Clay County Medical Center
Board of Trustees

Monday, April 10, 2017
7:30 p.m.
Board Room

Minutes

BOARD MEMBERS PRESENT
Lori Penner
Terri Parry
Sandy Fox
Jeff Yarrow
Richard Cott

OTHER PERSONS PRESENT
Austin Gillard, CEO
Jim Garbarino, CFO
Joel Mason, Attorney
Adam Crouch, CPA, Senior Manager,
Wendling Noe Nelson & Johnson LLC
Jessica Badsky, RN, Interim DON
Dr. John Kelley, ED Director
Cindy Rush, HR Director
Mary Jensen, Recording Secretary

CALL TO ORDER

Lori Penner, President, called the meeting to order at 7:33 p.m.

ANNUAL AUDIT REPORT

Adam Crouch from Wendling, Noe, Nelson & Johnson, LLC presented the audit financial reports for the years ended December 31, 2016 and 2015. Adam went over the report of independent certified public accounts, financial statements and supplementary information. After discussion, motion made by Jeff Yarrow, seconded by Richard Cott, to accept the audit report as presented. Motion carried 4-0. Adam Crouch left the meeting.

BOARD MEETING MINUTES

Lori Penner asked if there were any corrections to the minutes of March 16 and March 29, 2017. Motion made by Jeff Yarrow, seconded by Terri Parry, to approve the minutes of March 16 and March 29, 2017 as presented. Motion carried 4-0.

AGENDA REVIEW

ADD:

- Executive Sessions for non-elected personnel compensation

CASH RECEIPTS/DISBURSEMENTS

Jim Garbarino presented the cash receipts/disbursements for March 31, 2017. After discussion, motion made by Sandy Fox, seconded by Richard Cott, to approve the cash receipts/disbursements for March 31, 2017 as presented. Motion carried 4-0.

NEW BUSINESS

a. Jessica Badsky – Nursing Department Update

Jessica Badsky, RN, Interim DON, presented a summary of her department:

- Structural – the OB area has been moved to the north end so we have less patient rooms, we will have to double up more often when our census is higher. Staff has done well with the changes.
- The Omnicell pharmacy dispensing system has been moved to a separate room. This will help with distraction and errors.
- The nurse's station will be moved at the end of June to the old medical records room.
- Staffing – hired staff for night shift, CNA's and some new grads. New staff will spend time in different departments to help understand work flow.

- Supervisors are doing a great job with additional duties. Focusing on accountability. Their leadership is appreciated.
- Sara Beikman is now in charge of infection control, employee health and occupational health. She will be a big part of the construction with infection control. Sara is always working on education for the staff and orientation of new staff.
- Jennifer Sorell is the Quality Risk Manager, we are going to have her take on utilization review as well.
- Rhonda Douthit is the case manager and utilization review currently, when we move utilization review Jennifer this will free up Rhonda's time to start focusing more on the patient experience (patient education and discharge planning).
- Sally Chestnut – in social services, we are reviewing her job duties to see if we can adjust to allow her to be more available for social services issues in ER and OB as well as acute, as we continue to see more patients with mental health issues that are needing more support and resources.
- Geropsych—needs for our elderly population continue to grow, this is an area that we are seeing more need, unfortunately it's hard to manage and very time consuming. Having a provider that specializes in this area would be a great resource for our community.

Jessica Badsky left the meeting at 8:45 p.m.

b. Dr. Kelley – ER and Walk-In Clinic Update
Dr. John Kelley gave an update from the first of the year. He stated that the walk-in clinic is going very well. They started out with only weekends but now are open Monday-Friday from 5 p.m. – 7 p.m. He said that one-third of the patients are from out of town or non-CCFP patients. There is four full-time staff that works a 4-week rotation, but one is out on medical leave. He has prn staff to help cover those times. Dr. Kelley is doing chart reviews along with checking documentation and coding. Dr. Kelley left the meeting at 9:01 p.m.

c. Salary Survey Results CCFP – Cindy Rush, HR Director
Cindy Rush presented a CCFP wage adjustment using the January 2016 survey for the Board to review. Adjustments were based on a clinic scale and some on the CCMC scale. The cost to bring employees to the current scale is an average of a 2.02% increase. After discussion, motion made by Sandy Fox, seconded by Terri Parry, to approve the salary wage adjustment for CCFP as presented. Motion carried 4-0. Cindy Rush left the meeting at 9:13 p.m.

d. Bid Package #3 Approval Date
Three possible dates were presented. After discussion, it was decided to meet on May 25th at 8 p.m. in the board room.

e. Parking Lot Exit = $33,000 Increase to Budget
Austin presented a new drawing of the addition of a parking lot exit onto 7th street. The board agreed that the parking lot exit is needed.

f. Alley Parking Removal = $4,000 Savings to Budget
The board would like to keep the alley parking. Jeff Yarrow suggested to angle the parking stalls the other direction to help with traffic flow.

g. Annual Employee BBQ – Set Date
The employee BBQ will be held on Monday, May 8th at lunch and supper.

h. Mosaic in Front Lobby
A couple of people have an interest in having a piece of the mosaic that is in the front lobby. Austin will talk to McCownGordon and see if it is possible to save some of it.

ADMINSTRATIVE REPORT – AUSTIN GILLARD, CEO

a. Clyde and Riley Clinic Land
Joel Mason explained that Lafayette Square, LLC can mortgage property, which would require approval from the managers and a signed resolution. Once Lafayette Square owns the property, the

hospital could enter into a long-term lease with the LLC. Another option is a triple-net lease with the hospital paying enough in rent to cover the LLC's mortgage payments and the LLC be responsible for all other costs of the upkeep.

b. Wardcraft Homes Proposal
Zach Jones from Wardcraft can construct a new doctor's office for the hospital, including a basement. The proposed lease is a triple-net lease whereby the lessee will pay taxes, maintenance, and insurance expenses in accordance with the lease. They have proposed a 10-year lease at the rate of $4,070.00 per month, with renewal options at the hospitals discretion. The proposed pricing is a turnkey building.

c. Strategic Planning
Austin presented a proposal from Stroudwater to help with strategic planning of the hospital. They are a leading national healthcare consulting firm specializing in mission-critical strategic, operational and financial solutions. The estimated cost would be $30,000-$50,000. The board would like to know how much they charge per hour. Austin will find out and let them know.

d. CCFP Revenue Cycle & Charity Care
CCFP will be partnering with Midland to start offering Charity Care to CCFP patients.

e. Wellness Center Update
Brandon Gibson of Spangenberg Phillips Tice Architecture has been hired to do a feasibility study on the bowling alley building for a new wellness center. Once the study is complete he will attend a board meeting to present his findings.

The pool-pak that was purchase within the last year for $31,000 is no longer working and it is not covered under warranty. Currently, Central Mechanical is arguing with the pool-pak supplier on who is responsible to replace the pool-pak.

EXECUTIVE SESSION

Motion made by Jeff Yarrow, seconded by Terri Parry, to go into executive session for non-elected personnel compensation at 10:12 p.m. for five minutes. Motion carried 4-0. Mary Jensen and Jim Garbarino left the meeting.

NEXT MEETING

The next board meeting will be on Monday, April 24th at 8 p.m. in the board room.

____

Minutes recorded by Mary Jensen, Recording Secretary