CLAY COUNTY MEDICAL CENTER
Our Family. Caring for Yours.

Board of Trustees
Monday June 10, 2019
8:00 p.m.

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
Susan Hughes, Materials Management
Mackenzie Riffel, Registration
Justin Begnoche, Radiology
Kari Smith, Quality & Risk Manager
Jessica Badsky, RN, DON
Adam Crowl & Levi Schneider, BHS

CALL TO ORDER

Lori Penner, President, called the meeting to order at 8:02 p.m.

BOARD MEETING MINUTES

Lori Penner asked if there were any corrections to the Board minutes of May 28, 2019. Motion made by Sandy Fox, seconded by Jeff Yarrow, to approve the Board minutes of May 28, 2019 as presented. Motion carried 3-0. Richard Cott was not present at this time.

AGENDA REVIEW

- Engineering Agreement for Civil Engineering Services
- Banking Authorization Resolution Approval

NEW BUSINESS – DEPARTMENT REPORTS

Susan Hughes, Materials Management Director

Susan introduced herself to the board, went over her duties as Director and the duties of Julie LeClair, Materials Management Specialist. Their goal is efficient workflow, simple and effective communication, maximize the functionality of the current computer system, and evaluate and maintain the accuracy of the item catalog data. Future projects include establishing a standardization committee and a new items decision process, utilization of vendor and manufacturer resources and implementation of utilizing hand held scanners for all inventory.

Mackenzie Riffel, Registration Department Manager

Mackenzie reported on upfront collections. We are now collecting $200 on MRI and CT's upfront. We are also collecting $100 for the ER deposit if no copay is established, with the target to collect 80% of accounts able to be collected on. Each morning Mackenzie runs a report of all ER and MRI/CT accounts to see if eligible accounts were collected on. For the month of May, about 50 percent of accounts were collected. Registration staff will continue to work on improving upfront collections.

Registration staff is also working on BCBS other party liability accident forms and getting the form completed when BCBS patients are seen due to accident or injury. Mackenzie runs a report to check for the completed and scanned document and then returns errors to registration staff to correct. Mackenzie will create a file in NextGen for OPL forms to be scanned to, then start procedure and educate registration staff. Mackenzie and Susan left the meeting at 8:38 p.m.

Justin Begnoche, Radiology Department Manager

Justin reported his QA on the radiology room temperatures, CR Cassettes image quality, MRI rooftop cooling unit, and image transfer to their new radiology server. They will continue to monitor and repeat QA's if necessary. Their 2019 QA projects for the 2nd quarter is length of time when an exam is scheduled to when it is completed, the 3rd quarter will be patient wait times after registration, and the 4th quarter will be laundry availability.

<u>QUALITY & HCAHPS PRESENTATION – KARI SMITH, QA/RM</u>

Kari briefly reviewed the HCAHPS summary report. The ER Committee met and she reminded staff about the importance of completing the emergency department transfer authorization form. This is getting better.

Kari reported for Deb Hedke, Infection Control on the KHC Hand Hygiene Collaborative. Deb will continue to educate staff.

<u>CAREGIVER GUIDE & DAISY AWARD – JESSICA BADSKY, DON</u>

Jessica and Kari handed out the CCMC Family and Caregiver Guide for the board to review. The brochure is full of helpful information for both the family and patient. The board was pleased with the brochure and had no changes.

Jessica explained The DAISY Award for Extraordinary Nurses (The DAISY Award). This award celebrates nurses who provide extraordinary compassionate and skillful care every day. Nurses are nominated by anyone in the organization - patients, family members, other nurses, physicians, other clinicians and staff - anyone who experiences or observes extraordinary compassionate care being provided by a nurse. The PFAC members will accept the nominations and announce the winners twice a year. More information will be announced soon.

<u>ANTIBIOTIC STEWARDSHIP INITIATIVE – JESSICA BADSKY, DON</u>

CCMC and CCFP participated in the Combating Antibiotic Resistant Bacteria through the Antibiotic Stewardship initiative. We met the four CDC Core Elements of making the commitment, taking action, tracking & reporting and education. Jessica, Kari and Justin left the meeting at 9:18 p.m.

<u>HVAC BATTERY BACKUP</u>

Austin Gillard presented a quote from BCS for 12 control panel battery backups for $9,972.00. After discussion, motion made by Richard Cott, seconded by Terri Parry, to approve the purchase of 12 control panel battery backups for $9,972.00. Motion carried 4-0.

<u>BHS CONSTRUCTION</u>

Adam Crowl and Levi Schneider joined the meeting to go over the Budget Bidder Comparison for the Clyde and Riley clinics. After review and discussion, Adam and Levi left the meeting at 9:54 p.m.

<u>ENGINEERING AGREEMENT FOR CIVIL ENGINEERING SERVICES KAW VALLEY</u>

Austin Gillard presented an engineering agreement from Kaw Valley for $8,100.00 for the west parking lot. After discussion, motion made by Sandy Fox, seconded by Terri Parry, to approve the engineering agreement from Kaw Valley for $8,100.00. Motion carried 4-0.

<u>BANK AUTHORIZATION RESOLUATION</u>

Austin Gillard presented an updated banking authorization resolution that authorizes Jim Brinkman for signing checks, CD withdrawals, transfer of funds, and inquires about those funds at those banks which are authorized depositories for CCMC. Jim Garbarino has been taken off of the resolution. Motion made by Sandy Fox, seconded by Terri Parry, to approve the bank authorization resolution as presented. Motion carried 4-0.

<u>OLD BUSINESS</u>

STORM WARNING QUESTION

At the last meeting, the board asked about our storm warning policy. Dianne Smith, Emergency Preparedness Coordinator, explained in a letter to the board our current policy and stated that our main concern is the safety of our patients, staff, visitors and family during severe weather.

WORKERS COMPENSATION QUESTION

At the last meeting, a concern was brought up rather than filing a work comp claim to be able to pay for the hospital charges at the time of service. According to the Kansas Department of Labor if an employer has a work comp carrier, then claims need to go through that carrier, regardless of what the business is. After discussion, the board asked Austin to check with our attorney and report back at the next meeting.

GENERAL UPDATE – AUSTIN GILLARD, CEO

- BCBS results for the 2019 Period 2 Quality Based Reimbursement Program total incentive is 9.25% and will be effective July 1, 2019
- Ray Frigon is retiring from Country Place Senior Living.
- Gutters will be installed next week on front canopy.
- Dan Thalmann is working on the Clyde campaign. The CCMC donor board is complete.
- Geary County Hospital had seven percent reduction of workforce.
- Continuing to search for CFO.

The meeting adjourned at 10:45 p.m.

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

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Minutes recorded by Mary Jensen