CLAY COUNTY MEDICAL CENTER
Our Family. Caring for Yours.

Board of Trustees
Monday, October 8, 2018
8:00 p.m.
Board Room

Minutes

BOARD MEMBERS PRESENT
Lori Penner
Jeff Yarrow
Richard Cott
Sandy Fox

OTHER PERSONS PRESENT
Austin Gillard, CEO
Jim Garbarino, CFO
Joel Mason, Attorney
Mary Jensen, Recording Secretary
Jessica Badsky, DON
Kari Smith, QI/RM
Shawn Carlson & Kevin Helms, Central Mechanical

CALL TO ORDER

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

BOARD MEETING MINUTES

Lori Penner asked if there were any corrections to the board minutes of September 24, 2018. Under the Street Department section of the minutes, the board asked to change the sentence to state that an additional $7,000.00 was paid to the Street Department along with the $30,000.00 already agreed upon. Motion made by Richard Cott, seconded by Jeff Yarrow, to approve the board minutes of September 24, 2018 as amended. Motion carried 3-0.

AGENDA REVIEW

Add:
General Update – Austin Gillard, CEO

QUALITY PRESENTATION – KARI SMITH & JESSICA BADSKY

Kari Smith & Jessica Badsky presented a quality overview of the quality improvement plan, including the purpose and sources for the data and goals for making quality a priority at CCMC. They went over the Press Ganey HCAHPS summary & trending reports and the department quality projects.

PATIENT FAMILY ADVISORY COUNCIL

Jessica Badsky talked about forming a Patient Family Advisory Council at CCMC. We would establish a patient and family advisory council (PFAC), a group of strongly motivated patients, family members and other caregivers, as well as staff, including a board member, who applies firsthand knowledge to improving the experiences of other patients and caregivers. PFACs have tremendous potential not only to enhance patient care but to align with an organization's broader goals and vision. After discussion Sandy Fox agreed to represent the board on the council, which meets once a month after the medical staff meeting.

NURSING ORIENTATION

Jessica Badsky explained about nursing orientation for new employees. The orientation process is recognized as an essential and necessary activity for all new Nursing Service employees. The overall goal of the orientation process is to prepare our new employees to be knowledgeable and competent practitioners so that quality health care is provided to all of our patients.

Orientation is seen as a means by which new nursing staff is introduced to the institutional philosophies, policies, procedures and operational routines. It is also seen as a transition period during which new employees learn about their role, responsibilities and functions. In order to promote learning, our goal is to provide a well-organized orientation program for each new employee. New employees are assigned to a preceptor(s) that will assist them in learning about their new job and responsibilities. This process is working well with employees. Jessica Badsky and Kari Smith left the meeting at 9:10 p.m.

EAST HALL, NORTH HALL & DIETARY FAN COIL REPLACEMENT
NORTH HALL & DIETARY CONDENSING UNIT REPLACEMENT
OLD BOILER REMOVAL – CENTRAL MECHANICAL CONSTRUCTION

Shawn Carlson and Kevin Helms from Central Mechanical Construction joined the meeting to discuss the following:

North Hall & Dietary – Replace Chiller	$54.900.00
North Boiler Room Demolition & New Main Header Installation/Valves	$33,000.00
North Hall & Dietary – Replace Fan Coils & East Hall – Replace Unit Ventilators w/new fan coils	$101,500.00
	$189,400.00 TOTAL

The board toured the boiler room. After discussion Shawn Carlson & Kevin Helms left the meeting at 10:02 p.m. After further discussion, motion made by Richard Cott, seconded by Jeff Yarrow to approve all 3 projects listed above for a maximum of $189,400.00. Motion carried 3-0.

PHILIPS SURESIGNS VITAL MACHINES - CCFP

Austin Gillard presented a request for the purchase of 7 Philips Easy Care Cuffs for CCFP for a cost of $18,528.54. Five would be for CCFP and one each for Linn & Clyde. After discussion, motion made by Sandy Fox, seconded by Richard Cott to approve the purchase of 7 Philips Easy Care Cuffs for CCFP for a cost of $18,528.54. Motion carried 3-0.

STATEMENT OF REVENUE & EXPENSE – JIM GARBARINO, CFO

Jim Garbarino presented the extended statement of revenue & expense. The board decided they would like to see the extended statement of revenue & expense monthly.

GENERAL UPDATE – AUSTIN GILLARD, CEO

a. General Surgery Update – Dr. Saville suggested a general surgical physician extender that would be available during the week to see consults, ED patients & inpatient consults. Austin will visit with medical staff at the next meeting about this.
b. MD Save – MDsave is an online platform that connects patients, health savings account holders, and high deductible health insurance patients with hospitals and medical providers who offer pre-negotiated savings on medical services. The agreement has been signed and we will start with radiology, lab, and therapy.
c. Offices for HIM & Business Office staff – toward the end of December or first of January HIM & Business Office staff will move to the north hall and east hall. Doors with keypads will be installed in the east hall and north hall for security.
d. Phase II – Open house is October 21st from 1 p.m. – 4 p.m. We plan on moving into the specialty clinic first with Lab and ED to follow.
e. Meadowlark Hospice was the Fazzi's Hospice CAHPS Award of Distinction Winner for being in the top 25% of Fazzi's National Hospice CAHPS database. The board recognizes the hard work of Meadowlark Hospice staff and congratulates them on this award.

NEXT MEETING

The next board meeting will be on Monday, October 22nd at 8:00 p.m. in the board room.

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Minutes recorded by Mary Jensen