

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

May 21, 2002

The meeting of the Board of Trustees ("Board") of The Health and Hospital Corporation of Marion County, Indiana ("HHC"), was held, May 21, 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, Mrs. Journey, Mr. Pfeifer, Mr. Gutwein. Members absent: Ms. Brougher, 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 April 16, 2002. There being none he asked for a motion to approve the minutes. Mr. West made the motion to approve the minutes. Mr. Pfeifer seconded the motion. The minutes for the April 16, 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 for the first reading. Ms. Hebenstreit presented General Ordinance No. 1-2002, "Recording and Transcription of Administrative Hearings" and asked Mr. West to read the letter presenting this Ordinance to the Board of Trustees. Mr. West read the letter and Ms. Hebenstreit requested that General Ordinance No. 1-2002 be considered for passage at the next meeting. General Ordinance No. 1-2002 will be considered for passage at the June 18, 2002 Board of Trustees meeting. Ms. Hebenstreit next requested that Mr. West read the letter presenting General Ordinance No. 2-2002, "Fee For Copying Public and Medical Records." After discussion ensued regarding the fee charges, Mr. West read the letter and General Ordinance No. 2-2002 will be considered for passage at the next Board of Trustees meeting. General Ordinance No. 3-2002 was the next Ordinance on the agenda with the presentation letter read by Mrs. Journey. General Ordinance No. 3-2002, "Newspaper Publication of Proposed Ordinances" will be considered for passage at the next Board of Trustees meeting.

Next, Mr. Gutwein asked for a motion to amend the meeting agenda to include General Ordinance No. 4-2002, "Additional Budget Appropriations." Ms. O'Laughlin explained that due to an error in the legal advertisement of the original 2002 budget ordinance, the budget must be re-advertised and approved by the Board of Trustees in order to obtain approval from the State Board of Tax Commissioners. Mr. Elwell stated that the budget is the same but has been rearranged to reflect exact amounts. General Ordinance No. 4-2002 will be considered for passage at the June 18, 2002 meeting.

Bylaws and Policies was the next item on the agenda. Dr. Randy Howard stated that the policies have been revised and approved as part of a three-year review process and requested approval by the Board. He stated that Bylaws and Policies are being streamlined. The policies submitted for approval are as follows:

- Policy No. 700-01, "Medical Staff Appointment"
- Policy No. 700-03, "Clinical Privileges"
- Policy No. 700-06, "National Practitioner Data Bank"
- Policy No. 700-08, "Medical Staff Reappointment"
- Policy No. 700-09, "Credential Files"
- Policy No. 700-11, "Credential Files/Records"
- Policy No. 700-15, "Service Chief Reappointment"

Policy No. 700-19, "Allied Health Appointment"
Policy No. 700-25, "Allied Health Reappointment"
Policy No. 700-102, "Patient Restraints"
Policy No. 700-105, "Medical Malpractice Action/Claims Report"

Mr. Gutwein asked for a motion to approve the policies. Dr. Miner made the motion. Mr. Pfeifer seconded the motion. The policies were unanimously approved. Next, the following policies were submitted for deletion.

Policy No. 700-46, "Short Term Patient"
Policy No. 700-54, "Patient Furloughs"
Policy No. 700-91, "Clinical Service Performance Improvement"
Policy No. 700-96, "Invasive Procedure Review"

Mr. Gutwein asked for a motion to delete the policies. Mr. Pfeifer made the motion. Mrs. Journey seconded the motion. The policies were deleted.

Mr. Gutwein asked for the Treasurer's Report. Mrs. O'Laughlin began with the April Cash Disbursements Report. At \$31.4 million, April Cash Disbursements are below the 2001 average of \$32.1 million. In April normally payment for the first quarter PERF is made, but this payment was delayed until May due to SAP challenges. Mrs. O'Laughlin asked for approval of the April Cash Disbursements Report. Mr. Pfeifer made the motion to approval. Mrs. Journey seconded the motion. The April Cash Disbursements Report was unanimously approved.

She continued with the March Revenues and Expenditures Report. March Public Health Revenues of \$2,064,497 are \$38,076 (1.9%) over budget. This is attributed to food license fees that were due by March 1, and collections have been high in the first quarter. Headquarters Revenues of \$478,142 are over budget by \$178,142 (59.4%). Interest income is the main source of this revenue and is high due to a higher fund balance available for investing. Grant Revenues of \$2,906,669 are over budget by \$206,669 (7.7%). Grant reimbursements are dependent on actual expenditures and the timing of claims processing by funding agencies. The Total Revenue for Public Health and Headquarters is \$42,442,363. Expenditures are as follows. Supplies of \$940,939 are \$80,939 (9.4%) over budget. The Clinical Lab encumbered an annual blanket purchase order for chlamydia cultures in January, and another annual blanket purchase order was encumbered for merchandise for the Babe Store. These amounts have been partially offset by budget items not yet encumbered for the year. Other Services and Charges of \$41,798,808 are over budget by \$6,798,808 (19.4%). This category includes the operating transfer of \$37,909,820 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 will be included in the additional appropriation presented to the Board. Capital Outlays of \$834,485 are under budget by \$665,515 (44.4%). Several construction projects will impact this variance later this year. The Total Expenditures for Headquarters and Public Health is \$51,444,902. Mrs. O'Laughlin asked for acceptance of the Revenue and Expenditure Report for the period ending March 31, 2002. Mr. Pfeifer moved for acceptance. Mr. West seconded the motion. The Revenue and Expenditure Report was unanimously accepted. Mrs. O'Laughlin ended her report by stating that SAP implementation problems will be resolved and this will help with preparation of the 2003 budget.

Wishard Medical Staff Appointments for May 2002 were next on the agenda. Dr. Jones asked for approval of the appointments. Dr. Miner made the motion to approve. Mr. Pfeifer seconded the motion. The appointments were approved.

The next agenda item was, "Burn Unit Interior Build-Out", Bid Package 5. Dr. Jones explained that the proposed vendor did not submit the lowest bid but the lowest responsive bid and that the Hospital Committee recommended that the bid be approved. Dr. Miner made the motion for approval and Mrs. Journey seconded the motion. The Board unanimously approved the "Burn Unit Interior Build-Out" Bid Package 5.

Committee reports began with a report from Mr. West on the Public Health Committee meeting. There were presentations on the ICARE data by consultants. All providers will use this data. And there was also a presentation by Chuck Dulla, Administrator, Rodent Control and Mosquito Control, who reported on the status of the mosquito control program. His report emphasized the importance of the countywide spraying program. Also, Dr. Susan Moriarty, the MCHD new Director of Clinical Preventive Services was introduced at the committee meeting.

At this point, Dr. Caine announced that Robert Jones has been appointed to the Center of Disease Control Task Force. She continued by announcing that the Raphael Health Center has been designated as a Federally Qualified Health Center (FQHC). She concluded her report by introducing Dr. Susan Moriarty, the MCHD new Director of Clinical Preventive Services to the Board of Trustees. Dr. Moriarty was employed in clinical preventive services at St. Vincent's Health Services. Dr. Moriarty will continue to implement health programs by incorporating preventive services. The programs will be data driven, and use the results from pre and post surveys to study bacterial and antibiotic resistance in order to better educate the public as well as physicians.

Committee reports resumed with Mr. Gutwein reporting on the May 21, 2002 Hospital Committee meeting. Dr. Robert Jones, CEO, Wishard Health Services, introduced the Strategic Plan. Strategies were developed and are being implemented as a result of a steering committee review. The Strategic Plan will be considered at the June meeting. Tom Ringham presented the Burn Center Central Sprinkler System Bid. The Committee recommended approval of the Bid. Dr. Randy Howard introduced the Wishard Business Plans.

Next, Mr. Gutwein asked for a motion to amend the agenda to include the Wishard Health Services Business Plan for Lockefield Village Laundry Services. Mrs. Journey made the motion and Dr. Miner seconded the motion. The business plan was added to the agenda. Following, Mr. Gutwein reported the Hospital Committee recommended the Laundry Services Plan to the Board and he then requested a motion to approve this business plan. Mr. West made the motion to approve the plan. Mrs. Journey seconded the motion. The Wishard Health Services Business Plan for Lockefield Village Laundry Services was unanimously approved.

Mr. Elwell's report consisted of commending Mrs. O'Laughlin and Dr. Howard for their diligence in working to secure the Marion County Jail contract. Reports concluded with Dr. Jones stating that the work with IU Primary Care Medical Group has resulted in half of the medical team being staffed by hospitalists by July 1, 2002.

The meeting concluded with Mr. Gutwein commenting that the Strategic Planning meetings are coming to a climax. These meetings have been productive and have resulted in a comprehensive long-term plan. The speaker at the May 29, 2002 meeting will be Dr. Mohammad Akhter , a nationally known authority on public health.

There was no other business and the meeting was adjourned.

The next meeting will be held at 1:30 p.m. on Tuesday, June 18, 2002 in the Administrative Conference Room "A", Fourth Floor, Ott Building, Wishard Health Services, 1001 West Tenth Street, Indianapolis, Indiana.