

**SPECIAL MEETING OF THE  
CLINTON HOSPITAL AUTHORITY MINUTES  
Wednesday July 24, 2024, 12:00PM**

A Special 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 July 24, 2024, at 12:00pm. A notice of this agenda was posted on the bulletin board in the lobby of the Clinton City Hall on July 22, 2024, at 11:55 a.m. An Amended Agenda was posted on the bulletin board in the lobby of the Clinton City Hall on the July 23, 2024, at 11:00 a.m.

**Members:** Ken Baker, Chris Jones (absent), Kelly Cornel, Kevin Wolters, Tyler Bridges, Ernie Dowdell, *Ex Officio(absent)*

**Chief Executive Officer:** Len Lacefield

**City Manager:** Robert Johnston

**Secretary/Clerk:** Amy Jones

**Others:** Chasity Richardson, Brendan Price, Brenda Jennings, RN, Stephanie Bustos, Rachel Owens, Stephanie Drum, RRT, and others

**I. CALL TO ORDER**

**Chairman Kenneth Baker called meeting to order at 12:01 pm**

**II. REVIEW AND APPROVAL OF CONSENT AGENDA ITEMS**

A. Approval of Minutes from the July 10, 2024, Special Meeting

The Consent Agenda items were presented for review and approval.

Motion was made by Trustee Kelly Cornell and Second by Tyler Bridges to approve the Consent Agenda

Chairman Kenneth Baker put in motion roll call vote:

Aye: Kelly Cornell, Kevin Wolters, Tyler Bridges

Nay: none

Chairman declared the motion carried

**III. BUSINESS ITEMS (Discussion, Consideration, and Possible Action Regarding):**

A. Administrative reports

1. Executive Report –

Update CEO Len Lacefield gave an Executive Report of a medica campaign with Clinton Daily Newspaper giving the hospital priority positioning and weekly publication advertising throughout the next year beginning in August. This will allow us to run campaigns for new services, provider and public interest advertising in the Clinton Daily News. Mr. Lacefield

gave update of the Cardiopulmonary rehab department staff has completed training, we are getting more referrals from Oklahoma Heart Hospital and Baptist to schedule patients for the first week of August. We are still working on getting the word out of the new Cancer Screening Rad Program and Nuclear Medicine. Mr. Lacefield gave a update on Development of collection efforts on our private pay and patient balances with the help of Rachel team (IHT) we are imported all the data from October 30, 2023 to assure the accuracy of the revenue cycle management process. While working on the accuracy of revenue cycle management we are still having conversations with physicians who are interested in considering a rural health position with us as well as local primary care doctors who also have interest. Last week we submitted our credentialing for Medicare part B hoping to have that approved soon. For the PA it takes a longer credentialing cycle, which we have a few that seldom work for us. Mr. Lacefield also touched on Telehealth for Clinton, Arapaho and Taloga Public Schools. Our public school system telehealth program kicked off with Clinton Public Schools enrollment providing a venue for parents to see the program. Janae Chittum provided a collection of information showing the services we provide for our community. We had 60 to 80 households complete the enrollment. We will continue to work with Sheffield at the schools to assure that when they are ready to launch the telehealth program globally our ER staff and supportive systems are in place to deliver swift access to care to support our school systems. With Telehealth we are reviewing the Concord Tele-Hospitalist program we currently have the appropriate equipment to perform exception patient care. We have reached out to our emergency room coverage team to determine if they would have an interest in providing this service. In conclusion, we have recently had the resignation of key staff duties to optimize their skill sets and the efficiency of the hospital operations. This involves utilizing Janae Chittum's expertise to perform outreach programs to the public. Her new role will start on the first of the month. With Mrs. Chittum's role changing we will be moving Brendon Price to the CNO position.

#### B. First Amendment to SNP, PLLC consulting Practitioner Services Agreement

Mr. Len Lacefield presented an updated contract with SNP, PLLC consulting Practitioner Services Agreement on a month-by-month basis.

Motion was made by Trustee Kelly Cornell and Second by Tyler Bridges to approve SNP, PLLC consulting Practitioner services Agreement to month-by-month

Chairman Kenneth Baker put in motion roll call vote:

Aye: Kelly Cornell, Kevin Wolters, Tyler Bridges

Nay: none

Chairman declared the motion carried

#### C. REH Team training August 7, 2024

Mr. Lacefield gave an update that the Hospital Employees will go through REH (Rural Emergency Hospital) training educating staff about the basic advantage of being designated as an REH facility. The facility would receive a \$3.314 million per year stipend, uptick of 5% on all claims filed and paid for. All outpatient services lab, x-ray, surgery, cardiac rehab, sleep studies are covered by REH. Services of inpatient, Geri psych, swing bed are currently not covered by REH. In 2025 Geri-psych and Swing bed are being considered for cover services.

#### D. Termination of Contract for Trubridge-

Mr. Lacefield, CEO stated due to lack of work product and efficiencies we would like to move forward and terminate our relationship with Trubridge.

Motion was made by Trustee Kevin Wolters and Second by Kelly Cornell to approve Termination of Contract for Trubridge

Chairman Kenneth Baker put in motion roll call vote:

Aye: Kevin Wolters, Kelly Cornell, Tyler Bridges

Nay: none

Chairman declared the motion carried.

- D. Intrafund Borrowing Agreement Between the Clinton General Fund and the Clinton Hospital Authority-Funds totaling \$175,000.00 to transferred from Clinton General Fund to Clinton Hospital Authority.

The Intrafund Borrowing Agreement Between the Clinton General Fund and the Clinton Hospital Authority-Funds totaling \$175,000.00 to be transferred from Clinton General Fund to Clinton Hospital Authority was presented to the Trustees for approval to help cover operating expenses. The loan will be repaid when Hospital Authority invested funds mature in the near future.

Motion was made by Trustee Kelly Cornell and Second by Kevin Wolters to approve Intrafund borrowing Agreement from the Clinton General Fund to Clinton Hospital Authority of \$175,000.00.

Chairman Kenneth Baker put in motion roll call vote:

Aye: Kelly Cornell, Kevin Wolters, Tyler Bridges

Nay: none

Chairman declared the motion carried.

- E. Intrafund Borrowing Agreement Between the Clinton Public Works Authority and the Clinton Hospital Authority-

The Intrafund Borrowing Agreement between the Clinton Public Works Authority and the Clinton Hospital Authority -Funds totaling \$175,000.00 to be transferred from Clinton Public Works Authority to Clinton Hospital Authority was presented to the Trustees for approval to help cover operating expenses. The loan will be repaid when Hospital Authority invested funds mature in the near future.

Motion was made by Trustee Kelly Cornell and Second by Kevin Wolters to approve Intrafund borrowing Agreement from the Clinton Public Works Authority to Clinton Hospital Authority of \$175,000.00.

Chairman Kenneth Baker put in motion roll call vote:

Aye: Kelly Cornell, Kevin Wolters, Tyler Bridges

Nay: none

Chairman declared the motion carried.

#### **IV. FINANCIAL REPORT**

## A. Financial Statement

Stephanie Bustos presented the Clinton Regional Hospital financial report to the Trustees. The Clinton Hospital Authority Financial Position/Cash and Investments 7/24/24 was available for review. As well as the aged accounts payable vendor spreadsheet. Mrs. Bustos also provided for review the Clinton Regional Hospital Balance Sheet. She stated she was working with RS Meacham Consultants to develop a general ledger to better document the financial records of the hospital. The Financial software that is provided with Truebridge is not providing the information that is needed and the hospital will be moving forward with Quick Books to develop the balance sheets and reporting documents.

Motion was made by Trustee Kevin Wolters and seconded by Trustee Tyler Bridges to acknowledge receipt of the Financial Statement as presented.

Chairman Kenneth Baker put in motion roll call vote:

Aye: Kelly Cornell, Kevin Wolters, Tyler Bridges

Nay: none

Chairman declared the motion carried.

## B. Invoices to be paid

Stephanie Bustos asked to approve outstanding invoices 31 days and older as presented a vendor spreadsheet that total expenses of \$212,451.38.

Motion was made by Trustee Tyler Bridges and Second by Kevin Wolters to approve to pay outstanding invoices to be paid 31 days and older in the amount of \$212,451.38.

Chairman Kenneth Baker put in motion roll call vote:

Aye: Tyler Bridges, Kevin Wolters, Kelly Cornell

Nay: none

Chairman declared the motion carried.

## V. COMMITTEE /DEPARTMENT REPORTING

### A. Review and Approval Monthly Quality Assurance/Performance program meeting minutes 06/17/24.

Brenda Jennings, RN, Employee Health/Infection Control/Quality Director gave an overview of Monthly Quality Assurance/Performance program minutes from 6/17/24. Trustees were provided copies of the minutes for review and given an opportunity to ask questions.

Motion was made by Trustee Kelly Cornell and Second by Kevin Wolters to approve to Monthly Quality Assurance/performance program meeting minutes 06/17/24

Chairman Kenneth Baker put in motion roll call vote:

Aye: Kelly Cornell, Kevin Wolters, Tyler Bridges

Nay: none

Chairman declared the motion carried.

B. Review and Approval Monthly Safety/Emergency management Committee meeting 06/05/24.

Janice Merrill gave an overview of the Monthly Safety/ Emergency Management Committee for the meeting on June 5, 2024. The Trustees were provided with copies of the minutes for review and given an opportunity to ask questions. She reported that the ACHC Survey finding regarding the fire panel and dampers has been resolved and should receive report from ACHC that is it cleared. She also stated that Boiler #2 passed inspection. Mr. Lacefield concurred with Ms. Merrill and stated that she had handled all of the facility findings well and the instances with the fire panel and dampers were an unique anomaly to the building.

Motion was made by Trustee Tyler Bridges and Second by Kevin Wolters to approve to Monthly Safety/Emergency Management meeting minutes 06/05/24

Chairman Kenneth Baker put in motion roll call vote:

Aye: Tyler, Bridges, Kevin Wolters, Kelly Cornell

Nay: none

Chairman declared the motion carried.

**VI. Approval of Policy and Procedures for Cardiac Rehabilitation**

Stephanie Drum, RRT, Cardiopulmonary Director presented the policy and procedures for Cardiac Rehabilitation to the Trustees for approval.

CR 001 Department Goals
CR 002 Mission Statement
CR 003 Philosophy
CR 004 Diversity and Culturally Competent Care
CR 005 Participant Selection and Exclusion Policy
CR 006 Referral Resources and Process
CR 007 Facilities Policy
CR 008 Early Outpatient Phase
CR 009 Early Outpatient Discharge Criteria
CR 010 Abuse and Neglect Policy
CR 011 Patient Grievances and Complaints
CR 012 Professional Staff Policy
CR 013 Job Description Medical Director
CR 014 Job Description Registered Nurse
CR 015 Job Description Physical Therapist
CR 016 Staff Competency Policy
CR 017 Orientation Policy
CR 018 Participant Orientation Check List

CR 019 Participant Profile Page
CR 020 Self-Administered Participant Health History
CR 021 Informed Consent for Cardiac Rehabilitation
CR 022 Participant's Rights and Responsibilities
CR 023 Written Agreement for Participation
CR 024 Emergency Treatment Consent Form
CR 025 Photography Consent Form
CR 026 Class Schedule of Events
CR 027 Orientation Welcome Letter
CR 028 Attendance Policy
CR 029 Sign-In Sheet
CR 030 Participant's Rights
CR 031 Educational Tests/Flowsheet
CR 032 Educational Assessment Tool
CR 033 Education Evaluation
CR 034 Guidelines for Age and Gender Considerations
CR 035 Guidelines for The Diabetic Patient
CR 036 Guidelines for The Participant with Heart Failure (HF and Left Ventricular Dysfunction (LVD)
CR 037 Guidelines for The Arrhythmia, Pacemaker, and ICD Participant
CR 038 Guidelines for The Participant with Peripheral Arterial Disease (PAD)
CR 039 Guidelines for The Transplant Participant
CR 040 Psychosocial Considerations and Interventions
CR 041 Emotional Assessment
CR 042 Participant Progress Reports
CR 043 Physician Referral Policy
CR 044 Physician Referral
CR 045 Participant Review Form
CR 046 Physician Notification of Patient Event
CR 047 Physician Response to Notification of Patient Event
CR-048 Documentation and Record Keeping
CR 049 Exercise Blood Pressure Policy
CR 050 Telemetry Monitoring Policy
CR 051 Resistance Training Policy
CR 052 Policy for Termination of Outpatient Exercise
CR 053 Home Exercise Policy

CR 054 Home Exercise Program
CR 055 Home Exercise Agreement
CR 056 Home Exercise Log
CR 057 Home Exercise-Warming Up
CR 058 Home Exercise-Cooling Down
CR 059 Rating Scales
CR 060 Healthy Heart Home Program Agreement
CR 061 Supplies Policy
CR 062 Equipment Policy
CR 063 Infection Prevention and Control Policy
CR 064 Continuous Quality Improvement (CQI)
CR 065 Reimbursement Policy
CR 066 Waiver of Liability Notices
CR 067 Insurance Pre-Certification
CR 068 Safety and Emergency Protocols
CR 069 Emergent/Nonemergent Interventions
CR 070 Emergency Equipment and Supplies
CR 071 Emergency Supplies and Medications
CR 072 Hazardous Materials Policy
CR 073 Exercise Prescription for the Cardiac Participant
CR 074 Approximate Metabolic Cost of Selected Activities MET Tasks
CR 075 Approximate Metabolic Cost of Selected Occupational Work Tasks
CR 076 Leisure Activities in METs
CR 077 Risk Stratification
CR 078 Emergency Codes and Safety/Security Management
CR 079 Exercise Prescription for The Phase III Cardiac Patient

Motion was made by Trustee Tyler Bridges and Seconded by Kevin Wolters to approve to Cardiac Rehabilitation Policy CR001 through CR0079

Chairman Kenneth Baker put in motion roll call vote:

Aye: Tyler, Bridges, Kevin Wolters, Kelly Cornell

Nay: none

Chairman declared the motion carried.

**VI. New Business (If any, as authorized pursuant to Section 311.9 of the Oklahoma Open Meeting Act.)**

None

## VII. ADJOURN

A motion was made by Trustee Kelly Cornell and Second by Tyler Bridges to Adjourn.

Chairman Kenneth Baker put in motion roll call vote:

Aye: Kelly Cornell, Tyler Bridges, Kevin Wolters

Nay: None

Chairman declared the motion carried.

Chairman declared the motion carried and meeting adjourned at 1:01 pm

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Date Approved

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Kenneth Baker, Chairman