

**HOWARD COUNTY MEDICAL CENTER
BOARD OF TRUSTEES**

February 24, 2010

ROLL CALL, QUORUM

Members present: Carol Schroeder, Chairperson; Carol Rasmussen, Vice-Chairperson; Harriet Steenson, Secretary; William Greenway, Treasurer. Also present: Timothy J. Wick, CEO; Jeanine Soneson, CFO; Barb Seams-Meyers, R.N. CNO, Jared Kramer, M.D., Chief of Staff and Randy Boltz, Quality/Safety Coordinator.

Absent: Ron Tagge, Member.

The meeting was called to order by Carol Schroeder at 8:05A.M. A Quorum was declared. Notification was published in the Phonograph Herald.

- A motion was made by Rasmussen and supported by Steenson to approve the agenda.

Aye: Schroeder, Rasmussen, Steenson, Greenway

Nay: None

Motion carried.

EXECUTIVE SESSION

- A motion was made by Greenway and supported by Steenson to go into executive session at 8:10am, for the purpose of personnel issues.

Aye: Schroeder, Rasmussen, Steenson, Greenway

Nay: None

Motion carried.

- A motion was made by Steenson and supported by Rasmussen to come out of executive session at 8:45am.

Aye: Schroeder, Rasmussen, Steenson, Greenway

Nay: None

Motion carried.

No action taken.

REPORTS

- Minutes - A motion was made by Steenson and supported by Rasmussen to accept the minutes of the January 27, 2010 and February 3, 2010 meetings.

Aye: Schroeder, Rasmussen, Steenson, Greenway

Nay: None

Motion carried.

- Financial Report for January 2010 reviewed by Soneson. See attachment
 - Disbursement approval-signatures obtained
 - NPAIT Signatures obtained

REPORTS – Con't

- Medical Staff Report – Dr. Kramer – Medical Staff met on Monday February 22, 2010 – all policies and procedures through nursing are being updated and/or reviewed, they are then reviewed by the providers at the monthly PEER Review meeting – With the Lab director retiring in April, the Med Staff discussed interim/replacement possibilities; discussed pharmacy situation as far as short term plans. Approved bylaws, fair hearing plan, Rules & regs, ready for board approval. Dr. Brennan was the main person from the Med Staff that worked on the bylaws, etc. as well as Harriet Steenson from the board. Med Staff concerns: pharmacy, as well as current conflict in leadership team.

- Credentials - A motion was made by Rasmussen and supported by Greenway to approve the reappointment of Scott Coatsworth, M.D. – BHI Lincoln Cardiologist and Robert Hibbard – BHI Lincoln Cardiologist

Aye: Schroeder, Rasmussen, Steenson, Greenway

Nay: None

Motion carried.

- Administrators Report - Reviewed by Wick. Tagline issues – Carol Rasmussen and Harriet Steenson will work directly with Phil Webb from Redstone Agency on the tagline. Carol will pull lead on this project; she will contact Mr. Webb in the near future.
- Quarterly Report – Randy Boltz gave his quarterly CQI and Safety report. See attachment
- A motion was made by Rasmussen and seconded by Steenson to approve the attached Quality Improvement Program Procedure and 2010 Quality Improvement goals.

Aye: Schroeder, Rasmussen, Steenson, Greenway

Nay: None

Motion carried.

OLD BUSINESS

- None

NEW BUSINESS

- Fetal Monitoring System -tabled
- Air Handler for I.T. Room – A motion was made by Greenway and supported by Steenson to approve the recommendation of Jerry's Sheet metal for the purchase and installation of one 3 ton, 33,500 BTUH cooling capacity air handler, at a cost of \$11,360 for the new IT Room. Also, to approve using Protex for the fire retardation at a cost of \$10,915. See attachments

Aye: Schroeder, Rasmussen, Steenson, Greenway

Nay: None

Motion carried.\

NEW BUSINESS Con't

- Infrastructure upgrade – A motion was made by Greenway and supported by Rasmussen to approve the change in the cost of the infrastructure upgrade. See attachment

Aye: Schroeder, Rasmussen, Steenson, Greenway
Nay: None

Motion carried.\

- Landscape Proposal – A motion was made by Rasmussen and supported by Steenson to approve the attached landscape proposal. See attachment

Aye: Schroeder, Rasmussen, Steenson, Greenway
Nay: None

Motion carried.

- Evaluation Tool - A motion was made by Steenson and supported by Greenway to set the evaluation % to 60% job description and 40% people skills and delivery.

Aye: Schroeder, Rasmussen, Steenson, Greenway
Nay: None

Motion carried.

- Recommended wage increase minimum and maximum. A motion was made by Greenway and supported by Rasmussen to set the minimum range at 2% and the maximum range at 5% for the year 2010. Amendment to motion: mid-point percentage would be 3%.

Aye: Schroeder, Rasmussen, Steenson, Greenway
Nay: None

Motion carried.

EXECUTIVE SESSION

- A motion was made by Greenway and supported by Steenson to go into executive session at 12:20pm for the purpose of personnel issues.

Aye: Schroeder, Rasmussen, Steenson, Greenway
Nay: None

Motion carried.

- A motion was made by Greenway and supported by Steenson to come out of executive session at 1:25pm

Aye: Schroeder, Rasmussen, Steenson, Greenway
Nay: None

Motion carried.

EXECUTIVE SESSION Con't

- Action taken - A motion was made by Greenway and supported by Steenson to approve an additional pension plan match amount of \$4,000, which is to be reviewed every December. This pertains to all providers except Kelli Platek, who will be evaluated in a year.

Aye: Schroeder, Rasmussen, Steenson, Greenway
Nay: None

Motion carried.

The meeting was adjourned at 1:30p.m.

Carol A. Sewicki
Carol Schroeder, Chairperson

Harriet Steenson
Harriet Steenson, Secretary jk