MEDICAL CENTER
Our Family. Caring for Yours.

Wednesday, June 22, 2020
7 p.m.
Education Centers 1&2

Minutes

BOARD MEMBERS PRESENT	OTHER PERSONS PRESENT	
Lori Penner	Austin Gillard, CEO	Ashton Kobbeman, QA/RM
Sandy Fox	Adam Crouch, CPA	Amy Burr, Meadow Hospice
Jeff Yarrow	Tanner Wealand, CFO	Chris Wolf, IT
Richard Cott	Dr. John Kelley, CMO	Cindy Rush, HR
Terri Parry	Jessica Badsky, DON	
	Blake Greufe, Administrative Intern	
	Mary Jensen, Recording Secretary	

CALL TO ORDER

Lori Penner called the meeting to order at 6:57 p.m.

BOARD MEETING MINUTES

Lori Penner asked if there were any corrections to the board minutes of June 10, 2020. Motion made by Sandy Fox, seconded by Richard Cott, to approve the board minutes of June 10, 2020 as presented. Motion carried 4-0.

AGENDA REVIEW

Add Executive Session to discuss non-elected personnel matters.

AUDIT REVIEW

Adam Crouch, CPA, Wendling, Noe, Nelson, Johnson, LLC, presented the Independent Auditor's Report and Financial Statements for fiscal year 2019. After discussion, motion made by Terri Parry, seconded by Jeff Yarrow, to approve the audit as presented. Motion carried 4-0.

NEW BUSINESS

a. Quality & HCAHPS Presentation - Ashton Kobbeman , QA/RM & Jessica Badsky, DON
Ashton went over the Press Ganey HCAHPS summary report from February 2020-April 2020, Inpatient and ER report question analysis report, Inpatient and ER feedback, and Survey Insights Top Box Scores. Discussion followed on focus areas of improvement for test & treatments, care transitions/discharge & emergency room admissions. Ashton & Jessica left the meeting at 8:30 p.m.

b. IT Update - Chris Wolf, IT Director
Chris Wolf presented a request from Central Office for 6 LexMark MS521dn (printers) and 6 LexMark MX522adh (MFCs) for $10,188.00. The goal is to move printers around so they can keep toners and drums the same in specific areas. After discussion, motion made by Sandy Fox, seconded by Richard Cott, to approve the purchase of 6 LexMark MS521dn (printers) and 6 LexMark MX522adh (MFCs) for $10,188.00. Motion carried 4-0. Chris also gave the Board an overview of his department, recent completed projects, and upcoming projects. Chris Wolf left the meeting at 8:44 p.m.

c. Ethics Committee - Amy Burr, Meadowlark Hospice Director
The Executive Committee saw the need for an Ethics Committee at CCMC. Under the guidance of Austin Gillard, Amy Burr developed an Ethics Committee and wrote an Ethics Committee policy, Convening of the Ethics Committee policy, and a Flow Chart for Ethics Consultation. The Ethics Committee will offer assistance in addressing ethical issues that arise in patient care and facilitate sound decision making that respects participants' values, concerns, and interests. Motion made by Richard Cott, seconded by Terri Parry, to approve the Ethics Committee, the two policies, and the flow chart as presented. Motion carried 4-0. Amy Burr left the meeting at 8:55 p.m.

d. Updated Policies – Review & Approve - Cindy Rush, HR Director
Cindy Rush presented the revised Drug & Alcohol Abuse Policy and the Personal Appearance Policy. The proposed changes to the drug & alcohol abuse policy are:

- New Hires will report to the CCMC lab to provide a urine specimen for testing prior to their first day of employment.
- Random testing will be discontinued except for those that are done as a condition of employment after completion of a rehab program. Upon reasonable suspicion, the employee will be required to report to the CCMC lab to provide an immediate specimen or do a breath alcohol test.

After discussion, motion made by Richard Cott, seconded by Sandy Fox, to approve the proposed changes to the Drug & Alcohol Policy as presented. Motion carried 4-0.

The Personal Appearance Policy has been condensed with some verbiage deleted and made easier to read. The proposed changes to the Personal Appearance policy are:

- Body Piercing: employees can wear nose studs only.
- Tattoos: Visible body art or tattoos are discouraged but does not have to be covered. If someone finds a tattoo offensive regardless of the rationale, and complains to anyone, we will consider if a valid complaint and the employee will be subject to verbal warning and will have to cover the tattoo at all times in the future or further disciplinary action will follow. After discussion, it was decided to change the verbiage and have it state that if there is a complaint, the complaint will be taken to the Executive Committee for discussion and final decision. Cindy Rush will make the change. Motion made by Terri Parry, seconded by Sandy Fox, to approve the changes and revision of the Personal Appearance Policy. Motion carried 3-1. Cindy Rush left the meeting at 9:15 p.m.

e. RFQ Review
    - BHS Construction
    - Central Mechanical
    - Commerce Construction
    - Simpson Construction

The Board agreed to interview all four construction managers for the CCFP Interior Renovation on August 6th starting at 9 a.m.

AUSTIN GILLARD - CEO

a. CT and X-Ray Room Update – the CT is installed and we are finishing up the room. Training on the CT will be next week.
b. Riley Family Physicians Update – Austin, Blake, and Chris will be onsite Wednesday morning to look at outlet and IP boxes. We are advertising for a mid-level provider, nurse, and a CNA/MA at the Riley Clinic currently.
c. Cerner Update – Jessica Badsky has been busy with Cerner and they have been onsite doing a wire to wire scan.

EXECUTIVE SESSION

Motion made by Jeff Yarrow, seconded by Richard Cott, to move into enter executive session to discuss non-elected personnel matters with regard to third party employment from 9:40 p.m. to 9:55 p.m. Motion carried 4-0.

The next board meeting will be on Monday, July 20, 2020 at 8:00 p.m. in the education centers.

____

Minutes recorded by Mary Jensen