CLAY COUNTY MEDICAL CENTER
Our Family. Caring for Yours.

Board of Trustees
Monday, January 14, 2019
7:00 p.m.
Board Room

# Minutes

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

**OTHER PERSONS PRESENT**
Austin Gillard, CEO
Joel Mason, Attorney
Mary Jensen, Recording Secretary
Danielle Coleman, HIM Director
Amy Burr, Hospice Director
Kari Smith, Quality & Risk Manager
Jessica Badsky, RN, DON

## CALL TO ORDER

Lori Penner, President, called the meeting to order at 7:03 p.m.

## BOARD MEETING MINUTES

Lori Penner asked if there were any corrections to the board minutes of December 18, 2018. Motion made by Richard Cott, seconded by Jeff Yarrow, to approve the minutes of December 18, 2018 as presented. Motion carried 3-0. Terri Parry was not present at this time.

## AGENDA REVIEW

Add: Executive Session – Physician Compensation
Closed Session – Risk Management
Wellness Center Update

## NEW BUSINESS

### Danielle Coleman

Danielle gave a summary of the HIM department and the many functions they do on a daily basis. She also talked about her roles as the director and what's new in her department.

Danielle's QA project started in September tracking errors made by HIM staff to the Provider Deficiency List. She stated that improvements are being made through education of staff. They will continue with this QA. The 2$^{nd}$ quarter QA will be working with Patient Accounting. They will track the types of coding errors and she will educate staff on how to correctly code Medicare's requirements for these types of procedures. Danielle left the meeting at 7:20 p.m.

### Amy Burr

Amy presented the 3$^{rd}$ & 4$^{th}$ quarter QAPI data, CAHPS scores, 2019 QAPI Data Collection Plan for approval and reviewed the CAHPS Hospice scores. After discussion, motion made by Terri Parry, seconded by Sandy Fox, to approve the 2019 QAPI Data Collection Plan as presented. Motion carried 4-0. Amy left the meeting at 7:50 p.m.

### Jessica Badsky

Jessica gave an update of the nursing department:

- Julius Lorenzo, RN, is here from the Philippines and is staying temporarily at the white house. We will have 3 more nurses coming from the Philippines in the next couple of months.
- Tanya Piper, RN, joins our staff full time.
- We have started the new orientation process for new hires. They receive an orientation packet and they go to different departments the first few days. Speech focuses on aspiration which is very helpful to staff. After that they are assigned to their preceptor for 6 weeks.
- Taylor Harris, LPN, is the new ER tech. He will work Mon-Fri 1 p.m. – 9 p.m.

**QUALITY & HCAHPS PRESENTATION**

**Kari Smith**

Kari gave an update on the PFAC committee. They had 13 applicants and will start interviewing all of them in the next two weeks. From there, they will select six and have the first meeting in February. Kari, Jessica Badsky, and Norah Gilbert will also be on the committee.

Kari presented the most recent Press Ganey scores. After discussion, Sandy Fox moved and Jeff Yarrow seconded that the Board close the meeting to discuss risk management information pursuant to K.S.A. 75-4318(g)(4) and K.S.A. 65-4915(e) from 8:18 p.m. to 8:30 p.m. to include all those present in the closed session. Motion carried 4-0. The meeting was opened at 8:30 p.m. Jessica Badsky and Kari Smith left the meeting at 8:30 p.m.

**C-Arm (Approval)**

Austin presented a request for the digital mobile standard C-Arm from Phillips for $92,924.90. We will receive an $8,000.00 trade-in with our current C-Arm. After discussion, motion made by Sandy Fox, seconded by Terri Parry, to approve the purchase of the Phillips C-Arm for $92,924.90. Motion carried 4-0.

**Variance Reporting Policy (Approval)**

The board reviewed the variance reporting policy with one change. After discussion, motion made by Richard Cott, seconded by Sandy Fox, to approve the variance reporting policy as presented. Motion carried 4-0.

**ER Bathroom (Approval)**

Austin presented a quote from Topcut Dimensions, Inc. for the addition of a handicapped restroom in the emergency room waiting area for $23,000.00. It includes demolition, plumbing, electrical, HVAC, tile, floor coverings, paint & trim. A quote was also received from McCownGordon. After discussion, motion made by Richard Cott, seconded by Jeff Yarrow, to approve the quote from Topcut for $23,000.00. Motion carried 4-0.

**Wellness Center**

Austin gave an update on the wellness center and possible locations. Austin also talked with the board about the idea of a Community Center.

**Austin Gillard, CEO**

a. MD Save Mailers & Radio Ad – over 20,000 mailers are going out and they have had a few appointments made already.
b. Wound Care – February 1st will be the first wound care clinic. Dr. Worthen and Pam Brabec are going to Smith Center for training. The clinic will be once a week.
c. Daily Huddles – started the daily huddles last week and they have been well received. We recite our mission statement and report on daily census, hospice, surgeries for the day, outpatient clinics, recognize employees going above and beyond, etc. This has helped with communication between departments. About 25 department managers attend.
d. Chair Massages – employees love this benefit. Amy Hammel has given over 50 massages in the last two weeks. Her last day here is January 23rd.
e. OB Wing – the insurance company has paid all except the $25,000.00 deductible. Pryor Automatic Fire Sprinkler and McCownGordon are in discussions with the insurance company on the deductible.

**OLD BUSINESS**

**Brick House**

Several items from the brick house have been auction off and there is a smaller auction going on now. The gas, power, and water are turned off. The plan is to start demolition this weekend depending on the weather.

**EXECUTIVE SESSION**

Jeff Yarrow moved and Richard Cott seconded that the Board enter executive session from 9:12 p.m. to 9:17 p.m. to discuss physician compensation pursuant to the non-elected personnel exception under the Kansas Open Meetings Act. Motion carried 3-0. Lori Penner and Mary Jensen left the meeting. Jeff Yarrow moved and Richard Cott seconded to extend the meeting for an additional five minutes.  Motion carried. The Board reentered open session at 9:22 p.m.  No action was taken.

**NEXT MEETINGS**

The Liberty Square meeting will be on Monday, January 28, 2019 at 7:00 p.m. in the board room. The regular Board of Trustees meeting will start immediately after the Liberty Square meeting.

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Minutes recorded by Mary Jensen