Clay County Medical Center Board of Trustees

8 P.M.
TUESDAY, NOVEMBER 10, 2015
BOARD ROOM

Minutes

BOARD MEMBERS PRESENT
Lori Penner
Richard Cott
Sandy Fox
Jeff Yarrow

OTHER PERSONS PRESENT
Austin Gillard, CEO
Jim Garbarino, CFO
Monte Green, Attorney
Mary Jensen, Recording Secretary
Cindy Rush, HR
Chris Wolf, IT
Everett Burt, Braden Financial Services

Absent: Terri Parry

CALL TO ORDER

Lori Penner, President, called the meeting to order at 8:01 p.m.

BOARD MEETING MINUTES

Lori Penner asked if there were any corrections to the minutes of October 20, 2015. Motion made by Sandy Fox, seconded by Richard Cott, to approve the minutes of October 20, 2015 as presented. Motion carried 3-0.

AGENDA REVIEW

ADD:

- Everett Burt – Employee Pension Plan
- Executive Session for QA/RM

FINANCIALS – JIM GARBARINO

Jim Garbarino, CFO presented the Cash Receipts/Disbursements for October 31, 2015. Discussion followed. Motion made by Richard Cott, seconded by Jeff Yarrow, to approve the Cash Receipts/Disbursements for October 31, 2015 as presented. Motion carried 3-0.

NEW BUSINESS

EMPLOYEE PENSION PLAN – EVERETT BURT

Everett Burt presented to the Board the 457 Plan as an additional option for employees. There is no additional charge to add this. After discussion, motion made by Sandy Fox, seconded by Richard Cott, to allow the 457 Plan in addition to what we currently have. Motion carried 3-0.

EMPLOYEE BENEFITS – CINDY RUSH, HR

1. Employee Christmas Bonus Amounts - After discussion, motion made by Sandy Fox, seconded by Richard Cott, to approve the Christmas bonus amounts for employees the same as last year. Motion carried 3-0.
2. The Board reviewed and discussed the following employee personnel policies:
   - Bonus Day – Motion made by Sandy Fox, seconded by Jeff Yarrow, to delete this policy. Motion carried 3-0.
   - Jury Duty – Motion made by Richard Cott, seconded by Sandy Fox, to approve the addition to the policy "employees will call in after being dismissed to see if they are needed". Motion carried 3-0.
   - Types of Employees - Motion made by Sandy Fox, seconded by Jeff Yarrow, to delete special relief employees as listed in the policy. Motion carried 3-0.

- Vaccinations - Motion made by Jeff Yarrow, seconded by Richard Cott, to approve that requested vaccinations will be provided to the employee at cost be added to the policy. Motion carried 3-0.
- Workers Comp - Motion made by Richard Cott, seconded by Sandy Fox, to approve the change to the policy that employees use PTO/Extended Sick Leave before work comp payments for missed time begins. Motion carried 3-0.
- Retirement Plan - Motion made by Richard Cott, seconded by Sandy Fox, to approve the update Retirement Plan policy stating that employees who reached the age of 21 can participate voluntarily in the 403(b) or the 457 plan with the maximum contributions being the legal limit set by the IRS each year. Motion carried 3-0.
- Bereavement Leave - Motion made by Richard Cott, seconded by Sandy Fox, to add step-children to the bereavement policy and to allow up to one week of extended sick leave may be used for extenuating circumstances with approval of the CEO. Motion carried 3-0.
- Resignations - Motion made by Jeff Yarrow, seconded by Richard Cott, to approve the updated resignation policy stating that an employee not providing the requested notice time will have this noted in the employee file and will forfeit 20% of their PTO accrual payout. Motion carried 3-0.
- Time Off With Pay - Motion made by Sandy Fox, seconded by Jeff Yarrow, to approve the changes to the policy stating that PTO benefits accumulate up to a maximum accrual of 400 hours, employees can request in writing to cash out PTO hours as long as a minimum of 100 hours are left in their PTO bank, that this can be done once per quarter with the time being paid on the regular payroll and it will be 97% of their base pay and to change on page 3 of the policy 24 hours to 2 days. Also, the ESL bank is paid hours used for added income protection beyond 2 days of consecutive PTO usage for an employee's own illness or injury. Motion carried 3-0.

3. Employee Health Insurance – Motion made by Sandy Fox, seconded by Richard Cott, to approve the proposed insurance rates (6.2% increase) for 2016 and to switch from Meritain to BMI for our Third Party Administrator. Motion carried 3-0.
4. Simply Well Wellness Program – will leave as is for 2016. Board will revisit for 2017.
5. Delta Dental Increase – will have a 2.6 increase for 2016.

Cindy Rush left the meeting.

HARDWARE/SOFTWARE FOR MEANINGFUL USE – CHRIS WOLF, IT

Chris Wolf presented to the Board to request funding for purchasing additional hardware and software for Meaningful Use. There is additional incentive money still available which can be utilized in 2015 to enhance our certified EMR. We would acquire additional capital assets and receive reimbursement for the expenditure. After discussion, motion made by Sandy Fox, seconded by Jeff Yarrow, to authorize up to $535,000.00 and for Austin Gillard to negotiate any other items depending on the discounts. Motion carried 3-0. Chris Wolf left the meeting.

ADMINISTRATIVE REPORT – AUSTIN GILLARD, CEO

Austin presented the following:

- Agreements for Dr. Wurtz & Dr. Lohrmeyer for review. After discussion, motion made by Richard Cott, seconded by Sandy Fox, to offer both Dr. Wurtz and Dr. Lohrmeyer the same contract as presented. Motion carried 3-0.
- Dietary Food Prices – Jim Garbarino and Austin are still looking at.
- Outpatient Clinic & CCFP Clinic Rates – The Board reviewed an email from Dick Hay regarding the CCFP lease. Jim Garbarino and Austin will look more into it.
- Stress Test System service agreement cost update - It is a 3 year service agreement at a total cost for all 3 years of $6219.45.
- Generator Update – Austin received an email from the company. They only want to pay $5,750.00 for the generator stating it was a total loss. Will continue to negotiate.
- Property Insurance – Walt Slingsby is still looking for a property insurance company. Companies will not take on our building with the roof not being repaired until April. Austin will call McGee's and see if they could repair by end of year.
- Office moves are taking place throughout the facility.

- Pulmonary Rehab will be in Cardiac Rehab starting in December or January.
- McGee's have started on the Hospice roof and will move to the administrator's house next.
- Meadowlark Hospice received their car yesterday that was approved by the Board.
- Scott Patterson is now a contracted employee of CCMC.
- MCSI is doing well. The hospital has a 20% stake in it. Austin has been named treasurer.
- Memorial Hospital reported a $267,000.00 loss.
- Medicalodge – they are probably looking at purchasing the property since this is the only nursing home they lease.
- CCFP – new compensation packages are being reviewed.

EXECUTIVE SESSION

Motion made by Jeff Yarrow, seconded by Richard Cott, to go into executive session at 11:15 p.m. for 15 minutes for QA/RM. Motion carried 3-0. The Board came out of executive session at 11:30 p.m. with no action taken.

NEXT MEETING

The next Board of Trustees meeting will be on December 1 at 7 p.m. in the Board room.

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Minutes recorded by Mary Jensen, Recording Secretary