they are slated to start in February 2022.   1. Marketing/Communications (Laura Mays) 2. Community Education Efforts 3. Prior Messaging 4. Current Messaging 5. Foundation Impact   Ms. Mays shared we have seen an increase in virtual class attendance and noted Dr. Schwaab recently hosted a talk on GERD where 31 out of 35 registrants attended the class. She also noted approximately 20% of class participants become Stoughton Health patients.  Ms. Mays stated the Foundation has been busy fundraising and shared they acquired nine new donors during their recent “Kwik Trip Giving Tuesday” fundraiser. She added the Foundation’s Annual Appeal letter was mailed in early December to 900+ community members and raised over $24,000. Finally, Ms. Mays shared information on a recently received donation of nearly $10,000 to support women who are healing emotionally after breast cancer diagnosis.     1. Next Steps (Dan DeGroot) 2. Retention Focus  * 2022 Pay Increases  1. Day-to-Day Priorities 2. Recovery Plan as Abatement Occurs  * Staff * Wellbeing Focus * Director, Engagement and Experience * Re-engage Dormant Processes in Sequence (i.e. Continuous Improvement, Tri-Annual Manager Meetings, Leadership Development Days, etc.)  1. Re-implement Meeting Cadences 2. Strategy Validation 3. Increase Master Facility Plan (MFP) Pace   Mr. DeGroot stated Stoughton Health’s main focus has been on the current workforce and retaining staff by recognizing them via various means. He added the staff have been notified they will receive a 5% pay increase in late February 2022.    Finally, Mr. DeGroot shared a brief overview of the status of Stoughton Health’s Master Facility Planning and stated he plans to provide additional in-depth information at a future meeting. | u |
| A |  | CNO Summary (Amy Hermes)   1. MCE Meeting Minutes – November 2021   (Dr. Aaron Schwaab)  Dr. Schwaab shared a brief summary of the November 2021 MCE Meeting and stated they approved a new code blue protocol which was passed on to Medical Executive Committee (MEC). Dr. Schwaab also acknowledged the Lab received an excellent survey and stated Dr. Mark Menet will head the MCE committee as Chairman. Dr. Schwaab will continue providing MCE reports to the Governing Board.  ***Action: Dr. Rawal made a motion to approve the November 2021 MCE Meeting Minutes. Ms. Olson seconded the motion. Motion carried.***   1. MEC Meeting Minutes – January 2022   (Dr. Aaron Schwaab)  Dr. Schwaab shared a brief summary of the January 2022 MEC Meeting and stated the committee approved a code blue form and also endorsed an Infection Prevention nurse.  ***Action: Ms. Francisco made a motion to approve the January 2022 MEC Meeting Minutes. Mr. Rusch seconded the motion. Motion carried.*** |  |
| A |  | December 2021 Financials (Michelle Abey)   1. December 2021 Financials   Ms. Abey shared December 2021 financials noting operating income was $1,078,132 which was more than the budget of $76,490 by $1,001,642. She stated the month was good primarily due to higher ER volumes and rural care supplement funds which were received earlier than expected. Ms. Abey shared year-to-date operating income is $2,352,923, exceeding the budget by $1,801,839, with year-to-date excess of revenues over expenses of $2,874,319.  Ms. Abey shared a Kronos update and added the payroll portion of the system is back online. The Accounting department is finalizing employee W2s and expect them to be released soon. Ms. Abey shared plans to release final reports on the security breach within the next couple weeks. Mr. Fendrick asked if Kronos would reimburse companies due to the security breech. Ms. Abey plans to meet with a Kronos Account Representative and should receive additional information at that time.  ***Action: Mr. Locke made a motion to approve December 2021 Financials. Ms. Francisco seconded the motion. Motion carried.*** |  |
| A |  | Consent Agenda*:*   1. Minutes of November 22, 2021 Governing Board Meeting 2. Minutes of November 29, 2021 Annual Meeting 3. Final Evaluation of Clinical Contract Services List 4. November 2021 Financials 5. Quarterly Corporate Compliance Committee Report 6. Infection Prevention Meeting Minutes – December 2021 7. Patient Safety Minutes – November 2021 8. Policy 4.06: Sentinel and Serious Events 9. CI Council: November Meeting Minutes / Cohort B Dashboard   ***Action: Ms. Francisco made a motion to approve all items listed on the consent agenda. Mr. Staton seconded the motion. Motion carried.*** |  |
| A |  | Chief of Staff Report  (Dr. Aaron Schwaab)   1. One Year Appointments: 2. Puneet Dhillon, MD, Hospital Medicine, Beam Healthcare 3. Clark Collins, PA-C, Orthopedic PA, Stoughton Health 4. Amr Youssef, MD, Cardiology, UW Health 5. Jason Sansone, MD, Orthopedic Surgeon, SSM Health 6. Sarah Endicott, NP, Independent   Flagged Files: None at this time  ***Action: Ms. Francisco made a motion to approve the One Year Appointments. Mr. Rusch seconded the motion. Motion carried.***   1. Two Year Re-Appointments: 2. Sarjoo Patel, MD, Hospital Medicine, Beam Healthcare 3. Parag Tipnis, MD, Cardiology, UW 4. Harold Bennett, MD, Radiology, Madison Radiology 5. Cenon Buencamino, MD, Radiology, Madison Radiology 6. Douglas Davis, MD, Radiology, Madison Radiology 7. Gretchen Foltz, MD, Radiology, Madison Radiology 8. Daniel Hoefer, MD, Radiology, Madison Radiology   Flagged Files: None at this time  ***Action: Mr. Staton made a motion to approve the Two Year Re-Appointments. Ms. Francisco seconded the motion. Motion carried.***   1. Request for Additional Privileges 2. Harry Scholtz, DO, Infectious Disease, Beam Healthcare   ***Action: Mr. Rusch made a motion to approve the Request for Additional Privileges for Harry Scholtz, DO. Ms. Francisco seconded the motion. Motion carried.*** |  |
|  |  | Adjourn  Mr. Fendrick requested a motion to adjourn the January 26, 2022 Governing Board meeting.  ***Action: Ms. Olson made a motion to adjourn the Stoughton Health Governing Board Meeting at 9:12 a.m. Mr. Staton seconded the motion. Motion carried.*** | 9:00 a.m. |

Respectfully submitted,



Steve Staton

Secretary/Treasurer