

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

**February 19, 2002**

The meeting of the Board of Trustees ("Board") of The Health and Hospital Corporation of Marion County, Indiana ("HHC"), was held, February 19, 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, Ms. Brougher, Mr. Pfeifer, and Dr. Bock.

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 January 14, 2002. There being none he asked for a motion to approve the minutes. Mrs. Journey made the motion to approve the minutes. Dr. Bock seconded the motion. The minutes for the January 14, 2002 annual Board meeting were unanimously approved.

The next agenda item was "Bylaws and Policies." Mr. Gutwein asked Dr. Jones to present Policy No. 700-57, Medical Staff Policy, "Medical Record Keeping." Dr. Jones then asked Dr. Randy Howard to explain this policy. The purpose of this policy is "To define the responsibility for documentation and content in the medical record for treatment rendered to patients at Wishard Health Services." Dr. Howard stated that the change to the policy was on page three, section III that states; "The Psychiatry Service and the Acute Rehab Unit are excluded from this requirement." Dr. Jones asked for approval of the Medical Staff Policy. Mr. Pfeifer made the motion for approval and Dr. Miner seconded the motion. Policy No. 700-57 was unanimously approved.

At this point Mr. Gutwein requested the February 2002 Treasurer's Report. Mrs. O'Laughlin stated that there are no January numbers to present do to the SAP implementation and the early audit process. The December Budget Basis Revenue and Expenditure Report was distributed at the January meeting. The numbers may still change as a result of audit adjustments. The Health and Hospital and Wishard Finance staffs have focused their efforts on 2001 year-end procedures in an effort to minimize the audit adjustments. As a result of this extra time spent on December reporting, the January reports will not be available until next month.

At \$69.1 million, January Cash Disbursements are above the 2001 average of \$32.1 million. This total includes a \$60.6 million payment to the State of Indiana to settle DSH for 2001. Significant vendor payments were issued in December to reduce our accounts payable balance at year-end. This is a result of the conversion of records to SAP, and decreased vendor payments processed in January. Mrs. O'Laughlin asked for acceptance of the January Cash Disbursements Report. Dr. Bock made the motion to accept and Mr. West seconded the motion. The January Cash Disbursements Report was unanimously accepted.

The next agenda item was Wishard Health Services Medical Staff Appointments and Reappointments. Mr. Gutwein asked that Dr. Jones submit the appointments for approval. Dr. Jones stated that there is a list that has been approved by the medical staff executive council in the Board packet and asked the Board approve the appointments. Mrs. Journey moved for approval and Mr. Pfeifer seconded the motion. The Wishard Health Services Medical Staff

Appointments for the month of February 2002 were unanimously approved.

Mr. Gutwein then asked for presentation of the Bid Award Recommendation that is included in the Board packet. Mr. Elwell explained that this Bid is for "Inductively Coupled Plasma Mass Spectrophotometer (ICP-MS)." This equipment is for lead testing and replaces outdated equipment and will also provide additional testing capacity. After discussion Mr. Gutwein asked for a motion to accept the bid. Mrs. Journey made the motion. Mr. Pfeifer seconded the motion. The bid recommendation was approved.

Standing Committee reports began with Ms. Brougher's report on the Midtown Mental Health Board of Directors Meeting. There were two main items discussed at the Midtown meeting. The first item was regarding a project that will add a mental health component to Wishard Advantage and the second discussion was on concerns regarding billing for Midtown services. Next Mr. West reported that the Public Health Committee met and discussed goals. The meeting also included an update on the MCHD syphilis and smoking programs. Dr Bock reported that the Planning Committee discussed the Wishard Budget including wages & staffing, discretionary spending, bed capacity and cost to increase beds, and charge capturing. Mr. Gutwein stated the Hospital Committee also discussed the Wishard Budget. There will be a budget analysis that will include cost and expenses by patient category. The Hospital Committee will approve the budget after review and after receiving recommendations from Mr. Elwell. Committee reports concluded with Mr. Gutwein reappointing Dr. Henry Bock and appointing Dr. Jim Miner to the Quality Committee.

Mr. Elwell began his report with remarks regarding the Governor's Press Release on closing of the Wishard Guard Unit. The site will be closed but the sheriff's department will send guards to Wishard on an as needed basis. Mr. Elwell also gave a special thank you to board member, Mr. Stephen West, who made large monetary contributions to the I. U. Burn Center, Pecar Clinic initiative and the Rawls Scholarship Fund. He continued his report with an explanation of the Legislative Bills Status Report that is in the Board packet. Those of particular interest were SB1134, Cigarette tax and minority health initiatives, SB0225 Nursing home inspections, and SB0489 Various hospital matters. He asked Dr. Caine to explain her testifying before the senate on several health related bills. Dr. Caine stated that she has testified regarding bills on minority health, lead based paint and HIV testing for pregnant women. The bill for HIV would include all pregnant women being offered but having the right to refuse testing. In order to conduct the HIV test, a consent form would have to be signed and counseling would also be offered.

Dr. Caine began her monthly report by distributing a 2002 Strategic Priorities document. Focused priorities include clinical preventive services with more involvement in case management, antibiotic resistance, and oral health. She stated the MCHD (Marion County Health Department) will assume the ISDH's (Indiana State Department of Health) responsibility for lead screening in the city. The MCHD is also collaborating with the Mayor's office on a tobacco program with emphasis on second hand smoke. Dr. Caine concluded her report by stating that emphasis will be placed on ensuring that the city's Hispanic population are properly immunized.

Next Dr. Jones began his report by requesting Kim Harper, Vice President for Community and Public Affairs, Wishard Health Services, present information on the Wishard Telethon. Kim Harper reported that Wishard Health Services will be conducting a telethon on March 3, 2002 to benefit the I.U. Burn Center. The telethon will be televised on WTTV Channel 4. Several activities have been conducted to increase interest and staff participation. Numerous in-kind and monetary contributions have been received. Ms. Harper stated that Wishard Health Services physicians received a letter from Dr. Jones with information on the telethon and that all Board members are welcome to volunteer. Dr. Jones then presented each Board member with a copy of the videotape about the Wishard Emergency Room. The videotape is titled "Life in the ER" and was aired on television.

Mr. Gutwein asked if there was any other business that needed to be addressed.

Mr. Elwell reported that Mrs. O'Laughlin, Treasurer, has received an Award of Financial Reporting Achievement from The Government Finance Officers Association of the United States and Canada . Mrs. O'Laughlin stated that she could not

have received the award without the support of her accounting staff that includes Fred Shockley, assistant treasurer and Rhonda Henkle, accounting manager.

There being no further business the meeting was adjourned.

The next meeting will be held at 1:30 p.m. on Tuesday, March 19, 2002 in the Administrative Conference Room "A", Fourth Floor, Ott Building, Wishard Health Services, 1001 West Tenth Street, Indianapolis, Indiana.