MEETING MINUTES

**Stoughton Hospital Association Governing Board**

Friday, May 20, 2022 | 9:00 a.m. – 11:00 a.m.

Grand Geneva Resort & Spa, 7036 Grand Geneva Way, Lake Geneva, WI 53147

Meeting Location: Linwood Ballroom (Lower Level)

**Present:** Tom Fendrick | Donna Olson | Dr. Ashish Rawal | Dr. Aaron Schwaab | Margo Francisco | Matt Kinsella | Kris Krentz | Glenn Kruser | Nick Probst | Tim Rusch | Michelle Abey (virtual) | Dan DeGroot | Amy Hermes | Teresa Lindfors | Laura Mays | Chris Schmitz | Angie Polster

**Absent:** Steve Staton

|  | Item # | Agenda | Time |
| --- | --- | --- | --- |
|  |  | Call to Order  (Tom Fendrick)  Mr. Fendrick called the May 20, 2022 Governing Board meeting to order at 9:03 a.m. | 9:00 a.m. |
| A |  | Review Minutes of March 23, 2022 Governing Board Meeting  (Tom Fendrick)  Mr. Fendrick requested a motion to approve capital expenditures (not to exceed $100,000) related to the shoulder specialty program, which was presented by Dr. Rawal during the March 23, 2022 Governing Board meeting. Due to a conflict of interest, Dr. Rawal refrained from voting on this program.  ***Action: Ms. Olson made a motion to approve the unbudgeted capital investment for shoulder program equipment not to exceed $100,000. Mr. Rusch seconded the motion. Motion carried.***  Mr. Fendrick requested a motion to approve amended March 23, 2022 Governing Board Meeting Minutes.  ***Action: Ms. Francisco made a motion to approve the amended March 23, 2022 Governing Board Meeting Minutes. Mr. Kruser seconded the motion. Motion carried.*** |  |
|  |  | Old Business   1. COVID Updates (Amy Hermes)   Ms. Hermes shared Stoughton Health continues to see an increase in positive COVID cases. |  |
|  |  | New Business   1. Master Facility Plan Updates (Chris Schmitz/Teresa Lindfors)   Mr. Schmitz shared Stoughton Health has acquired the last remaining property on Lynn Street and closing on the purchase took place May 13, 2022. He added next steps are razing three remaining homes in summer/fall.   1. David Locke Resignation (Dan DeGroot)   Mr. DeGroot shared news of Mr. David Locke’s recent resignation from the Stoughton Health Governing Board. He noted Mr. Locke was having difficulty connecting virtually to Board meetings, and added Mr. Locke and his wife plan on moving to Florida. |  |
|  |  | SSM Updates  (Margo Francisco)  Ms. Francisco provided a SSM Health update and shared their south Madison campus opened in February. Mr. Kinsella added economic hard-winds came hard and fast and with inflation in the double digits, revenues are not keeping up with the same pace. He also noted they are experiencing acute shortages on various items. |  |
| A |  | Committee Updates   1. Finance Committee (Steve Staton/Michelle Abey)  * Approval of April 22, 2022 Finance Committee Meeting Minutes   ***Action: Mr. Krentz made a motion to approve the April 22, 2022 Finance Committee Meeting Minutes. Ms. Francisco seconded the motion. Motion carried.***   * Next meeting – June 27, 2022  1. Executive Committee (Tom Fendrick)  * Next meeting: July 13, 2022 |  |
| A  A |  | Administration Team Updates  (Dan DeGroot, Michelle Abey, Teresa Lindfors, Amy Hermes, Chris Schmitz, and Laura Mays)   1. CEO Summary Report (Dan DeGroot) 2. Workforce Development Program 3. ITP / Embrace Health   Mr. DeGroot shared plans of developing a Workforce Development Program to support staff educational needs. Dr. Schwaab asked if this applies to staff in current roles and Mr. DeGroot confirmed it would apply. Mr. DeGroot also shared information on securing services through Embrace Health to provide an additional mental health resource to staff.   1. CFO Summary Report (Michelle Abey) 2. April 2022 Financial Statements   Ms. Abey provided a brief overview of April 2022 Financial Statements which can be found in the May 20, 2022 Governing Board packet. She shared April operating income was $856,699, exceeding budget of $338,962 by $517,737. Ms. Abey shared this is primarily due to strong days cash on hand (over budget by 376 days) adding this was predicted end of FY2021 due to expected repayment of CMS Medicare Advanced Payments (to date, $3.1M of $5.8M has been repaid). Ms. Abey added we continue to see estimated third party payer settlements increase ($933,000 in first seven months of FY2022).  Ms. Abey stated outpatient gross revenues continue to track ahead of April 2022 budget, specifically due to Medical Imaging (approximately $391,000) and Emergency Room including Urgent Care in Stoughton and McFarland (approximately $621,000). Ms. Abey noted Surgical Services also provided 9 more procedures than budgeted.  Finally, Ms. Abey shared salaries on the expense side were higher than budget mainly due to implementation of the 5% wage increase for staff as well as increased volumes which resulted in the need for additional staff to care for those patients. She also provided a brief overview of May 2022 financials to date.  ***Action: Mr. Kinsella made a motion to approve the April 2022 Financial Statements. Mr. Kruser seconded the motion. Motion carried.***   1. Hospital Rate Increase   Ms. Abey shared her proposal for a hospital rate increase and noted information was obtained from WHA’s website in the Wisconsin hospital rate increases section. Ms. Abey recommended approval of a 4% rate increase effective October 1, 2022.  ***Action: Ms. Francisco made a motion to approve the 4% rate increase effective October 1, 2022. Mr. Kinsella seconded the motion. Motion carried.***   1. Capital Requests  * Roof Replacements * 1975 Building: $170,916 * 2000 Building: $400,584   Mr. Schmitz presented a capital request to replace roofs on the 1975 and 2000 buildings. He stated $410,800 was initially budgeted for FY2022 during the capital budgeting process. However, this was based upon quotes obtained in summer 2021 and due to changes in market conditions, the cost for replacement has increased substantially (1975 building: $170,916 | 2000 building: $400,584). Mr. Schmitz noted the 8-9 month lead time includes $87,300 due to anticipated escalation of pricing (price based on installation and not purchase date).  ***Action: Mr. Rusch made a motion to approve the capital request for replacing both roofs (1975 and 2000 buildings) not to exceed $600,000. Dr. Schwaab seconded the motion. Motion carried.***  Mr. Schmitz added this does not include the additional fourth floor roof on top of the elevator tower.   1. Chief Strategy and Business Development Officer Summary Report (Teresa Lindfors) 2. Shoulder Service Center of Excellence 3. Breast Center of Excellence 4. Growth of Health Services 5. McFarland Urgent Care Update   Ms. Lindfors provided a status update on the Shoulder Service Center of Excellence. She shared two of three capital items have been purchased and the first planning meeting has taken place with processes and action plans put into effect (full implementation expected by fall 2022). Ms. Lindfors added Dr. Rawal will meet in early June to review the educational side of the program.  Ms. Lindfors shared an update on breast care services and noted plans to start the program by initially offering free counseling and screenings to the Stoughton community and primary service area. Dr. Schwaab stated a new computer modeled breast cancer risk assessment would be rolled out and based on those guidelines, all women over 25 should receive formal risk assessments. The risk assessment will determine five-year and lifetime risks of breast cancer and Dr. Schwaab noted there are no other primary care physicians in the area who formally offer these screenings. Mr. DeGroot shared his desire to have one phone number to call for these services and Ms. Lindfors stated she and Ms. Mays would develop a plan. Mr. DeGroot added additional details of this program may be brought back to the Governing Board in order to provide clarity for when they discuss with the public.  Ms. Lindfors provided a general service line update and noted teams are working collaboratively to return all service line volumes to pre-COVID levels. Finally, Ms. Lindfors shared a McFarland Urgent Care update and noted May volumes are averaging 15 patients per day (meeting target), with 41% of these patients being “new to Stoughton Health”.   1. CNO Summary Report (Amy Hermes) 2. MCE Meeting Minutes – March 2022 and April 2022   (Dr. Aaron Schwaab)  Dr. Schwaab provided a brief overview of March and April 2022 MCE Meeting Minutes and noted there were no significant issues identified during these meetings.   1. MEC Meeting Minutes – May 2022   (Dr. Aaron Schwaab)  Dr. Schwaab provided a brief overview of May 2022 MEC Meeting Minutes. He noted EMTALA compliance and Allied Health policies were temporarily tabled. Ms. Hermes needs to conduct further analysis due to recent changes in legislation and how it affects and/or aligns with Stoughton Health Medical Staff By-Laws.  ***Action: Ms. Francisco made a motion to approve March and April 2022 MCE Meeting Minutes | May 2022 MEC Meeting Minutes. Mr. Probst seconded the motion. Motion carried.***   1. Quality/Safety Report Cards  * Report Cards * Quality Safety Report Card – *No new reports at this time* * Quality Safety Report Card – *No new reports at this time* * Balanced Score Card – *No new reports at this time* * Patient Satisfaction Rankings (CY2022) * Providers * Departments  1. CI Council Updates  * CI Council Minutes – March 2022, April 2022 * April 2022 Dashboard – Cohort A * 2022 CI Council Project Completion   ***Action: Dr. Rawal made a motion to approve March and April 2022 CI Council Meeting Minutes. Mr. Rusch seconded the motion. Motion carried.***   1. Patient Safety Committee  * Patient Safety Committee Meeting Minutes – March 2022   ***Action: Ms. Francisco made a motion to approve March 2022 Patient Safety Committee Meeting Minutes. Mr. Kruser seconded the motion. Motion carried.***   1. Infection Prevention Committee  * Infection Prevention Meeting Minutes – March 2022   ***Action: Mr. Kinsella made a motion to approve March 2022 Infection Prevention Meeting Minutes. Mr. Probst seconded the motion. Motion carried.***   1. Medical Staff Policies  * Impaired Practitioner Policy – red line * Documentation Requirements for Medical Records * Consent for Treatment or Procedure * Sentinel and Serious Events   ***Action: Mr. Kruser made a motion to approve updated medical staff policies. Ms. Francisco seconded the motion. Motion carried.***   1. VP, HR, Campus Planning, Operational Support Services Summary Report (Chris Schmitz) 2. Operations Update – Workforce Management 3. Intranet Update 4. HR and Campus Projects   Mr. Schmitz shared a brief update on hospital operations and workforce management (turnover: 19% | new hire turnover: 26%). He also shared information on the new intranet project and added completion expected over next three months.   1. Foundation/Marketing/PR/Business Development Director Summary Report (Laura Mays) 2. Foundation Dashboard 3. PR Report 4. Community Events   Ms. Mays provided a brief overview of the Foundation dashboard and noted there are four months remaining in FY2022 for donations. Ms. Mays added the 2022 March Match fundraiser saw the most successful year yet, and also reminded Governing Board members to sign up for the upcoming Community Walk in June. |  |
| A |  | 1. Chief of Staff Report   (Dr. Aaron Schwaab)   1. One Year Appointments: 2. Mark Belligan, PA-C, Emergency Med PA, SWEA AHP 3. Christina Blake, NP, Tele psych, ITP, AHP 4. Amanda Boone, MD, Hospital Medicine, Beam, Active 5. Sherifat Forcey, NP, NP-Tele psych ITP, AHP 6. Janice Hesler, NP NP-Tele psych ITP, AHP 7. Mitch Hoopes, CRNA, Anesthesia, Sto Health, AHP 8. Christina Hughey, MD, Hospital Medicine, Beam, Active 9. Frank Italiano, MD, Pulmonary Med., Beam, Active 10. Brian Martinson, PA-C, Emergency Med., PA, SWEA, AHP 11. Constance Morrison, NP, Tele psych, ITP, AHP 12. Andrea Rock, MD, Pediatric Cardiology, SSM Health, Courtesy 13. Marc Romano, NP, Tele psych, ITP, AHP 14. Ryan Smith, MD, Hospital Medicine, Beam, Active 15. Cassandra Sung, MD, Pediatric Cardiology, SSM Health, Courtesy 16. Thomas Teelin, MD, Cardiology, UW, Courtesy 17. Nerine Vincent, MD, Infectious Disease, Beam, Active   Flagged Files: None at this time  ***Action: Mr. Rusch made a motion to approve One-Year Appointments. Mr. Kinsella seconded the motion. Motion carried.***   1. Two Year Re-Appointments: 2. Kashif Ali, MD, Orthopedic Surgery, SSM Health, Active\* 3. Kierstyn Block, PA-C, Plastic Surgery PA-C, SSM Health, AHP\* 4. Steven Diebold, MD, Emergency Med, SWEA, Active\* 5. Kimberly Moreland, NP, Family Medicine, UnityPoint Health, AHP\* 6. Feras Mossa Basha, MD, Radiology, Mad Radiology, Courtesy\* 7. Ryan O’Neill, PA-C, Ortho PA-C, SSM Health, AHP\* 8. Liova Rivera, MD, Emergency Med, SWEA, Active\* 9. Brian Keyes, DO, Orthopedic Surgery, SSM Health, Active\* 10. Shawn Wilson, MD, Emergency Med, SWEA, Active\* 11. Stephanie Schoch, PA-C,Emergency Med PA, SWEA, AHP 12. Sara Shapiro, PA-C, Emergency Med PA, SWEA, AHP 13. Kraig Squires, PA-C, Emergency Med PA, SWEA, AHP 14. Stephen Boorstein, MD, Ophthalmology, SSM Health, Active 15. Timothy Crummy, MD, Radiology, Mad Radiology, Courtesy 16. Eugene Kaji, MD, Cardiology, Sto Health, Courtesy 17. Barrett Kenny, MD, Cardiology, UW Health, Courtesy 18. Ahsan Khalid, MD, Internal Medicine, UW Health, Courtesy 19. Douglas Kitchin, MD, Radiology, Mad Radiology, Courtesy 20. Alexander Lee, MD, Hospital Medicine, Beam, Active 21. Mark Menet, MD, Hospital Medicine, Beam, Active 22. Harry Scholtz, DO, Hospital Med/Infectious Disease, Beam, Active 23. Charlie Smith, CRNA, Anesthesia, Sto Health, AHP 24. Daniel Staddler, MD, Family Medicine, SSM Health, Courtesy 25. Dylan Stanfield, MD, Hospital Medicine, Beam, Active 26. Charles Stone, MD, Cardiology, UW, Courtesy   Flagged Files: None at this time  ***Action: Ms. Francisco made a motion to approve Two-Year Re-appointments. Ms. Olson seconded the motion. Motion carried.*** |  |
|  |  | Adjourn  Mr. Fendrick made a motion to recess for ten minute break. The May 20, 2022 Governing Board meeting was reconvened at 11:01 a.m.  Ms. Sarah Coyne, Partner with Quarles & Brady, provided an Annual Corporate Compliance review to Governing Board members.  ***Action: Mr. Rusch made a motion to adjourn the Stoughton Health Governing Board Meeting at 11:32 a.m. Dr. Rawal seconded the motion. Motion carried.*** | 11:00 a.m. |

Respectfully submitted,



Steve Staton

Secretary/Treasurer