

**MINUTES OF THE BOARD OF TRUSTEES MEETING
OF THE
HEALTH AND HOSPITAL CORPORATION
OF MARION COUNTY, INDIANA**

April 17, 2012

The meeting of the Board of Trustees (“Board”) of the Health and Hospital Corporation of Marion County, Indiana (“HHC”), was held on Tuesday, April 17, 2012, at 1:30 p.m., at Wishard Health Services (“WHS”), Outpatient East Building, Room T2008 A&B, 1001 West Tenth Street, Indianapolis, Indiana, 46202.

Members present: David W. Crabb, M.D.; Gregory S. Fehribach; Lula M. Journey; James D. Miner, M.D.; and Marjorie H. O’Laughlin, Joyce D. Irwin; and Robert B. Pfeifer.

Members absent: None

Dr. Miner called the meeting to order and proceeded with the roll call.

Dr. Miner asked if there were any additions, corrections, or deletions to the Board minutes from the Board meeting of March 20, 2012. There were none. Mrs. Irwin made the motion to approve the minutes. Mr. Fehribach seconded the motion. The minutes for the March 20, 2012 Board meeting were unanimously approved.

Dr. Miner stated that General Ordinances and Resolutions was the next agenda item to be presented for approval. Dr. Miner requested that General Ordinance No. 1-2012, “**Food Safety**”, be read by title and presented for passage. Board member Marjorie O’Laughlin stated that General Ordinance No. 1-2012, “**Food Safety**”, was discussed in the April 17, 2012 Public Health/Healthy Babies Committee meeting. Mrs. O’Laughlin gave information regarding the Ordinance. Dana Reed Wise, bureau chief, Environmental Health, MCPHD, stated that this Ordinance was established to assist new restaurant owners. The Public Health/Healthy Babies

Committee recommends approval. Tavonna Harris Askew, general counsel, read General Ordinance No. 1-2012. Dr. Miner asked if there were any comments or questions from the Board. There were none. Dr. Miner asked if there were any comments or questions from the public. There were none. Mrs. Irwin made the motion to approve. Dr. Crabb seconded the motion. General Ordinance No. 1-2012, ***“Food Safety”***, was unanimously approved.

Bylaws and Policies was the next agenda item presented for approval. The Policies submitted for approval were Policy No. 700-102, ***“Patient Restraints and Seclusion”***, Policy No. 700-124, ***“Cardiopulmonary Resuscitation (CPR) Competence for Medical and Allied Health Staff and the Code Team”***, and Policy No.700-125, ***“Disruptive Medical Staff Members.”*** Dr. Miner stated that the Policies were discussed in the April 17, 2012 Hospital Committee meeting. The Hospital Committee recommends approval. Mr. Fehribach made the motion to approve. Mrs. O’Laughlin seconded the motion. Policy No. 700-102, ***“Patient Restraints and Seclusion”***, Policy No. 700-124, ***“Cardiopulmonary Resuscitation (CPR) Competence for Medical and Allied Health Staff and the Code Team”***, and Policy No.700-125, ***“Disruptive Medical Staff Members”*** were unanimously approved.

The meeting continued with Daniel E. Sellers, CFO and treasurer, HHC, presenting the Treasurer’s Report. At \$94.3 million, March 2012 disbursements are below the 2012 average monthly disbursement amount of \$95 million. The HHC total year budget is \$1.1 billion. Mrs. Irwin made the motion to approve this report. Mr. Pfeifer seconded the motion. The March 2012 Cash Disbursements were unanimously approved.

Mr. Sellers continued with the March 2012 Budget Revenue and Expenditures Report. In the Revenue category Disproportionate Share is at budget. Public Health is better than budget, Headquarters is better than budget, and Grants are below budget. The total actual revenues are \$43.6 million. The Expenditures are at budget for Personal Services, Supplies are better than budget, and Other Services and Charges and Capital Outlays are better than budget. Wishard Support is above budget due to insurance payments. This is also associated with hospital taxes. The Expenditure total is \$30.1 million. The Corporation is expected to be at budget at the end of

the year. Mr. Pfeifer made the motion to approve. Mrs. O’Laughlin seconded the motion. The Budget Revenue and Expenditure Report were unanimously approved.

The next agenda item was Appointments. Dr. Miner stated that the Appointments were reviewed in the April 17, 2012 Hospital Committee meeting. The Appointments have also been reviewed and approved by the Medical Executive Committee. Dr. Crabb made a motion to approve. Mrs. Irwin seconded the motion. The April 2012 Appointments were unanimously approved.

Bids were the next item presented for Board approval. Dr. Miner stated that the Bids were discussed in the April 17, 2012 Hospital Committee. The Bids were separated into two groups, one group to be approved and one group to be rejected. Dr. Miner gave an explanation of each Bid. Bids submitted for approval were:

- FOB; BP 4-1 Metal Studs, Drywall, Ceilings & Masonry
- FOB; BP 4-3 Solid Surface Materials and Countertops
- FOB; BP 4-4 Doors, Frames, & Hardware
- FOB; BP 4-5 Paint & Interior Wall Covering
- FOB; BP 4-8 Specialties
- Hospital & ACB; BP 5-34C Tile (Hospital 4th to 11th Floors)
- Hospital & ACB; BP 5-35A Resilient Flooring, Coatings & Sealers (Entire ACB)
- Hospital & ACB; BP 5-35B Resilient Flooring, Coatings & Sealers
- Hospital & ACB; BP 5-35C Resilient Flooring, Coatings & Sealers (Hospital 4th to 11th Floors)
- BP 5-42 Integrated Systems Coordinator

The following Bid was rejected:

- FOB; BP 4-6 Interior Glass

Mrs. O’Laughlin made the motion to approve the Bids. Dr. Crabb seconded the motion. The Bids were unanimously approved. Mrs. O’Laughlin also made the motion to reject “FOB, BP 4-6 Interior Glass.” Dr. Crabb seconded the motion. The Bid was unanimously rejected.

The Board meeting continued with Mrs. O’Laughlin presenting the Public Health/ Healthy Babies (PH/HB) report for April 17, 2012. Mrs. O’Laughlin stated that Tara Parchman, director of finance, MCPHD, presented a financial report. Mrs. Parchman stated that the MCPHD is focusing on how to increase fees without causing barriers to health care. The Committee also discussed General Ordinance No. 1-2012, “*Food Safety.*” Gregory Porter, vice president, HHC

External Affairs, presented the Committee with information on the Learning Well school- based clinics.

Dr. Miner reported on the March 20, 2012, Hospital Committee meeting. The Committee was presented with and discussed the following:

- March 20, 2012 Minutes
- Bid Packages - Tom Ringham, Director of Facilities Management, WHS
 - Hospital & ACB; BP 5-34C Tile (Hospital 4th to 11th Floors)
 - Hospital & ACB; BP 5-35A Resilient Flooring, Coatings & Sealers (Entire ACB)
 - Hospital & ACB; BP 5-35B Resilient Flooring, Coatings & Sealers
 - Hospital & ACB; BP 5-35C Resilient Flooring, Coatings & Sealers (Hospital 4th to 11th Floors)
 - BP 5-42 Integrated Systems Coordinator
 - FOB; BP 4-1 Metal Studs, Drywall, Ceilings & Masonry
 - FOB; BP 4-3 Solid Surface Materials and Countertops
 - FOB; BP 4-4 Doors, Frames, & Hardware
 - FOB; BP 4-5 Paint & Interior wall Covering
 - FOB; BP 4-6 Interior Glass (Reject all bids)
 - FOB; BP 4-8 Specialties
- New Facility Update – Tom Ringham
- Appointments, Re-Appointments, and Changes to Privileges – Dr. Lisa Harris, CEO, WHS
- Medical Staff Policies

Dr. Miner stated that there was an extensive presentation to the Hospital Committee by Dr. Andrew Chambers entitled “*First Do No Harm: The Problem of Widespread Opiate Use*” and a presentation by Dr. Palmer MacKie entitled “*Call to Action.*” Dr. MacKie’s report included information on assisting, testing, educating and rehabilitating individuals with opiate use problems. Dr. Chambers’ report included information on how addiction problems affect mental illnesses. WHS has initiated a program that will include making all physicians aware of all aspects of the problems.

Mrs. O’Laughlin stated that the Public Health/Healthy Babies Committee heard a presentation on radon awareness by Jeff Larmore, supervisor, MCPHD Water Quality/Hazards Materials Management and Lisa Cauldwell, MCPHD indoor air specialist, at the April 17, 2012 meeting.

Shelia Guenin, vice president, HHC Long Term Care, gave the Long Term Care (LTC) Committee meeting report. The Committee met on March 20, 2012 and discussed matters related

to the use of dashboards to identify and monitor various goals or aims. The goals and aims were staff turnover, use of psychotropic medications, re-hospitalizations within 30 days of admission, regulatory compliance and financial performance. Dr. Crabb stated that the Committee also discussed methods of condensing information and reviewing the needs as well as wants of the LTC Division.

Dr. Miner stated that the Finance Committee will meet in May 2012 and that there will be no Quality Committee meeting after today's Board meeting.

Board member Robert Pfeifer reported on the Audit Committee meeting of April 17, 2012. The Committee reviewed HHC audit information that included a timetable. The WHS audit is complete, the LTC audit is to be completed in May 2012 and the MCPHD audit is to be completed in June 2012. All audits are expected to be completed by June 30, 2012.

Jim Fuller, vice president, Clinical Support Services, WHS, reported that the Citizen Health Center is participating in an audit. The Center has also hired an accountant.

Dr. Charles Miramonti, Chief of Emergency Medical Services, IEMS, gave the IEMS Report. IEMS paramedic Anne Edwards was elected "Paramedic of the Year" by the Association of Emergency Technicians. IEMS was honored as "Indiana Heroes" at the Indiana Pacers' game on April 13, 2012. The Service has also been cited as the "best dressed" emergency medical service. IEMS is conducting an emergency response course at Arsenal Technical High School. May 20-26, 2012 is National EMS Week. IEMS is launching new EKG technology to be used during emergency runs and is collaborating with WHS and other trauma centers to standardize protocol for emergency medical technology.

Shelia Guenin, vice president, LTC, HHC, presented the LTC Report. Mrs. Guenin reported on the status of residents smoking in HHC long term care facilities. One of the goals of the LTC Division is to promote resident and employee health in the nursing homes through increased awareness of smoking cessation programs and safety awareness for the residents who smoke.

Currently, 62% of HHC nursing facilities are smoke-free for residents and only residents that are grandfathered in under previous policies are allowed to smoke. Less than 3% of the residents living in the sixty locations smoke. On March 19, 2012 Governor Daniels signed into law the statewide smoking restrictions which included nursing homes. This affected only two HHC nursing facilities. The majority of HHC facilities have, for some time, limited smoking to outdoor areas. HHC policies and procedures reflect a policy of safe smoking for those residents who do choose to smoke. This includes:

- Safety assessments that are performed on admission and performed quarterly thereafter.
- Individual care plans for smoking safety is prepared for each resident.
- Each facility establishes specific times and locations when smoking is allowed.
- Smoking areas are equipped with fire blankets and extinguishers.
- All residents must be supervised when smoking.
- Residents are asked to wear a smoking apron.
- Smoking periods are generally 15 minutes and are scheduled four to six times a day.
- Residents are not permitted to keep cigarettes or lighters in their room.

Plans are to continue working with local health departments including MCPHD to provide information and assistance for residents and staff who wish to stop smoking. A new intervention that is being used is the electronic cigarette or the E-cigarette. Mrs. Guenin ended her report with several special interest stories.

Margie Payne, vice president, Midtown Mental Health, reported that the Midtown Board of Directors met and discussed financials. The Midtown Board was also presented with information on the older adult program. The program offers a smoking cessation component and numerous other services. Fifty-nine participants in the program that are fifty and older have not smoked for at least one year. One continued focus for Midtown for 2012 and the future will be alcohol and drugs. Midtown also conducts an outreach program for seniors. Midtown has responded to a Request For Proposals (RFP) from the Indiana State Department of Health. This RFP will provide funds to remove mental health patients from nursing homes.

Ernie Vargo, CEO, Eskenazi Health Foundation, reported that the campaign has surpassed the \$72 million fundraising goal. It is the intention of the Eskenazi Health Foundation to present a \$4

million check to HHC by the end of June 2012. The Foundation continues to solicit funds and is in the process of compiling a campaign packet.

Matthew R. Gutwein, president and CEO, HHC, reported that the Eskenazi Medical Group is expected to begin services this month. The Group will be working with the Indiana University School of Medicine and the Indiana University Physician Group to ensure continuity of care. The Eskenazi Medical Group interim CEO is Dr. John Kunzer. A national search is being conducted to secure a permanent CEO. HHC is working on securing Federally Qualified Health Center (FQHC) status and training was held for the co-applicant board of directors. Mr. Gutwein stated that the Eskenazi Health Services project is 95% complete and the Fifth Third Office Building is at 70% completion. The project has exceeded its Minority Business Enterprise and Women Business Enterprise goals. There continues to be work on securing art for the Eskenazi Health Center. An initiative has been established to collaborate with young artists at the Herron Art School for art selections. HHC will conduct a tour of the Eskenazi Health Services project for the Municipal Corporations Committee of the City of Indianapolis on April 25, 2012.

Dr. Virginia Caine, director, MCPHD, began her report by extending her thanks to the City County Council for approving the citywide smoking ban. Dr. Caine stated that the MCPHD is conducting a needs assessment to identify health care needs and to establish an improvement plan. The improvement plan is expected to last from eight to twelve months and two improvement focuses will be priorities of and resources for health care.

Dr. Lisa Harris, CEO and medical director, WHS, reported that April is National Donor Month. The Indiana Procurement Organization presented WHS with special accommodation for WHS's special donor program. WHS has exceeded the state average for donor acquisition. The recipient of a lung from fallen Officer David Moore spoke at the volunteer presentation. The volunteer advocacy program received a Tony Hulman award and will be cited at a national program. The volunteer advocacy program recruits, trains and supervises volunteers. The program has trained thirty-seven volunteers over the past two years. The service will be utilized at Indiana University Health. Lee Ann Blue, RN, chief nursing officer and vice president, Patient Care Services, was presented with an award for achievement in medicine from the St. Margaret's Guild and the

Indiana Blood Center. The St. Margaret's Guild Annual Decorator's Show House will be held this year from April 28th to May 13th. The Guild has raised over \$10 million for WHS. As a result of these funds WHS will conduct a new transportation service for patients in the form of a St. Margaret's Courtesy Cart. The cart will support the transport services of patients.

Since this was a public meeting Dr. Miner asked if there were any comments or questions from the public. There were none.

There was no further business and the meeting was adjourned.

The next meeting of the Board will be held on Tuesday, May 15, 2012, at 1:30 p.m., at WHS, Outpatient East Building, Room T2008 A&B, 1001 West Tenth Street, Indianapolis, Indiana, 46202.

James D. Miner, M.D., Chairman
Board of Trustees

Matthew R. Gutwein
President and Chief Executive Officer