Clay County Medical Center Board of Trustees

Tuesday, Oct 25, 2016
7:30 p.m.
CCMC Board Room

Minutes

BOARD MEMBERS PRESENT	OTHER PERSONS PRESENT
Lori Penner	Austin Gillard, CEO
Terri Parry	Jim Garbarino, CFO
Sandy Fox	Amy Burr, Meadowlark Hospice
Jeff Yarrow	Monte Green, Attorney
Richard Cott	Mary Jensen, Recording Secretary
	Cindy Rush, HR

CALL TO ORDER

Lori Penner, President, called the meeting to order at 7:36 p.m.

BOARD MEETING MINUTES

Lori Penner asked if there were any corrections to the minutes of September 27, 2016. Motion made by Sandy Fox, seconded by Terri Parry, to approve the minutes of September 27th as presented. Motion carried 3-0. Jeff Yarrow was not present at this time.

AGENDA REVIEW

ADD:

- Lutz Contract Approval

NEW BUSINESS

MEADOWLARK HOSPICE QA & MUMMS UPDATE – AMY BURR

Amy Burr, Meadowlark Hospice Director, gave an update on the new MUMMS software. She stated that it is up and running. It is more efficient and easier to bill & collect. They are still working on posting to the A/R. Staff is pleased with the software on both the clinical and business side of it. Amy also went over the results of the CAHPA survey and the QAPI 3rd Quarter report. Amy left the meeting at 7:58 p.m.

EMPLOYEE BENEFITS – CINDY RUSH

1. Personnel Policy Extended Sick Leave - Cindy Rush, HR Director, proposed changing the extended sick leave policy to 16 hours instead of two days. The current policy states that when an employee is sick that must use two days of PTO before they can start using their extended sick leave on the 3rd day. Nursing employees normally do not work three 12 hour shifts in a row, so they cannot use their extended sick leave. This will also help with the providers working 24 hour shifts in the ER. After discussion, motion made by Sandy Fox, seconded by Richard Cott, to approve changing the extended sick leave policy from two days of PTO to 16 hours of PTO before using the extended sick leave. Motion carried 3-0.
2. Payroll Deduct for CCFP bills – working on adding the option to payroll deduct employee CCFP bills, the same as we do for CCMC bills.
3. Employee Christmas Bonus Amounts - After discussion, motion made by Terri Parry, seconded by Richard Cott, to approve the Christmas bonus amounts for employees the same as last year. Motion carried 3-0.
4. Employee Health Insurance – Cindy presented options to the Board for the 2017 Employee Health Insurance. Employee open enrollment will be on November 17th. HR will send out a benefit summary to employees prior to enrollment with all the benefit information and rates. Employees will come to their appointment with all their decisions made so representatives and HR can guide them through the online process. After discussion, motion made by Terri Parry, seconded by Richard Cott, to approve the proposed insurance rates for 2017 with no changes in the deduction structure. Motion carried 3-0.

Cindy Rush left the meeting.

Jeff Yarrow arrived.

FINANCIALS – JIM GARBARINO

Jim Garbarino, CFO presented the Cash Receipts/Disbursements & Financial Review for September 30, 2016. Jim stated that at the end of September we had a positive bottom line. After discussion, motion made by Sandy Fox, seconded by Terri Parry, to approve the Cash Receipts/Disbursements & Financial Review including cash outlay as presented for September. Motion carried 4-0.

CANDIDATES TO REVIEW & APPROVE

The Board discussed the credentialing files recommended by Medical Staff for the following:

Re-appointments

Pamela D Brabec, APRN – Clay Center Family Physicians (Allied)
Albert John Giambrone, CRNA – Anesthesia (Allied)

Kent E Erickson, MD – Erickson Medical Clinic (Courtesy)
Susan E Gutschow, MD – United Radiology (Courtesy)
Chen H Chow, MD – Cotton-O'Neil Cardiology (Courtesy)
Seshu C Rao, MD – Cotton-O'Neil Cardiology (Courtesy)
Larry K Beck, MD – Salina Regional Oncology (Courtesy)
Nanda Kumar, MD – Neuroscience and Rehabilitation and Associates (Courtesy)

Motion made by Richard Cott, seconded by Terri Parry, to approve privileges to the 8 staff named above. Motion carried 4-0.

ADMINISTRATIVE REPORT – AUSTIN GILLARD, CEO

Austin presented the following:

- Angels Care Home Health – we are looking at contracting with them for PT, OT & Speech. Therapy staff is very positive about offering this service.
- Urgent Care – Dr. Kelly, Jess Badsky, Lance Haller and Tyce Young are working with ER staff on the work flow of the urgent care and the billing side of it. In January the urgent care will be open on Saturday mornings to start with. The CCFP Saturday morning clinic will be closed.
- Kansas Association of Counties Panel – Austin has been selected to be on the panel to discuss the future of healthcare. It will be in November.
- HCAHPS Report – The board reviewed the report from 1st Quarter. We are moving in the right direction.
- Lab Interface for CCFP (Approval) – Austin presented a request for a laboratory interface and demographics inbound for $12,000.00 from eClinicalWorks. This will insure that the interface is built correctly and it is money well spent. Motion made by Richard Cott, seconded by Sandy Fox, to approve the eClinicalWorks interface for $12,000.00. Motion carried 4-0.
- Old Administrator House – There is someone interested in the house. It was decided for Austin to check with the County Commissioners on the sale of the house first.
- KHA Revenue Cycle Consultation Project – we received a grant from KHA for a consultant to come in and focus on collections. She made several suggestions. Yvonne Bartley and her team will work on this project.
- Wardcraft Homes Satellite Clinics – We met with Ted Carlson from Wardcraft to discuss building satellite clinics and gave him a design of what we would want.
- Lutz Approval – Austin would like to have a coding audit of random charts of inpatients, outpatient surgical cases, swingbed and hospital based clinic visits. The board reviewed a letter sent by Lutz with the proposed fee of between $7,000 to $7,500. A summary of findings will be provided along with a telephone webinar discussing the results. After discussion, motion made by Terri Parry, seconded by Jeff Yarrow, to approve the request for the audit with Lutz, not to exceed $7,500. Motion carried 4-0.
- Julia Mesalles & Lisa Hiltgen are now doing Echo's in-house.

- Jackie Monroe is out on leave to focus on school.
- Dr. Fredericksen, DPM, will start coming in January.
- Dr. Witt, Ophthalmologist in Manhattan, will start in January or February.
- Dr. Albahhar, Dermatologist, is interested in having a clinic here.
- Strategic Planning – the executive committee feels it is time to start strategic planning for the future. Austin would like to hire a professional company to help with this. Austin will check with KHA for options.
- EMR Vendor Selection Process – The EMR committee has narrowed down the vendors to three (Meditech, Cerner & Athena). Austin would like to invite Meditech & Cerna onsite to meet with providers and staff. Once a vendor is chosen it will take about 1 ½ years to build the system. Austin and Chris Wolf are going to Salina Wednesday to look at their EMR.

NEXT MEETING

The next regular Board of Trustees meeting will be on November 10th at 12:00 p.m. in the Board room.

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Minutes recorded by Mary Jensen, Recording Secretary