

# **Minutes of the Board of Trustees Meeting of the Health and Hospital Corporation of Marion County, Indiana**

**August 27, 2002**

The meeting of the Board of Trustees ("Board") of The Health and Hospital Corporation of Marion County, Indiana ("HHC"), was held, August 27, 2002, in the Administrative Conference Room "A", Fourth Floor, Ott Building, Wishard Health Services, 1001 West Tenth Street, Indianapolis, Indiana. Members present: Mr. West, Dr. Miner, Mr. Gutwein, Mrs. Journey, Mr. Pfeifer, and Dr. Bock. Members absent: Ms. Brougher

Matthew R. Gutwein, Chairman of the Board, called the meeting to order and proceeded with roll call.

Mr. Gutwein then asked if there were any additions to, corrections to or comments regarding the minutes from the Board meeting of July 23, 2002. There being none he asked for a motion to approve the minutes. Mr. Pfeifer made the motion to approve the minutes. Mr. West seconded the motion. The minutes for the July 23, 2002 Board meeting were unanimously approved.

Next, Mr. Gutwein asked there were any additions to, corrections to or comments regarding the minutes from the Board meeting of August 13, 2002. There being none he asked for a motion to approve the minutes. Mrs. Journey made the motion and Mr. Pfeifer seconded the motion. The minutes for the August 13, 2002 Board meeting were unanimously approved.

The next agenda item was General Ordinances and Resolutions. Mr. Gutwein requested that Ms. Hebenstreit present General Ordinance No. 5-2002, "Annual Budget of the Health and Hospital Corporation of Marion County for the Fiscal Year January 1, 2003 ending December 31, 2003." Ms. Hebenstreit stated that Dr. Bock would make the motion to present and pass General Ordinance No. 5-2002. Dr. Bock made the motion. Mr. West seconded the motion. Mr. Gutwein then requested that Ms. Hebenstreit read General Ordinance No. 5-2002. Ms. Hebenstreit read the General Ordinance No. 5-2002, which is:

"An Ordinance establishing the annual budget of the Health an Hospital Corporation of Marion County, Indiana, for the fiscal year beginning January 1, 2003 and ending December 31, 2003, appropriating monies for the purpose of defraying the expenses and all outstanding claims and obligations of the several departments and officials of the corporation government; and fixing and establishing the annual rate of taxation and tax levy for the year 2003, for each fund for which a special tax levy is authorized."

Mr. Gutwein asked if there were any questions or concerns from the public regarding General Ordinance No. 5-2002. There were none so he requested that the Board vote on the Ordinance. General Ordinance No. 5-2002 was passed with 6 ayes, 0 nays.

Following, Mr. Gutwein asked that Ms. Hebenstreit present General Ordinance No. 6-2002, "Vacation Credit." Ms. Hebenstreit stated that she has a letter from Mr. West requesting that this Ordinance be read and presented for the first time. Ms. Hebenstreit read General Ordinance No. 6-2002 that is:

"An Ordinance of The Code of the Health and Hospital Corporation concerning Vacation Credit".

After the reading Mr. Gutwein asked if there were any questions or comments regarding the Ordinance. There were none therefore Mr. Gutwein stated that General Ordinance No. 6-2002 will be considered for passage at the September 17, 2002 Board of Trustees Meeting.

The next agenda item was General Ordinance No. 7-2002, "Fee for Copying Public Records." Ms. Hebenstreit stated that

she has a letter from Mrs. Journey requesting that General Ordinance No. 7-2002 be presented and read for the first time. Ms. Hebenstreit read General Ordinance No. 7-2002 that states:

An Ordinance of The Code of the Health and Hospital Corporation County, Indiana establishing a fee for copying public records.

After Ms. Hebenstreit read the Ordinance, Mr. Gutwein asked if there were any questions or comments. There were none therefore Mr. Gutwein stated that General Ordinance No. 7-2002 will be considered for passage at the September 17, 2002 Board of Trustees Meeting.

Mr. Gutwein next asked Dr. Howard to present the "Bylaws and Policies." Dr. Howard stated that there are seven policies listed that are being submitted and recommended for approval. There is an additional policy, Policy No. 700-101 "Resident Supervision" that is also recommended for approval. In addition there is a policy in the packet, Policy No. 700-36 "Enteral-Nutrition Therapy" that is being recommended for deletion. Mr. Gutwein requested a motion to amend the agenda to add Policy No. 700-101 for approval and to delete Policy No. 700-36. Mrs. Journey made the motion to amend the agenda. Mr. Pfeifer seconded the motion. The vote was unanimous to amend the agenda to include the addition of Policy No. 700-01 and deletion of Policy No. 700-36. Mr. Gutwein asked that all policies that were submitted for approval and recommended by the Hospital Committee be approved as a group. The Wishard Health Services medical staff has recommended these policies. Mr. Pfeifer made the motion to approve the submitted policies. Mrs. Journey seconded the motion. The Board of Trustees unanimously approved Policies No. 700-27, 700-42, 704-45, 700-99, 700-101, 700-110, 700-112 and 700-123. Next Mr. Gutwein asked for a motion to delete Policy No. 700-36. Mrs. Journey made the motion to delete the policy. Mr. Pfeifer seconded the motion. The Board voted unanimously to delete Policy No. 700-36.

In the absence of Marge O'Laughlin, Treasurer, Health and Hospital Corporation, Mr. Gutwein requested that Fred Shockley, Assistant Treasurer, present the Treasurer's Report. Mr. Shockley began by requesting Board approval of the July 2002 Cash Disbursements in the amount of \$31,958,029.80. Dr. Bock made the motion to approve. Mrs. Journey seconded the motion. The July 2002 Cash Disbursements were unanimously approved.

Mr. Shockley continued with the Revenue and Expenditure Budget Analysis Report. Revenues total \$99,883,000 and Expenses total \$124,000,025. Tax Revenues reflect 7/12 times the sum of the annual budget for the Health and Hospital Corporation for property tax, excise tax and financial institutions tax. Personal Services Expenditures of \$19,313,566 are \$811,434 (4.0%) under budget. In 2002 all employee benefits were moved into the personal services category and implemented the recommendations of the compensation and performance management study. The reallocation of the budget in June made adjustments for the increases. Supplies of \$1,989,127 are \$52,540 (2.6%) under budget. Other Services and Charges of \$100,888,771 are under budget by \$6,969,562 (6.5%). Capital Outlays of \$1,834,258 are under budget by \$1,777,742 (49.2%). Service construction projects will impact this variance later this year. Mr. Shockley asked for acceptance of the report. Dr. Bock made the motion to accept the report. Mr. Pfeifer seconded the motion. The 2002 Revenue and Expenditure Budget Analysis Report was unanimously accepted.

Medical Staff Appointments and Reappointments for the month of August was the next item on the agenda. Dr. Jones requested approval by the Board of Trustees. Dr. Bock made the motion to approve. Dr. Miner seconded the motion. The Medical Staff Appointments and Reappointments for the month of August were unanimously approved.

The meeting continued with Tom Ringham presenting the "Steam PRV Station and

Condensation Project Facility Engineering Services Bid Award Recommendation." The Bid project will connect services to the citywide steam system. The bidder was consistent in following the bid process and this bid was the lowest. Mrs. Journey made the motion to accept the bid. Dr. Miner seconded the motion. The Bid was unanimously approved.

Standing Committee Reports began with Mr. West reporting on the Public Health Committee meeting that was held on August 27, 2002 at 9:00 a.m. Jarnell Craig, Administrator, Health Education, Promotion and Training, discussed a new physical fitness program that is being initiated to address obesity. The program is "Indy in Motion." Three major program

components will be conducted, "A Walk in the Park," "A Walk in the Schools" and "A Walk in the Neighborhood." Tara Parchman, Financial Manager, presented an overview of the 2001 budget. Ms. Parchman reported that additional funds may be requested for 2002 include supplies for the Obesity Program, Second Hand Smoke, a prostrate cancer public relations campaign and for antibiotic resistance education. Mrs. Parchman also requested that the Marion County Health Department (MCHD) increase the current fee for dental services from \$5.00 to a proposed fee of \$10.00. Dr. Kent Smith, Director, Dental Services, explained to the Board that there is an increase in need for services. He noted that raising fees will not alter services and services will not be denied to those who cannot pay. The Public Health Committee recommended increasing dental fees to \$10.00. Mr. West made a motion to accept the increase in dental fees from \$5.00 to \$10.00. Mrs. Journey seconded the motion. The dental fee increase was unanimously accepted. Committee Reports continued with a report from Dr. Miner on the Quality Assurance Committee Meeting. He reported that the Committee discussed the Wishard Health Service Comprehensive Performance Improvement Plan. The purpose of the plan is to provide a unified, interdisciplinary, system-wide approach to improving organizational performance through integrated analysis of clinical and operational datasets to enhance quality patient care and outcomes, improve safety and achieve strategic fiscal and operational goals. Mr. Gutwein indicated that the Hospital Committee voted to recommend the plan for approval. Dr. Miner made a motion for Board approval of the plan. Mr. West seconded the motion. The Wishard Health Service Comprehensive Performance Improvement Plan was unanimously approved. Standing Committee reports concluded with Mr. Gutwein reporting that the Hospital Committee met on August 27, 2002 and discussed the following items:

Retention

Comprehensive Performance Improvement Plan

Bid Recommendation

WHS Financials

Medical Staff By-Laws and Policies

Mr. Elwell reported that the Planning Committee meeting for August 28, 2002 is canceled. There will be Planning Committee meetings held on September 12, 2002 and September 25, 2002 and an Audit Committee Meeting on September 26, 2002. The Board Self-Assessments have been compiled and the Board members will get the results.

Dr. Caine distributed MCHD financial information for 2002. She stated that as a result of job reclassifications and market upgrades there were shortfalls in some categories. The report gives a comparison of budgets for 2001 and 2002. She continued with additional information on the "Indy in Motion Program." The walks in the parks will be from 6:00 to 7:00 p.m. and aerobic exercise sessions will also be offered. Wishard Health Services will sponsor the walks and exercise sessions at Riverside Park. A press conference announcing the event will be held on Wednesday, September 25, 2002. Incentives will be given based on persistence and success. Dr. Jim Hill, a well-known fitness expert, will be at the press conference. Dr. Caine continued by reviewing information on the Communicable Disease Report. The report reveals a significant rise in HIV cases. The increase is the highest since 1994. Influenza and gonorrhea cases also have increased and two cases of adult chicken pox were reported in August.

Dr. Jones' report included citing the Retention Plan and the Financial Reports that were presented at the Hospital Committee meeting.

There was no further business therefore the meeting was adjourned.

The next meeting will be held at 1:30 p.m. on Tuesday, September 17, 2002 in the Administrative Conference Room "A", Fourth Floor, Ott Building, Wishard Health Services, 1001 West Tenth Street, Indianapolis, Indiana.