

**REGULAR MEETING OF THE  
CLINTON HOSPITAL AUTHORITY  
WEDNESDAY, DECEMBER 6, 2023, 12:00 P.M.**

A Regular Meeting of the Trustees of the Clinton Hospital Authority of the City of Clinton, Oklahoma was held in the Weichel Conference Room of the Clinton Regional Hospital on Wednesday, December 6, 2023, at 12:00 p.m. A notice of this agenda was posted on the bulletin board in the lobby of the Clinton City Hall on 4<sup>th</sup> day of December 2023, at 11:55 a.m. An amended agenda was filed on December 5, 2023, and posted on the bulletin board at City Hall and on the front door at the Clinton Regional Hospital on December 5, 2023 at 11:55 a.m.

**Members:** Ken Baker, Chris Jones, Kelly Cornell(absent), Kevin Wolters; Ernie Dowdell,  
*Ex Officio*

**Chief Executive Officer:** Len Lacefield

**City Manager:** Robert Johnston

**Secretary/Clerk:** Amy Jones (absent) Chasity Richardson

**Others:** Nydia Campbell, Debra Blanchard, Mike Thomas, Janae Chittum, Brenda Jennings, Janice Merrill, Cris Hickerson, and others.

**AGENDA ITEMS:**

**1. CALL TO ORDER**

Chairman Kenneth Baker called the meeting to order at 12:06 p.m.

**2. CONSIDER APPROVAL OF CONSENT AGENDA**

**(This item is placed on the agenda so the Clinton Hospital Governing Board, by unanimous consent, can designate those routine items they wish to be approved by one motion. If an item does not meet the approval of all members, that item will be heard in regular order.)**

**A. Approval of Minutes from November 15, Special Meeting.**

**B. Claims**

The Consent Agenda items were presented for review and approval.

Motion was made by Trustee Kevin Wolters and seconded by Trustee Chris Jones to approve the Consent Agenda.

Chairman Ken Baker put the motion to roll call vote:

Aye: Wolters, Jones, Baker

Nay: None

Chairman declared the motion carried.

### **3. BUSINESS ITEMS - DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION REGARDING:**

#### **A. Barton Associates – *Locum Tenens* Coverage Agreement**

Discussion for specialist lease.

Motion was made by Trustee Kevin Wolters and seconded by Trustee Chris Jones to approve the Barton Associates.

Chairman Ken Baker put the motion to roll call vote:

Aye: Baker, Jones, Wolters

Nay: None

Chairman declared the motion carried.

#### **B. Professional Building Lease – Update, Discussion and Action**

The professional building suite leases were updated.

Motion was made by Trustee Chris Jones and seconded by Trustee Kevin Wolters to approve updated Professional building leases.

Chairman Ken Baker put the motion to roll call vote:

Aye: Baker, Wolters, Jones

Nay: None

Chairman declared the motion carried.

#### **C. G&S Laboratory Consultant Update –**

Go live for lab 12/6/23, Policy and Procedures have been updated, prepare and validate all the laboratory equipment and work with the laboratory director. No Action needed at this time.

#### **D. Laboratory Equipment Update and Incident Reports –**

Discussion since the lab has been down, we have been taking lab specimens to other

facilities. There is a document for chain of custody for the specimens and all documents are scanned into the patient Medical Records. In the near future may bring back a bid for a V5600 Lab machine for a possible back-up. We are currently collecting data for the machine. No action needed at this time.

### **E. Preview Template Finance Department**

Below in Financial Report are examples of what the monthly financial reporting will represent:

- Financial Report
- Admission
- Accounts Receivable
- Collections
- Gross/Adjustment/Write-offs/Net Reve
- Precent of collection
- Payor Mix
- Financial Summary
- Financial/Statistical Reporting
- Accounts Receivable
- Collections Report
- Capital Expenditure
- Depreciation Expense Analysis
- Departmental Expenses

Each department will be accountable for their own revenue/expenses. Working with software to help capture data. Should have data by end of January and help monitor the KPI weekly. No Action need at this time.

### **F. Eugene Durbin – “Policy Prep” Consultant Agreement**

Eugene Durbin has worked on Facilities Policy and procedures. Eugene has worked on all non-clinical areas policies and procedures.

Motion was made by Trustee Kevin Wolters and seconded by Trustee Chris Jones to approve contract with Eugene Durbin.

Chairman Ken Baker put the motion to roll call vote:

Aye: Baker, Jones, Wolters

Nay: None

Chairman declared the motion carried.

### **G. H-1B Work Visa – Laboratory Scientist –**

Working on agreement for work visa for Laboratory staff could be a 3-to-5-year contract for sponsorship cost could be around \$5,000.00; these people would be highly trained and

extremely knowledgeable of the daily workings of the Laboratory. Once they are hired as hospital staff it would be up to them to acquire housing and any other needs they may have. If the person does not work for you, we are not bound to keep the person. This is a great opportunity and works well for those that are not for profit.

Motion was made by Trustee Kevin Wolters and seconded by Trustee Chris Jones to approve H-1B work visa agreement.

Chairman Ken Baker put the motion to roll call vote:

Aye: Baker, Walter, Jones

Nay: None

Chairman declared the motion carried.

#### **H. Ultrasound Services Agreement with Western Ok Sono LLC ,**

This agreement would be back up for coverage for any ultrasound procedures that would need to be performed.

Motion was made by Trustee Kevin Wolters and seconded by Trustee Chris Jones to approve Western Ok Sono LLC contract.

Chairman Ken Baker put the motion to roll call vote:

Aye: Baker, Wolters, Jones

Nay: None

Chairman declared the motion carried.

#### **4. ADMINISTRATIVE REPORTS:**

##### **A. Hospital Report –**

Update Medicare 855: An application was sent to Oklahoma State Department of Health for approval from Novitas. Application was sent back from Oklahoma State Department of Health to Novitas on 12/6/23. Informed of next approval process through Novitas will review results from OSDH when completed, we will start the process for survey. While waiting for the completed application to be approved we have started uploading documents to the ACHC (Accreditation Commission for Health Care Inc) for review opening to get the survey done by the first of the year. No action needed at this time.

## **B. Laboratory Policy and procedures**

The Laboratory Policy and Procedures were presented for review and approval.

Motion was made by Trustee Kevin Wolters and seconded by Trustee Chris Jones to approve Laboratory Policy and Procedures.

Chairman Ken Baker put the motion to roll call vote:

Aye: Baker, Wolters, Jones

Nay: None

Chairman declared the motion carried.

## **C. Patient Rights Policy and Procedures.**

This item is tabled and will be brought back to the next meeting as errors were found in the document.

## **D. Material Management Vendor Policy and Procedures**

The Material Management Vendor Policy and Procedures were presented for review and approval.

Motion was made by Trustee Kevin Wolters and seconded by Trustee Chris Jones to approve Material Vendor Policy and Procedures were presented for review and approval.

Chairman Ken Baker put the motion to roll call vote:

Aye: Baker, Wolters, Jones

Nay: None

Chairman declared the motion carried.

## **E. Material Management Inventory Management and Expired Items Policy and Procedures**

Motion was made by Trustee Kevin Wolters and seconded by Trustee Chris Jones to approve of Laboratory and Material management policy.

Chairman Ken Baker put the motion to roll call vote:

Aye: Baker, Wolters, Jones

Nay: None

Chairman declared the motion carried.

## **5. FINANCIAL REPORT – EXAMPLE**

- A. Financial Statement**
- B. Admissions**
- C. Accounts Receivables**
- D. Collections**
- E. Gross/Adjustments/Write-offs/Net Rev**
- F. Percent of Collections**
- G. Payor Mix**
- H. Financial Summary**
- I. Financial/Statistical Report-Discussion and Action**
- J. Accounts Receivables – Report**
- K. Collections – Report**
- L. Capital Expenditures-Discussion and Action**
- M. Depreciation Expense Analysis - Discussion and Action**

No action taken and No reports, this was just an example of how future agendas will appear.

## **6. DEPARTMENT EXPENSE ANALYSIS – EXAMPLE**

- A. EMERGENCY DEPARTMENT**
- B. MED-SURG**
- C. LABORATORY**
- D. RADIOLOGY**
- E. RESPIRATORY THERAPY**
- F. *CARDIO-PULMONARY***
- G. DIETARY**
- H. ENVIRONMETAL SERVICES**
- I. HUMAN RESOURCES**
- J. *SURGERY***
- K. *ONCOLOGY***
- L. *INPATIENT REHABILITATION***

- M. PHYSICAL/OCCUPATIONAL THERAPY**
- N. PHARMACY**
- O. MAINTENANCE**
- P. SLEEP CENTER**
- Q. ADDITIONAL PATIENT CARE FACILITIES**
- R. OB/GYN**

No action taken and No reports this was just an example of how future agendas will appear.

**7. MEDICAL STAFF COMMITTEE**

**A. Medical Staff**

**1. Medical Executive Committee Minutes 12/04/2023**

Motion was made by Trustee Kevin Wolters and seconded by Trustee Chris Jones to approve of Medical Executive Committee Minutes 12/04/2023.

Chairman Ken Baker put the motion to roll call vote:

Aye: Baker, Wolters, Jones

Nay: None

Chairman declared the motion carried.

**2. Credentialing Update**

**Privileges requested for the following.**

LAST NAME	FIRST NAME	DEGREE	PRIVILEGE REQUESTED 1	PRIVILEGE REQUESTED 2	PRIVILEGE REQUESTED 3
Barlow	Jeffery	APRN-CNP	Emergency Medicine	Moderate Sedation	
Barlow (Bliss)	Coty	APRN-CNP	Emergency Medicine	Moderate Sedation	
Rothwell	David	MD	Emergency Medicine	Moderate Sedation	
Gallegos	Fabian	APRN-CNP	Emergency Medicine	Moderate Sedation	
Williamson	Ross	APRN-CNP	Emergency Medicine	Moderate Sedation	
Williams	Darbi	APRN-CNP	Hospitalist		
Karlin	John	APRN-CNP	Emergency Medicine	Moderate Sedation	
Laffoon	Carl	APRN-CNP	Emergency Medicine	Moderate Sedation	
Bodenhamer	Yumee	APRN-CNP	Hospitalist	Emergency Medicine	
Dave	Mayank	MD	Medical Director Emergency Room Manager	Emergency Medicine	
Abernathy	Bob	DO	Manager	Family Medicine	Emergency Medicine
Laakman	Daniel	APRN-CNP	Emergency Medicine	Moderate Sedation	
Scruggs	Deanna	APRN-CNP	Emergency Medicine	Moderate Sedation	
Miller	Laura	APRN-CNP	Emergency Medicine	Moderate Sedation	
Carter	Randall	APRN-CNP	Emergency Medicine	Moderate Sedation	

Potter	Susan	APRN-CNP	Emergency Medicine	Moderate Sedation	
Sparks	Audrianna	APRN-CNP	Emergency Medicine	Hospitalist	Moderate Sedation
Mann	Mark	MD	Emergency Medicine	Moderate Sedation	Family Medicine
Irwin	Derek	MD	Pathology		
Luu	Ly	MD	Pathology	Lab Director	
Umobuarie	Ejeehi	MD	Pediatrics		

Motion was made by Trustee Kevin Wolters and seconded by Trustee Chris Jones to approve Credentialing Privileges requested.

Chairman Ken Baker put the motion to roll call vote:

Aye: Baker, Wolters, Jones

Nay: None

**Delineation of Privileges-**

The appointment/Authority statement Medical Director appointment/Authority statement and Job Duties. Len Lacefield introduced Dr. Dave Mayank and asked for approval for Dr Dave Mayank to be appointed as Medical Director. Dr. Dave Mayank will be very hands-on with physicians’ duties and will review all hospital reports daily and monthly as needed. He will also oversee reviews of Quality and Care measures.

Motion was made by Trustee Chris Jones and seconded by Trustee Kevin Wolters to approve Dr. Dave Mayank as Medical Director.

Chairman Ken Baker put the motion to roll call vote:

Aye: Baker, Wolters, Jones

Nay: None

Chairman declared the motion carried.

**D. Medical Staff Policy and Procedures (state policy Name) – Discussion and Action**

None

**7. COMMITTEE REPORTS**

**A. Finance Committee – Discussion**

1. Financial/Statistical Report-Discussion and Action – No Report
2. Accounts Receivables – Report – No Report
3. Collections – Report – No Report
4. Capital Expenditures-Discussion and Action – No Report
5. Depreciation Expense Analysis - Discussion and Action - No Report

Working on the AP (in-house) hopefully we will have completed by the first of the year. We are currently setting at \$5.077 in the bank currently.

No Action needed at this time.

- B. Personnel Committee – Discussion**
  - 1. Personnel Report – Update – No Report**
  
- C. Quality Assurance/Performance Program –**

The Quality Assurance/Performance Program Meeting Minutes 11/22/2023, 10/18/2023 were presented for review and approval.

Motion was made by Trustee Kevin Wolters and seconded by Trustee Chris Jones to approve Quality Assurance/Performance Program Meeting minutes for 11/22/2023, 10/18/2023 as presented.

Chairman Ken Baker put the motion to roll call vote:

Aye: Baker, Wolters, Jones

Nay: None

Chairman declared the motion carried.

- D. Life Safety Meeting Minutes 12/1/2023, 10/18/2023**

The Life Safety Meeting Minutes 12/1/2023, 10/18/2023 were presented for review and approval.

Motion was made by Trustee Kevin Wolters and seconded by Trustee Chris Jones to approve Life Safety Meeting Minutes 12/1/2023, 10/18/2023 as presented.

Chairman Ken Baker put the motion to roll call vote:

Aye: Baker, Wolters, Jones

Nay: None

Chairman declared the motion carried.

- E. Pharmacy and Therapeutic Committee Minutes 11/22/2023**

The Pharmacy and Therapeutic Committee Minutes 11/22/2023, 10/18/2023 were presented for review and approval.

Motion was made by Trustee Kevin Wolters and seconded by Trustee Chris Jones to approve Pharmacy and Therapeutic Committee Minutes 11/22/2023, 10/18/2023 as presented.

Chairman Ken Baker put the motion to roll call vote:

Aye: Baker, Wolters, Jones

Nay: None

Chairman declared the motion carried.

**F. Infection Control Committee Minutes 10/18/2023, 11/22/2023**

The Infection Control Committee Minutes for 10/18/2023, 11/22/2023 were presented for review and approval.

Motion was made by Trustee Kevin Wolters and seconded by Trustee Chris Jones to approve Infection Control Committee Minutes for 10/18/2023, 11/22/2023 as presented.

Chairman Ken Baker put the motion to roll call vote:

Aye: Baker, Wolters, Jones

Nay: None

Chairman declared the motion carried.

**8. NEW BUSINESS (If any, pursuant to Section 311.9 of the Oklahoma Open Meeting Act.)**

Any matter not known about, and which could not have been reasonably foreseen prior to the posting of this agenda. (If any, as authorized pursuant to Section 311.9 of the Oklahoma Open Meeting Act.)

**A. DEPARTMENT REPORTS – Approval of Appointment Statement List**

**1. Chairman of the Board**

**Y Ken B**

2. Vice Chairman	Y Kelly C
3. CEO	Y Len L
4. Medical Director	Y Dave'
5. Vice Medical Director	Y M Mann
6. Secretary of Medical Staff	N C Richardson
7. Director of Emergency Room (MD or DO)	Y B Abernathy
8. Chief Nursing Officer (Director of Nurses (RN))	Y Janae C
9. Emergency Room Manager	Y Clint H
10. Director of Med Surge (RN)	Y Austin C
11. Infection Control Officer	Y Brenda J
12. Quality and Performance Improvement Officer	Y Brenda J
13. Medical Records Director	N Pending
14. Dietary (Dietician)	Y Sandra K
15. Credentialing Committee Chair (Medical Records Director)	Y Deby L
16. Director of Radiology (MD / DO)	Y DIA
17. Director of Pathology / Lab Director MD)	Y Dr Luu
18. Lab Manager	Y Arlene O
19. Radiology Safety Officer	Y David HB(?)
20. Radiology Manager	Y David HB(?)
21. Safety Officer	Y Janice M (?)
22. Credentialing Officer	Y Deby Landis
23. Central Store & Purchasing Director	Y Holly M
24. Director of Engineering	Y Janice M
25. Compliance Officer	Y Brenda J/Janae C
26. Information Services Director	Y Sarah K (?)
27. Pharmacy Director	Y Cris H
28. Pharmacy Technician	Y Cathy B
29. Charge Nurse (CNO ?)	Y Janae C
30. All job descriptions with acceptance letters	Y Chasity R /Deby L

The motion was made by Trustee Kevin Wolters and seconded by Trustee Chris Jones to approve Appointment Statement list.

Chairman Ken Baker put the motion to roll call vote:

Aye: Baker, Wolters, Jones

Nay: None

Chairman declared the motion carried.

## 9. Adjourn

Motion was made by Trustees Kevin Wolters and seconded by Trustee Chris Jones to

adjourn.

Chairman Baker put the motion to roll call vote:

Aye: Baker, Wolters, Jones

Nay: None

Chairman declared the motion carried and meeting was adjourned at 12:54 pm.

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Date Approved

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Ken Baker, Chairman