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**HARRISON COUNTY COMMUNITY HOSPITAL DISTRICT
REGULAR BOARD MEETING
FEBRUARY 26, 2024**

Date: February 26, 2024

Place: Darlene Moore Conference Room Harrison County Community Hospital
2600 Miller Street
Bethany, MO 64424

Attendance of Board Members: Glenn Dale Cox, Renee Fordyce, Sheila Robertson, Denise Babinski, and Glenda Ellis. Board Member Alan Hamilton was absent. Others in attendance were Gregory Dean, MD – Chief of Staff, Tina Gillespie – CEO, Doug Brandt – CFO, Bev Shaul – Chief Nursing Officer, Nikki Hendren - COO, and Linda Eivins – Board Secretary. Visitors in attendance were Nichole Tatum – Social Services, and Valerie Sherrill – Director of Laboratory and Cardio/Pulmonary Services.

1. Call to Order

Chair Glenn Dale Cox called the meeting to order at 12:00 p.m.

2. Approval of Agenda*

Motion to approve agenda with having Medical Staff Report moved up on the agenda: Sheila Robertson

Seconded: Renee Fordyce

Motion carried – Ayes: 5 Nays: 0

3. Approval of Minutes*

Motion to approve the Regular and Closed minutes of the 01-29-2024: Renee Fordyce

Seconded: Denise Babinski

Motion carried – Ayes: 5 Nays: 0

4. Introduction of Guests

Valerie Sherrill – Director of Laboratory and Cardio/Pulmonary Services reported she is in her last semester for her MLT. Currently we have two (2) travelers (one in Lab and one in Respiratory).

5. Risk Management Annual Training: Nichole Tatum – Director of Social Services

Nichole Tatum – Director of Social Services presented the process for receiving complaints and grievances. HSG, our liability carrier, is a great resource.

6. Medical Staff Report*

Dr. Dean reported on the February 8, 2024 MS meeting. There were no delinquencies

Initial Appointments: Consulting – 1 Tele-Neurology;

Reappointments: Consulting – 1 Cardiology; 2 Emergency Care; 1 Tele-Neurologist; 5 Radiology;

*Board Action Required

Motion to approve the Medical Staff Report: Sheila Robertson
Seconded: Denise Babinski
Motion carried – Ayes: 5, Nays: 0

7. Monthly Financials*

- District Treasurer’s Report*
Renee Fordyce provided the District General Ledger Report as of January 31, 2024.

Motion to approve District Treasurer’s Report: Sheila Robertson
Seconded: Glenda Ellis
Motion carried – Ayes: 5 Nays: 0

- District Financial/Statistical Report*
Doug reviewed the District Financial/Statistical Report for January 2024. The reports were included in the Board packet. Accounts receivable are at 47 days.

Motion to approve District Treasurer’s Report: Renee Fordyce
Seconded: Sheila Robertson
Motion carried – Ayes: 5 Nays: 0

8. Executive Reports

- CNO Report – Bev Shaul stated Nursing has implemented the SBAR (Situation, Background, Assessment, Recommendation) hand-off tool for shift-to-shift hand-off and nurse to provider communication. Also implemented is a new rounding tool with expectations for the charge nurse/house supervisor to round on patients and waiting rooms each shift to improve the patient experience and patient safety. The Code Blue Rapid Response Team will go live on April 1. Dr. Havaladar will hold her last outpatient clinic the end of April.
- COO Report – Nikki Hendren reported Jes in EVS has completed and received her Certificate of Mastery in Infection Prevention (CMIP). Renovation has begun on the Medication Room at HMS. HR is currently revising job descriptions. In-Home Services is fully staffed with everyone back from medical leave. There are currently 25 Medicaid patients and four (4) private pay clients. The Health Fair will be held May 4. HMC will close daily from 12pm to 1pm.
- CEO Report
Tina asked for approval of the amendment to Dr. Phan’s agreement.

Motion to approve the amendment to Dr. Phan’s agreement: Renee Fordyce
Seconded: Denise Babinski
Motion carried – Ayes: 5 Nays: 0

1. Capital Expenditure* - Lobby Furniture

Lobby furniture, currently in the main waiting room and ED waiting room, was purchased back in 2005 and has outlasted its useful life. A bid of \$38,549 has been received to replace the furniture. This furniture will be used in various locations in the new hospital.

*Board Action Required

Motion to approve the purchase of lobby furniture with \$38,549 hospital money:
Sheila Robertson
Seconded: Renee Fordyce
Motion carried – Ayes: 5 Nays: 0

2. Compliance*

Tina reported Compliance Committee members and Compliance Officer are appointed annually, subject to Board approval. The Medical Staff has reviewed and approved the Compliance Plan and Code of Conduct and recommends the Board to approve these plans as well.

Motion to approve the Compliance Plan, Code of Conduct, Quarterly Report, Amy Easton as Compliance Officer and Compliance Committee Members: Glenda Ellis
Seconded: Denise Babinski
Motion carried – Ayes: 5, Nays: 0

3. Risk Management*

No changes were made to the Risk Management Plan.

Motion to approve the Risk Management Plan: Sheila Robertson
Seconded: Renee Fordyce
Motion carried – Ayes: 5, Nays: 0

4. Utilization Review Plan*

No changes were made to the Utilization Review Plan.

Motion to approve the UR Plan: Sheila Robertson
Seconded: Renee Fordyce
Motion carried – Ayes: 5, Nays: 0

5. Annual Sleep Study Accreditation

Our annual sleep study accreditation was performed. In 2023, we performed 129 in-house sleep studies and 112 home sleep studies

Motion to approve the Annual Sleep Study Accreditation Report: Glenda Ellis
Seconded: Denise Babinski
Motion carried – Ayes: 5, Nays: 0

6. Draft Budget FY25

Doug discussed the initial draft of the fiscal year ending March 31, 2025. The budget will be presented for final approval in March.

7. New Hospital Update*

a. Construction Agreement MW Builders*

Motion to approve the Construction Agreement to MW Builders: Renee Fordyce
Seconded: Sheila Robertson
Motion carried – Ayes: 5, Nays: 0

*Board Action Required

b. USDA Letter to Delegate Authority*

Motion to approve USDA Letter to be sent for review: Renee Fordyce

Seconded: Sheila Robertson

Motion carried – Ayes: 5, Nays: 0

c. Assignment of Architect's Contract*

Motion to approve the Assignment of Architect's Contract: Sheila Robertson

Seconded: Renee Fordyce

Motion carried – Ayes: 5, Nays: 0

d. 39th Street Property Plat*

The plat map is complete. It will be presented to the zoning board and then to the city council.

Motion to approve the 39th Street Property Plat: Renee Fordyce

Seconded: Sheila Robertson

Motion carried – Ayes: 5, Nays: 0

8. Quality Report*

Readmissions were 8.3%. QAPI will meet tomorrow. Infection Control measures were reviewed.

Motion to approve the Quality Report: Renee Fordyce

Seconded: Glenda Ellis

Motion carried – Ayes: 5, Nays: 0

9. Medical Group Report

The no-show rate is 3.9%. Renovation is underway at HMS.

10. Other

The credit card and mileage expense forms were reviewed. Motion to approve expenses: Glenda Ellis

Seconded: Sheila Robertson

Motion carried – Ayes: 5, Nays: 0

11. Closed Session*

Motion to enter Closed Session at 1:26 p.m. for discussion of Legal Actions 610.021(1) of the Missouri Sunshine Law: Sheila Robertson

Seconded: Renee Fordyce

Roll Call Vote: Glenn Dale Cox – Aye

Glenda Ellis – Aye

Sheila Robertson – Aye

Denise Babinski – Aye

Renee Fordyce – Aye

*Board Action Required

Motion carried.

Motion to adjourn Closed Session and to reconvene into Open Session at 1:43 p.m.: Glenda Ellis
Seconded: Sheila Robertson

Roll Call Vote: Glenn Dale Cox – Aye
Glenda Ellis – Aye
Sheila Robertson – Aye
Denise Babinski – Aye
Renee Fordyce - Aye
Motion carried.

12. Closed Records*

Motion to close all records that may be closed pursuant to the Sunshine Law or other trade secrets or privacy laws from this date back to April 1, 1989: Glenda Ellis
Seconded: Denise Babinski
Motion carried – Ayes: 5, Nays: 0

13. Adjourn

Chair Glenn Dale Cox adjourned the meeting at 1:44 p.m.

*Board Action Required