

## Allen County Hospital Board of Trustees Meeting

6:00 P.M. Tuesday, January 8, 2013

3066 N. Kentucky &

Conference Room - Allen County Hospital

101 S. First St., Iola, KS 66749

The scheduled meeting of the Board of Trustees of Allen County Hospital was held Tuesday, January 8, 6:00 p.m. starting at the hospital construction site, 3066 N. Kentucky, Iola, Kansas. A tour of the new hospital construction was held and at 7:20 p.m. the meeting dismissed to be reconvened in the Conference Room of the Allen County Hospital. Board members present were Glenn Buchholz, Patti Boyd, Karen Gilpin, Jay Kretzmeier, Harry Lee, Jr., Sean McReynolds, and Debbie Roe. Also in attendance were ex officio members Brian Wolfe representing the ACH Chief of Staff and Larry Peterson, interim Allen County Hospital CEO.

The meeting reconvened and was called to order by Chairman Harry Lee at 7:40 PM. The first item of business was the agenda for the meeting. A request was received from the CNO, Patty McGuffin and CFO, Larry Peterson to modify the agenda in order that a marketing presentation might be received early in the meeting. Patti Boyd made a motion to approve the agenda with the modification. This motion was seconded by Debbie Roe and when the vote was taken the motion passed.

Sean McReynolds made a motion to approve of the minutes of the meeting dated December 18, 2012 as previously distributed. This motion was seconded by Glenn Buchholz and the motion carried. The chairman offered the floor to guests for the purpose of a public forum. No requests were received.

Counselor Alan Weber presented bills to the board for approval. He noted payment order # 38 had not been signed or approved by Bruce Jones of HFG. The bill was from Murray Company in the amount of \$1,321,239. A motion was made by Sean McReynolds to approve payment of order # 38, contingent upon the approval and signature of Bruce Jones and Larry Peterson. This motion was seconded by Patti Boyd. Discussion followed and upon the vote the motion passed unanimously. A bill, payment order # 39 was presented from Siegfried Bingham in the amount of \$2978 and from Cerner in the amount of \$719.12. Karen Gilpin made a motion to approve payment of the two items contained in payment order # 39. This motion was seconded by Debbie Roe and upon the vote the motion passed unanimously. A new payment order # 40 was presented in favor of Cerner Corp. for the January 15th payment under contract to them in the amount of \$247,548. Karen Gilpin made a motion to approve payment of this payment order. Sean McReynolds seconded the motion. Upon the call of the question the motion passed unanimously.

Larry Peterson presented a brief administrator's report. He noted electronic health records were completing the jumpstart phase and system review would be coming in the next week. The transition to management of the hospital was somewhat on hold until further clarification is received from CMS. He noted that new CEO Ron Baker had visited the hospital Friday,

December 28<sup>th</sup> and spent several hours with them. He noted the meeting went well and that January 28<sup>th</sup> continued to be the first scheduled workday for Mr. Baker.

At this time Chairman Harry Lee offered a thank you to Nancy Maier who was in attendance at the meeting. Mrs. Maier has served on the previous hospital board and has agreed to meet with the new board in a transition period for one year.

There was no construction report or construction budget update received.

At this time Patty McGuffin introduced Cindy Parks representing Parks Communications from Leawood, Kansas. Ms. Parks has held a contractual relationship with HCA and Allen County Hospital during the past 2 to 3 years for the purpose of marketing consultation. Ms. Parks first presented information as to the nature of her consultation services. This might best be described as a facilitator. She spoke of opportunities available in debuting the new facility, creating a brand, and actively educating the services offered by the new hospital. She spoke of creating a foundation in launching a program and presented detail. She noted post-launch initiatives including physician marketing, advertising oversight and coordination, public and media relations, and employer/employee initiatives. She presented Phase 1 and Phase 2 plans. The Phase 1 plan mostly involved Parks Communications. Phase 2 plan involved a marketing firm in Kansas City, Reactor Design Studio. The Phase 1 plan involved hospital naming, creating a clear picture of brand, designing brand, launching the brand and then signage and graphics. Phase 2 services include brand voicing, marketing research, and ad campaigns. Parks indicated her hourly billing rate to be \$75 per hour. She estimated that for the hospital naming consultation 10 to 20 hours would be estimated. Her ongoing fees were listed as approximately \$1800 per month. Five sections of Phase 1 plans would cost approximately \$15,000 and Phase 2 cost range would be between \$9,000 and \$14,500.

Board members asked questions and held discussion concerning the needs of the hospital. By common agreement it was noted that developing a marketing strategy for the new hospital was paramount. By common consent it was agreed the board would be best advised to include the new CEO in selecting an upcoming marketing strategy. In these discussions it was determined that hospital naming needed to be a first priority. Patti Boyd made a motion to hire Parks Communication as a marketing consultant at terms included in the proposal made to the board, limited at this time just to the naming proposal which would be billed to the hospital at the rate of \$75 per hour. This motion was seconded by Sean McReynolds, discussion followed. When the vote was taken the motion passed unanimously. It was agreed Ms. Parks would prepare naming information for the board prior to January 31, 2013. By common consent it was agreed that marketing strategy should be placed upon the agenda for the February 12<sup>th</sup> board meeting.

The next item of business to come before the board was medical staff bylaws. Cathy Dreher was called upon to make a presentation to the board. The 180 page bylaws had been made available to board members. The importance of credentialing and the transition from HCA Midwest Division was impressed upon the board. Communications to physicians and temporary privileges were of immediate importance. The selection of an outsourcing company to accommodate credentialing was discussed. Three firms were mentioned. Out of this discussion it was agreed by common consent for the hospital staff to issue notice letters to staff physicians

as to the upcoming need for a new packet to be sent and credentialing established. This letter would make inquiry of physicians as to whether they wished to continue in a relationship with Allen County Hospital. Karen Gilpin next presented a motion that the board approve of the medical staff bylaws as submitted to the board effective as of the date of the upcoming transition when Allen County terminates the lease agreement with HCA Midwest Division and Allen County Hospital begins its management agreement with HCA Midwest Division. This motion was seconded by Patti Boyd. Discussion followed. It was acknowledged these bylaws would need some language changes as a result of the upcoming transition. Upon conclusion of the discussion, the vote was held and the motion passed unanimously.

Larry Peterson gave a brief report as to communications with CMS and the proposed management agreement with HCA. He noted that as a result of the holidays many government employees have not been available. One significant CMS staff person was not to return to work until January 14<sup>th</sup>. Peterson presented some encouraging comments and indicated he would report information as soon as he learned of developments.

Inside signage at the new hospital was the next item on the agenda. Patty McGuffin noted that there was some confusion as to the process and that consultation with Sheldon Streeter was necessary. By common consent it was agreed to place this item on the agenda for the meeting to be held January 22<sup>nd</sup> and to include the construction budget update.

The pursuit of casualty and liability insurance is currently on hold subject to receiving information from CMS and subsequent implementation of the management agreement with HCA. Counselor Alan Weber noted he would seek liability coverage for officers and directors of the hospital in the next few days.

The board held discussion as to creating subcommittees within the board of two or three members. Committees suggested by present leadership included a financial committee, a quality control committee, and a home health committee. By common consent it was agreed to await further discussion on this matter until the new CEO Ron Baker is able to offer his insight into this discussion.

Karen Gilpin presented information from the Campaign for Excellence committee. Jay Kretzmeier noted information he had received from Mary Ann Arnott. It was agreed by common consent the Secretary should invite Jim Gilpin and Mary Ann Arnott to attend the board meeting on January 22<sup>nd</sup> for an exchange of dialogue with the board.

Under new business Larry Peterson advised the board the definition of meaningful use in Phase 1 of electronic health records now includes having a patient portal. In consultation with Cerner it is learned that the cost for the patient portal shall be an initial fee of \$38,000 with monthly fees of \$833 for a 48 month. Peterson noted the patient portal and cost were expected, the advanced timing however has come as a bit of a surprise. It had been expected these costs would come in Phase 2. The cost of this application will include Medicare reimbursement at a later date, but the initial fee will now be coming due shortly. The board held discussion and as a result of Peterson's comments agreed to suggest to Cerner an initial fee of \$9500, with a subsequent \$9500 at the time of first productive use, then \$9500 at the beginning of the attestation stage, and

the final \$9500 at the completion of the attestation stage. Harry Lee made a motion to approve the contract with Cerner for the purchase of the patient portal subject to the terms suggested by Peterson and referenced above. This motion was seconded by Patti Boyd. Discussion followed and when the vote was taken the motion passed unanimously.

The board discussed the preparations being made for the new CEO Ron Baker. Paula Sell informed the board as to the plans for his arrival. Out of this discussion the board, by common consent, decided to extend an offer to Ron Baker to have a teleconference presence at the board meeting to take place January 22<sup>nd</sup>. Chairman Lee advised that he would extend the invitation to Mr. Baker.

There being no further business to come before the board Patti Boyd made a motion to adjourn the meeting. This motion was seconded by Glenn Buchholz and at the hour of 10:14 PM the meeting was adjourned.

  
Jay Kretzmeier, Secretary

Read and approved 1-22-13

## Allen County Hospital Board of Trustees Meeting

7:00 P.M. Tuesday January 22, 2013  
Conference Room - Allen County Hospital  
101 S. First St., Iola, KS 66749

The scheduled meeting of the Board of Trustees of Allen County Hospital was held Tuesday, January 22, 2013 7:00 p.m. in the Conference Room of the Allen County Hospital. Board members present were Glenn Buchholz, Patti Boyd, Karen Gilpin, Jay Kretzmeier, Harry Lee, Jr., and Debbie Roe. Also in attendance were ex officio members Brian Wolfe representing the ACH Chief of Staff and Larry Peterson Allen County Hospital Interim CEO. Also in attendance was Nancy Maier.

The meeting was called to order by Chairman Harry Lee at 7:03 PM. Board member Patti Boyd presented a motion to approve of the agenda of the meeting. This motion was seconded by Glenn Buchholz and upon the vote the motion passed. Debbie Roe made a motion to approve the minutes of the meeting dated January 8, 2013. This motion was seconded by Karen Gilpin and when vote was taken the motion passed.

The chairman offered the floor for the purpose of public forum. There were no requests heard.

Alan Weber reported there were no bills to be approved.

Patti McGuffin presented a construction report. She indicated that construction is going very, very well. It was her understanding that concrete for the parking areas would begin to be poured within the next two weeks subject to appropriate weather. It was noted that doors have not yet been placed upon the new building. Chairman Lee expressed appreciation to McGuffin for her participation during the tour of the facility on January 8<sup>th</sup>.

Larry Peterson delivered an administrator's report. He noted Cerner had been on-site for two weeks non-stop. In the previous week close to 80 meetings had been held with Cerner and hospital staff. System localization is in the process and system reviews are scheduled for March 2013. Jessica Fernandez was introduced. Jessica serves as Director of Quality and Risk at the hospital and also serves as a Project Manager for the Cerner electronic health records. Recent hospital census was reviewed. It was noted in early January the census approached 18 persons. Currently the census is at 14.

Mr. Sheldon Streeter was not present to provide a construction budget update. An e-mail had been received earlier in the day from Mr. Streeter. The e-mail conveyed he was awaiting pricing for signage, radiology changes, and the ED loading dock canopies and is talking with suppliers and subcontractors. He expected to have information by the end of the current week and after that information is collected he will be able to present an accurate budget update.

There was no report as to hospital inside signage. Board member Karen Gilpin noted a meeting had been held the previous day as to the donor board for the inside of the hospital. This meeting was with Axon Displays from Newton Kansas. This meeting expanded and discussions were held as to outside signage and displays. More information will be forthcoming.

Mary Ann Arnott, Jim Gilpin, and Mary Kay Heard from the Campaign for Excellence Leadership Cabinet were introduced to the board. Mary Ann Arnott provided the board with a color-coded floor plan drawing and list of structures in the hospital available for naming opportunities. She reviewed the different levels of giving opportunities. Questions from the board followed. Jim Gilpin presented a policy for naming opportunities for donations to the Uniting for Excellence Campaign. This policy establishes the process and document flow between the Uniting for Excellence Campaign, the Allen County Community Foundation and the hospital. A Naming Opportunity Request Form was presented. These documents had been provided previously to the board members. Jay Kretzmeier made a motion that the Board of Trustees approve of the Policy for Naming Opportunities for Donations to Uniting for Excellence and the Naming Opportunity Request Form which was being submitted to the Board for approval. This motion was seconded by Patti Boyd. When the vote was taken the motion passed unanimously.

Larry Peterson reported communications he had held with Seigfreid Bingham and BKD regarding a request for approval of provisions which have been submitted to CMS. It was noted the request had been divided among two CMS employees. Peterson noted he had spoken with Nicole Thomas and that word was being awaited from the CMS Central Office. He also attempted to contact Joyce Danner. He was only able to leave voicemail with her but made follow-up with a UPS mailing. Two weeks was reported as a likely time frame for additional information to be received.

Peterson reported that Cerner was agreeable with an installment offer for the patient portal and had submitted an 18 page contract which had language somewhat different from the larger Cerner contract. Discussion followed. Karen Gilpin moved to authorize Chairman Harry Lee to sign the contract for the Cerner portal following the review, changes, and approval to the contract by Larry Peterson and Alan Weber. This motion was seconded by Glenn Buchholz. The chairman called for the vote by a show of hands. The motion passed unanimously.

Medical staff medical records were the next item on the agenda. The board had received the printed rules and regulations at a prior date. It was noted these rules and regulations had been placed in service, updated and changed by the previous board of the hospital. Very few changes have been made to this version. Patti Boyd made a motion to approve of the Medical Staff Rules and Regulations as submitted to the board upon the effective date of ownership of the new hospital. Karen Gilpin seconded the motion. Here again, the chairman asked for a showing of hands for the vote. The motion passed unanimously.

Jessica Fernandez was called upon for a presentation of the hospital Risk Management Plan. She reviewed the plan and organizational flow chart attributable to it. Board members made a number of inquiries to Ms. Fernandez. Following the presentation Karen Gilpin presented a motion to approve of the Risk Management Plan as presented upon the effective date of

ownership of the new hospital. This motion was seconded by Debbie Roe and upon the vote the motion passed unanimously.

The Chairman called for trustee reports. No reports were heard.

Larry Peterson was called upon for the item of new business that being a board resolution as to the safe deposit box located at Emprise Bank at Iola Kansas. The board reviewed the purpose of the safe box and a completed resolution provided by Emprise bank. Jay Kretzmeier made a motion to approve of the Emprise Bank Resolution as to the organization's safe deposit box and authorizing each CEO, Ron Baker and CFO, Larry Peterson as authorized signatories for the safe box, and that said resolution be adopted and made a part of the minutes of the meeting by reference. This motion was seconded by Glenn Buchholz and upon the vote the motion passed.

There being no further business to come before the meeting a motion was received from Patti Boyd to adjourn. This motion was seconded by Glenn Buchholz and at 8:40 PM the meeting was adjourned.

  
Jay Kretzmeier, Secretary

Read and approved 2-12-13



**Allen County Hospital Uniting for Excellence  
Capital Campaign**  
202 South State Street | PO Box 622 | Iola, KS 66749  
**Naming Opportunity Request Form**

This form is used to document and assist with a donor request for a hospital naming opportunity. While most information provided will become public; the specific amount of the donation is to be kept confidential. All requests will be reviewed by volunteers and staff; summarized and transmitted to the board of trustees in writing by a separate letter; reviewed and approved by the board and the board approval date entered at the bottom of the form.

Donor Name and Amount: \_\_\_\_\_

Available room/location to be named: \_\_\_\_\_

Wording on Plaque: \_\_\_\_\_

Signature of Donor or email acknowledgement: \_\_\_\_\_ Date: \_\_\_\_\_

----- the rest of the form is completed by Capital Campaign participants -----

Signature of UFE Campaign Officer \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Executive Director \_\_\_\_\_ Date: \_\_\_\_\_

Hospital Board of Trustees Approval Date: \_\_\_\_\_

Distribution of this completed form: 1 ) A copy will be sent to the donor, 2) A copy will be kept with the weekly minutes of the Uniting For Excellence Campaign, 3) A copy will be kept with the donor file maintained at the office of the Allen County Community Foundation.

## Policy for Naming Opportunities for Donations to Uniting for Excellence

- Naming Opportunities may be presented to potential donors at any time during the cultivation process.
- When a donation is made that qualifies for a Naming Opportunity, the donor will be presented the Naming Opportunities list again so that they receive an updated list of potential naming options.
- The donor will express the chosen name using the Donor Naming Request Form (See attached.) It will be the responsibility of the member of the Uniting for Excellence Campaign Leadership Cabinet to verify the donor's selection, sign the request form and forward it to the Executive Director of the Allen County Community Foundation. Information on the form shall include:
  - 1.) Name of donor(s) and amount of the completed gift;
  - 2.) Available room/location to be named;
  - 3.) The exact wording and spelling to be used on the wall plaque;
  - 4.) Signature of donor or e-mail confirmation they approve the information;
  - 5.) Signature of the Uniting for Excellence Campaign, Campaign Leadership Cabinet officer working with the donor;
- When the completed donation form is received by the Executive Director of ACCF, the Executive Director of the ACCF shall confirm the mentioned available room/location is still available, and then prepare a summary letter of the Request(s) for Naming Opportunity with the appropriate information (items 1, 2, and 3 above, except for the amount of the gift - to retain the confidentiality of this specific information); sign the form and retain it in the major gift file for donors; forward the summary letter with the appropriate information to the individual in charge of the agenda for the Board of Trustees of Allen County Hospital, requesting an item regarding Naming Opportunities be put on the next Trustee Meeting agenda.
- The letter will be read and recorded at the Trustee Meeting so that it is a matter of public record and the action of the board to approve the request shall be recorded in the Trustee Meeting minutes.
- After approval by the Trustees, the Trustees shall cause the donor, with a copy to the ACCF Executive Director, to receive an appropriate thank you letter by the Trustee president with a copy of the section of the meeting minutes containing the Naming Request;
- The Executive Director of ACCF will attach the thank you letter-board acknowledgement to the Donor Naming Request form already in the file for major donors.

**RESOLUTION OF LODGE, ASSOCIATION OR OTHER SIMILAR ORGANIZATION**

EMPRISE BANK  
P O BOX 2970  
WICHITA, KS 67201-2970

By: Allen County Hospital  
3066 North Kentucky  
Iola, Ks 66749

Referred to in this document as "Financial Institution"

Referred to in this document as "Association"

I, Jay Kretzmeier, certify that I am Secretary (clerk) of the above named association organized under the laws of Kansas, Federal Employer I.D. Number \_\_\_\_\_, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Association duly and properly called and held on \_\_\_\_\_ (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

AGENTS Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature	Facsimile Signature (if used)
A. <u>Ron Baker, Chief Executive Officer</u>	X _____	X _____
B. <u>Larry Peterson, Chief Financial Officer</u>	X _____	X _____
C. _____	X _____	X _____
D. _____	X _____	X _____
E. _____	X _____	X _____
F. _____	X _____	X _____

**POWERS GRANTED** (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required
<u>N/A</u>	(1) Exercise all of the powers listed in this resolution.	_____
<u>N/A</u>	(2) Open any deposit or share account(s) in the name of the Association.	X _____
<u>N/A</u>	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	X _____
<u>N/A</u>	(4) Borrow money on behalf and in the name of the Association, sign, execute and deliver promissory notes or other evidences of indebtedness.	_____
<u>N/A</u>	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Association as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	_____
_____	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	1 _____
<u>N/A</u>	(7) Other <u>Enter into Business Debit Card Agreement with Emprise Bank</u>	X _____

**LIMITATIONS ON POWERS** The following are the Association's express limitations on the powers granted under this resolution. This resolution applies only to Checking, Savings, Debit Card, CD, Safe Deposit Box and Money Market accounts.

**EFFECT ON PREVIOUS RESOLUTIONS** This resolution supersedes resolution dated \_\_\_\_\_ any prior \_\_\_\_\_. If not completed, all resolutions remain in effect.

**CERTIFICATION OF AUTHORITY**  
I further certify that the Association has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions on page 2 and to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

If checked, the Association is a non-profit lodge, association or similar organization.

X \_\_\_\_\_  
(Secretary)

X \_\_\_\_\_  
(Attest by Other Officer)

X \_\_\_\_\_  
(Attest by Other Officer)

RESOLUTIONS

The Association named on this resolution resolves that,

JK

- (1) The Financial Institution is designated ~~as a depository for the funds of the Association and~~ to provide other financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Association and certified to the Financial Institution as governing the operation of this association's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Association. Any Agent, so long as they act in a representative capacity as an Agent of the Association, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated on page one, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.
- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Association with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- (5) The Association agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Association. The Association authorizes the Financial Institution, at any time, to charge the Association for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
- JK (6) ~~The Association acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Association to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.~~
- (7) The Association acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Association with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Association authorizes each Agent to have custody of the Association's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

Pennsylvania. The designation of an Agent does not create a power of attorney; therefore, Agents are not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code) unless the agency was created by a separate power of attorney. Any provision that assigns Financial Institution rights to act on behalf of any person or entity is not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code).

FOR FINANCIAL INSTITUTION USE ONLY

Acknowledged and received on \_\_\_\_\_ (date) by \_\_\_\_\_ (initials)  This resolution is superseded by resolution dated \_\_\_\_\_ .

Comments:

## Allen County Hospital Board of Trustees Meeting

6:00 P.M. Tuesday February 12, 2013  
Conference Room - Allen County Hospital  
101 S. First St., Iola, KS 66749

The scheduled meeting of the Board of Trustees of Allen County Hospital was held Tuesday, February 12, 2013 6:00 p.m. in the Conference Room of the Allen County Hospital. Board members present were Glenn Buchholz, Patti Boyd, Karen Gilpin, Jay Kretzmeier, Harry Lee, Jr., Sean McReynolds, and Debbie Roe. Also in attendance were ex officio members Brian Wolfe representing the ACH Chief of Staff and Allen County Hospital CEO Ron Baker .

The meeting was called to order by Chairman Harry Lee at 6:02 PM. Board member Patti Boyd presented a motion to approve of the agenda of the meeting. This motion was seconded by Karen Gilpin. The vote was taken and the motion passed. Chairman Lee then introduced the new CEO, Mr. Ron Baker and trustee members were called upon to introduce themselves to Mr. Baker.

The Chairman called for the approval of the minutes of the meeting dated January 22, 2013. Debbie Roe made a motion to approve of the minutes as distributed. The motion was seconded by Glenn Buchholz and upon the vote the motion passed.

The chairman announced the floor was open for public forum. There were no requests to be heard.

A payment order in favor of Murray Company was presented in the amount of \$1,162,306. The order had previously been provided to board members by e-mail. Karen Gilpin made a motion to approve of the payment order for payment. Patti Boyd made a second to the motion and the motion passed unanimously.

Larry Peterson presented the administrator's report. He noted that Cerner had completed a system review in the last few weeks. Staff has been populating spreadsheets to be uploaded. In March there is scheduled to be a major system validation. He commented that Cerner was proving to be diligent, up-to-date, and he was pleased with the service they were providing. Peterson noted that a response had been received from CMS that was offering some guidance to our hospital inquiry. He indicated he would be in teleconference with Siegfried Bingham and BKD sometime tomorrow for the purpose of developing a strategy going forward. At this time Ron Baker offered that Senator Pat Roberts would be in Iola on Monday, February 18th from 11:00 AM to 12 noon at the junior college. He encouraged as many board members to attend as possible. Peterson noted that Ron Baker had met with Sheldon Streeter and Bruce Jones. At the OAC meeting the previous week arrangements were made for a tour of the construction site to be held at 6:00 PM on the last board meeting day of each month. It was noted that the tour should be limited to 15 persons and that those wishing to be in attendance should contact the hospital and speak with Barb Smith to be assured a place in the tour.

At this point board member Debbie Roe stated she would be absent at the board meeting to be held February 26th. Patty McGuffin reported that painting was being completed in area C at the new hospital construction site and that walls were continuing to be installed in area A. The parking lot is coming along as well as the beginning of landscaping and installation of the water system.

At this point in the meeting Jim Gilpin was called upon for a presentation to the board on behalf of the Campaign Leadership Cabinet. He brought before the board a naming opportunity request. This request is attributable to a past donor who had made a contribution to the hospital of imaging equipment in the amount of \$325,000. This equipment will be transferred to the new hospital and the Campaign Leadership Cabinet is recommending the naming of the imaging center to be the Delores M. Johnson Imaging Center in memory of Inar and Millie Johnson. Following Gilpin's presentation Jay Kretzmeier made the following motion;

“Resolved, the Board of Trustees of Allen County Hospital hereby acknowledge the gift of imaging equipment to the Allen County Hospital from the late Delores M. Johnson and express appreciation for her generous gift; furthermore the board hereby establishes the name of the hospital imaging center to be the “Delores M. Johnson Imaging Center” and hereby authorizes the board chairman to execute a certificate of appreciation to the family of the late Doris M. Johnson.”

This motion was seconded by Patti Boyd and upon the vote the motion passed unanimously.

The loading dock canopy was the next item of business to come before the meeting. There were no price estimates currently available. By common consent this item was tabled to a future meeting and for there to be a request made to Sheldon Streeter to provide some cost estimates and to provide a budget update so as the board could evaluate the feasibility of a loading dock canopy.

Next, Cindy Parks of Parks Communications was called upon to moderate a development session to determine the name for the Allen County replacement hospital that would best serve the community, name branding, and future marketing. This session began at the hour of 6:50 PM. The board went through a process studying the importance of identifying clarity of location, identifying services, competitor differentiation, and growth opportunities within the hospital name. A brainstorming session was carried out by the board and a tentative name came forth from the components of the discussion. Upon completion of the discussion a motion was made by Karen Gilpin for the name of the new hospital to be “Allen County Regional Hospital” and for this name to take effect commencement with operations at the new location. This motion was seconded by Patti Boyd. Discussion followed. Upon calling for the vote this motion passed unanimously.

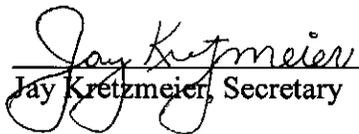
Clifton Alexander from Reactor Design Studios was called upon by Cindy Parks to answer questions and make presentation as to the designing of a hospital logo and hospital brand for the new hospital. Board members asked questions and signage was discussed. Patti Boyd noted that one constituent of hers had made inquiry as to why local resources were not being used in

developing a hospital name. Board members acknowledged that this was a valid question and several responses were presented. The importance of the hospital being operated as a business was noted. Best business practices warrant establishing a name, brand, and logo which provide the best opportunity to increase market share for the purpose of maximizing profitability. Experienced design and marketing personnel were not known to be available in the local area. Following this presentation Sean McReynolds made a motion to retain Reactor Design Studios to complete the Phase 1 described in information presented to the board and to include brand voicing only from Phase 2 at the cost of \$17,500 and to approve Parks Communication services at the rate of \$75 an hour with an estimate of \$ 1,800 to \$ 2,250 per month for developing a marketing strategy up through the grand opening of the hospital. This motion was seconded by Karen Gilpin. Discussion followed. Upon a call for the vote the motion passed unanimously.

Debbie Roe made a motion that the board meet with Reactor Design Studio at 6:00 PM February 19<sup>th</sup> at the hospital. The motion received a second from Patti Boyd. The trademarks, brand, and logo being sensitive trade issues, Mr. Alexander preferred this meeting to be held in private. Kansas Open Meetings statutes were discussed. Counselor Alan Weber was not in attendance at the meeting and accordingly it was uncertain as to whether an executive session for this meeting could properly be held. Secretary Kretzmeier indicated he would address this issue to Alan Weber and report the findings to the chairman. The vote was taken and the motion passed.

The Chairman called for trustee reports as the next item of business. He reported that trustee error and omission insurance was available from Loren Korte in the premium amounts of \$11,100 for \$1 million of coverage or from a second company with a premium of \$7588 per year. No action was taken. Chairman Lee reported that city and county sales tax collected to date approaches \$1.1 million. Jay Kretzmeier advised that he was developing language to be used to clarify the sales tax agreement with the City of Iola.

At the hour of 9:37 PM there being no further business to come before the meeting Patti Boyd made a motion to adjourn. This motion was seconded by Glenn Buchholz and the meeting was adjourned.

  
Jay Kretzmeier, Secretary

Read and approved 2-19-13

## Allen County Hospital Board of Trustees Meeting

6:00 P.M. Tuesday February 19, 2013  
Conference Room - Allen County Hospital  
101 S. First St., Iola, KS 66749

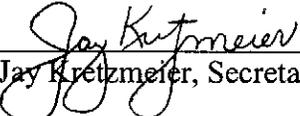
The announced meeting of the Board of Trustees of Allen County Hospital was held Tuesday, February 19, 2013 6:00 p.m. in the Conference Room of the Allen County Hospital. Board members present were Glenn Buchholz, Patti Boyd, Karen Gilpin, Jay Kretzmeier, Harry Lee, Jr., and Debbie Roe. Also in attendance was Dr. Glen Singer representing the ACH Chief of Staff and Allen County Hospital CEO Ron Baker.

The meeting was called to order by Chairman Harry Lee at 6:15 PM. Board member Patti Boyd presented a motion to approve the agenda of the meeting. This motion was seconded by Karen Gilpin. The motion carried. The chairman asked for the approval of the minutes of the meeting dated February 12, 2013. The secretary noted there were two changes to be made to the draft previously distributed to the board. Karen Gilpin made a motion to approve of the minutes of the meeting with the two changes as noted. Glenn Buchholz seconded the motion and upon the vote the motion passed unanimously.

The chairman turned the meeting over to Mr. Clifton Alexander of Reactor Design Studio of Kansas City, Missouri. Mr. Alexander introduced the company's senior designer, Chase Wilson and junior designer Julie Sebby. The group led a presentation and then gathered information from the board and from CFO, Larry Peterson, CMO Patty McGuffin, counselor Alan Weber, Dr. Glen Singer, and Dr. Daniel Myers. Also attending the meeting was Cindy Parks owner and principal of Parks Communications. The presentation and information gathered was for the purpose of developing a hospital Logo and Brand and the development of a marketing strategy. The session ended at 9:27 PM.

Following the session the board discussed a date to next meet with Mr. Alexander. The date of March 19, 2013 was selected and approved by common consent.

Glenn Buchholz presented a motion to adjourn the meeting. This motion was seconded by Debbie Roe, and the meeting was adjourned.

  
Jay Kretzmeier, Secretary

Read and approved 2-26-13

## Allen County Hospital Board of Trustees Meeting

7:00 P.M. Tuesday March 12, 2013  
Conference Room - Allen County Hospital  
101 S. First St., Iola, KS 66749

The scheduled meeting of the Board of Trustees of Allen County Hospital was held Tuesday, March 12, 2013 at 7:00 p.m. in the Conference Room of the Allen County Hospital. Board members present were Patti Boyd, Glenn Buchholz, Karen Gilpin, Harry Lee, Jr., Sean McReynolds and Debbie Roe. Also in attendance were ex officio members Brian Wolfe representing the ACH Chief of Staff and Allen County Hospital CEO Ron Baker.

The meeting was called to order by Chairman Harry Lee at 7:00 PM. Board member Sean McReynolds presented a motion to approve the agenda as amended. This motion was seconded by Patti Boyd. The vote was taken and the motion passed.

Chairman Lee called for the approval of the minutes of the meeting dated February 26, 2013. Patti Boyd made a motion to approve the minutes as distributed. The motion was seconded by Glenn Buchholz and upon the vote the motion passed.

The Chairman then announced the floor was open for public forum. Don Copley, President and CEO of the Allen County Hospital Foundation, presented a check from the Uniting for Excellence Campaign committee in the amount of \$800,000 to Ron Baker to be used to purchase equipment for the new hospital. Chairman Lee thanked the members of the Foundation for their contribution to the hospital and recognized their many hours of service to the campaign.

Payment order #43 in favor of Murray Company was presented in the amount of \$1,225,848 and payment order #44 in favor of Cerner for a total of \$16,347.62 had previously been provided to board members by e-mail. Patti Boyd made a motion to approve payment of both orders. Sean McReynolds seconded the motion and the motion passed unanimously.

Sheldon Streeter, project manager, Murray Construction, updated the Board on the current budget status noting that the construction contingency is now \$9,856. Since the August 14 status report when the construction contingency was \$91,662, we have added \$13,979 in savings from the ED canopy and \$103,814 from electing not to pave the entrance to Oregon Road and deducted \$26,031 for the Medical Office Building sewer extension, \$58,460 for installation of the nurses call station, \$10,000 for the latitude installation, \$41,424 for access and security coverage and \$63,684 for changes to the x-ray room. Mr. Streeter indicated that they have a total contingency remaining of approximately \$120,000 which should be adequate to complete construction. Counselor Alan Weber noted that we also have \$777,000 of owner's contingency and \$1,900,000 in the equipment fund in addition to the \$800,000 check presented to the hospital earlier in the evening by the Foundation.

Sheldon Streeter then discussed the possible addition of a loading dock canopy. He proposed a simple gas station style canopy without lights. The proposed canopy would be 25 feet by 40 feet with a projected cost of \$38,383. Lights and extra protection around the posts could be added for less than \$4,000. Discussion followed.

The Chairman then noted that it was 7:30 p.m. which was the prearranged time for a conference call with Mark Thompson, Seigfreid Bingham et al, and Sue Brammer, BKD. Patti Boyd moved that we enter executive session for one hour for the conference call to protect the attorney client privilege and to include, in addition to the Board, Counselor Alan Weber, Larry Peterson, Patty McGuffin and Paula Sell. Sean McReynolds seconded the motion and the motion carried. At 8:30 p.m. Sean McReynolds moved that we extend the executive session until 9:00 p.m. Motion seconded by Patti Boyd and passed unanimously.

At 9:00 p.m. Sean McReynolds moved that we enter executive session for ten minutes to discuss nonelected personnel and include Counselor Alan Weber, Larry Peterson, Patty McGuffin and Paula Sell. Motion seconded by Patti Boyd and passed unanimously. The Board exited the executive session at 9:10 p.m. No action was taken by the Board following the executive session.

At this time the Board returned to the discussion of the proposed canopy over the loading dock. CEO Ron Baker noted that he would prefer having the funds to purchase equipment for the hospital. Chairman Harry Lee called for a motion and no motion was forthcoming.

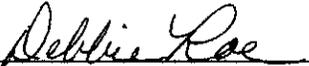
Signage was the next item on the agenda. Through consensus the Board elected to delay action until our next meeting when we discuss our logo and branding.

CEO Ron Baker then gave the administrator's report. He noted that they had met with the KU School of Medicine and discussed the possibility of participating in rural rotations. The rotations would include either fourth year medical students or students in their second or third year of residency. The hospital would need to provide housing and meals. This program could help with our physician recruitment and also give us the opportunity to evaluate students prior to the recruitment process.

The next item of business was the election of officers. Patti Boyd moved that the officers be reelected to the same positions. Sean McReynolds seconded the motion. Chairman Lee inquired of the current officers if they were willing to serve another term and all officers agreed. Upon the vote the motion carried unanimously.

Patti Boyd then moved that the next meeting be held on Tuesday, March 19, beginning at 6:00 p.m. Glenn Buchholz seconded the motion and the motion passed unanimously.

At the hour of 9:35 p.m. there being no further business to come before the meeting Patti Boyd made a motion to adjourn. This motion was seconded by Glenn Buchholz and the meeting was adjourned.

  
Debbie Roe, Acting Secretary

Read and approved 3-19-13

## **Allen County Hospital Board of Trustees Meeting**

**6:00 P.M. Tuesday March 19, 2013  
Conference Room - Allen County Hospital  
101 S. First St., Iola, KS 66749**

The scheduled meeting of the Board of Trustees of Allen County Hospital was held Tuesday, March 19, 2013 at 6:00 p.m. in the Conference Room of the Allen County Hospital. Board members present were Patti Boyd, Glenn Buchholz, Karen Gilpin, Harry Lee, Jr., Sean McReynolds and Debbie Roe. Also in attendance were ex officio members Brian Wolfe representing the ACH Chief of Staff and Allen County Hospital CEO Ron Baker.

The meeting was called to order by Chairman Harry Lee at 6:00 PM. Board member Patti Boyd presented a motion to approve the agenda. This motion was seconded by Glenn Buchholz. The vote was taken and the motion passed.

Chairman Lee called for the approval of the minutes of the meeting dated March 12, 2013. Patti Boyd made a motion to approve the minutes as distributed. The motion was seconded by Glenn Buchholz and upon the vote the motion passed.

The Chairman then announced the floor was open for public forum. There were no requests to be heard.

CEO Ron Baker reported that he had met with the CEO of the Chanute hospital to begin discussions about possible areas that would benefit both hospitals to work together and that the Chanute CEO was receptive to the idea. Mr. Baker also reported that they had met with the hospital staff regarding the anticipated changes which would occur as we transition away from the lease agreement with HCA. The staff provided good input and was receptive to the anticipated changes.

The next item of business was discussion of the logo and branding. Cindy Parks, Parks Communications, presented the proposed "Brand Voice" consisting of the Brand Promise, Brand Positioning Statement and Brand Personality and the "Brand Pillars" which included Local, Innovative, Intensely Personal and Professional sections. Discussion was held as to whether these conflicted with our Mission Statement and whether the Board and hospital staff agreed with the message they conveyed. After recommending numerous minor wording changes, the consensus of the Board was that the proposed "Brand Voice" and "Brand Pillars" complemented our mission statement and were appropriate for our branding.

Clifton Alexander of Reactor Design Studio then presented five logo options along with examples of how each logo could be used on billboards, brochures and letterhead and explained their thoughts in developing each logo. Mr. Alexander then surveyed the Board members and hospital staff asking for their top two picks and comments about the logo designs. Discussion followed regarding the logo colors and design alternatives. Through consensus, the Board selected two options, Options 1 and 5, and asked Reactor Designs to make minor modifications to each of the two designs, primarily offering alternative color schemes. Reactor Designs agreed to present the modified logos at the Board's April 9 meeting.

Discussion then turned to the hospital signage. Star Signs, a custom sign fabricator from Lawrence, Kansas will make the outside signs for the hospital. Shelley Rosedall, Star Signs, discussed the importance of designing the sign to compliment the hospital's logo and brand and the architecture of the building. Discussion was held about the possible need to ask for a variance from the City Zoning Board to accommodate the preferred size of the sign. Bruce Jones, Health Facilities Group, noted that they would like to use some of the building materials from the hospital (i.e. brick and stone) in the base of the sign. Star Signs will work with Reactor Designs and present preliminary signage proposals at the April 9 Board meeting.

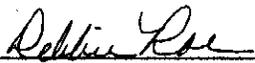
The next item of business was the status of CMS communications. Ron Baker reported that he had explained to the hospital staff that the Board had reached a consensus that once we terminate the lease with HCA, the hospital staff will be employees of Allen County Regional Hospital with the exception of the CEO, CFO and CNO. This change is necessary to ensure full reimbursement from Medicare. As a result, management will need to establish benefit plans for the employees since they will no longer be covered by HCA's plans. Mr. Baker recommended that we proceed with the termination of the lease agreement with HCA to be effective June 1, 2013. Whereupon Chairman Harry Lee moved that in accordance with Section 1.20 Paragraph (a) of the Management Agreement, it is the intent of the Board of Trustees to accept responsibility for the employment of all hospital employees except for the CEO, CFO and CNO. Motion seconded by Patti Boyd and passed unanimously. Karen Gilpin moved that the transition occur at 12:01 a.m. on June 1, 2013. Motion seconded by Glenn Buchholz and passed unanimously.

Chairman Harry Lee reported that the State of Kansas is once again offering tax credits to match certain charitable contributions and that he had notified the Foundation so they can apply for a grant to make the tax credits available to hospital foundation donors.

Chairman Lee noted that last year we met once a month in the summer in lieu of our semimonthly monthly meetings and inquired if that was the desire of the Board for the coming summer. Patti McGuffin noted that we have training to accomplish as a result of taking over management of the hospital and that we will need to prepare for the grand opening. Patti Boyd suggested that possibility of meeting once a month and scheduling a Saturday for training. Chairman Lee suggested that we continue the discussion at the next Board meeting.

The next meeting will be held on Tuesday, March 26, beginning with a tour of the new hospital at 6:00 p.m. followed by the regular meeting at 7:00 p.m. Board members that would like to attend the tour should notify Barb Smith.

At the hour of 9:40 p.m. there being no further business to come before the meeting Patti Boyd made a motion to adjourn. This motion was seconded by Glenn Buchholz and the meeting was adjourned.

  
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Debbie Roe, Acting Secretary

Read and approved 3/26/2013

## Allen County Hospital Board of Trustees Meeting

7:00 P.M. Tuesday March 26, 2013  
Conference Room - Allen County Hospital  
101 S. First St., Iola, KS 66749

The scheduled meeting of the Board of Trustees of Allen County Hospital was held Tuesday, March 26, 2013 7:00 p.m. in the Conference Room of the Allen County Hospital. Board members present were Patti Boyd, Glenn Buchholz, Karen Gilpin, Jay Kretzmeier, Harry Lee, Jr., and Debbie Roe. Also in attendance were ex officio members Brian Wolfe representing the ACH Chief of Staff and Allen County Hospital CEO Ron Baker.

The meeting was called to order by Chairman Harry Lee at 7:07 PM. Patti Boyd presented a motion to approve the agenda of the meeting. The motion was seconded by Karen Gilpin and upon the vote the motion carried. Karen Gilpin made a motion to approve the minutes of the meeting dated March 19, 2013 as distributed. The motion was seconded by Glenn Buchholz and upon a call for the vote the motion carried.

There was no visitors present requesting to be heard at the time of the public forum.

Bills in the form of payment order # 45 were presented for approval by counselor Alan Weber. This included a bill from Health Facilities Group in the amount of \$16,279.58 and from Cerner Corp. in the amount of \$1474.78. Debbie Roe made a motion to approve these bills for payment. This motion was seconded by Patti Boyd. The motion passed unanimously.

CEO Ron Baker was called upon for an administrator's report. Baker noted that the June 1st transition for cancellation of the lease of the hospital by HCA and the implementation of the management agreement with HCA were moving forward. He noted that three vendors have been contacted for the purpose of proposals for an employee benefit plan. Baker noted a related presentation should be ready for the next board meeting. He noted that the June 1st date was doable and that insurance products for the board of trustees, surgery practices, and all physicians are being examined for the June 1<sup>st</sup> date. It was reported that Cerner Corp. was at full speed and that major training was taking place during the current week. This training involved some 20 Cerner employees and 30 to 50 hospital employees.

Mr. Baker presented information for the construction report. He noted that at the recent community Expo persons from the community had made inquiry as to the types and quality of inspections being made to the construction of the new facility. Baker indicated the construction was following strict codes with field reports and architects and engineer's reports and it was his intention to assemble information so it could be readily available for those who expressed interest. It was also noted at the Expo inquiries had been received about the benefits to the community, and the use of local contractors and vendors. Baker indicated his intention to have materials available for the next meeting that also answers these questions. It was noted that project manager Sheldon Streeter would be transferring to a work project in Pennsylvania and

that he had approximately another 1 ½ weeks remaining with the Iola hospital project. It is understood that Phil Schultze of Murray Company will be serving the responsibilities previously completed by Streeter. At this time the question was raised as to whether there were any uncompleted commitments by Streeter which should be documented prior to his leaving the project. It was noted the modifications to the discharge from the retention pond have not yet been completed. Secretary Kretzmeier indicated he would e-mail Streeter and request written documentation as to the commitments made by Murray Company as to the water discharge.

The first item of old business was the establishment of subcommittees of the board of trustees. Ron Baker provided explanations as to the importance of these committees. Committees were named as follows: Finance Committee, Quality Committee, Home Health Committee, and Planning Committee. The frequency of these committee meetings was discussed. Generally it was concluded that the Finance Committee would meet once per month and that the meeting would need to take place in the week prior to the second board meeting of each month. It was noted the Quality Committee most likely would meet quarterly as well as the Home Health committee. Finally it was noted the Planning Committee may meet quarterly in the early formation of the committee and that semiannual meetings may be sufficient later on.

Counselor Alan Weber noted that these individual committee meetings of the board should be considered to be meetings open to the public with due notice in advance of the meetings. Chairman Lee suggested that it might be a good policy to rotate committee assignments from time to time. Karen Gilpin suggested an annual review might be appropriate. The board then discussed tentative committee assignments as follows: Planning Committee Patti Boyd and Karen Gilpin, Finance Committee Glenn Buchholz and Debbie Roe, Quality Committee Jay Kretzmeier and Harry Lee, and Home Health Committee Sean McReynolds and Patti Boyd. These committee assignments shall be reviewed and formally adopted at a later meeting of the board.

The chairman asked for trustee reports. Karen Gilpin reported that application was in process for a State of Kansas Department of Commerce grant for Kansas Community Service Contribution tax credit. She noted the application would be for specific equipment, possibly surgical needs in the amount of \$300,000. The application is due May 1, 2013 and John Robertson is accepting responsibility for drafting the application.

The chairman reported he had received communication from the spouse of one of the hospital employees who held concern about the loss of the HCA benefit plan. Lee reported he explained the developments and circumstances resulting in the board's recent decision and that the board would be making every effort possible to put in place a benefit package as similar to the previous package as possible. The chairman noted communications with the Campaign Leadership Cabinet and the need to encourage all persons related to the hospital to make some contribution, regardless of amount, to the Campaign For Excellence fund drive. Special note was made that leadership should be by example and all board members and medical staff should be contributing. The chairman noted that many in the community were still unaware of the reasons for the Campaign for Excellence fund drive. He noted that at this point the hospital has not communicated well enough to the community that the bond issue was set and limited in size to an amount which could *reasonably be expected* to retire bond debt from the hospital operating

revenues and sales tax support so that property tax increases would not be called upon to retire any of the debt. This approach best serves the taxpayers of Allen County.

Alan Weber reported than in discussions with HCA counsel, HCA had noted that if Allen County Regional Hospital assumes liabilities associated with the employee benefits plan such as accrued vacation, time etc. the balance of payments to HCA at transition time will be substantially less. Weber put in his request and recommendation that under these circumstances the hospital drop its installment payment of the buyout and make a lump sum payment. Chairman Lee requested quantification as to the savings and costs related to Weber's proposal for the next meeting.

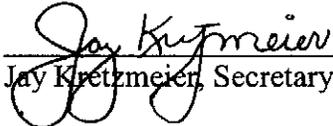
Future board training was discussed by the board. Patty McGuffin indicated she would see what she could do about putting together a matrix containing a training schedule. Credentialing was discussed and the creation and approval of the medical executive committee to be in place for the June 1 transition.

Plans for grand opening of the hospital were briefly discussed. It was suggested that a committee be formed comprised of two board members, two CLC board members, and three hospital staff. Karen Gilpin and Patti Boyd volunteered to serve as board members. By common consent it was agreed that Cindy Park should have an important role in establishing the grand opening plans.

The summer board meeting schedule was the next item on the agenda. Having previously discussed the finance subcommittee of the board should meet in the third week of each month it was agreed that if only one board meeting should be held in a month it should be held on the fourth Tuesday of the month. By common consent the dates of June 25th, July 23rd, and August 27th were approved as meeting dates for the upcoming summer months.

There being no further business to come before the board a motion was made by Patti Boyd to adjourn the meeting. This motion was seconded by Glenn Buchholz. The meeting time of the board meeting April 9, 2013 came forth at this time. The motion and second to adjourn were retracted. Harry Lee made a motion that the April 9, 2013 board meeting time be established at 6:30 PM. Debbie Roe seconded this motion and upon the vote the motion passed.

Patti Boyd again presented a motion to adjourn. This motion was seconded by Glenn Buchholz and upon the vote the motion carried and the meeting was adjourned.

  
Jay Kretzmeier, Secretary

Read and approved 4-9-13

## Allen County Hospital Board of Trustees Meeting

6:30 P.M. Tuesday April 9, 2013  
Conference Room - Allen County Hospital  
101 S. First St., Iola, KS 66749

The scheduled meeting of the Board of Trustees of Allen County Hospital was held Tuesday, April 9, 2013 6:30 p.m. in the Conference Room of the Allen County Hospital. Board members present were Glenn Buchholz, Patti Boyd, Karen Gilpin, Jay Kretzmeier, Harry Lee, Jr., Sean McReynolds, and Debbie Roe. Also in attendance were ex officio members Brian Wolfe representing the ACH Chief of Staff and Allen County Hospital CEO Ron Baker.

The meeting was called to order by Chairman Harry Lee at 6:33 PM. Patti Boyd presented a motion the agenda of the meeting be approved. The motion was seconded by Debbie Roe and upon the vote the motion carried. Debbie Roe made a motion that the minutes of the meeting dated March 26, 2013 be approved as distributed. The motion was seconded by Glenn Buchholz and the motion passed.

At the time for public forum there were no requests to be heard.

Counselor Alan Weber presented payment order number 46 for approval. The billing was in the amount of \$1,097,031 payable to Murray Company. Patti Boyd made a motion to approve payment of the order. This motion was seconded by Karen Gilpin. The motion passed unanimously.

The next item of business was a Campaign Leadership Cabinet naming opportunity request. Mary Ann Arnott presented the request to the board. Harry Lee presented a resolution as a result of the request.

Resolved, the board of trustees of Allen County Hospital authorize a certificate of appreciation be presented to the family of Helen and Howard Gilpin for their generous gift to help equip and endow the new Allen County Regional Hospital and on this day April 9, 2013 approve by this resolution the naming of the large hospital board room "The Allen County Hospital Trustees Board Room Given by the Helen and Howard Gilpin Family"

The resolution was seconded by board member Debbie Roe. Upon a call for the vote the motion passed unanimously.

The administrator's report was the next item up on the agenda. Ron Baker advised word had been received from Via Christi of the closing on May 31 of this year of its physician's office located in Iola. Baker noted a letter of intent to share confidential information had been issued and confidential information was being gathered to determine what might be necessary to keep that medical practice open. It was reported Via might extend the closing date until June 22 if

terms to take over the practice come to negotiation. Baker noted the long-range plan would be for the practice to operate in a medical office building proximate to the hospital and could possibly be an anchor tenant. A possible approach would be to acquire the clinic equipment and employ current staff and providers and then at a future date recruit additional needed staff. Baker noted moving quickly as possible, looking into Provider-Based Rural Health Clinic options. After completing due diligence if the acquisition makes no sense then it would be allowed to fall away. The CEO's concluding remark to his report was to announce his scheduled meeting with the County Commission within the next two weeks.

Bruce Jones presented the construction report. It was noted much of the pavement was in and that sidewalks would soon be coming. In the next 3 to 4 weeks the site should really take shape with landscaping coming to the site. Chairman Lee inquired about the revised plan for the discharge from the retention pond. Jones noted civil engineers were being waited on for some concurrent changes of the grading and outflow and for that to be approved in a different drawing. It was noted that the landowner should be consulted as to these changes before they are put into effect. In response to a question, Jones noted that he was overall pleased with the quality of the project and that there were no major concerns. It appeared the project is on schedule. Exterior lighting in the parking lot is to be installed by P1 Group in the next week. Jones asked the chairman if he was aware of any concerns. Lee noted he needed to check items further before answering this question.

In the first item of old business Patty McGuffin presented an education timeline for 2013 for the board. She indicated that approximately one hour be utilized during each board meeting for trustee education.

Clifton Alexander from Reactor Designs was called upon for the presentation of hospital logo discussion. Having narrowed down possibilities from earlier discussion two logo options were presented with varying appearances of each option. Sign concepts were also brought into this discussion along with the logo considerations. Following the presentation and significant discussion Jay Kretzmeier moved that the option 2B be selected for the hospital logo. This motion was seconded by Sean McReynolds and further discussion followed. Upon calling for the vote the motion passed six in favor and one opposed.

Employee benefits plan was the next item on the agenda. Ron Baker presented a summary of recommended benefits advisors having narrowed prospective advisors to a number of three. He presented the strengths and weaknesses of the advisors. He indicated he had worked with all three at one time or another and presented his recommendation that the board select the firm DPI located in Manhattan, Kansas. Following the presentation, questions, and discussion board member Sean McReynolds made a motion to select the firm DPI as the benefits advisor. This motion was seconded by Karen Gilpin and upon the vote the motion passed unanimously.

Insurance underwriting was the next item of business to come before the meeting. CEO Baker presented a summary of recommended organizational insurance coverage. He reported having met with a local insurance provider as well as a regional provider from Newton Kansas. Baker explained that in examining all of the coverage types utilized by the hospital a number of them were highly specialized in their nature. He noted that the Conrade firm from Newton, Kansas

was leading the way in contemporary and comprehensive coverage. Baker presented several examples. Discussion was held where a common sentiment was shared that the board needed to recognize special expertise and to the extent possible would try to utilize local providers. Debbie Roe made a motion to select the Conrade firm for these coverages. The motion was seconded by Sean McReynolds and upon the vote the motion passed unanimously. Following the vote some discussion was held as to the amount of liability coverage required in the HCA management agreement and its relationship to the Kansas Tort Claims Act attributable to municipal entities. There was no action taken.

Subcommittees of the board were the next item on the agenda. By common consent it was agreed to place this for action on the agenda for the next meeting of the board.

The board next discussed upcoming payment to HCA as to whether to make payments in installments or to make a lump sum upfront payment. The advantages and disadvantages were discussed. Some tentative numbers were evaluated. It was agreed that Glenn Buchholz will provide objective numbers at the next board meeting.

During trustee reports Karen Gilpin noted a grant was being applied for to the Kansas Department of Commerce for surgery equipment in the need amount of \$250,000. The grand opening of the hospital was discussed and Patti Boyd indicated plans for that will be developed within the next three weeks. Chairman Lee reported that he had patronized the hospital in the form of a blood test and was very pleased with the manner in which his blood had been drawn. Secretary Kretzmeier noted that prior to the June 1 date, the beginning date for operations of the hospital, the board need to finalize and approved its board of trustee bylaws. Patti McGuffin reported that at the next meeting Lisa Griffith will be at the board meeting for the purpose of an emergency operation plan presentation. It was noted that a local emergency preparation committee meeting had taken place and out of that meeting the county would be participating and helping move patients on the transition day moving to the new hospital.

At the hour of 9:49 PM there being no further business to come before the meeting a motion was received from Patti Boyd to adjourn the meeting. This motion was seconded by Glenn Buchholz and the meeting was adjourned.

  
Jay Kretzmeier, Secretary

Read and approved 4-23-13

## Allen County Hospital Board of Trustees Meeting

7:00 P.M. Tuesday April 23, 2013  
Conference Room - Allen County Hospital  
101 S. First St., Iola, KS 66749

The scheduled meeting of the Board of Trustees of Allen County Hospital was held Tuesday, April 23, 2013 7:00 p.m. in the Conference Room of the Allen County Hospital. Board members present were Glenn Buchholz, Patti Boyd, Karen Gilpin, Jay Kretzmeier, Harry Lee, Jr., Sean McReynolds, and Debbie Roe. Also in attendance were ex officio members Brian Wolfe representing the ACH Chief of Staff and Allen County Hospital CEO Ron Baker.

The meeting was called to order at 7:03 PM by Chairman of the Board Harry Lee. The proposed agenda for the meeting was reviewed. Requests were received to change the order of some of the items on the agenda and to include the discussion of items of major new equipment. Patti Boyd made a motion to approve the agenda as amended. The motion was seconded by Debbie Roe and when the vote was called for the motion carried. Next, Karen Gilpin presented a motion to approve the minutes of the meeting held April 9, 2013. The motion was seconded by Patti Boyd and the motion passed unanimously.

At the time scheduled for a hearing of the public forum, there were no requests from persons attending to be heard.

A QAPI presentation was presented by Patty McGuffin, hospital CNO. A core measure dashboard was the first item included in her presentation. She noted that the core measurement items were publicly reported and could be observed by visiting the Internet at [medicare.gov](http://medicare.gov).

Registered Nurse Lisa Griffith was next called upon to provide a presentation reviewing the 2013 Emergency Operations Plan. Griffith holds the position of Emergency Management Coordinator for the hospital. Griffith went through a three-page outline noting the plan included Allen County and there was a regional coalition plan. She noted Homeland Security had four key objectives. Of specific note was the hospital is required to have supplies and inventory sufficient for a 96 hour period and that supply agreements were in place with three area hospitals for cooperative sharing in times of need. The hospital uses the Hospital Incident Command System as a scalable response to different types of emergencies. The facility has adopted the National Incident Management System and has integrated it into pre-planning for disasters. Griffith noted the hospital emergency codes that are in place at the hospital.

Registered Nurse Monique Faragosa was next called upon for a report on the 2013 Infection Control Program. She progressed through a three-page outline and noted that the reports to the Center for Disease Control are tied to the Intensive Care Unit only. She reviewed the organizational chart, the objectives of the program, and 2013 revisions to the program. Bacteria laboratory culture turnaround time was discussed. Dr. Brian Wolfe commented as to past history and hopes to the future as to the timeliness of information coming from culture testing.

Bruce Jones was called upon for a construction report. Jones noted that the exterior concrete was virtually complete. The interior area B, the operating room surgical area was coming along well. In area A the patient area, the drywall work is almost done, some painting and millwork were being completed. Flooring was going down in bathrooms. The main lobby, PT, and lab areas will be following up from area A's progress in would be going up in stages. Tim Moore noted weather had held up landscaping and it would still be two weeks away as rain had delayed it along with outside lighting.

The architect David Wright was present at the meeting. He indicated the air handlers were working, the quality of construction looked clean, and that good progress was being made. At this time CEO Ron Baker noted that in the past two months he had received concerns as to whether there was enough oversight over construction of the project. Baker noted that he had completed research and observation of all of the inspection reports that were documenting the construction. He presented a thick binder which contained a significant amount of inspection reports. He noted the reports were available for public inspection upon request.

Chairman Lee inquired as to the status of the retention pond discharge modifications. Jones noted consultation was being made to help divert the water to the road ditch. It was noted Phil Schultze and Tim Moore had seen the original plan and noted that it would work but had some concerns as to the sidewalk in the area. Jones noted they should be able to make the original plans work around the sidewalk and it is his intent to stay with the original plan that had been presented to the city and accepted by the adjoining landowner. City administrator Carl Slaugh was in attendance at the meeting and indicated the City of Iola had an interest in seeing the sidewalk completed to the next intersection to the south. It was noted that the most recent concept for the hospital signs have resulted in the dimensions of the sign being within existing municipal codes and it appeared at this time a variance request would not be required.

Payment order number 47 was presented to the board in favor of Health Facilities Group in the amount of \$16,176.77 and the Zeigfreid Bingham law firm in the amount of \$1574.50. A motion was received from Debbie wrote to approve the payment of this payment order. The motion was seconded by Karen Gilpin and upon a call for the vote the motion passed unanimously.

Kathy Dreher was called upon for presentation as to the Medical Executive Committee appointments. At 8:30 PM board member Patti Boyd presented a motion the board move into executive session until 8:45 PM for the purpose of discussing non-elective personnel and for the meeting to include Larry Peterson, Patti McGuffin, and counselor Alan Weber. This motion was seconded by Jay Kretzmeier and the motion carried. At 8:45 PM the meeting was opened to the public, a motion was received by Debbie Roe to extend the executive session until 8:55 PM. This motion was seconded by Glenn Buchholz and upon the vote the motion carried.

At 8:55 PM the board exited from the executive session. The chairman inquired if there was any action to come forth from the board. Jay Kretzmeier made a motion the hospital medical executive committee thru December 31, 2014 consist of persons as follows:

Chief of Staff - Wesley Stone, DO  
Vice Chief of Staff – Brian Wolfe, MD

Secretary/Treasurer – Rebecca Lohman, MD  
Medicine Department Chair – Frank Porter, DO  
Surgery/OB Department Chair – Rebecca Lohman, MD  
At Large Member – Earl Walter, DO  
Past Chief of Staff – Timothy Spears, DO

Discussion followed and when the vote was called for the motion passed unanimously.

The medical staff bylaws were the next item to come before the meeting. A motion was received from board member Patti Boyd that the medical staff bylaws as previously submitted to the board and recommended by the newly appointed Medical Executive Committee be approved. This motion was seconded by Sean McReynolds. When the vote was taken the motion passed unanimously.

At 9:00 PM Sean McReynolds presented a motion that the board move into executive session until 9:10 PM, the meeting to include David-Paul Cavazos, Patti McGuffin, Alan Weber, and Larry Peterson, for the purpose of discussing the acquisition of CT equipment and to honor the competitive vendors requirements as to their trade secrets and confidential data. The motion was seconded by Karen Gilpin. At 9:10 PM the board exited from the executive session. CEO Ron Baker presented a relative pricing comparison of six different CT machines. Each David- Paul Cavazos, Ron Baker, and Larry Peterson provided their insights as to the different machines and the CEO presented the final recommendation. At 9:30 PM board member Patti Boyd was excused from the meeting for the evening. Sean McReynolds initiated a motion for the administration to proceed, subject to financing determinations, and a contract to come before the board, with the selection of a new General Electric 32/I-64 Slice Optima CT Scan machine. This motion was seconded by Harry Lee. Discussion followed and the importance of lead time for delivery of equipment was discussed. When there was a call for the vote this motion passed unanimously.

New hospital telephone system was the next item on the agenda. A Cisco system through HCA could be available, however CFO Larry Peterson indicated the cost was prohibitive. The local provider Kansas Communications had been consulted with regards to a Toshiba system. Peterson provided references of numerous hospitals in southeast Kansas who are utilizing their systems and service. It was noted that a tour had been made of Wilson County hospital who utilizes one of these systems. Following this presentation and recommendation from Larry Peterson, Karen Gilpin made a motion to approve and appropriate up to \$80,000 from the furniture fixtures and equipment budget for the acquisition of the recommended Toshiba telephone system equipment from Kansas communications. This motion was seconded by Debbie Roe and upon the vote the motion passed unanimously.

Telemetry equipment was the next item to come before the board. As a matter of explanation, the telemetry equipment consist of wireless devices and monitoring equipment which monitors patient vital signs, records and transmits the information to hospital staff. Patty McGuffin noted there would be 19 bedside units plus 9 roll around units. The expected cost of this equipment is in a range of \$320,000-\$380,000. Sean McReynolds made a motion to approve of obtaining a letter of commitment from SpaceLab as to telemetry equipment so as further negotiations for the

equipment may take place. The motion was seconded by Karen Gilpin and upon the vote the motion passed unanimously.

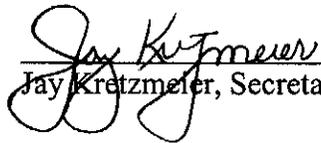
The hospital logo was next to come before the board. Patti McGuffin provided information from Reactor Design Studios as to the color schemes of the logo. The schemes were available on printed documents and also on computer screens of several members of the board. There were differences noted between among the computer screens present. Out of this discussion Glenn Buchholz made a motion that the color on page 2, third logo to the right be selected for the logo. This motion was seconded by Sean McReynolds. Discussion followed. When the vote was taken the motion carried five in favor and one opposed. Patty McGuffin was asked to seek a printed document be obtained from Reactor Designs Studio so as to have, from a single source, a confirmation of the color on file.

Upcoming payments to HCA were the next item to come before the board. The issue before the board was whether to make one lump sum payment or to make installment payments to HCA which would include an element of interest. The primary trade-off in this decision is the cost of interest and property taxes and cash position and liquidity. Debbie Roe made a motion the hospital make the payment to HCA in installments. This motion was seconded by Sean McReynolds and upon the vote the motion passed unanimously.

Sub committee assignments were the next item to come before the board. By common consent the board approved the assignments established in the board meeting held March 26, 2013 with one change being for Karen Gilpin to serve on the Home Health and Hospice Committee in place of Patti Boyd.

The Chairman called upon Ron Baker for and administrator's report. He noted efforts were proceeding as to the employee benefit plan and his communications with the Kansas Department of Health and Environment as to a possible Rural Health Clinic and as too the upcoming move into the new building. Baker was pleased with the cooperation from KDHE. Baker noted his attendance at a recent Kansas Hospital Association meeting and his attendance at a meeting of the Allen County Commissioners.

At the hour of 10:25 PM there being no further business to come before the board a motion was received from Glenn Buchholz to adjourn the meeting. The motion was seconded by Karen Gilpin and the meeting was adjourned.

  
Jay Kretzmeier, Secretary

Read and Approved 5-14-13

## Allen County Hospital Board of Trustees Meeting

7:00 P.M. Tuesday May 14, 2013  
Conference Room - Allen County Hospital  
101 S. First St., Iola, KS 66749

The scheduled meeting of the Board of Trustees of Allen County Hospital was held Tuesday, May 14, 2013 7:00 p.m. in the Conference Room of the Allen County Hospital. Board members present at the start of the meeting were Glenn Buchholz, Karen Gilpin, Jay Kretzmeier, Harry Lee, Jr., Sean McReynolds, and Debbie Roe. Also in attendance were ex officio members Brian Wolfe representing the ACH Chief of Staff and Allen County Hospital CEO Ron Baker.

The meeting was called to order by the Chairman Harry Lee at 7:00 PM. A motion was presented by Sean McReynolds to approve of the agenda for the meeting as it was amended. This motion was seconded by Debbie Roe and upon the vote the motion passed. Debbie Roe presented a motion that the minutes of the meeting dated April 23, 2013 be approved. This motion was seconded by Glenn Buchholz and when the vote was taken the motion passed.

A public forum was the next item on the agenda. There were no requests heard.

The chairman called upon Mr. James Gilpin representing the Campaign Leadership Cabinet for a report. Mr. Gilpin noted the Campaign Leadership Cabinet was aware of the contribution which had been made to the Allen County Hospital by the late Mary Ellen Stadler. The contribution was significant in its nature whereby the Campaign Leadership Cabinet desires to honor the contribution with a naming opportunity. The Campaign Leadership Cabinet requested the hospital recognized Mary Ellen Stadler with placing patient room number 101 in her name. Following this report, board member Debbie Roe presented the following resolution;

Resolved, the Board of Trustees of Allen County Hospital authorize a certificate of appreciation be presented in the name of Mary Ellen Stadler for her generous gift to the hospital and on this day May 14, 2013 approve by this resolution, the naming of the new hospital patient room number 101 in the name of Mary Ellen Stadler.

The resolution was seconded by Glenn Buchholz and when the vote was taken the motion passed unanimously.

The chairman called for the authorization of bills to approve. Payment order number 48 in the amount of \$689,200 to Murray Company was presented. Sean McReynolds made a motion to approve of this payment order. The motion was seconded by Debbie Roe and upon the vote the motion carried.

The president called upon CEO Ron Baker for an administrator's report. Mr. Baker announced the transition date with HCA shall be July 1, 2013. He noted that bonds for capital were being put in place and benefits plans, especially a health plan, and payroll vendor were being pursued and evaluated. He noted that at June 29<sup>th</sup> the transition to go live with the Cerner electronic

health records was expected to take place. Following this report Karen Gilpin presented a motion that the transition date for operation of the hospital by Allen County be moved to July 1, 2013. This motion was seconded by Sean McReynolds. Upon the vote the motion passed unanimously. Baker announced the first draw on the capital note was expected to take place on May 28<sup>th</sup>. Also noted was the continuing evaluation as to acquiring the medical clinic presently operated by Via Christi and if that undertaking appears viable the transition date for it would also be July 1, 2013. It was noted that negotiations could possibly continue through June 22 or June 24, and it was hopeful that a report could be made to the board at its meeting on May 28<sup>th</sup>. Baker reported artwork would be selected for the new hospital from a business located in Humboldt Kansas.

Tim Moore for Murray Company presented a construction report. Site work was being completed with lighting and irrigation taking place outside. Flooring would be installed in the upcoming week. He noted in two weeks he would be available for the next tour with the board. Patient wing ceilings were being completed and in area C drywall and more finish work was being completed.

The next item of business was a review and adoption of the Board of Trustees Bylaws. These bylaws had been presented and made available to the board. A limited number of technical corrections were discussed and noted to Counselor Alan Weber. Following this review Jay Kretzmeier made a motion to adopt the bylaws as submitted and with these technical corrections applied to them. This motion was seconded by Sean McReynolds. When the Chairman called for the vote the motion passed unanimously.

Patty McGuffin presented a revised transition training calendar. Credentialing was discussed. Out of this discussion the importance of having a limited agenda for the meeting dated June 25, 2013 was noted. Karen Gilpin made a motion for there to be a limited agenda for the meeting to be dated June 25, 2013. Glenn Buchholz seconded this motion and the motion passed.

Shelly from Star Signs was the next person to present on the agenda. She presented several concepts for outdoor signage for the entrance of the hospital. Several concepts were evaluated and several eliminations made. Star Signs will come back before the board with concepts for final selection.

Karen Gilpin presented a report on the grand opening ceremony for the hospital. At 7:56 PM board member Patti Boyd arrived at the meeting. Bruce Jones noted that as to the dates for the grand opening there needed to be a buy-in with Murray Company in mid-to-late July to firm up with them and make certain the grand opening day would be acceptable to the construction manager at risk.

The hospital logo was discussed and Cindy Parks suggested that there be an announcement of the name and logo coordinated with the July 1 takeover of the hospital. She also noted that unveiling the sign would be an opportunity for holding a public event.

During the time for trustee reports Ron Baker and Larry Peterson presented a building and equipment budget and projected cash flow for the year ending December 31, 2013. The board reviewed these reports in detail.

At 9:24 PM the next item of business to come before the board was a report from Alan Weber as to the home health and hospice facilities. A motion was made by Sean McReynolds for the board to move into executive session along with counselor Alan Weber, Patti McGuffin, and Larry Peterson until 9:40 PM for the purpose of holding preliminary discussions related to the acquisition of real property. This motion was seconded by Karen Gilpin. Upon the vote the motion passed. The board entered into executive session. At 9:30 PM board member Patti Boyd needing to be excused, departed from the meeting. At 9:37 PM the board exited from the executive session. No action was immediately taken.

At this time there being no further business to come before the board a motion was received from Debbie Roe to adjourn the meeting. This motion was seconded by Glenn Buchholz and the meeting was adjourned.

  
Jay Kretzmeier, Secretary

Read and approved 5-28-13

## Allen County Hospital Board of Trustees Meeting

7:00 P.M. Tuesday May 28, 2013  
Conference Room - Allen County Hospital  
101 S. First St., Iola, KS 66749

The scheduled meeting of the Board of Trustees of Allen County Hospital was held Tuesday, May 28, 2013 7:00 p.m. in the Conference Room of the Allen County Hospital. Board members present were Glenn Buchholz, Patti Boyd, Karen Gilpin, Jay Kretzmeier, Harry Lee, Jr., Sean McReynolds, and Debbie Roe. Also in attendance were ex officio members Brian Wolfe representing the ACH Chief of Staff and Allen County Hospital CEO Ron Baker.

The meeting was called to order by Chairman Harry Lee at 7:02 PM. The chairman noted that several items on the administrator's report might require entering into executive session and accordingly that item was moved to the bottom of the agenda in order to facilitate guests attending the meeting. Patti Boyd presented a motion to approve of the agenda with this change. This motion was seconded by Glenn Buchholz and upon the vote the motion passed. Board member Sean McReynolds made a motion to approve of the minutes of the meeting dated May 14, 2013 as distributed. This motion was seconded by Debbie Roe and the motion passed.

There was no person to be heard at the time for the public forum.

Counselor Alan Weber presented payment order number 49 in the amount of \$12,122.57 payable in favor of Health Facilities Group. Sean McReynolds made a motion to approve the payment order. The motion was seconded by Karen Gilpin and when the vote was taken the motion passed unanimously.

The next item of business was to take action on a recommendation from the Campaign Leadership Cabinet as to a naming opportunity. Jay Kretzmeier made the following resolution:

Resolved, the Board of Trustees of Allen County Hospital authorize certificates of appreciation be presented in the names of Robert and Shirley Boyd, Dwight Boyd, and Ruth Pierson for their gifts to the Allen County Hospital and hereby approve by this resolution, the naming of hospital room number 205 in Honor of the Frank and Virginia Boyd Family.

This motion was seconded by Karen Gilpin. When the chairman asked for the vote the motion passed unanimously.

The next item of business was the hospital employee retirement plan. CEO Ron Baker issued his report as to the establishment of a defined contribution pension plan that is being designed to replace the plan in effect with HCA. Baker reported that the plan was being drafted to be as close as possible to the previous HCA plan. With the plan being a government plan he noted it was a qualified plan under IRC Sections 401(a) and 457. The plan was being selected and

recommended by DPI. Matching percentages and vesting periods were presented. Baker read a resolution for an adoption agreement for the plan, the resolution is included here by reference and attached. Sean McReynolds presented a motion to adopt this resolution 2013-1. His motion was seconded by Patti Boyd and upon the vote the motion passed unanimously.

Phil Schultze was called upon for a construction report. Schultze noted that most of construction is expected to be completed by October 1, 2013. He reported that most all windows and doors have been installed and floors are being prepared for floor covering. A board member inquired and Schultze noted that they were presently approximately 75 workers involved with the project, and at the peak there would have been around 110 workers present. Over the entire construction, there would have been over 200 workers involved with the project. Schultze noted that attention was being paid to known contingencies and that the construction manager was encouraging there to be a slowdown as to any changes with the construction. The board discussed the landscaping to the east of the hospital and inquired as to treatment of erosion conditions on that west slope.

Larry Peterson presented a report from Star Signs as to the hospital monument signs. Star presented modifications of signs examined at the previous meeting of the board. Three sign concepts were reviewed and the benefits and limitations of each discussed. A long period of discussion ensued. Board member Glenn Buchholz presented a motion to accept the design first presented, that being Concept 1A. Harry Lee seconded the motion. Discussion followed. When the Chairman called for the vote, the motion passed six in favor and one opposed.

Ron Baker provided handouts to the board members covering Environment of Care and Credentialing Training for discussion at a later meeting.

There were no reports to come forth from the trustees.

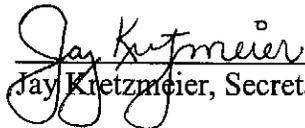
CEO Baker presented the administrator's report. He noted that equipment had been acquired recently through the allotment available with HCA. Two pieces of equipment had been purchased a fluoroscopy unit and pulmonary function test equipment. These two items will be repurchased from HCA at the time of transition. Baker noted there would be a meeting Friday with Cerner to go over the July 29th plans to go live with electronic health records. He also noted that he had been invited to participate in a rural health initiative which would better coordinate area healthcare. This initiative has been supported by Reach Foundation grants.

The next item of business was a report from CEO Baker as to the acquisition of a provider-based rural health clinic. Baker noted this agenda item would include confidential data relating to the financial affairs or trade secrets of the Via Christi Corporation and accordingly needed to be held in executive session. Patti Boyd made a motion at 8:37 PM to move into executive session until 9:00 PM with Larry Peterson, Paula Sell, and Alan Weber for the purpose of discussing the acquisition of a provider-based rural health clinic from Via Christi. This motion was seconded by Debbie Roe. At 9:00 PM the board reopened the meeting to the public. Karen Gilpin made a motion authorizing CEO Baker to pursue the establishment of a provider-based rural health clinic through a change of ownership of the clinic presently owned in Iola, Kansas by Via Christi. This motion was seconded by Sean McReynolds and upon the vote the motion passed unanimously.

CEO Baker next reported he had information as to employee health insurance for the hospital and that the board would need to enter into executive session to discuss this matter as it pertains to private personnel matters related to nonelected personnel until 9:15 PM and the meeting to include Counselor Alan Weber, Larry Peterson, and Paula Sell. A motion to this effect was made by Sean McReynolds. His motion was seconded by Patti Boyd and upon the vote the motion passed. The trustees entered into executive session. At 9:15 PM the board exited from the executive session. There was no action taken. Baker noted that in accordance with previous instructions given to him by the board he would proceed to obtain bids for health insurance for the hospital employees necessitated by the transition away from HCA.

At 9:20 PM Baker reported that he had a department review and requested entering into executive session for the purpose of discussing confidential data related to the financial affairs and trade secrets of HCA and Rehabilitation Vision. Patti Boyd made a motion that the trustees move into executive session for this purpose until 9:45 PM and the meeting to include Alan Weber, Larry Peterson, and Paula Sell. This motion was seconded by Karen Gilpin and upon the vote the motion passed. At 9:33 PM board member Patti Boyd requested to be excused and was absent from the remainder of the meeting.

Following this executive session the meeting was open to the public and at 9:47 PM a motion was received from Glenn Buchholz to adjourn the meeting. This motion was seconded by Karen Gilpin. The motion passed and the meeting was adjourned.

  
Jay Kietzmeier, Secretary

Read and Approved 6-11-13

## Allen County Hospital Board of Trustees Meeting

7:00 P.M. Tuesday June 11, 2013  
Conference Room - Allen County Hospital  
101 S. First St., Iola, KS 66749

The scheduled meeting of the Board of Trustees of Allen County Hospital was held Tuesday, June 11, 2013 7:00 p.m. in the Conference Room of the Allen County Hospital. Board members present were Glenn Buchholz, Patti Boyd, Karen Gilpin, Jay Kretzmeier, Harry Lee, Jr., and Debbie Roe. Also in attendance were ex officio members Brian Wolfe representing the ACH Chief of Staff and Allen County Hospital CEO Ron Baker.

The meeting was called to order at 7:02 PM by a chairman Harry Lee. A request was received to add two items to the agenda for the meeting. A motion was made by Debbi Roe to approve of the agenda as amended. This motion was seconded by Karen Gilpin. The motion carried. Glenn Buchholz presented a motion to approve the minutes of the meeting dated May 28, 2013 as previously distributed. The motion was seconded by Debbie Roe and upon the vote the motion passed.

Chairman Lee next offered the floor for the purpose of a public forum. There were no persons present wishing to be heard.

The chairman made reference to a bill from Murray Company in the amount of \$607,000 as previously e-mailed to members of the board. The chairman asked if there was a motion to come before the board. Patti Boyd made a motion to approve the payment of the billing. This motion was seconded by Karen Gilpin. No discussion came forth and upon the call for the vote the motion passed unanimously.

Mary Ann Arnott from the Campaign Leadership Cabinet was called upon for the purpose of a naming opportunity request. The request was made for authorization to name room 123 in the new hospital in honor of the Richard A. Chase family and for Richard Chase's generous contribution to the hospital. Arnott read a brief history about the Chase family and Iola, Kansas.

Following this request, Glenn Buchholz presented the following resolution;

Resolved, the Board of Trustees of Allen County Hospital authorize a certificate of appreciation be presented to Richard Chase for his generous gift to help equip and endow the new Allen County Regional Hospital and on this day June 11, 2013 approve by this resolution the naming of room number 123 "In Honor of the Richard A. Chase Family".

The resolution was seconded by Karen Gilpin. By a unanimous decision the resolution was passed.

CEO, Ron Baker was called upon for the administrator's report. Baker announced the scheduling of two new specialty clinics for the hospital. One of these clinics would be for a neurologist and one for oncology. Baker noted that the live transition to electronic medical records with Cerner continued to be scheduled for July 29, 2013. Baker reviewed the new benefit plan with hospital staff, several meetings having taken place. He noted the health plan was turning out to be the most challenging and that the proposed plan would have some higher deductible amounts. He noted that the employer still would be paying some 80% of the total premium cost. He noted the new plan would cover short and long-term disability. The plan is designed to be as close as possible to the previous plan and Baker noted he had received some positive response from employees.

Tim Moore of Murray Company provided the construction report. He noted that in area B 90% of the flooring was down and the doors and hardware would be installed in that area in the next couple of weeks. Area C the lab, physical therapy, and administration areas have approximately 75% of their ceilings complete. Wire is being pulled in the outdoor lighting area and the exterior is taking shape. Irrigation drawings are being reviewed and the complete irrigation system should be installed by mid-July. Moore noted that the construction was continuing to be on schedule and that in July it might be possible to firm up the scheduled completion date. It was noted that patient occupancy of the hospital may be possible around November 1st.

Patty McGuffin was called upon for report on the environment of care. She distributed a compact disk to each of the members of the board and indicated the CD should be reviewed with questions coming from the board members at the June 25 board meeting.

Cathy Dreher was called upon for a report on credentialing. She reviewed the sequence which has taken place. She reported statistics and indicated that approximately 45 credentialing packets would be ready for review and approval by the Board at its meeting on June 25. It was noted these packets will have been reviewed by the Medical Executive Committee and by CEO Ron Baker. Baker noted that while the ultimate approval would fall upon the board, he was confident that his review would only allow qualified applications to reach the board.

Patti McGuffin was next on the agenda reporting on taglines which had been suggested by Reactor Design Company. A handout of suggested taglines was provided to the Board, discussion followed. Patti Boyd made a motion to adopt as the hospital tagline the phrase, "Allen County Regional Hospital – Professional Care With a Personal Touch". This motion was seconded by Karen Gilpin. Discussion followed. Upon a call for the vote the motion passed unanimously.

CEO Baker issued a report on the provider based rural health clinic. He noted there had been communications with attorneys from Via Christi and orderly progress was being made. He noted there was a spirit of cooperation among and between Via Christi. It was also noted the building's landowner, Richard Hull was also being very cooperative. Agreements were being drafted for contract with Dr. Wes Stone and existing staff at the clinic were being presented with job offers. It appeared that on June 28<sup>th</sup> Via Christi would discontinue its operations and on July 1st the clinic would be operated by the hospital. It was noted that Dr. Earl Walter would be retiring and the clinic would be operated by Wes Stone and Margaret Leshner.

CFO Larry Peterson presented a report and explanation as to projected working capital through the end of 2013.

During the time for trustee reports, Patti Boyd noted a meeting would be held the following day at 2:30 p.m. to discuss a grand opening ceremony for the hospital. Chairman Lee asked if an interim list of invitees to the grand opening could be made available. Paula Sell responded she could provide that in an e-mail to the board members. Karen Gilpin presented a report and life-size photo of a digital display which could be placed in the lobby of the new hospital. The display held four (4) screens which were interactive along with other screens with dedicated displays.

The next item on the agenda was the Rehabilitation Department. CEO Baker requested the board enter into executive session for the purpose of discussing confidential data related to the financial affairs and trade secrets of Rehabilitation Vision, a private company. At 8:30 PM Patti Boyd made a motion to move into executive session for 15 minutes for the purpose described by Baker and to include counselor Alan Weber, Patti McGuffin, Paula Sell, and Larry Peterson. This motion passed and the board entered into the executive session. At 8:45 PM the executive session ended and the meeting was opened to the public. Ron Baker reported that research and discussions with Rehabilitation Vision indicate there could be an opportunity for enhancement to the hospital's rehab department. Baker indicated it was his recommendation to move forward and enter into a 24 month contract effective July 1, 2013 with Rehabilitation Visions of Omaha Nebraska for the purpose of operating and managing the hospital's rehabilitation department and for them to offer positions to the existing staff. Karen Gilpin made a motion to approve of Baker's request. The motion was seconded by Glenn Buchholz. The chairman asked for a vote of hands. The motion passed unanimously.

The time was 8:53 PM and there being no further business to come before the meeting a motion was presented by Patti Boyd to adjourn the meeting. This motion was seconded by Glenn Buchholz and the meeting was adjourned.

  
Jay Kretzmeier, Secretary

Read and approved 6-25-13

## Allen County Hospital Board of Trustees Meeting

7:00 P.M. Tuesday June 25, 2013  
Conference Room - Allen County Hospital  
101 S. First St., Iola, KS 66749

The scheduled meeting of the Board of Trustees of Allen County Hospital was held Tuesday, June 25, 2013 7:00 p.m. in the Conference Room of the Allen County Hospital. Board members present were Glenn Buchholz, Patti Boyd, Karen Gilpin, and Jay Kretzmeier. Also in attendance were ex officio members Brian Wolfe representing the ACH Chief of Staff and Allen County Hospital CEO Ron Baker.

The meeting was called to order by vice chairman Karen Gilpin at 7:05 PM. A motion was received from Patti Boyd to approve the agenda for the meeting with two additions. This motion was seconded by Glenn Buchholz and upon a vote of the motion it was carried. Glenn Buchholz made a motion to approve of the minutes of the meeting dated June 11, 2013 as previously distributed. This motion was seconded by Patti Boyd and the motion was passed.

Karen Gilpin announced the floor was open for the purpose of a public forum. There were no requests heard.

Counselor Alan Weber presented payment order number 51 in favor of Health Facilities Group in the amount of \$12,069.21. Patti Boyd made a motion to approve the payment order. The motion was seconded by Glenn Buchholz and upon the vote the motion passed.

The chairman called upon Mary Ann Arnott from the Campaign Leadership Cabinet for the purpose of announcing a request for a naming opportunity. She presented Dr. Earl and Linda Walter to receive a certificate of appreciation and recognition for their contribution to the benefit of the hospital. Jay Kretzmeier presented the following resolution:

Resolved, the Board of Trustees of Allen County Hospital authorize a certificate of appreciation be presented to Dr. Earl and Linda Walter for their generous gift to help equip and endow the new Allen County Regional Hospital and on this day June 25, 2013 approve by this resolution the naming of rooms 115 and 116 with a citation, "In appreciation of the staff of Allen County Hospital from Dr. Earl and Linda Walter".

The motion was seconded by Patti Boyd and upon the vote the motion passed unanimously.

Ron Baker was called on for the administrator's report. He noted that Dr. Hess had started his practice in Iola during this week and that Dr. Chavez would be beginning practice during the month of July. It was reported an interim surgeon had been located to begin providing services July 17. A dedicated recruitment for a permanent surgeon was in its initial stages and a couple of candidates have been identified. Baker noted that recruiting is a constant and ongoing process

and a task force of persons in the community interested in recruitment would be an asset to the process. It was reported the hot water system was being separated between the medical arts building and the hospital and the electrical feed is also now being fixed. The Fire Inspector had been at the hospital and no material exceptions were noted. Baker reported on a Critical Issues Summit meeting to be held in Wichita August 22 and 23<sup>rd</sup> and encouraged a hospital trustee presence at that meeting. One of the next big critical dates will be July 29 when along with Cerner, electronic health records will be instituted. Baker reported that the closing of documents for the rural health clinic would be executed during the current week. He noted that Via Christi have been very cooperative in the process. The lease for the building will be signed soon. The asset purchase agreement is still in process.

The hospital administration is working through the retirement plan with its employees. The agreement with Rehab Visions has been executed and all existing staff and some additional are reported to be employed. A new occupational therapist and one receptionist are included in this employment and it is the understanding that there have been interviews for a program director.

In association with the benefit package, administration has worked with Kansas Hospital Association workers compensation plan. Baker noted counselor Alan Weber had reviewed the plan and it had his approval. The trust agreement with the Kansas Hospital Associations Worker's Compensation Fund was presented by CEO Baker for approval by the board. Patti Boyd made a motion to approve the agreement. This motion was seconded by Glenn Buchholz and upon the vote the motion passed unanimously.

Tim Moore was called upon to deliver a construction report. He noted that the tour preceding the board meeting included about 10 persons. In area A flooring was down in the corridor in patient areas. In area B, the west wing, surgery, kitchen, and mechanical areas flooring and the doors would be delivered the next day. Final painting is expected in July. In the north areas the lab, radiology, pharmacy areas, first stages of priming paint are in process. The exterior irrigation systems and the revised grades at the South East edges of the property will be worked on later in the current week.

Counselor Alan Weber presented resolutions for the purpose of finalizing the lease agreement termination with Midwest Division – ACH, LLC and implementing the management agreement and a lease extension agreement with the company. He presented Exhibit A which upon approval becomes part of the minutes of the board meeting. The exhibit was read aloud by Mr. Weber. Following the presentation a motion was made by Glenn Buchholz to adopt the resolutions included in Exhibit A and to instruct the secretary to execute a certificate of the resolutions. The motion was seconded by Patti Boyd and upon the vote the motion passed unanimously.

The Environment of Care Plans previously provided to the Board were presented for final approval. Discussion was held. A motion was made by Patti Boyd to approve the following plans, with those plans to redact any reference to Hospital Corporation of America (HCA):

The Environment and Waste Management Plan, the Fire Protection Program, the Medical Equipment Plan, the Safety Plan, the Security Management Plan, the Utility Management Plan,

and the Hazardous Waste Plan. Patti Boyd made a motion to approve of these plans with proper removable of references to HCA. This motion was seconded by Glenn Buchholz and when the vote was taken, the motion passed unanimously.

The approval of the credentials for the Allen County Regional Hospital was the next item on the agenda. At 8:00 PM a motion was made by Patti Boyd to move into executive session until 8:20 PM with Alan Weber, Larry Peterson, Patty McGuffin, Paula Sell, and Cathy Dreher for the purpose of matters related to non-elected personnel. The motion was seconded by Glenn Buchholz and the motion passed. The public was then excused from the meeting.

At 8:20 PM the trustees exited from the executive session. Board member Patti Boyd made a motion to approve of the recommendation made by the hospital Medical Executive Committee as to the credentials of medical staff as follows:

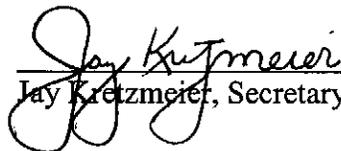
Rebecca Lohman, MD	07/01/13 through 12/31/2014
Frank O. Porter, DO	07/01/13 through 03/31/2015
Glen Singer, MD	07/01/13 through 05/31/2015
Wesley Stone, DO	07/01/13 through 06/30/2014
Timothy Spears, DO	07/01/13 through 03/31/2015
Brian Wolfe, MD	07/01/13 through 05/31/2015
Earl T. Walter, DO	07/01/13 through 12/31/2014
Wayne Anliker, MD	07/01/13 through 04/30/2014
John Atkin, MD	07/01/13 through 03/31/2015
Michael P. Baker, MD	07/01/13 through 02/28/2014
Jeremy E. Baptist, MD,PHD	07/01/13 through 03/31/2014
Sheelah C. Changho, MD	07/01/13 through 02/28/2014
Cinderella T. Chavez, MD	07/01/13 through 12/31/2014
Scott S. Coates, MD	07/01/13 through 12/31/2014
William E. Dorzab, MD	07/01/13 through 03/31/2015
Mayank Gupta, MD	07/01/13 through 06/30/2015
Jay C. Helsel, MD	07/01/13 through 10/31/2014
Harold A. Hess, MD	07/01/13 through 11/30/2014
Kevin S. Hughes, DO	07/01/13 through 06/30/2014
Anthony LaSalle, DDS	07/01/13 through 05/31/2014
Allison E. Lisle, MD	07/01/13 through 02/28/2015
Michael F. Lloyd, DO	07/01/13 through 01/31/2014
Patricia Meier, MD	07/01/13 through 01/31/2015
Kaidi Mikhitarian, MD	07/01/13 through 04/30/2014
Winfried Reichelt, MD	07/01/13 through 01/31/2015
Layne M. Reusser, MD	07/01/13 through 09/30/2014
Philip Quann, MD	07/01/13 through 01/31/2015
Michael Reynolds, MD	07/01/13 through 06/30/2015
John Jason Robinson, MD	07/01/13 through 02/28/2015
Norman G. Waitley, DDS	07/01/13 through 06/30/2015
Xiao-Meng Xu, MD,PHD	07/01/13 through 06/30/2015
Lorrain Ash, DO	07/01/13 through 04/30/2015

Patricia Aukes Barnes, MD	07/01/13 through 01/31/2015
Lillian W. Cavin, MD	07/01/13 through 07/31/2014
Gary L. Dier, MD	07/01/13 through 12/31/2014
Rebecca French, ARNP	07/01/13 through 06/30/2015
Wendell D. Hatch	07/01/13 through 01/31/2015
James T. Hsu, MD	07/01/13 through 10/31/2014
David W. Jordan, CRNA	07/01/13 through 03/31/2015
R. Greg Kile, PA	07/01/13 through 05/31/2014
Margaret Leshner, FNP	07/01/13 through 03/31/2014
Laurel A. Louderbaugh, ARNP	07/01/13 through 06/30/2014
Jeremiah J. Melton, MD	07/01/13 through 08/31/2014
Anthony J. Minotti, MD	07/01/13 through 11/30/2014
Stephen J. Muehlenbein, MD	07/01/13 through 06/30/2015
James J. Norconk, MD	07/01/13 through 04/30/2015
Travis L. West, PA	07/01/13 through 06/30/2015

The motion was seconded by Glenn Buchholz and upon the vote the motion passed unanimously.

Board member Patti Boyd gave a brief report as to the grand opening of the hospital. Karen Gilpin reported on the digital donor board. Karen Gilpin also noted communications with a group concerning the upgrading and move of the existing gazebo at the hospital. It was noted the next meeting of the Board of Trustees shall take place, Tuesday July 23, 2013.

There being no further business to come before the board a motion was received from Patti Boyd to adjourn the meeting. This motion was seconded by Glenn Buchholz. The motion passed and the meeting was adjourned.

  
 Jay Kretzmeier, Secretary

Read and approved 7-23-13

**BOARD OF TRUSTEES OF ALLEN COUNTY HOSPITAL**

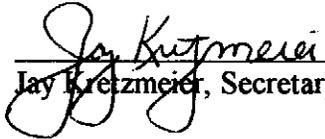
**CERTIFICATE OF RESOLUTIONS**

The undersigned hereby certifies that:

1. He is the duly elected, qualified and acting Secretary of the Board of Trustees of Allen County Hospital (the "Hospital Board of Trustees") and, as Secretary, he has custody of the corporate records of said company and its seal.

2. Attached hereto as **Exhibit A** is a true, correct and complete copy of certain resolutions duly adopted by the Hospital Board of Trustees and such resolutions have not be rescinded or modified in any manner and remain in full force and effect on the date hereof.

**IN WITNESS WHEREOF**, I have hereunto set my hand this 30th day of June, 2013.

  
Jay Kretzmeier, Secretary

**EXHIBIT A**

**RESOLUTIONS FOR MEETING OF BOARD OF TRUSTEES OF  
ALLEN COUNTY HOSPITAL ON ~~JULY~~ 25, 2013  
JUNE**

**WHEREAS**, pursuant to resolutions previously adopted by the Board of Trustees of Allen County Hospital (“the Hospital Board of Trustees”), the Hospital Board of Trustees, Allen County Kansas (the “County”) and Midwest Division-ACH, LLC (the “Company”) entered into a Termination of Lease Agreement dated October 11, 2011 (the “Termination Agreement”), a Management Agreement (the “Management Agreement”), and a Lease Extension Agreement dated December 31, 2012 (the “Lease Extension”), under which agreements the parties agreed to terminate the County’s prior lease of Allen County Hospital (the “Hospital”) to the Company and to instead retain the Company as manager of the Hospital effective upon closing of such lease termination and management services transaction (the “Closing”).

**WHEREAS**, in anticipation of Closing, the parties now desire to amend the Termination Agreement, the Management Agreement and the Lease Extension and to enter into certain additional documents for implementation of the lease termination and management services transaction.

**WHEREAS**, the Hospital Board of Trustees has determined that the foregoing transactions and agreements are in the best interest of the Hospital and now desire to authorize, ratify and approve the agreements and actions necessary for Closing.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

**RESOLVED**, that the Hospital Board of Trustees hereby approves the First Amendment to the Termination Agreement, the Amended and Restated Management Agreement and the First Amendment to the Lease Extension in substantially the form presented at this meeting of the Hospital Board of Trustees.

**RESOLVED FURTHER**, that Hospital Board of Trustees hereby approves the Transition Services and Closing Agreement incorporated as Exhibit A to the First Amendment to the Termination Agreement (the “Transition Agreement”) and the Promissory Note and Security Agreement incorporated as Exhibits D and E to the Transition Agreement in substantially the form presented at this meeting of the Hospital Board of Trustees.

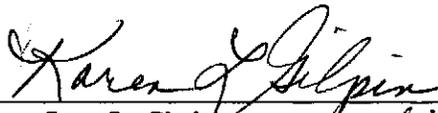
**RESOLVED FURTHER**, that the Hospital Board of Trustees hereby authorizes , empowers and directs the Chairman of the Hospital Board of Trustees, Harry Lee, Jr., to: (i) make or approve any changes he determines, in his discretion, necessary or advisable, to the documents just approved by the Hospital Board of Trustees and to execute and deliver the same on behalf of the Hospital Board of Trustees; and (ii) to approve, execute and deliver, on behalf of the Hospital Board of Trustees,

any and all other exhibits, documents and instruments, and to take any and all other actions, which he determines, in his discretion, are necessary or advisable in connection with consummating the lease termination and management services transactions.

**RESOLVED FURTHER**, that the Hospital Board of Trustees hereby authorizes, empowers and directs the other officers of the Hospital to execute and deliver, on behalf of the Hospital Board of Trustees, any and all documents and instruments and to take any and all other actions that they determine, in their discretion, are necessary or advisable in connection with execution of the agreements.

**RESOLVED FURTHER**, that Secretary of the Board of Hospital Trustees is hereby authorized, empowered, and directed to certify to third parties, the authenticity and continued validity of these resolutions of the Hospital Board of Trustees.

**ADOPTED** by the Board of Trustees of Allen County Hospital on June 25, 2013.

  
\_\_\_\_\_  
Harry Lee, Jr., Chairman *vice chair*

ATTEST:

  
\_\_\_\_\_  
Jay Kretzmeier, Secretary

## Allen County Hospital Board of Trustees Meeting

6:30 P.M. Tuesday July 23, 2013  
Conference Room - Allen County Hospital  
101 S. First St., Iola, KS 66749

The scheduled meeting of the Board of Trustees of Allen County Hospital was held Tuesday, July 23, 2013 6:30 p.m. in the Conference Room of the Allen County Regional Hospital. Board members present were Glenn Buchholz, Patti Boyd, Karen Gilpin, Jay Kretzmeier, Harry Lee, Jr., Sean McReynolds, and Debbie Roe. Also in attendance were ex officio members Brian Wolfe representing the ACH Chief of Staff and Allen County Hospital CEO Ron Baker.

The meeting was called to order at 6:38 PM by Chairman Harry Lee. Requests were received to add two items to the agenda for the meeting. Karen Gilpin presented a motion to approve of the agenda for the meeting with the two additions. The motion was seconded by Glenn Buchholz and upon taking of the vote the motion passed. The minutes of the meeting of the board held June 25, 2013 had previously been distributed to board members. Karen Gilpin made a motion to approve the minutes as distributed. This motion was seconded by Glenn Buchholz and the motion passed.

The chairman offered the floor for the hearing of a public forum. There were no requests received.

The chairman presented two payment authorization requests. They consisted of payment order number 52 to Murray Company in the amount of \$655,100 and payment order number 53 to Health Facilities Group in the amount of \$5974.06. Debbie Roe made a motion to approve payment of these two orders. The motion was seconded by Sean McReynolds and upon the vote the motion passed unanimously.

Mary Ann Arnott was called upon for a report from the Campaign Leadership Cabinet. She reported a gift to the hospital qualifying for a naming opportunity from Craig and Georgia Abbott and their daughter Kristin Ballard. Karen Gilpin presented the following resolution:

Resolved, the Board of Trustees of Allen County Regional Hospital authorize a certificate of appreciation be presented to Craig and Georgia Abbott and Kristin Ballard for their generous gift to help equip and endow the new Allen County Regional Hospital and on this day July 23, 2013 approve by this resolution, naming of the Nurses Education Break Room in honor of Craig and Georgia Abbott and Kristin Ballard.

The resolution was seconded by Patti Boyd. Upon a call for the vote the resolution was passed unanimously.

The next item of business to come before the board was the administrator's report. Ron Baker called on Patty McGuffin for the presentation of a timeline matrix for reports available to the board and a discussion as to subcommittees. Out of this presentation it was noted that under the 2013 business plan there need be held a strategic planning session for the upcoming year. The holding of a retreat was discussed, with results being correlated with the medical staff and the final coming together in a public session. It was determined the meeting should be held during the month of August and be approximately 4 hours in length. Patti Boyd presented a motion the strategic planning session be held at the hospital on Tuesday evening August 13th at 6:00 PM. This motion was seconded by Sean McReynolds and upon the vote the motion passed unanimously. Subcommittee meeting dates and times were then briefly discussed.

CEO Baker reported that Dr. Landau had begun to provide his services as surgeon to the hospital to the extent of nine days per month. Surgery services were being supplemented by Dr. Coates and Dr. Hall. It was reported that interviews had taken place with a prospective surgeon. Background work as to the surgeon is being developed and evaluated. Baker noted the Kansas Hospital Association Critical Issues Summit Conference to be held in Wichita on August 22 and 23<sup>rd</sup>. Karen Gilpin, Harry Lee, and Glenn Buchholz all indicated some interest in attending. Patti Boyd held interest in attending the Friday session of the conference.

It was reported to the board that a decision had been made by the administrative team to delay the Cerner go-live date as to implementation of electronic health records. It was reported that significant issues as to interfaces of approximately eight application programs are continuing and will require a significant amount of time to completely work through. It was reported the implementation of workarounds necessary to put the system in place July 29 would be both problematic and likely create unfavorable perceptions for those using the system. It was reported the revised implementation date would be during the second week of December. This will delay the receipt of Medicare costs participation but is not expected to affect the total amount of Medicare funds to be received.

Baker reported the completion of most of the paperwork and the initial operations of the rural health clinic as of July 1, 2013. A few issues need to be resolved and that is expected in the month of August. It was reported that paperwork with the state of Kansas and WPS had been completed and filed. The processing of the first payroll for the operational hospital had been completed. The upcoming second payroll will be more involved and include employee optional withholdings. Sessions are taking place with employees to educate them as to the new program and options such as supplemental insurance. The operation of the hospital rehab unit by Rehab Visions was initiated July 1. It was announced a new program director had been employed. Rehab Visions has evaluated operations and have presented a request for equipment upgrades that may approximate \$50,000 in cost. It is expected consideration of this matter will take place following the move to the new hospital facilities.

Hospital credit cards were discussed. CFO Larry Peterson provided an explanation as to the historical needs for the use of credit cards. Peterson noted he had been in communication with Jim Gilpin of Community National Bank as to a Visa card. It was noted that cards were in existence for the local Wal-Mart store, Orscheln's store, and Conoco Phillips. Following this discussion Sean McReynolds made a motion authorizing the continued use of the credit cards at

Wal-Mart, Conoco Phillips, and Orscheln's and authorizing the hospital application for a Visa credit card through Community National Bank with a credit limit established as the administration deems necessary. This motion was seconded by Karen Gilpin. Some discussion followed upon and upon the vote the motion passed unanimously.

Baker reported on the search for a company to facilitate the move to the new hospital and that two companies have been interviewed. One estimate was from Fry Wagner out of Kansas City with another estimate from Allied Hospital Servicing out of Colorado. The Allied firm was known to specialize in hospital moves. It's estimated the cost of the move to be between \$ 65,000 and \$70,000. Baker noted that further evaluation would be made as to the lowest cost and best service and for the funding source for the payment of the moving costs.

Tim Moore presented a construction report. It was reported that area at A, the Emergency, OB, Med-Surge unit was complete with 60% of the flooring in place. Doors and hardware will soon be following in that area. In area B the kitchen, surgery area touchups were being completed. In area C the administration, physical therapy, lab area prime coat painting was in process. It is expected flooring will be there in about six weeks. Next, it was heard the building dirt work was near completion and the area had been cleaned up south and west back to the tree line. It was noted that the dirt work for the berms around the pond had been completed and that the 45° elbow had been placed on the drainpipe of the pond. Bruce Jones of Health Facilities Group noted he was pleased with progress and he was looking forward to some of the punch lists being developed in the near future. He reported that the City of Iola was looking for utility easements which would require a legal description for all utilities going across property. Jones noted their company had not normally experienced such a request on projects but he understood the request being made by the city. Estimates for the costs of the survey work are being developed. These somewhat overseen costs brought about additional questions and serious discussion from the board.

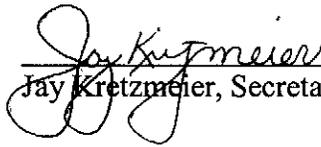
Mary Ann Arnott from the Campaign Leadership Cabinet presented information about the digital display board for the hospital and the committee's written request to the Board as to parameters in recognition of donor gifts. The digital display board will require continuing data entry and updating. CEO Baker acknowledged hospital staff would be called upon and available to provide the necessary updating. Following this presentation Patti Boyd made a motion to approve of the request as outlined in the documents from the Campaign Leadership Cabinet concerning previous and future donations to the hospital. This motion was seconded by Debbie Roe and upon the vote the motion passed unanimously.

During the time for trustee reports Patti Boyd inquired as to future financial reports. It was determined the finance subcommittee would receive financial reports around the third week of each month and would meet prior to the meeting of the full board that takes place on the fourth Tuesday of each month. Grand opening of the hospital was discussed. The invitation list came forth as a matter of discussion. Paula Sell agreed to e-mail the list as it presently exists to all board members.

The next item of business centered on an offer of a gift to the hospital to be used for a hospitality care car. Members of the Campaign for Excellence Committee had received an offer from the

Clyde Toland family for the acquisition of a care car. There was universal agreement that such a care car would both be beneficial to members of the community and to the success of the hospital. Several complicating factors were reported to be observed, however. It was generally understood that to satisfy CMS and Medicare requirements the hospital must stay at a distance from financing, operating, or involvement with such a transportation service. Estimates as to the annual operating costs of such a car had been developed and it was determined such a project was beyond the immediate capacity of the foundation. Jim Gilpin, Alan Weber, and Don Copley held a visitation with Clyde Toland and out of that meeting it was agreed the project was more than what presently could be administered.

The next item on the agenda was a legal issue to come before the board. At 8:41 PM Debbie Roe presented a motion the board move into executive session along with Alan Weber, Larry Peterson, Patty McGuffin, and Paula Sell until 8:51 p.m. for the purpose of consultation with the board's attorney to discuss a legal matter. This motion was seconded by Karen Gilpin and upon the vote the motion passed. Visitors exited from the meeting and the board entered the session. At 8:50 PM the board opened the meeting to the public. No action was immediately taken other than to receive a motion from Sean McReynolds to adjourn the meeting. This motion was seconded by Glenn Buchholz and upon the vote the motion carried and the meeting was adjourned.

  
Jay Kretzmeier, Secretary

Read and approved 8-13-13

## Allen County Regional Hospital Board of Trustees Meeting

6:00 P.M. Tuesday August 13, 2013

Conference Room - Allen County Regional Hospital

101 S. First St., Iola, KS 66749

The scheduled meeting of the Board of Trustees of Allen County Regional Hospital was held Tuesday, August 13, 2013 at 6:00 p.m. in the Conference Room of the Allen County Regional Hospital. Board members present were Glenn Buchholz, Karen Gilpin, Harry Lee, Jr., Sean McReynolds, and Debbie Roe. Also in attendance were ex officio members Brian Wolfe representing the ACH Chief of Staff and Allen County Hospital CEO Ron Baker.

The meeting was called to order at 6:05 p.m. by Chairman Harry Lee, Jr. Glenn Buchholz made a motion to approve of the agenda for the meeting. This motion was seconded by Sean McReynolds and upon the vote the motion passed. Sean McReynolds made a motion to approve of the minutes of the meeting dated July 23, 2013 as previously distributed. Karen Gilpin seconded the motion and the motion carried.

The chairman called upon Jim Gilpin from the Campaign Leadership Cabinet for the purpose of announcing a request for a naming opportunity. He presented the Jeff Dieker family to receive a certificate of appreciation and recognition for their contribution to the benefit of the hospital. Karen Gilpin presented the following resolution:

Resolved, the Board of Trustees of Allen County Hospital authorize a certificate of appreciation be presented to the Jeff Dieker family for their generous gift to help equip and endow the new Allen County Regional Hospital and on this day August 13, 2013 approve by this resolution the naming of room 119 with a citation, "Supporting the health of our community, the Jeff Dieker family".

The resolution was seconded by Sean McReynolds. Upon a call for the vote the resolution was passed unanimously.

The Chairman presented payment order # 54 to Murray Company in the amount of \$480,675. Debbie Roe made a motion to approve payment of the order. The motion was seconded by Karen Gilpin and upon the vote the motion passed unanimously.

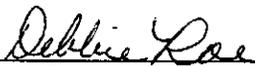
CEO Ron Baker was called upon for any business previously unscheduled for the meeting. None was received.

The board next entered into a strategic planning session moderated by CEO Baker.

Following the strategic planning session, Karen Gilpin gave a brief report on the design and cost of the sign that will contain donor and other hospital information. The total cost of the sign is \$28,750 plus \$5,000 to \$10,000 for content development, although they project the cost will be

closer to \$5,000. She further inquired if there is money in the hospital budget to help with the cost of the sign. Alan Weber agreed to check on the status of the signage budget.

There being no action or further business to come before the board Sean McReynolds made a motion to adjourn the meeting. The motion was seconded by Glenn Buchholz. The motion carried and the meeting was adjourned at 8:45 p.m.

  
\_\_\_\_\_  
Acting Secretary, Debbie Roe

Read and Approved 8-27-13

# Allen County Regional Hospital Board of Trustees Meeting

7:00 P.M. Tuesday August 27, 2013  
Conference Room - Allen County Hospital  
101 S. First St., Iola, KS 66749

The scheduled meeting of the Board of Trustees of Allen County Regional Hospital was held Tuesday, August 27, 2013 7:00 p.m. in the Conference Room of the Allen County Hospital. Board members present were Glenn Buchholz, Patti Boyd, Karen Gilpin, Jay Kretzmeier, Harry Lee, Jr., Sean McReynolds, and Debbie Roe. Also in attendance were ex officio members Brian Wolfe representing the ACH Chief of Staff and Allen County Hospital CEO Ron Baker.

The meeting was called to order at 7:03 PM by Chairman Harry Lee. The agenda for the meeting was modified. Patti Boyd made a motion to approve of the agenda as amended. The motion was seconded by Debbie Roe and upon the vote the motion passed unanimously. Board member Karen Gilpin presented a motion to approve the minutes of the meeting held August 13, 2013 as distributed. This motion was seconded by Glenn Buchholz and upon the vote the motion passed unanimously.

The chairman offered the floor for time of public forum. There were no requests to be heard.

Allen County Counselor Alan Weber presented payment order # 55 to the benefit of Health Facilities Group in the amount of \$7,538. Sean McReynolds made a motion to approve payment of this order. The motion was seconded by Patti Boyd and upon the vote the motion carried. Payment order # 56 was presented for the payment of the donor wall in the amount of \$14,375 which represented the first payment towards one half the total cost. Significant discussion followed as to the source for the payment of this order. The signage fund was discussed along with the owner contingency and construction manager contingency funds. It was noted the construction manager contingency funds have now been completely utilized. Out of this discussion Debbie Roe made a motion to approve of the payment in the amount of \$14,375 out of the owner's contingency fund. This motion was seconded by Karen Gilpin and upon the vote the motion passed unanimously.

James Gilpin from the Campaign for Excellence Campaign Leadership Cabinet was next called before the meeting. Mr. Gilpin presented Jim and Mary Ann Arnott to be recognized for their generous donation to the Allen County Regional Hospital. Trustee Jay Kretzmeier presented the following resolution:

Resolved, the Board of Trustees of Allen County Regional Hospital authorize a certificate of appreciation be presented to Jim and Mary Ann Arnott for their generous gift to help equip and endow the new Allen County Regional Hospital and on this day August 27, 2013 approve by this resolution the naming of the Education Room in their honor with a plaque which will read "In gratitude to the people of Allen County, from Jim and Mary Ann Arnott."

The resolution was seconded by Patti Boyd. Upon the call for the vote the motion passed unanimously.

The next item of business was a report from administrator Ron Baker. Mr. Baker noted he had some interviews with two family practitioners in residency from the Wichita area who would be expected to be out of school the following summer. It was reported that magnetic resonance imaging services are now being provided to the hospital by the company Shared Services. He reported that the company is on location three days per week one day of which is a Saturday. Baker reported on the form 855 which consisted of a 69 page document being supplied to CMS by way of WMS. The document is required to implement the change in management of the hospital. Baker noted the official name consistent with Internal Revenue Service documents is Allen County Kansas Hospital. This is then used along with a D/B/A to designate the name generally known to the public. Baker noted it would be 4 to 6 months before documentation is finalized and at that point the state is expected to complete a transfer of license. Until that time Medicare will be processed through HCA.

Baker reported on attendance along with Glenn Buchholz and Karen Gilpin at the Wichita Kansas Hospital Summit conference. He noted a tab on the Kansas Hospital Association website for hospital trustees. He remarked about the Center for Healthcare Governance and that the KHA was probably the most cost effective resource for the hospital. He made special notation of the speaker Mike Leavitt. That presentation included the need for hospitals to establish a brand, to collaborate, and form networks with other health providers to survive in the ever changing environment.

Tim Moore was called upon for the construction report. He stated that the next 5 to 6 weeks would be a whirlwind, bringing a number of components to completion. Bruce Jones remarked that punch lists were being initiated during the most recent week. Some concern with the thin set stone on the exterior of the building was brought before the board. Adhesion with some of the smooth stone was proving to be inadequate. Discussions have been held with the stonemasons. It was reported that the smooth stone would be taken down and put back up to achieve a better adhesion.

The City of Iola request for documented utility easements was discussed. Health Facilities Group reported a cost of \$3,500 for engineering to survey and provide the legal documents the city was requesting. The trustees and the architect discussed this issue and noted a lack of clarity in understanding the city's request and reasoning. By common consent it was agreed that Alan Weber, Harry Lee, and a representative from Murray would meet with Cory Schinstock of the City of Iola to work toward agreement on the matter.

During the time of trustee reports Harry Lee reported that the 18<sup>th</sup> day of October would be a suitable date for Sen. Jerry Moran to be present. Karen Gilpin indicated the invitation list was being finalized and could possibly be out within the next week. It was reported that Dr. Earl and Linda Walter had made an additional donation to the hospital and were asking if their previous naming opportunity could be changed from the patient room to that of the oncology department. Karen Gilpin made a motion that the designation of the gift from Earl and Linda Walter be

changed to the naming of the Oncology Department. This motion was seconded by Patti Boyd and upon the vote the motion passed.

The hospital's concealed carry policy was the next item on the agenda. The board received information from counselor Alan Weber. Concerns and exemptions were discussed. Out of the discussion it was determined there was no action to be taken as to the existing concealed carry policy of the hospital.

Larry Peterson presented a finance committee report to the board. An equipment acquisition list was reviewed by the board. Following this review, Patti Boyd made a motion to approve the items of equipment with priorities to be established by the CEO and management team to the extent of the dollar amounts established in the capital funds report. This motion was seconded by Sean McReynolds and upon discussion and a vote the motion passed unanimously.

A report from the medical executive committee was presented to the board.

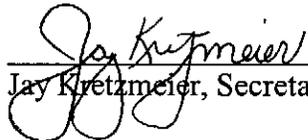
At 9:23 PM a motion was presented by Sean McReynolds accompanied by a second to the motion from Patti Boyd the board enter into executive session until 9:45 PM to include Alan Weber, Patty McGuffin, and Larry Peterson, for the purpose of matters of credentialing related to non-elected personnel. Upon a vote the motion passed and the board entered into executive session. At 9:45 PM the meeting was opened to the public. A motion was received from Sean McReynolds to extend the executive session until 10:00 PM. This motion was seconded by Patti Boyd and upon the vote the motion passed.

At 10:00 PM the board exited from the executive session. Sean McReynolds made a motion the board accept and approve the Medical Executive Committee's recommendations on credentialing and the names and dates included in that report. The motion received a second from Karen Gilpin. The motion passed unanimously. The names and dates of the medical staff are as follows:

Russell L. Benson, MD	09/01/13 through 09/30/2014
Stephen A. Bloom, MD	09/01/13 through 08/31/2015
Steven D. Dubner, MD	09/01/13 through 01/31/2015
Ralph W. Hall, DO	09/01/13 through 08/31/2015
Leslie M. Landau, DO	09/01/13 through 08/31/2015
Francisco Pena, MD	09/01/13 through 08/31/2015
Cathy M. Taylor, MD	09/01/13 through 02/28/2015
Gerardo G Vergara, MD	09/01/13 through 09/30/2014
John R. Wohlwend, MD	09/01/13 through 08/30/2014
William Walklett, MD	09/01/13 through 08/31/2015
Arden Bill Bloedel, CRNA	09/01/13 through 08/31/2015
Carrie Bloedel, CRNA	09/01/13 through 09/01/2015
Paul R Brasuell, CRNA	09/01/13 through 09/01/2015
Earl Walter, DO	05/31/13 Leave of Absence Up to 5/31/2014

The matter of marketing was briefly discussed. Ron Baker indicated he would talk to Cindy Parks. It was noted this would be a favorable item to include on the agenda of the next meeting of the board.

At 10:07 PM there being no further business to come before the board a motion to adjourn was received from Patti Boyd. Glenn Buchholz seconded the motion and without objection the meeting was adjourned.

  
Jay Kretzmeier, Secretary

Read and approved 9-10-13

## Allen County Regional Hospital Board of Trustees Meeting

7:00 P.M. Tuesday September 10, 2013  
Conference Room - Allen County Hospital  
101 S. First St., Iola, KS 66749

The scheduled meeting of the Board of Trustees of Allen County Regional Hospital was held Tuesday, September 10, 2013 7:00 p.m. in the Conference Room of the Allen County Regional Hospital. Board members present were Glenn Buchholz, Patti Boyd, Jay Kretzmeier, Harry Lee, Jr., and Debbie Roe. Also in attendance were ex officio members Brian Wolfe representing the ACH Chief of Staff and Allen County Hospital CEO Ron Baker.

The meeting was called to order at 7:03 PM by Chairman Harry Lee. The agenda for the meeting was amended to include under new business, hospital personnel. Trustee Debbie Roe presented a motion to approve of the agenda as amended. This motion was seconded by Glenn Buchholz and upon the vote the motion passed. Glenn Buchholz presented a motion to approve the minutes of the meeting dated August 27, 2013. This motion was seconded by Debbie Roe and upon the vote the motion passed.

There were no visitors present to speaker or ask questions at the time for public forum.

The next item of business was the approval of bills for payment. The chairman reference a bill from Murray Company in the amount of \$436,874. This bill had been previously distributed to all members of the board of trustees. Debbie Roe presented a motion to approve payment of this bill. Glenn Buchholz seconded the motion and upon the call for the vote, the showing of hands was unanimous in approval of the motion. At 7:06 PM Brian Wolfe arrived at the meeting.

CEO Ron Baker presented an administrator report. He noted continued communications with two family practitioners in residency in the Wichita area. He announced the expected visitation from these doctors during the first several weeks in October. He reported that many items on the equipment list were in process of being purchased and approximately \$1.2 million of equipment was under procurement. It was noted the maintenance building shall be started in the next week and is expected to be completed and available for use by the end of September. It was reported the building is being acquired locally through Diebolt Lumber. Baker reported on moving plans and reported that Allied Movers would be on-site October 1st to begin planning the move. He noted that Allied would like to locate and hire 10 to 12 temporary employees for approximately 2 weeks to assist with the move.

It was reported that specialty clinics are being notified and consulted about the upcoming move. Future outpatient care space will be an item needing attention and focus directed as to a future medical office building. The CMS 855 form process is continuing. A new license has been received with regards to the home health services. Licensing awaits as to hospital swing beds, hospice, and the Washington Street Clinic. These processes are expected to take 4 to 6 months from the beginning date of July 1, 2013.

The architects are coordinating with the state fire marshal for the needed inspection of the new facility. That is expected sometime after September 15. The new IT system with Cerner is continuing to move forward with the go online date of early December 2013. Interfaces are being worked on and being tested for bidirectional communications. The communications closet is being developed in the new facility and the local vendor Advantage Computer is being utilized for IT support.

Baker announced the intention from the construction manager to provide a dedication plaque to be placed upon the newly constructed facility. The contents of the plaque were discussed. By common consent it was agreed the plaque should include the names of Allen County commissioners as follows: Gary McIntosh, Robert Francis, Dick Works, Jim Talkington, and Tom Williams. Additionally the plaque should include the names of the hospital trustees as follows: Patti Boyd, Glenn Buchholz, Karen Gilpin, Jay Kretzmeier, Harry Lee Jr, Sean McReynolds, Debbie Roe, and Tom Miller. It was noted the plaque should include some statement of support from the community and volunteers.

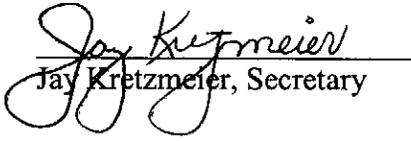
The construction report was very brief. The re-setting of the thin set stone on the exterior of the building is expected in the near future. Confirmation of this with the Mason is awaiting a 20 year warranty bond. Opening tours of the new facility are tentatively scheduled for staff on Wednesday, October 16th, invited VIP guests the evening of the 17<sup>th</sup>, and a public open house on October 18th

Harry Lee reported on the meeting held with city administrative assistant Cory Schinstock concerning a utility easement. He noted the city wants a site plan which would show the location of utilities and boundaries as an exhibit to an easement document. Schinstock offered to provide GPS coordinates to the architects. It is believe this might provide the information necessary to supply the city with information it requires at a minimal cost.

CEO Baker next presented information as to the hospital marketing plan. At 8:06 PM Patti Boyd arrived at the meeting. Baker continued his presentation. At 8:13 PM Patti Boyd departed from the meeting. Baker's presentation continued until shortly after 9:00 PM. Patti McGuffin reported on the ribbon cutting and opening of the hospital and the need for assistance with tours on that day. All board members present offered themselves for assistance on that day. She reported that Patti Boyd had received a commitment from the Allen County commissioners of \$2000 to be applied to the grand opening budget.

At 9:17 PM the next item of business was related to hospital non-elected personnel. Debbie Roe made a motion to move into executive session until 9:30 PM to include Alan Weber, Patty McGuffin and Paula Sell for the purpose of discussing non-elected personnel. This motion was seconded by Glenn Buchholz and upon the vote the board moved into the executive session.

At 9:30 p.m. the board exited from the executive session. There was no action taken and at 9:34 PM there being no further business to come before the meeting Glenn Buchholz presented a motion to adjourn the meeting. This motion was seconded by Debbie Roe and the meeting was adjourned.

  
Jay Kretzmeier, Secretary

Read and approved 9-24-13

## Allen County Regional Hospital Board of Trustees Meeting

7:00 P.M. Tuesday September 24, 2013

Conference Room - Allen County Regional Hospital

101 S. First St., Iola, KS 66749

The scheduled meeting of the Board of Trustees of Allen County Regional Hospital was held Tuesday, September 24, 2013 7:00 p.m. in the Conference Room of the Allen County Regional Hospital. Board members present were Karen Gilpin, Jay Kretzmeier, Harry Lee, Jr., Sean McReynolds, and Debbie Roe. Also in attendance were ex officio members Brian Wolfe representing the ACH Chief of Staff and Allen County Hospital CEO Ron Baker.

The meeting was called to order at 7:02 PM by Chairman Harry Lee. The agenda for the meeting was reviewed and several changes were made to the agenda. Board member Debbie Roe presented a motion to approve of the agenda for the meeting as amended. This motion was seconded by Karen Gilpin and upon the vote the motion passed. Karen Gilpin made a motion to approve the minutes of the meeting dated September 10, 2013 as they were last distributed. The motion was seconded by Debbie Roe and the motion passed.

The chairman offered the floor for a time of public forum. There were no requests to be heard.

Payment order # 58 was presented to the board for approval. The billing was from Health Facilities Group in the amount of \$7455.18. Sean McReynolds made a motion to approve payment of this bill. Karen Gilpin seconded the motion and upon a showing of hands the motion passed unanimously.

The meeting next turned to Susan Michael of the Allen County Community Foundation. Ms. Michael presented a check to the hospital board from the foundation in the amount of \$380,000.

CEO Ron Baker was called upon for the administrator's report. Baker noted it was now crunch time as to the final stages of construction and transition to the new hospital facility. He noted plans were still in place for the move to take place on October 29 however there were a number of circumstances which could potentially cause a delay. He noted that for the purpose of backup if delay were to occur, November 5th has been established as an alternative move date. It was reported that T-1 phone lines have been installed. Data and voice communication linkages are imperative for the installation and operation of several of the hospital systems. Direct phone lines are necessary for completion of the oxygen tank and its inspection by the State Fire Marshal. Baker noted network equipment was being installed as well as GE telemetry. It was reported the maintenance building was now finished and could be used. No electricity or plumbing have been connected. In the recent week an emergency preparedness event had been scheduled and had taken place. Baker reported that visitors from the Onaga community had visited the hospital construction for the purpose of evaluating new facilities for their community.

Baker next noted some of the logistic differences between the existing hospital facility and the new facility under construction. These differences will result in staffing assignments, job descriptions, and efficiencies that will affect the cost of hospital operations. This will require observation and planning to achieve optimum efficiencies. It is most likely during the early days at the new location there will be some overstaffing until efficiencies are able to be developed. The 855 Form filed with WPS has now achieved the fourth and final approval and is ready to move to CMS and State of Kansas for final approval. Allied Movers are scheduled to be on the hospital site October 2 and October 3 for the purpose of planning the upcoming move.

At this time the meeting was visited by guests Joe and Janie works. Mary Ann Arnott introduced Mr. and Mrs. Works and announced that as the result of their generous gift to the hospital there gift qualified them for a naming opportunity. The board acknowledged their generosity and a photograph of them was taken. Jay Kretzmeier then moved the following resolution:

Resolved, for their generous gift to help equip and endow the new Allen County Regional Hospital, the Board of Trustees of the hospital approve by this resolution on this September 24, 2013, the naming of the Allen County Regional Hospital Laboratory in recognition of Joe and Janie Works Family.

This motion was seconded by Sean McReynolds. No discussion came forth and upon the vote the motion passed unanimously.

Tim Moore was called upon for the purpose of a construction report. He also noted that much was to come together in these final weeks of construction. He noted the stonework had approximately 50% removed and reinstalled and it was proving to be an acceptable reinstallation. Landscaping was 75 to 80% complete, lawn seeding, shrubbery, and irrigation would be firing up soon. Flooring is most all completed. Signage inside and out is expected to be applied in the next several days. The decorative panels were discussed. The dedication plaque will be made available for approval by the board in the near future. The "as built site plan" was discussed. It was noted that Greg Watson of Shaffer, Kline and Warren was bringing that together. Alan Weber noted he had drafted the language for the easement the city requested.

The chairman called upon trustees for any reports to be heard from them. Jay Kretzmeier noted Shelley Rosendahl of Star Signs had requested input as to the Mission Statement on the donor board. With as much time and attention placed on developing the Hospital Mission Statement, Kretzmeier was concerned the color scheme of the statement on the donor board was meeting the board's expectionation. The matter was discussed and the wall color coordination was examined. No action was taken. Karen Gilpin announced the hospital grand opening was scheduled to be outdoors and Sen. Jerry Moran was slated to be the main speaker.

The next item of business was a requirement concerning the upcoming changes in the hospital's emergency room. It was reported that four steps were necessary to be completed concerning the upcoming changes. As a result of this review Sean McReynolds moved the board approve the closing of the Emergency Department at 101 S. 1<sup>st</sup> St. on a date and time to be determined later and that as to that same date and time, the Emergency Department be opened at the new hospital

located at 3066 N. Kentucky, Iola Kansas. This motion was seconded by Debbie Roe. Some discussion followed and when the chairman asked for the vote the motion passed unanimously.

CFO Larry Peterson presented a financial report to the hospital board. The reported average daily census was at 10.2. There were 686 emergency room visits reported for the month. Outpatient visits were larger than had been budgeted.

At 8:45 PM additional guests arrived at the meeting. The Bauer and Magnuson families were introduced consisting of Don and Donna Bauer, Jim and Shelby Bauer, and Mary Ann Magnuson – Peterson and her husband. The Uniting for Excellence Campaign committee announced the family's qualification for a naming opportunity. Chairman Harry Lee made the following resolution:

Resolved, the Trustees of Allen County Regional Hospital hereby authorize a certificate of appreciation to the Bauer and Magnuson families for their generous gift to help equip and endow the new Allen County Regional Hospital and the board approves by this resolution on this September 24th in the year 2013 the naming of the Physician Lounge/Resource Center with the description, "Dedicated to Medical Professionals, In Appreciation for Their Service", "The Bauer and Magnuson Families".

The resolution was seconded by Sean McReynolds and upon the vote the motion carried unanimously.

Next to come before the meeting was the report from the Medical Executive Committee dated September 17, 2013. The board reviewed the written committee report and discussion was held with administration as to the report. Following questions and answers, Sean McReynolds made a motion to receive and approve the report. This motion was seconded by Karen Gilpin and upon the vote the motion passed.

A request from the Campaign Leadership Cabinet was the next item on the agenda. Board members had received the request prior to the meeting. The Uniting for Excellence group requested three plaques be acquired and placed in a notable location in the new hospital. Plaque one to list "In honor of thrive Allen County, David Toland, Executive Director and Brian Wolfe M.D. Chair". Plaque two to read, "In appreciation of Health Facilities Commission, Voter Education Effort, and Uniting for Excellence Campaign". The third plaque to read, "In gratitude to Allen County Healthcare Foundation and Allen County Community Foundation". Karen Gilpin made a motion to approve the request. The motion was seconded by Debbie Roe. Discussion followed and upon conclusion of the discussion and a calling for the vote the motion passed unanimously.

Angela Slocum next presented a review, and changes to, the Risk Management Plan. She presented a written review of the plan. Following the presentation Karen Gilpin made a motion to accept the revisions being made to the plan. This motion was seconded by Sean McReynolds and upon the vote the motion passed unanimously.

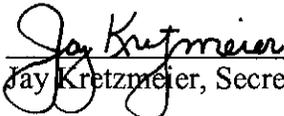
At 9:16 PM Debbie Roe made a motion the board move into executive session until 9:30 PM, the meeting to include Alan Weber, Larry Peterson, and Patty McGuffin, for the purpose of reviewing credentialing of medical professionals involving needed protection of the privacy of nonelected personnel. The motion was seconded by Sean McReynolds.

At 9:20 PM the trustees exited from the executive session. Board member Karen Gilpin made a motion to approve of the following credentials:

Stephen D. Newsome, CRNA	10/01/13 to 09/30/2015
Kimberly L. Pinkerton, CRNA	10/01/13 to 09/30/2015
Laurel L. Louderbaugh, ARNP	Resignation effective 08/01/2013

This motion was seconded by Sean McReynolds and upon the vote the motion passed.

At the hour of 9:24 PM there being no further business to come before the meeting a motion was received from Sean McReynolds to adjourn the meeting. This motion was seconded by Jay Kretzmeier and the meeting was adjourned.

  
Jay Kretzmeier, Secretary

Read and approved 10-8-13

## Allen County Regional Hospital Board of Trustees Meeting

7:00 P.M. Tuesday October 8, 2013  
Conference Room - Allen County Hospital  
101 S. First St., Iola, KS 66749

The scheduled meeting of the Board of Trustees of Allen County Regional Hospital was held Tuesday, October 8, 2013 7:00 p.m. in the Conference Room of the Allen County Hospital. Board members present were Glenn Buchholz, Karen Gilpin, Jay Kretzmeier, Harry Lee, Jr., Sean McReynolds, and Debbie Roe. Also in attendance was ex officio member Brian Wolfe representing the ACH Chief of Staff.

The meeting was called to order at 7:01 PM by Chairman Harry Lee. The agenda for the meeting was reviewed and one item was added under new business. Karen Gilpin presented a motion to approve of the modified agenda. This motion was seconded by Glenn Buchholz and upon the vote the motion passed. Debbie Roe made a motion to approve of the minutes of the meeting dated September 24, 2013. The motion was seconded by Karen Gilpin and when the vote was taken the motion passed unanimously.

At the time of public forum local resident Paul Sorenson addressed the meeting with a presentation to each of the board members. Mr. Sorenson presented a plaque to each board member made from a collage of license plates spelling the words "Thank You". On the back side of each plaque were the words, "Thank you for taking on and accepting the many challenges of being an outstanding hospital trustee for the new 2013 Allen County Regional Hospital, the Allen County community will forever be grateful for your many dedicated hours, days, and months of service for the betterment of all persons that live in Allen County and the surrounding area of southeast Kansas, your name has forever been carved into history."

Mary Kay Heard from the Campaign Leadership Cabinet presented Terry and Cheryl Sparks for the purpose of recognition of their gift to the hospital which qualified them for a naming opportunity. The board acknowledged their generosity and a photograph was taken presenting a certificate to Mr. and Mrs. Sparks. Jay Kretzmeier presented the following resolution:

Resolved, for their generous gift to help equip and endow the new Allen County Regional Hospital, the Board of Trustees of the hospital approve by this resolution on this October 8, 2013 a Certificate of Appreciation naming of the Labor, Delivery, Postpartum Patient Room # 202 in recognition of the Terry and Cheryl Sparks Family.

This motion was seconded by Debbie Roe and when the vote came forth the motion passed unanimously.

Ms. Heard also presented a certificate to be awarded the next day following the meeting to Mr. and Mrs. Richard Burris setting out their contribution to the Allen County Regional Hospital.

Secretary Kretzmeier presented the following resolution:

Resolved, for their generous gift to the new Allen County Regional Hospital in equipping and furnishing the Hospital Chapel the Board of Trustees of the hospital approve by this resolution on this October 8, 2013 a Certificate of Appreciation naming the Hospital Chapel in recognition of the Richard and Lois Burris Family.

This motion was seconded by Glenn Buchholz and upon the vote on this motion, it passed unanimously.

The chairman presented a bill for approval from the Murray Company in the amount of \$328,304. The payment order had previously been submitted to all members of the board of trustees. Debbie Roe made a motion to approve payment of the payment order. The motion was seconded by Karen Gilpin and the motion carried unanimously.

The administrator's report was presented by Patty McGuffin and Larry Peterson. McGuffin presented four documents, flyers for the grand opening, and a calendar of the events during the month of October was provided to the board. It was noted the State Fire Marshal is expected to be on-site October 14 for the purpose of approving a certificate of occupancy. Also noted during the meeting was the Fire Marshal has given approval for occupying the property for the Grand Opening on October 18. Cleaning of the facilities following several dates when tours are scheduled was discussed and McGuffin reported there would be final cleaning outsourced to a private company and then what is referred to as a terminal cleaning prior to occupancy. McGuffin noted that she and Pat Rowe were now spending most all of their time at the new hospital facility coordinating activity there. Larry Peterson spoke briefly. The board meeting to be held on October 22 was discussed. By common consent it was agreed the location of that meeting would be at the 101 S. First location, unless hospital administration later sees clear to hold the meeting at the new facility.

Tim Moore presented a construction report. He noted that 90 to 95% of the stonework was now re-completed. Sign bases were in the ground and exterior signage should be in place toward the end of the current week. Inside, final finishes are going up and punch lists are being completed. It appears electricity to a booster pump for the fire system needs to be resolved prior to the fire marshal's final approval. Bruce Jones noted that the as-built drawings would be submitted to the City of Iola by the construction engineers sometime the following week. The warranty on the stonework was discussed. Tim Moore noted that a document was not in hand yet at this time. Cox Communications have at least one line to the new facility. AT&T was yet to have all of its lines to the new location. Bruce Jones noted that documentation to the FAA would be submitted to them and that the FAA may come to the site at some point in the future. Orientations with local EMS providers are to be held the upcoming Thursday and Friday. Chairman Lee asked for further clarification with regard to the 20 year warranty on stonework. Tim Moore noted that a bond was being requested but insurance company issues were being noted by the masonry company. It was noted to the board that the general warranty from Murray Company would begin on the date as to "substantial completion" which is expected to be mid-October.

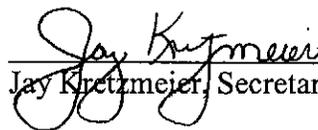
Plans for the open house were discussed. The calendar previously provided by Patty McGuffin was filled in with the details surrounding the open house events. Board member Kretzmeier inquired as to invitations to the Iola City Council to a tour of the facilities. Discussion followed and by common consent it was agreed that printed invitations to the Thursday evening VIP tour would be prepared and Kretzmeier would hand-deliver invitations to the City Council members at their next meeting.

Training for the open house tours was discussed. Patty McGuffin indicated she hoped training to take place on Sunday, October 12. She indicated she would send communications as to a specific time for training sessions.

There were no reports to come from the trustees.

The meeting turned to an item of new business. Susan Lynn from the Iola Register newspaper announced the newspapers upcoming special insert announcing the new hospital. 11 full pages of advertising had been obtained for the publication and it is the Register's desire to have 20 full pages of information about the hospital. The newspaper wishes to have stories from the hospital staff about the new cafeteria, the kitchen, the new CT scanner, new security system, and stories on the new HUGS system. She noted to the board that in her approach to hospital staff for interviews she had learned that staff members did not have permission to speak with members of the press at the present time. Past communication policies of HCA were briefly discussed. Board members expressed general interest in the publication making a positive presentation and statement to the community about the new hospital. At the same time, board members understood the need for a communications policy and have not recently held a review of that policy. The board suggested to Ms. Lynn she make a written list of the topics and staff persons she would like to interview and present it, with a request, to administrator Ron Baker. In addition chairman Lee reported he would communicate by e-mail to Ron Baker the sentiments expressed by the board during the time of this discussion.

At the hour of 8:37 PM there being no further business to come before the meeting a motion was made by Glenn Buchholz to adjourn the meeting. This motion was seconded by Debbie Roe and the meeting was adjourned.

  
Jay Kretzmeier, Secretary

Read and approved 10-22-13

# Allen County Regional Hospital Board of Trustees Meeting

7:00 P.M. Tuesday October 22, 2013  
Conference Room - Allen County Hospital  
101 S. First St., Iola, KS 66749

The scheduled meeting of the Board of Trustees of Allen County Regional Hospital was held Tuesday, October 22, 2013 7:00 p.m. in the Conference Room of the Allen County Hospital. Board members present were Patti Boyd, Karen Gilpin, Jay Kretzmeier, Harry Lee, Jr., and Debbie Roe. Also in attendance were ex officio members Brian Wolfe representing the ACH Chief of Staff and Allen County Hospital CEO Ron Baker.

The meeting was called to order at 7:02 PM by Chairman Harry Lee. The agenda for the meeting was discussed. A suggestion was received to move the construction report in advance of the administrator's report. Jay Kretzmeier made a motion to approve of the agenda as modified. The motion was seconded by Debbie Roe and the motion passed. Debbie Roe presented a motion to approve of the minutes of the meeting dated October 8, 2013 as previously submitted. This motion was seconded by Karen Gilpin and upon the vote the motion carried.

At the time of public forum there were no requests heard.

A bill was presented for payment authorization from Health Facilities Group in the amount of \$9,334.24. Patti Boyd made a motion to approve payment of this invoice. The motion was seconded by Debbie Roe and upon the vote the motion passed unanimously.

The construction report was initiated by Tim Moore. He made note the architects were finishing their punch lists and that items were being completed to accommodate the fire marshal's report. He noted that some new devices and materials were being waited upon to finish that. Documentation for the City of Iola as to backflow preventers needs to be completed and turned over to the city as is drawings as to the "sewer as built". A review of the work on the easements and checking of the grading next to the Robert Macha property is taking place. Sterilizers were being installed and training was taking place as to the boilers and chillers with videotaping of these sessions being made for permanent reference. The generator test has been completed. The testing has been done twice with no negative reports. Bruce Jones reported the interior of the hospital is all completed all but a few rooms. Exterior site punch lists remain to be completed along with a few loose ends. It was noted that some trees would not be planted until the construction trailer and debris are removed from the site. Trees adjacent to the Robert Macha property were discussed. Jay Kretzmeier indicated he would contact Macha to discuss what plantings might be acceptable there.

CEO Baker reported on the new hospital telephone service issue. He noted that a T-1 line was to be available and the ball was in the hospital's court to take a 24 line point-to-point with the new hospital earlier in the day. The current system is to be a conduit for the new system until fiber optics becomes serviceable. Baker noted that the contract with AT&T was put in place during the

month of March and on August 1<sup>st</sup> AT&T reported the timeline would be adhered to and that the fiber-optic line would be ready by September 1. On September 8<sup>th</sup> AT&T personnel indicated that a level III specialist was working on the project and there was nothing to worry about at that point. There were then subsequent rumblings that the fiber optic would be delayed and that the T-1 lines were to be used as a workaround. As to the T-1 lines data communication seemed to work but voice did not. AT&T could not give any commitment as to when the project would be ready for use. Baker noted that the projected move-in date for the hospital was now set back. He noted that since AT&T had failed in its commitment a new projected move-in date was not likely to be established until a dial tone could be heard on the new hospital phones.

CEO Baker presented a report of volume trends within the hospital's operations. The report showed trends from the year 2005 to the present. It was reported that the CT scanner was being installed with testing and certification taking place. From a Kansas Hospital Association meeting Baker noted the need to network area hospital administrators in order to share in locating and recruiting specialists. The visitation and meeting with two doctor recruits was reported to have gone well. It was noted that these individuals were looking to at least four hospital choices with a decision to be made by November. It was noted that another surgeon candidate may be available for visitation during the month of November. The administrator pointed out that housing for specialists and visiting medical staff would be an increasing challenge. Recently portions of the second floor of the hospital have been used for that purpose. That will soon come to an end at the closing of the hospital. The CEO noted and requested that the strategic plan and budget be reviewed in January or February. He asked for a report from the safety committee be placed upon the agenda for the next meeting.

The board learned that the new Kansas license to operate the hospital has been received with an effective dated July 1, 2013. The form 855 continues to be in process. CEO Baker noted that the hospital would try to utilize as much space in the new hospital to accommodate specialty clinics and that it is essentially time to engage a group interested in the development of a medical office building at the new site. By common consent it was agreed that the quality subcommittee would meet on the 14<sup>th</sup> day of November at 7 AM. Patty McGuffin reported some results from the City of Iola health fair held October 14<sup>th</sup>. 87 employees participated with lab work being completed for 84 persons, 59 PSA tests, 13 mammographies, and 54 flu shots were administered.

Marketing was discussed during the time for trustee reports. Baker reported a meeting was set up to continue marketing strategies with Cindy Parks and with management of the hospital, in the trenches marketing strategies will be shared and promoted with department heads.

The medical executive committee report dated October 15, 2013 was received and reviewed by the board. Some government changes were noted with some local control coming back to the hospital as to hospital admittance and the two midnight rule. CFO Larry Peterson presented the financial reports consisting of the September 30th balance sheet and operating statement. It was reported that the Joint Commission was soon to be on-site and would spend two days with hospital staff, three days with hospice, and four days with home health care.

At 9:47 PM the next item on the agenda was credentialing of medical staff. For the purposes of employee privacy a motion was received from Patti Boyd to move into executive session for five

minutes to review credentials of hospital staff as presented by the medical executive committee. This motion was seconded by Jay Kretzmeier and upon the vote the motion passed.

At 9:51 PM the board exited from the executive session. Board member Jay Kretzmeier moved the board received the recommendations from the medical executive committee and approve credentialing for:

Devendra K. Jain, M.D  
John Howard, CRNA

Effective 11/01/13 through 10/31/15  
Effective 11/01/13 through 10/31/15

This motion was seconded by Patti Boyd and upon the vote the motion passed unanimously.

At 9:53 PM there being no further business to come before the board a motion was received from Patti Boyd to adjourn the meeting. This motion was seconded by Karen Gilpin and the meeting was adjourned.

  
Jay Kretzmeier, Secretary

Read and approved 11-12-13

## Allen County Regional Hospital Board of Trustees Meeting

7:00 P.M. Tuesday November 12, 2013

Conference Room - Allen County Regional Hospital

101 S. First St., Iola, KS 66749

The scheduled meeting of the Board of Trustees of Allen County Regional Hospital was held Tuesday, November 12, 2013 7:00 p.m. in the Conference Room of the Allen County Hospital. Board members present were Glenn Buchholz, Patti Boyd, Karen Gilpin, Jay Kretzmeier, Harry Lee, Jr., and Debbie Roe. Also in attendance were ex officio members Brian Wolfe representing the ACH Chief of Staff and Allen County Hospital CEO Ron Baker.

The meeting was called to order at 7:00 PM by Chairman Harry Lee. Two items were added to the agenda. Board member Karen Gilpin presented a motion to approve of the agenda with the additional items. The motion was seconded by Glenn Buchholz and the motion passed unanimously. Patti Boyd presented a motion to approve the minutes of the meeting dated October 22, 2013 as previously distributed to the board. This motion was seconded by Debbie Roe and when the vote was taken the motion passed unanimously.

Mary Ann Arnott was called upon for a presentation from the Uniting for Excellence Campaign. Certificates of Appreciation were presented to the Allen County Community Foundation and to the Allen County Healthcare Foundation. Members of these groups were present to receive the recognition and it was noted the certificates will be placed for display at the new hospital facilities.

A request for payment order # 61 in the amount of \$16,135 from Star Signs was presented to the board. In addition payment order # 62 in the amount of \$213,122 in favor of Murray Company was also presented. These orders and accompanying documentation had been previously submitted to all board members. Patti Boyd made a motion to approve of the payment of both of these orders. The motion was seconded by Debbie Roe. Upon the call for the vote with a showing of hands, the motion passed unanimously.

CEO Ron Baker presented the Administrator's Report. It was reported the telephone service to the new hospital was now in place with fiber optic cable. The phone service seemed to be working according to specifications. It was noted that Sen. Jerry Moran played an important role in prompting the installation by the provider AT&T. The old switch is working which should accommodate call forwarding at the time of the move to 3066 N. Kentucky. Equipment and furnishings continued to arrive at the new hospital. The patient move day is now established to be Tuesday, December 10<sup>th</sup>. Portions of the move will begin a week earlier. Baker noted the two medical practitioners who had interviewed and visited the hospital recently had selected employment elsewhere. From the recruiter, word has been received of the possible future interview of a general surgeon out of the Kansas City area. A communication from Thrive Allen County reported that the Allen County Regional Hospital staff and board working in partnership with the Uniting for Excellence Campaign are one of three finalists for the Thrive Award for Excellence in Health and Wellness. The CEO noted the hospital is looking to fill vacancies of

lab director, respiratory therapy, and dietitian positions. The Cerner go – live date for electronic medical records has now been set to January 20, 2014.

Tim Moore presented a construction report. He noted there remain a few lingering items and the exterior punch lists needs to be completed. Training for the kitchen took place earlier in the day and video recording of the session was taken for a permanent reference. The date of substantial completion was the next item discussed. Bruce Jones noted that October 25th would probably be the date of substantial completion since it was on that date the grand opening was held and the facility was opened for public observation. Tim Moore noted that the issue with the stonemason was not totally resolved. A standard maintenance bond is typically three years in length which was shorter than what has been asked for. An insurance policy may be sought so the issue may reach resolution. As a point of information it was noted the retaining amount to the construction manager at risk was presently at the dollar amount of \$981,360. 11 months following the date of substantial completion Murray Company will provide a warranty flag form for the hospital to complete and a representative from each Murray Company and Health Facilities Group will be on-site with a one-year walk-through to identify any items that need attention prior to the expiration of the 12 month warranty. Tim Moore indicated he will initiate contact at that time.

Plans are being made with Allied Movers for the move to take place on December 10<sup>th</sup>. On Monday, December 2 the movers will be on location, staging activities for the move. Some interviews will take place at the Super 8 Motel for temporary moving employment. The electronic health record system and related cost reimbursements was discussed. It was noted that cost reimbursement is most likely to begin in the third quarter of 2014. Medicaid reimbursement will take place before that date.

Trustee Jay Kretzmeier reported on communications with Bob Macha as to the replanting of trees along the utility right-of-way. It was reported that 12 cedar trees would serve as an agreed-upon treatment. The board discussed several alternatives as to acquisition of the trees. Glenn Buchholz noted he would contact Kansas State University about trees that might be available through that source. Trees from that source would mostly likely be available in the Spring of 2014. Board member Patti Boyd indicated she would investigate a local source of cedar trees through one of the local government support groups. Patti Boyd inquired about staff turnover and possible reporting to the trustees of employment statistics in the future. Out of this discussion Glenn Buchholz presented a motion to adopt a policy of having a human resource report at each board meeting which would list hires, vacancies, and turnover statistics. This motion was seconded by Patti Boyd and upon the vote the motion passed unanimously. It was determined that the hospital should apply to have one table at the upcoming Thrive Allen County Banquet. This action was approved by common consent. Remaining monies in the Kansas Community Service Grant Fund was discussed. Karen Gilpin reported information will be available in December with regards to unused funds and she will see that information is distributed.

The next item of business was a Safety Committee Report. The board had received minutes of the September 27, 2013 meeting of the EOC/Safety/Security Committee at its meeting October 22. CEO Baker inquired as to whether there were questions regarding the minutes and report from the committee, then asked that the report be approved. Karen Gilpin presented a motion to approve of the Safety Committee Report. This motion was seconded by Glenn Buchholz and the

motion passed. The Home Health Annual Agency Evaluation dated November 8, 2013 was then presented to the board. The board reviewed the reports and asked questions of the administration. Following the question-and-answer period board member Patti Boyd presented a motion to approve of the Home Health Annual Review Report. This motion was seconded by Karen Gilpin and upon the vote the motion passed.

The next item on the agenda was a policy review with legal counsel. At 8:15 PM CEO Baker requested the board move into executive session for the purpose of attorney-client privilege and meeting with the attorney Alan Weber. Patty McGuffin, Paula Sell, and Larry Peterson were requested to attend the executive session. Patti Boyd made a motion to move into executive session for the purpose of attorney-client discussions for a period of 20 minutes to include all persons requested to attend the meeting. This motion was seconded by Debbie Roe and upon a call for the vote the motion passed.

At 8:35 PM the board exited from the executive session and a motion was received from Patti Boyd to extend the executive session until 8:45 PM. This motion was seconded by Jay Kretzmeier and upon the vote the motion passed and the board reentered into executive session.

At 8:45 PM the board exited from executive session. It was announced the next meeting of the board would be held November 26th at the 101 N. First address. There was then discussion regarding the meeting or meetings to be held during the month of December. A motion was presented by Patti Boyd for the board to hold its only meeting in December on December 17 at 6:00 PM at the 3066 N. Kentucky address. Upon the vote the motion carried.

At 8:57 PM there being no further business to come before the meeting Patti Boyd made a motion to adjourn. This motion was seconded by Glenn Buchholz and without further discussion the motion passed and the meeting was adjourned.

  
Jay Kretzmeier Secretary

Read and approved 11-26-13

## Allen County Regional Hospital Board of Trustees Meeting

7:00 P.M. Tuesday November 26, 2013

Conference Room - Allen County Regional Hospital

101 S. First St., Iola, KS 66749

The scheduled meeting of the Board of Trustees of Allen County Regional Hospital was held Tuesday, November 26, 2013 7:00 p.m. in the Conference Room of the Allen County Regional Hospital. Board members present were Glenn Buchholz, Patti Boyd, Karen Gilpin, Jay Kretzmeier, Harry Lee, Jr., Sean McReynolds, and Debbie Roe. Also in attendance were ex officio members Brian Wolfe representing the ACH Chief of Staff and Allen County Hospital CEO Ron Baker.

The meeting was called to order by the Chairman Harry Lee. The agenda for the meeting was reviewed. There was a request from the CEO to remove two items from the agenda under new business and to add to the executive session, time for discussion related to the privacy of nonelected personnel. Trustee Patti Boyd presented a motion to approve of the agenda as modified. This motion was seconded by Sean McReynolds and upon the vote the motion passed. Debbie Roe presented a motion the minutes of the meeting held November 12th be approved as previously distributed to the board members. The motion was seconded by Glenn Buchholz and upon the vote the motion carried.

There were no visitors present to be heard at the time for public forum.

There were no bills submitted for approval.

Ron Baker was called upon to present the administrator's report which included a report on the construction project. Baker noted the exterior punch lists had been completed and that soil erosion along with other items were placed upon that list. Replacement of vinyl flooring in the trauma rooms has been placed on the punch lists of the interior of the building along with carpet that is needing to be replaced in the administrative wing which had been stained due to an antifreeze leak. The CEO noted that search was progressing for a surgeon candidate. One candidate had visited the hospital and is likely to make another visit at a time in the future. It was noted job offers had been extended for a lab director and respiratory therapist as well as the position of hospital dietitian. The dietitian position is to be a part-time position at the request of the applicant.

The CEO reported having spoken with officers of the Community National Bank concerning necessary steps in order to proceed with plans for a medical office building. Two important items at the beginning of the project would be the establishment of an anchor tenant and the presence of historical financial data of the hospital. It was acknowledged that with the recently established operation of the hospital by the County, the passing of time will be necessary in order to establish a financial operating history. Baker noted some of those practitioners currently operating out of the medical arts building have expressed desire to deliver their services in

proximity to the new hospital. Baker went on to present several limited options which might utilize and shift space in the new hospital in order to serve some of the practitioner's needs. An explanation of the upcoming Christmas party was extended to the board.

It was reported the Joint Commission had revisited the Home Health Services and that those revisits went well. Supply staffing of the emergency room was reported along with a review and change in pricing of laboratory testing at the hospital. CEO Baker noted the need for a laboratory fee study to be held in the upcoming months. The CMS Form 855 application continues to be in progress and the report of the Office of Civil Rights seemed to have gone well. December 10<sup>th</sup> continues to be the date set for the actual move and operation of the hospital at the 3066 N. Kentucky location. Baker noted the move will start the week earlier and that there would be some downtime for equipment which would result in some decrease in revenues, efforts are being made to minimize such downtime. January 20<sup>th</sup> will be the go-live date for the Cerner medical health records and there will be a two-week run-up to that start date.

The meeting next turned to a discussion of policy rules following up on information and study materials Baker had provided to the board at its previous meeting. It was noted the hospital maintains in excess of 800 policy documents. Baker noted four (4) stages for the existence of policy. Those four stages are development, review, amendment, and approval. It became clear from the discussion that no one person has the time or ability to read, understand, and evaluate the execution of all of the policies of the hospital. It was noted the system upon which policies are resident is capable of listing policies along with information as to the manager, chapter, or owner responsible for understanding, updating, specific policies. The board recognized its oversight responsibility. Out of the discussion the board asked Ron Baker to provide at a future meeting the sequence of events for which the board might responsibly oversee the policies established by the hospital.

Glenn Buchholz reported he had been in communication with the Extension Agents for the Southwind Extension District to learn that trees are available from Kansas State University Extension for ordering in March and are available in varying sizes. Jay Kretzmeier reported he had been in touch with the adjacent landowner Robert Macha and that when trees are available for planting engagement should be made to meet with Macha on the property to establish the location of the trees.

The Medical Executive Committee report dated November 19, 2013 was reviewed by the board. Board members presented questions to the administrative staff. Patti Boyd made a motion the board approve of the Medical Executive Committee report. The motion was seconded by Sean McReynolds and upon the vote the motion carried.

Chief Financial Officer Larry Peterson was called upon for the financial report. A Monthly Statistics Report was reviewed. It was noted that total outpatient registrations were 19% above budget. The statement of income and expense was reviewed along with the balance sheet dated October 31, 2013 and a payer utilization schedule. The board noted and discussed the size of the net patient accounts receivable and by common consent determined this should be a point of emphasis and placed upon the agenda for the next meeting of the board.

The secretary reported receiving word from the Allen County Commissioners that Karen Gilpin, Glenn Buchholz, and Jay Kretzmeier have all been appointed to additional three year terms to the Allen County Regional Hospital Board of Trustees through the year 2016.

The CEO reported and presented to the board a plaque from Thrive Allen County which was awarded to the Allen County Regional Hospital Administration and Board along with the Campaign for Excellence Committee as this year's recipient of the Thrive Allen County Health and Wellness Award.

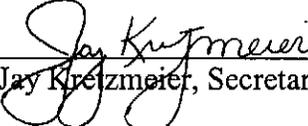
At 9:02 PM the agenda called for the board to move into executive session for the purpose of privacy as to credentialing of medical personnel and the privacy related to the discussion of non-elected personnel until 9:45 PM and for the meeting to include attorney Alan Weber. The motion was made by Sean McReynolds to move into the executive session as called for. The motion was seconded by Patti Boyd and upon the vote the motion passed unanimously. At 9:45 PM the board exited from executive session for the purpose of the receipt of a motion by Karen Gilpin to extend the executive session until 10:00 PM. This motion was seconded by Debbie Roe and upon the vote the motion passed and the board reentered into executive session.

At 10:00 PM the trustees exited from the executive session. A motion was made by Patti Boyd accompanied by a second to the motion from Sean McReynolds to approve of the recommendation of the Medical Executive Committee and authorize credentialing to the following:

Nebiyu Beteselassie, MD	Effective 12/01/13 through 11/30/2015
Sara Bradshaw, MD	Effective 12/01/13 through 11/30/2015
Sara M. Clift, PA-C	Effective 12/01/13 through 11/30/2015
Catherine M. Lewis, MD	Effective 12/01/13 through 11/30/2015
Tony Y. Maung, MD	Effective 12/01/13 through 11/30/2015
George B. Pierson, MD	Effective 12/01/13 through 11/30/2015

Upon the chairman's call for the vote the motion passed unanimously.

There being no further business to come before the meeting a motion was received by Patti Boyd to adjourn. The motion was seconded by Glenn Buchholz. The motion passed and the meeting was adjourned.

  
Jay Kretzmeier, Secretary

Read and approved 12-17-13

## Allen County Regional Hospital Board of Trustees Meeting

6:00 P.M. Tuesday December 17, 2013

Board Room - Allen County Regional Hospital

3066 N. Kentucky, Iola, KS 66749

The scheduled meeting of the Board of Trustees of Allen County Regional Hospital was held Tuesday, December 17, 2013 6:00 p.m. in the Board Room of the Allen County Hospital. Board members present were Glenn Buchholz, Patti Boyd, Karen Gilpin, Jay Kretzmeier, Harry Lee, Jr., Sean McReynolds, and Debbie Roe. Also in attendance were ex officio members Brian Wolfe representing the ACH Chief of Staff and Allen County Hospital CEO Ron Baker.

The meeting was called to order at 6:04 PM by Chairman Harry Lee. The agenda for the meeting was reviewed. Two items were added to the agenda. Board member Patti Boyd presented a motion to approve of the agenda as modified. The motion was seconded by Debbie Roe and upon the vote the motion passed unanimously. Debbie Roe presented a motion the minutes of the meeting held November 26, 2013 be approved as previously distributed. The motion was seconded by Patti Boyd and upon the vote the motion passed.

The chairman offered the floor to the public for the purpose of a public forum. James S. Gilpin representing the Campaign for Excellence Committee addressed the meeting. Gilpin noted the importance of the newsletter which has been prepared by the Campaign Leadership Cabinet and which is currently being sent to over 500 recipients. He noted that newsletters are effective and produce results. He noted that the Campaign for Excellence Committee would soon begin to wind down its activities and the leadership cabinet wished to ask the hospital if it might assume responsibility for the production of the newsletter in the future. He noted the campaign leadership's desire to see an advocacy group continue for the purpose of hospital equipment, Home Health and Hospice, and future endowment. Gilpin noted that he would make inquiry at a future meeting to learn if the hospital will continue preparing a newsletter mailing. It was noted for this item to be placed upon the agenda for the board's meeting in January 2014. Out of this presentation three board members agreed to serve as board members of the committee serving as an advocacy group for the hospital. It was noted that Patti Boyd agreed to serve as chair of the group for an interim period of time. Others agreeing to serve were Harry Lee and Karen Gilpin.

Payment order number 63 was presented before the meeting. The order consisted of payment to Health Facilities Group in the amount of \$21,269.92 and to Health Facilities Group in the amount of \$3,314.20. The payment order and invoice had been previously distributed to all members of the board. Debbie Roe presented a motion to approve of the payment order. This motion was seconded by Glenn Buchholz and upon the vote the motion passed unanimously.

Tim Moore presented a brief construction report. He noted that some punch lists items continued on the exterior north end of the property. Some lawn seating need to be completed on the north and the development of a few erosion issues were to be addressed. Heavy markings on the floors at the time of moving into the building were addressed. Moore noted the markings were not deep

and they were looking to the manufacturers of the flooring as to the best methods to remediate the markings. Bruce Jones reported that the amount of \$60,000 was being set back as to the stonework. Tim Moore noted that stonework was still not resolved but a surety was being consulted the purpose of covering the performance of the stone work.

Ron Baker presented the administrator's report. During the meeting inquiry was made to Carl Slauch, Administrator for the City of Iola as to the possibility of streetlights along Kentucky at entry points to the hospital. Slauch noted that he would check into the matter. Baker noted the new lab director would be in place January 30<sup>th</sup> 2014. A new dietitian would be in the hospital the day following the board meeting. It was reported the move to the new hospital on December 10<sup>th</sup> was completed in less than a four hour period. Some delays were experienced with the radiology equipment. As of the day of the meeting the CT machine was operating and had performed a record number of scans during the day. It was noted that the day after the move a major heating loop failed at the former hospital building. Baker noted the Christmas dinner which would take place on December 19<sup>th</sup>. He reported progress with a new vascular specialty clinic which would provide initial consultation in Allen County and see postoperative care at ACRH. The CMS Form 855 is being updated for the change of address to the new hospital location. The move is complete, there is still some equipment that is moving back and forth between the old and new hospital. There exists cleaning issues at both locations.

Two vendors have been consulted and will give bids as to used medical equipment based upon medical values. After competitive bids are received some remaining equipment might go to auction. It was noted the County of Allen was considering the emergency generator for possible application, but to date had no plans to report. Cerner electronic health records will now move to the forefront with the go live date of January 20, 2014. Hospital staff are moving away from the move and focusing towards the Cerner go live date. No specialty clinics have yet moved to the hospital. The administrator is not sure the best methods to proceed on settling this issue. Several logistic issues are coming to the forefront with the move to the new facilities. Five more wheelchairs had been located in order that wheelchairs may be in the right place at the right time. The CEO discussed future board meetings and the possibility of a new format for those meetings with the creation of a packet which would be prepared by staff and distributed to board members 3 to 5 days prior to the meeting. The benefits and costs of two board meetings compared to one board meeting each month was discussed. Board member Sean McReynolds made a motion that beginning in January 2014 the board regularly hold one meeting per month on the fourth Tuesday of the month. This motion was seconded by Patti Boyd. Discussion followed and when the vote was taken the motion passed. Baker reported that there continued to be interest shown from a surgeon and next steps were being established for that recruitment.

During time of trustee reports the time capsule buried at the former hospital location was discussed. Sentiment was expressed that it should either be moved or opened. By common consent it was agreed that Pat Roe would be consulted to look into the matter.

The Medical Executive Committee report dated December 17, 2013 was reviewed. Following the review a motion to approve of the report was made by Karen Gilpin. Patti Boyd seconded the motion and upon the vote the motion passed.

Patty McGuffin presented a report matrix for upcoming months and board meetings. Larry Peterson presented the financial reports dated November 30, 2013. The monthly statistical report was reviewed along with the monthly operating statement and statement of financial position. The payer utilization by category report was also reviewed. The hospital accounts receivable position was reviewed. It was noted the Finance Committee held discussion about accounts receivable with the CFO earlier in the week. The matter of medical coding was discussed including methods to bring an existing backlog up to date and methods for faster turnaround. It was noted the electronic medical health records may streamline some of the medical coding function.

A future drawing on the capital note in the amount of \$1,372,520.95 was discussed. Peterson noted this was necessary to replace capital that had been used to acquire new equipment at the hospital. Karen Gilpin presented a motion to approve the drawing of this amount on the note and for contacting United Missouri Bank. This motion was seconded by Debbie Roe and upon the vote the motion passed unanimously.

The next item to come before the meeting was an amendment to the management agreement with HCA. This was due in part to the hospital's acquisition of the medical clinic. HCA has asked for the amendment to be approved. Counselor Alan Weber had reviewed the agreement and recommended to the board approval of the amendment. Patti Boyd made a motion to approve of the first amendment to the management agreement with HCA. This motion was seconded by Glenn Buchholz and upon the vote the motion passed unanimously.

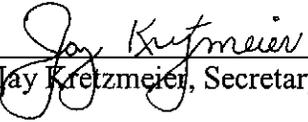
At 8:24 PM the next item of business was employee retention. This item of business will involve confidential information related to non-elected personnel and accordingly the meeting needed to move into executive session to protect the interests of nonelected personnel. Chairman Lee made a motion to move into executive session until 9:00 PM and for the meeting to include counselor Alan Weber. This motion was seconded by Sean McReynolds and upon the vote the motion carried. At 9:00 PM the board exited from the executive session and a motion was heard from Jay Kretzmeier to continue the executive session for the same purpose until 9:15 PM. This motion was seconded by Karen Gilpin and the motion passed. The board reentered executive session. At 9:15 PM the board exited from executive session and a motion was heard from Sean McReynolds to continue the executive session for the purposes of continued discussion of non-elected personnel until 9:30 PM. This motion was seconded by Glenn Buchholz and upon the vote the motion passed. The board reentered executive session along with counselor Alan Weber. At 9:30 PM the meeting was opened to the public.

Jay Kretzmeier presented a motion to approve the medical credentials for persons recommended by the medical executive committee as follows:

Benoit Luyckx, MD	Effective 12/20/13 thru 11/30/2015
Brian Sabb, DO	Effective 12/20/13 thru 11/30/2015
Michael Baker, MD	Effective 12/20/13 thru 02/28/2014

This motion was seconded by Karen Gilpin and upon the vote the motion passed.

The next action to be taken by the board was to receive a motion to adjourn the meeting. Patti Boyd made a motion to adjourn the meeting. The motion was seconded by Glenn Buchholz and the meeting was adjourned.

  
Jay Kretzmeier, Secretary

Read and approved 1-28-14