

Full Authority Board Meeting ..... April 26, 2016

Full Authority Board Members Present: Sue Allen, Bear Lake Township; Jerry Cannon \*, Garfield Township; Al Dimon, Kalkaska Township; Betty Dunham \*, Oliver Township; Marianne Ewald, Clearwater Township; Gerald Gaultier \*, Boardman Township (in at 6:33 PM); Ray Hoffman, Coldsprings Township; Carl Ingersoll, Springfield Township; Dan Johnson \*, Village of Kalkaska; Bethel Larabee, Excelsior Township; Dean McCulloch \*, Blue Lake Township

Members At Large Present: Richard Hodgman, MD; Jeremy Holmes, DO; Jeffrey Lavender \*; Michael Perreault; Laura Purtill; Kathy Ryckman \*; Bruce Zenner \*

Staff Members Present: Kim Babcock; Christine Bissonette; Daniel Conklin; Renee Cunningham; Connie Farrier, Danielle Hamernik, Kevin Rogols, Paul Shirilla, Teresa Smith, Laura Zingg

Members Not Present: Ruth Crawford \*, Rapid River Township; Eric Hendricks, Orange Township

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TOPIC	SUMMARY	ACTION ASSIGNMENT
Call to Order	Upon proper motion, Board Chair, Mr. Emory “Dan” Johnson called the meeting to order at 6:04 PM in the Dr. William W Kitti Education Center.	
Consent Agenda	The Consent Agenda was reviewed and approved.  <b><u>Motion was made and duly supported to accept the Consent Agenda as presented. All “AYE”. Carried.</u></b>	
Board Education Open Meetings Act	Mr. Paul Shirilla gave an overview of the Open Meetings Act Handbook with the members of the board present. A copy of the handbook was distributed for reference. Many questions were asked during the presentation, such as: <ul style="list-style-type: none"> <li>• Can the board chair make a motion? Yes.</li> <li>• Discussed the section regarding public participation. We don't have any specific guidelines, other than a place on the agenda for public participation. Need to work on developing a policy.</li> <li>• Discussed the process for closed sessions.</li> <li>• A question was asked if a member isn't at a meeting can they make a motion and/or second a motion to approve the minutes. It is believed that this can't be done.</li> </ul>	Work on a public participation policy – rules for the meeting.  Mr. Shirilla to look into whether or not a member that wasn't present at a meeting can make a motion and/or second approving minutes when not in attendance at the meeting.
Committee Reports		

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<p>Building Committee</p>	<p>Mr. Rogols presented information from the Building Committee meeting that was held on Monday, April 11<sup>th</sup>.</p> <p>During the meeting Mr. Rogols updated the members about the Neighborhood Forum held on March 30, 2016. Mr. Rogols was also pleased to report that the Kalkaska Village Council held a public forum on April 11<sup>th</sup> regarding the vacation of Second Street, between Coral and Birch Streets, as well as Coral Street, between Second and Third Streets. Following the public hearing, the Kalkaska Village Council <b>voted unanimously to approve KMHC's request</b> as follows:</p> <p><i>April 7, 2016</i></p> <p><i>Mr. Jeffrey Sieting, Village President</i>  <i>Mr. Scott Yost, Village Manager/Director Department of Public Safety</i>  <i>200 Hyde Street</i>  <i>Kalkaska, MI 49646</i></p> <p><i>RE: Request to Vacate Streets</i></p> <p><i>Dear Mr. Sieting and Mr. Yost:</i></p> <p><i>On behalf of Kalkaska Memorial Health Center (KMHC) I would like to request that the Village of Kalkaska vacate that portion of Second Street that bisects the KMHC campus between Coral Street and Birch Street. Similarly, KMHC requests that the Village of Kalkaska vacate that portion of Coral Street that bisects the KMHC campus between Second Street and Third Street.</i></p> <p><i>The purpose of this request is to:</i></p> <ol style="list-style-type: none"> <li><i>1. Provide unencumbered property for KMHC to expand those services as</i></li> </ol>	

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	<p><i>described to the Village Council, Planning and Zoning and the Public Works Committee over the past months.</i></p> <p><i>2. Provide a campus footprint that promotes the intention of KMHC to avoid further expansion into surrounding Residential Districts; noting that, at some future point in time, the property located at 420 S. Orange Street and the property located at 510 South Coral Street may be added, with the approval of the Village, to the Medical District.</i></p> <p><i>In return, KMHC will work with Village legal counsel to provide its owned property at 404 S. Cherry Street as a corner stone of residential-historical redevelopment to the Village in a manner and structure mutually agreeable to both the Health Center and Village.</i></p> <p><i>Pending final review by the KMHC Board of Trustees, KMHC intends to:</i></p> <ol style="list-style-type: none"> <li><i>1. Fund the infrastructure changes as identified by KMHC and village engineers, currently estimated at approximately \$650,000</i></li> <li><i>2. Fund the reasonable costs associated with the village engineer's review of such infrastructure plan and inspections of the actual work; and</i></li> <li><i>3. Provide the village with an annual stipend of \$3,800 (for twenty years) to offset the village's loss of Department of Transportation money associated with these vacated streets.</i></li> </ol>	
RHC Expansion	Mr. Rogols shared information with the board members regarding further expansion and conversion of the old administrative offices into expanded Rural Health Clinic space. Upon review of the initial redesign, KMA physicians felt the	

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	<p>design would not adequately meet recruitment needs until the new medical office building (MOB) was complete. Following a re-review of the design, the opportunity to square off the building with the front of the present Rural Health Clinic area was identified. Mr. Rogols compared/contrasted the new design with the initial design.</p> <p>The cost of project would increase from approximately \$200,000 to \$587,000 with the majority of the difference in funding coming from other FY2016 capital projects that will be deleted or deferred.</p> <p>As such, the Building Committee recommends to the Board that it approve the expanded project as reflected in the meeting handouts and that Administration be permitted to substitute existing FY2016 capital items to provide the majority of the new estimated project. Additionally, Building Committee recommends that the FY2016 Capital Budget be increased by \$84,000 to cover the remaining project funding that cannot be covered by substitution.</p> <p><b><u>Motion was made and duly supported to approve the expanded project as reflected in the meeting handouts and that Administration be permitted to substitute existing FY2016 capital items to provide the majority of the new estimated project. Additionally, the FY2016 Capital Budget will be increased by \$84,000 to cover the remaining project funding that cannot be covered by substitution. All "AYE". Carried.</u></b></p>	
	<p>By way of summary, the KMHC Master Facility Plan will address community suggestions brought up during the strategic planning process including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Expanded Senior Services</li> <li>• Chemo therapy</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Chronic Disease Management</li> <li>• Physician recruitment</li> <li>• Development of a Medical Office Building</li> </ul>	
Patient Safety Quality Committee Report	<p>Mr. Dean McCulloch reported on the recent Patient Safety/Quality Committee Meeting. Many quality indicators are measured throughout the year. Significant findings are:</p> <ul style="list-style-type: none"> <li>• Increased falls in LTC. We are seeing higher acuity patients. There are many regulatory guidelines that must be followed that allow the patient the ability to move freely. The department continues to work on improving this process.</li> <li>• Surgical Infection Rate - we continue to work on the best processes to keep the surgical infection rate low.</li> <li>• The return rate in the Emergency Department is low compared to many facilities. The triage process that we developed has improved this return rate, as well as reducing wait times by about 13 minutes.</li> <li>• Implementation of an electronic medical record in Assisted Living</li> <li>• Development of a scribe program is in process.</li> <li>• The Child Care program is offering formula for children while in childcare free of charge.</li> </ul>	
Board Chair Report		

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Governance Leadership Collaborative	Mr. Johnson reported that a new governance program is being developed by Munson Healthcare (MHC). The program will model the Michigan Health and Hospital Association's Governance Fellowship program. Lyn Jenks and Marlene Hultene, who are now part of the MHC system, developed this program. They are working on the development of the Munson Healthcare Governance Leadership Collaborative program. Board members will be able to sign off to attend this program in the very near future.	Please let Mr. Johnson know if you are interested in attending the MHC Governance Leadership Collaborative Program.
Board Member Job Descriptions Review	Copies of the present Full Authority and Executive Committee member job descriptions were included in the packet for review. Members are being asked to review the job descriptions and recommended any changes they may have for the documents.	Board members are asked to review and send recommendations to Mr. Johnson and/or Mr. Rogols.  Place job descriptions on the agenda in January every year for review and discussion.  Review again at the May meeting.
County Health Rankings	A handout was distributed on the county health rankings and roadmaps. We will discuss this information at the meeting in May.	Place county health rankings on the agenda in May.
Medical Staff Report	Dr. Holmes reported that a meeting was held recently regarding the family practice quality process being developed. We will be discussing with the entire medical staff again at their May meeting.  The physicians continue to learn the new physician order entry process in Acute Care. Learning another system is a challenge.	

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<p>CEO Report</p> <p>FY 2015 Community Benefit Report</p>	<p>Mr. Rogols reported that a draft copy of the FY 2015 community benefits report was included in the packet for the Board's review. We will be sending this to press by the end of the week. If any members have any suggestions please get their changes to Mrs. Laura Zingg and/or Mr. Rogols at the end of the meeting.</p>	<p>Please speak to Mrs. Zingg and/or Mr. Rogols after the meeting if you have any changes for the community benefits report.</p>
<p>Coral and Second Street Update</p>	<p>Mr. Rogols reported that the hospital and village engineers are meeting regarding the infrastructure relocation. The Village has indicated that they may wish to make some upgrades, at their expense during this process. We are presently going through a vetting process with them. We would like to have infrastructure completed by the end of this year.</p>	
<p>Balanced Scorecard Update</p>	<p>Mr. Rogols reviewed the scorecard with the members present that contains information on the following areas:</p> <ul style="list-style-type: none"> <li>• Quality/Safety</li> <li>• Service</li> <li>• People</li> <li>• Growth</li> <li>• Finances</li> </ul> <p>Upon review of the growth experienced by KMHC this year, it is believed that much of our recent success is the result of implementation of our strategic plan, established with the assistance of the community.</p> <p>Mr. Rogols noted that contractual allowances will be increased over the next 3 months to reflect the fact that revenue growth has outpaced expenses. While this may sound like a contradiction, in the cost reimbursed world of critical</p>	<p>Submit recommended changes for the scorecard to Mr. Rogols.</p>

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	<p>access hospitals, increased reimbursement from Medicare is based upon cost, not activity or revenues.</p> <p>The board has expressed their desire to simplify the monthly scorecard. The Leadership Team will work on this process. If you have any suggested changes please let Mr. Rogols know.</p>	
Active Shooter Report	<p>Mr. Rogols reported that an active shooter drill was recently conducted in our surgical department. We ran 3 different scenarios during his drill. We learned a great deal during the drill and thank Village Police, County Sherriff and State Police for their leadership and participation in the drill. We will conduct this drill again in approximately 6 months.</p>	
WalMart Update	<p>Mr. Rogols reported that we are presently negotiating with WalMart to provide services as their company physician for injured employees, pre-employment physicals, etc.</p>	
Physical Therapy – Lab Expansion into the Acme Area	<p>Mr. Rogols reported that a business plan has been developed by Mr. Daniel Conklin for the potential development of physical therapy and lab services, with radiology in the future for the Acme / Williamsburg market. We have been in discussions with Dr. Nielsen from Crystal Lake Clinic, who is planning to build in this area.</p> <p>Mr. Rogols asked members if they would be interested in discussing this topic further. Members would like to discuss this opportunity during the meeting in May.</p>	Place “Expansion into the Acme – Meijer area on the agenda in May.



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Munson Healthcare Update	<p>Mr. Shirilla gave a brief update regarding a recent report by Leap Frog. Munson doesn't participate in the survey and the non-participation lowers the facilities scores.</p> <p>Mr. Shirilla reminded board members of the Munson Healthcare System Gathering being held on May 12<sup>th</sup>.</p>	Mrs. Smith to send out a reminder email and mailing to the board members about the upcoming Munson Healthcare System Gathering on May 12 <sup>th</sup> .
Open Dialogue From Members	No discussion at this time.	
Questions & Comments From Guests	No guests were in attendance at the meeting.	
Upcoming Events	<p>Building Committee Meeting is being held on May 9, 2016 at 10:00 AM.</p> <p>MHC System Gathering is being held on May 12, 2016 at the Hagerty Center in Traverse City from 5:00 PM – 6:30 PM.</p> <p>Strawberry Social is being planned for June 12, 2016 at 11:00 AM – 2:00 PM.</p>	
Adjournment	Upon proper motion the meeting was adjourned at 8:00 PM.	

Respectfully submitted,

Dean E. McCulloch,  
Board Secretary/Treasurer