CLAY COUNTY MEDICAL CENTER
Our Family. Caring for Yours.

Board of Trustees
Monday, April 8, 2019
8:00 p.m.

Minutes

BOARD MEMBERS PRESENT
Lori Penner
Jeff Yarrow
Richard Cott
Sandy Fox

OTHER PERSONS PRESENT
Austin Gillard, CEO
Joel Mason, Attorney
Jim Garbarino, CFO
Deb Hedke, Employee Health/Infection Control
Mark Oelschlager, Environmental Services
Yvonne Bartley, Patient Accounting
Brandon Gibson, Spangenberg Phillips Tice

CALL TO ORDER

Lori Penner, President, called the meeting to order at 8:00 p.m.

BOARD MEETING MINUTES

Lori Penner asked if there were any corrections to the Board minutes of March 25, 2019. Motion made by Richard Cott, seconded by Sandy Fox, to approve the Board minutes of March 25, 2019 as presented. Motion carried 3-0.

AGENDA REVIEW

Add: New oven/range/griddle for the Dietary Department

OLD BUSINESS

McCOWNGORDON CORRECTION ITEMS

McCownGordon was onsite last week for their 11-month walkthrough of Phase I. CCMC and McCownGordon established a list of over 60 items that will need addressed. Austin Gillard is working with McCownGordon on an additional 12 month warranty extension.

NEW BUSINESS

DEPARTMENT REPORTS

Deb Hedke

Deb gave the board an overview of her daily duties at CCMC that range from monitoring infections, reporting flu cases, and trending data within our facility. Deb talked with the board about our handwashing within CCMC. Two years ago we were around 30 percent compliant; we are now trending around 80-88 percent. Deb also oversees employee health and stated all CCMC employees were around 98 percent compliant with their flu vacations and health survey.

Mark Oelschlager

Mark presented an update on the Environmental Services department. He listed out the goals for his department and was very complementary of his team members. Over the next few months, Mark will be looking at a few new equipment items to help his department be for efficient.

Yvonne Bartley

Yvonne gave the board an update on projects within the business office. We are working to clean up our old accounts receivable and have partnered with Signature Performance to help us with this task. We are also hiring a temporary staff member to help us with our private pay accounts. Yvonne gave an update on our upfront collections process.

QUALITY & HCAHPS PRESENTATION

Kari Smith presented the Press Ganey HCAHPS Summary Report and data from quality health indicators, inpatient CAHPS, patient feedback, ER & patient discharge. Kari discussed the Patient Family Advisory Committee (PFAC) meeting and the board reviewed the minutes of this meeting. Kari and Jessica are working with Dr. Kelley on improving our ER HCAHPS scores. Overall communication with our ER patients will need to increase dramatically.

FINANCIAL ASSISTANCE POLICY

Yvonne Bartley presented our current financial assistance policy to the board for review. The Board directed Yvonne to work with the Midland Group to review our current policy, and to bring back changes they would like to see made to our policy.

TELEPHONE POLICY

Austin presented a telephone/cell phone policy to the board. The current policy was developed over 15 years ago and did not take into account cell phones. This new policy takes into account texting, internet, and social media platforms. This policy will give each department manager an organizational wide policy to refer to if ongoing cell phone usage becomes a problem in their department. After discussion, motion made by Richard Cott, seconded by Sandy Fox, to approve the Telephone Policy as presented. Motion carried 3-0.

ACCESS CONTROL

Austin presented a quote from CBS for $7,369.29 to add access control to six additional doors at CCMC. These doors include the east entrance, wellness center entrance, and the four doors in the east and north hall. After discussion, motion made by Sandy Fox, seconded by Jeff Yarrow, to approve the quote from CBS for $7,369.29 to add access control to six additional doors. Motion carried 3-0.

OVEN/RANGE/GRIDDLE

Austin presented a quote from US Foods for $5,275.80 for a new oven/range/griddle for the dietary department. Their current oven was installed in 1994 and we are no longer able to find parts for it. After discussion, motion made by Richard Cott, seconded by Jeff Yarrow, to approve the quote from US Foods for $5,275.80 for a new oven/range/griddle for the dietary department. Motion carried 3-0.

KDHE APPROVAL - RURAL HEALTH CLINICS

Austin presented an approval letter from the Kansas Department of Health and Environment approving our new clinic design in Clyde, KS and Riley, KS. There were no corrections that had to be made to our design plans.

REQUEST FOR QUALIFICATIONS

Austin presented five qualification summary reports from TopCut Dimensions, BHS Construction, Trinium Contractors, Compton Construction Services, and AHRS Construction. The board felt all five applicants would be qualified to build the new clinics in Clyde, KS and Riley, KS. After discussion, motion made by Sandy Fox, seconded by Jeff Yarrow, to have all five applicants submit and present their cost proposal to the board on May 8, 2019. Motion carried 3-0.

AUSTIN GILLARD, CEO

Austin informed the board that Jim Garbarino will be having a retirement party on April 12th from 11am to 1pm. Austin discussed MD Save and how this new program working. Austin let the board know his presentation to the medical student at KU Med went well and there were very good questions asked. Austin informed the board that our new Wound Care service line is performing above expectations.

NEXT MEETINGS

The next Board of Trustees meeting will be on April 29 at 8:00 p.m. in the board room.

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Minutes recorded by Austin Gillard