

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

**June 18, 2002**

The meeting of the Board of Trustees ("Board") of The Health and Hospital Corporation of Marion County, Indiana ("HHC"), was held, June 18, 2002, in the Administrative Conference Room "A", Fourth Floor, Ott Building, Wishard Health Services, 1001 West Tenth Street, Indianapolis, Indiana. Members present: Mr. Gutwein, Mr. West, Mrs. Journey, Dr. Bock. Members absent: Ms. Brougher, Dr. Miner, Mr. Pfeifer.

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 May 21, 2002. There being none he asked for a motion to approve the minutes. Dr. Bock made the motion to approve the minutes. Mrs. Journey seconded the motion. The minutes for the May 21, 2002 Board meeting were unanimously approved.

The next agenda item was General Ordinances and Resolutions. Mr. Gutwein requested that Patty Hebenstreit present the General Ordinances. Ms. Hebenstreit presented General Ordinance No. 1-2002, "Recording and Transcription of Administrative Hearings" and Mrs. Journey made the motion that General Ordinance be presented for approval. Dr. Bock seconded the motion. Ms. Hebenstreit read General Ordinance No. 1-2002. Mr. Gutwein asked if there were comments from the public and others present on the motion. After brief discussion, General Ordinance No. 1-2002 was approved with 4 ayes and 0 nays. Next, Mr. Gutwein asked that General Ordinance No. 2-2002 "Fee For Copying Public and Medical Records" be presented for approval. Ms. Hebenstreit requested that General Ordinance No. 2-2002 be tabled for additional research. The Board approved tabling this ordinance. The next ordinance was General Ordinance No. 3-2002, Newspaper Publication of Proposed Ordinances." Mr. West made the motion that General Ordinance No. 3-2002 be presented for approval. Mrs. Journey seconded the motion. There being no comments from the public or from others present at the meeting General Ordinance No. 3-2002 was approved with 4 Ayes and 0 Nays. The last Ordinance to be presented at the meeting was General Ordinance 4-2002, "an Ordinance amending the annual budget of the Health and Hospital Corporation of Marion County, Indiana for the fiscal year beginning January 1, 2002 and ending December 31, 2002." Ms. Hebenstreit read General Ordinance 4-2002. Mr. West made the motion that General Ordinance No. 4-2002 be presented for approval. Mrs. Journey seconded the motion. Mr. Gutwein asked if there was discussion on this Ordinance. After discussion Mr. Gutwein asked if there were comments from the public and from others present. General Ordinance 4-2002 was approved with 4 ayes and 0 nays.

The next agenda item was Resolution 3-2002, "Adopting the Restated and Amended General and Professional Liability Loss Fund Trust Agreement." Mr. Gutwein stated that this Resolution was discussed at the Hospital Committee meeting and the committee recommended that the resolution be adopted. Mrs. Journey made the motion that Resolution 3-2002 be approved. Mr. West seconded the motion. Resolution 3-2002 was approved.

Mrs. Laughlin began the Treasurer's Report with the April Budget Revenue and Expenditure Report. Public Health Revenues of \$2,444,267 are \$137,779 (6.0%) over budget. Medicaid reimbursement for the first quarter has been higher than budgeted in both the dental and adolescent programs. Headquarters Revenues of \$704,292 are over budget by \$304,292 (76.1%). Interest income is the main source of this revenue, and is high due to a higher fund balance available for investing. Grant Revenues are under budget by \$224,107 (6.2%). Grant reimbursements are dependent on actual expenditures and the timing of claims process by funding agencies. The Expenditures Personal Services of \$10,707,951 are \$823,951 (8.3%) over budget. All employee benefits were moved into the personal services category. Supplies of \$1,231,559 are \$84,892 (7.4%) over budget. The Clinical Lab encumbered an annual blanket purchase order for chlamydia cultures and

another annual blanket was encumbered to purchase merchandise for the Babe Store. Other Services and Charges of \$55,572,145 are over budget by \$8,905,478 (19.1%). This category includes the operating transfer of \$50,999,900 made from the Health and Hospital Corporation General Fund to support operations of the Wishard Enterprise Fund. The annual budget for this transfer has been increased internally by \$36 million and is included in budget ordinance 4-2002. Capital Outlays of \$946,729 are under budget by 1,053,271 (52.7%). Several construction projects will impact this variance later this year. Mrs. O'Laughlin asked for acceptance of the April Budget Revenue and Expenditure Report. Dr. Bock made the motion to accept the report. Mr. West seconded the motion. The April Budget Revenue and Expenditure Report was unanimously accepted.

Mrs. O'Laughlin continued with the Cash Disbursements Report. May Cash Disbursements at \$39 million are above the 2001 average of \$32.1 million. This is because in May there were 3 cash payrolls, made the first quarter PERF payments, and also made the first quarter IU House Staff payments. She asked Board approval for the May Cash Disbursements Report. Dr. Bock made the motion to approve. Mr. West seconded the motion. The May Cash Disbursements Report was unanimously approved.

Mrs. O'Laughlin announced that her contract will expire on February 19, 2003 and at this point she will retire. Mr. Gutwein thanked her for distinctive, dignified and dedicated service to the Health and Hospital Corporation and that she will be missed.

The meeting continued with Dr. Jones submitting the Medical Staff Appointments and Reappointments for June 2002 for approval. Mrs. Journey moved to accept the Appointments. Dr. Bock seconded the motion. The Medical Staff Appointments for June 2002 were unanimously approved.

The next agenda item was, "Myers Building Steam Heat Exchanger." Mr. Ringham explained that the bid was the lowest bid and that the contractor meets the MBE/WBE requirements. Mr. Gutwein also explained that the Hospital Committee reviewed this bid and recommends that it be accepted. Mr. West made the motion to accept. Mrs. Journey seconded the motion. The bid was unanimously accepted.

The Midtown Board submitted information on Rhonda Ames to be approved as a candidate for a board member to complete a consumer term that ends in December 2002. Denny Jones, Executive Director, Midtown Mental Health, explained that Rhonda Ames brings a broad range of knowledge of statewide matters. He explained that a board member must live or work in Marion County. Ms. Ames works in Marion County and meets the criteria for a Midtown Advisory Board member. Mrs. Journey made the motion to appoint Ms. Ames to the Midtown Advisory Board. Mr. West seconded the motion. The Board approved appointment of Rhonda Ames.

Standing Committee Reports began with the Public Health Committee report presented by Mr. West. Subjects discussed included radioactive materials, water quality and septic systems, and flooding problems in the Rocky Ripple, Ravenswood and other neighborhoods. Also discussed was a program that will include ticketing the tenants as well as landlords for not taking proper care of rental property. Mr. West concluded his report with information on a Public Health Competency Handbook that was distributed at the committee meeting. Mr. Gutwein stated in his Hospital Committee report that Gordon King gave a financial report at the committee meeting. Mr. King stated that there are plans to review negative variances of revenues. A trust agreement was reviewed and Mr. Elwell and Ms. Hebenstreit explained items regarding this agreement. Mr. Gutwein stated that the Hospital Committee recommended that the Board approve the trust agreement. The Hospital Committee also discussed and recommended approval of the Wishard Strategic Plan, Steam Heat Exchanger Bid and the Pharmacy Business Plan. Mr. Gutwein asked if there were any questions regarding his report and Mr. West asked for an explanation of the Pharmacy Business Plan. Dr. Jones stated the Pharmacy Business Plan consists of medication dispensing cabinets that will be distributed throughout the hospital. There will be dose dispensing with a positive identification of the person dispensing the dosage and will allow tabulation of activities which leads to better billing and patient safety. This will also ensure patients receive the correct medication. Mrs. Journey moved that the Public Health Committee and the Hospital Committee reports be accepted. Dr. Bock seconded the motion. The Public Health Committee and the Hospi-

tal Committee reports were accepted.

Mr. Elwell began his report stating that a business plan for the Pecar Health Clinic will be sent to the Board members. He stated that Dr. Caine is reviewing a proposal for a Community Health Information Network and this proposal will also be submitted for Board approval. The Health and Hospital Corporation has applied for an additional grant for the Citizens Health Center to work with IUMG and Wishard in the Indianapolis Housing Agency facilities. He concluded his report by stating that the contract with Marion County regarding services at the county jail is in process and near completion.

Dr. Caine reported that she has been invited by the Center for Disease Control to a meeting in Washington, D.C. One point of discussion will be public health competency from an organizational standpoint. There will also be discussion regarding credentialing health departments as well as health department employees. Dr. Joyce Essien from the School of Public Health at Emory University conducted a study on public health competency and a handbook has been developed in this area. Dr. Caine continued by referencing the area of syphilis on the Communicable Disease report that is included in the Board Packet. She stated that there has been success in reducing syphilis instances. However, the report reveals that influenza illnesses have tripled. The MCHD Communicable Disease Department is trying to determine if the increase in incidence in this area is due to better reporting or if there are other reasons for the increase. Mr. Gutwein asked about the increase in HIV. Dr. Caine replied that a number of the patients which were diagnosed early, i.e. fifteen years ago, will have more difficulty in the later stages of HIV because of not having the benefit of newer drugs. She also stated that there needs to be more aggressive outreach in this area.

Dr. Jones report included information on the WHS Strategic Plan that was completed in Spring 2002. He referred to the WHS Strategic Plan handout that was distributed to the Board. The planning steering committee included representatives from the Health and Hospital Corporation, Doug Elwell, Virginia Caine and Seema Verma. Data was collected from all the major stakeholders including members of the Board of Trustees. The Mission Statement was purposely made short enough for all employees to learn. The Mission Statement is to "Advocate, Care, Teach and Serve (ACTS)" with special emphasis on the vulnerable populations of Marion County. In order to interpret the Mission Statement the Vision Statement must also be understood. Every word of the Vision Statement has been thought over in detail. The Vision Statement states "Wishard Health Services is to be the provider of choice for all people of Marion County while strengthening our commitment to the needs of the underserved." Five critical success factors were developed for focus; make sources of revenue to equal expenses for Wishard as a whole; utilize diversion at less than 1% with less than five in-patients in the emergency department overnight; reduce employee turnover from 32% to 15%, to make visible improvement in patient satisfaction by decreasing wait times; and maintain a constant state of regulatory compliance. Dr. Jones requested that the Board approve the Wishard Health Services Strategic Plan. Mr. Gutwein stated that the Hospital Committee is recommending that the Board approve this plan. Mrs. Journey moved to approve. Dr. Bock seconded the motion. The Wishard Health Services Strategic Plan was unanimously approved.

There was no other business and the meeting was adjourned.

The next meeting will be held at 1:30 p.m. on Tuesday, July 23, 2002 in the Administrative Conference Room "A", Fourth Floor, Ott Building, Wishard Health Services, 1001 West Tenth Street, Indianapolis, Indiana.