

**HOWARD COUNTY MEDICAL CENTER  
BOARD OF TRUSTEES**

**January 26, 2011**

**ROLL CALL, QUORUM**

Members present: Carol Schroeder, Chairperson; Carol Rasmussen, Vice-Chairperson; Harriet Steenson, Secretary; William Greenway, Treasurer. Also present: Arlan Johnson, CEO; Thomas Parish, CFO; Kathy Horn, R.N. Interim CNO and Jared Kramer, M.D., Chief of Staff.

The meeting was called to order by Carol Schroeder at 8:00A.M. A Quorum was declared. Notification was published in the Phonograph Herald.

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

Aye: Schroeder, Rasmussen, Steenson, Greenway

Nay: None

Motion carried.

- Minutes - A motion was made by Steenson and supported by Rasmussen to accept the minutes of the December 15, 2010 meeting.

Aye: Schroeder, Rasmussen, Steenson, Greenway

Nay: None

Motion carried.

- Financial Report for December 2010 reviewed by Parish. See attachment
- A motion was made by Greenway and supported by Steenson to approve the transfer of \$200,000 to a holding account for the purpose of bond repayment; this money will be used in the case of an emergency. The current \$59,000 a month that goes towards bond repayment will be taken from the general operating accounts.

Aye: Schroeder, Rasmussen, Steenson, Greenway

Nay: None

Motion carried.

**REPORTS**

- Medical Staff Report – The Medical Staff approved various nursing policies and standing orders. Jim Coover is starting to report medication errors. There seems to be a great improvement in the med errors since hiring an on-site pharmacist.
  - Credentials - A motion was made by Rasmussen and seconded by Greenway to approve the reappointment of John Evans, CRNA.

Aye: Schroeder, Rasmussen, Steenson, Greenway

Nay: None

Motion carried.

- Administrators Report - Reviewed by Johnson. Of note, the nephew of Leonard Coufal has reported that Mr. Coufal's estate has left a donation of approximately \$400,000 to the hospital foundation. See attachment

**Reports – con’t**

- Compliance Report given by Randy Boltz. Mrs. Rasmussen has agreed to sit on the Compliance committee. Meetings to be held every-other month on Wednesdays. Randy will send information to Mrs. Rasmussen. See attachment

**OLD BUSINESS**

- Foundation Donation Board – Mr. Johnson has been in contact with Love Signs, they are working on a proposal; once this information is available, Arlan will present it to the board.
- Buildings/Grounds – A list of various projects is attached with their corresponding costs. See attachment

**NEW BUSINESS**

- Employee Health Manual & Infection Control Policies & Procedures. A motion was made by Rasmussen and supported by Steenson to approve the updated materials as noted. See attachments

Aye: Schroeder, Rasmussen, Steenson, Greenway

Nay: None

Motion carried.

- A motion was made by Rasmussen and supported by Greenway to recommend that all medical center policies and procedures be reviewed on a yearly basis, with any changes being brought to the board as needed for approval.

Aye: Schroeder, Rasmussen, Steenson, Greenway

Nay: None

Motion carried.

- CAH/RHC Annual Review – A motion was made by Rasmussen and supported by Steenson to approve the annual reviews as noted. It was noted that this review is done on a yearly basis.

Aye: Schroeder, Rasmussen, Steenson, Greenway

Nay: None

Motion carried.

- Nurses Station Enclosure – A motion was made by Greenway and supported by Rasmussen to approve the bid from State Glass for the construction of an enclosure around the nurse’s station. See attachment

Aye: Schroeder, Rasmussen, Steenson, Greenway

Nay: None

Motion carried.

- Computer Task Force – The computer task force is recommending that the med center pursue MediTech as the EHR of choice. A financial package is being created and will be brought to the February Board meeting. See attachments

**NEW BUSINESS con't**

- CAH Workplan – Informational. See attachments
- Board Member Selection – Mr. Johnson has asked that the board present a list of people to present to the County Commissioners for recommendations as the next board member. They will let Mr. Johnson know their choices before the next meeting.
- Memorial to Ron Tagge – Mr. Johnson has asked that the board think about an appropriate way to honor Mr. Tagge. The board will get their recommendations to Mr. Johnson as soon as possible.
- Operating Table – A motion was made by Greenway and supported by Rasmussen to approve the purchase of a surgery table from Valley County Hospital. See attachment

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

Motion carried.

**EXECUTIVE SESSION**

- A motion was made by Steenson and supported by Greenway to go into executive session at 9:45 am for the purpose of a personnel issue.

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 10:22 am.

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

Motion carried.

No action taken in executive session.

Foundation Board – Mrs. Steenson has agreed to take Mr. Tagge's place on the Foundation Board.

The meeting was adjourned at 10:25 A.M.

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Carol Schroeder, Chairperson

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Harriet Steenson, Secretary

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