MEDICAL CENTER
Our Family. Caring for Yours.

Board of Trustees
Monday, July 29, 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
Mary Jensen, Recording Secretary

CALL TO ORDER

Lori Penner, President, called the meeting to order at 8:03 p.m.

BOARD MEETING MINUTES

Lori Penner asked if there were any corrections to the Board minutes of June 24, 2019. Motion made by Richard Cott, seconded by Jeff Yarrow, to approve the Board minutes of June 24, 2019 as presented. Motion carried 2-0. Sandy Fox abstained.

AGENDA REVIEW

- BHS & GMP Estimate Agreement
- Request for New Washing Machine

NEW BUSINESS

a. Credentialing Files – Review & Approval
The Board discussed the credentialing files recommended by Medical Staff for the following:
Reappointments:
Courtesy Staff
Alan Helmbold, DO - Cardiology
Jack Jones, MD - Cardiology
Larry Stoppel, OD - Optometry
Allied Health Staff
Lisa Price, PA-C - Orthopedics
After discussion, motion made by Sandy Fox, seconded by Richard Cott, to approve the reappointments listed above. Motion carried 3-0.

b. HCAHPS
The Board reviewed the recent HCAHPS scores and were pleased with the results. Scott Patterson will remind his staff to communicate with patients before discharge.

c. LVT Flooring Scratches
Based on the review of the abrasion resistance of the flooring, they did not find any deficiencies with the floor's performance. Shannon Specialty Floors will provide a one-time good will offer to resurface the approximately 3,600 square feet of T3 3533 Cathedral 18"x18" vinyl tile flooring installed to restore its visual. This new coating will have a matte gloss level and provide the highest level of abrasion resistance available for resilient flooring.

d. Policy Approvals
The board reviewed the revised 24 Hour Coverage for Event Monitors policy, approved by Medical Staff and the Medication Oversite Meadowlark Hospice policy approved by Dr. Ryan & the Hospice team. Motion made by Richard Cott, seconded by Sandy Fox, to approve the 24 Hour Coverage for Event Monitors & the Medication Oversite Meadowlark Hospice policies as presented and the list of policies with no changes. Motion carried 3-0. Austin will look over the list of policies presented and delete or change some from policies to procedures, as needed.

e. County Budget
Austin presented a request for publication of the budget leaving the mill levy the same as last year and to schedule the budget hearing before the next Board meeting. Motion made by Sandy Fox,

seconded by Jeff Yarrow, to approve the publication of the 2020 budget and to set the budget meeting for August 12, 2019 at 7:45 p.m. in the board room. Motion carried 3-0.

f. Request for purchase of a RJ Kool Washing Machine for $7,691.80. After discussion, motion made by Jeff Yarrow, seconded by Richard Cott, to approve the purchase of a RJ Kool Washing Machine for $7,691.80. Motion carried 3-0.

g. BHS Agreement & GMP Estimate Approval - Jeff Yarrow moved that the board authorize Austin Gillard to execute an agreement with BHS to act as construction manager pursuant to the agreement negotiated with BHS and previously presented to the Board of Trustees. Motion seconded by Richard Cott. Motion carried 3-0. Motion made by Sandy Fox, seconded by Richard Cott, to approve the GMP Estimate as presented, excluding the flag poles. Motion carried 3-0.

CASH RECEIPTS & DISBURSEMENTS AND FINANCIALS JUNE 2019

Austin Gillard, Interim CFO, presented the Cash Receipts & Disbursements and the Financials for June 2019. After discussion, motion made by Richard Cott, seconded by Jeff Yarrow, to approve the Cash Receipts & Disbursements and the Financials for June 2019 as presented. Motion carried 3-0.

AUSTIN GILLARD, CEO

a. CFO Update – we have hired a CFO – formal announcement on Wednesday.

b. Huddle – Austin sent out a survey to staff regarding the morning huddles and received 85 responses back. Several suggestions were mentioned and changes have been implemented.

c. CCMC All Staff Meetings are scheduled for August 12th & 13th at 7:30 a.m. & 12:30 p.m. Topics will consist of upgrading our facility wide EMR, new CCFP clinics, pediatric therapy gym space, wound care, quality scores, and the overall health of CCMC.

d. KHA Convention – Sept. 5-6 in Wichita. Austin will be attending for a day if any of the board members want to attend.

e. Clyde Clinic – Austin gave a quick update on the Clyde project. Concrete will be poured this week. Fundraising at $71,000.00 so far.

f. QA/Risk Management Position – Ashton Kobbeman, RN, has been hired part-time.

g. General Update
   - Austin and Dan Thalmann are working on marketing MD Save.
   - Occupational Therapy offices will be moving to the east hall and Physical Therapy will take over their current space. Therapy registration staff will have two locations. The first in the current therapy office and the other outside the Wellness Center.
   - CCFP Remodeling – Austin received updated drawings from Brandon Gibson, but Austin and Margaret need to look over them first before presenting to the board. Radiology is looking at a new CT and CT room so we hope to tack on this project with the CCFP remodeling project.

BAD DEBTS, AR COLLECTIONS & WORKFLOW IMPROVEMENTS

Austin Gillard, Interim CFO, outlined several challenges with our accounts receivable process at CCMC. Austin informed the board that we have around 3,500 accounts from 2014-2017 that need to be reviewed, around 1,000 current accounts that needs to be reworked, around 2,100 accounts at the collection agency that have not made a payment in 12 months that need to be reviewed, and various other challenges that need to be addressed before we implement a new facility wide EMR. Austin presented a quote from IMD, our current outsourced coding and billing firm. IMD will take over the accounts receivable cleanup efforts for a fee of $50,000, with a one year contract extension. After discussion, motion made by Sandy Fox, seconded by Richard Cott, to approve the fee of $50,000 and one year contract extension to clean up the accounts receivable at CCMC. Motion carried 3-0.

The meeting adjourned at 10:16 p.m.

The next board meeting will be on Monday, August 12 at 8 p.m. in the board room. The Budget Hearing will be at 7:45 p.m. in the board room.

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Minutes recorded by Mary Jensen