MEDICAL CENTER
Our Family. Caring for Yours.

Thursday, October 29, 2020
8:30 p.m.
Education Centers 1 & 2

Minutes

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

OTHER PERSONS PRESENT
Austin Gillard, CEO
Joel Mason, Attorney
Tanner Wealand, CFO
Mary Jensen, Recording Secretary
Cindy Rush, HR Director

CALL TO ORDER

Lori Penner called the meeting to order at 8:35 p.m.

BOARD MEETING MINUTES

Lori Penner asked if there were any corrections to the board minutes of October 12, 2020. Motion made by Richard Cott, seconded by Sandy Fox, to approve the board minutes of October 12, 2020 as presented. Motion carried 3-0. Terry Parry joined the meeting at 8:40 p.m.

AGENDA REVIEW

Health Insurance Renewal
Temporary Negative Airflow Rooms

OLD BUSINESS

a. **Wellness Center**
Austin met with Dr. Penner and Dr. Kelley to discuss reopening the wellness center. At this time, both medical providers feel it is best to keep the Wellness Center closed through the winter months. Austin and the board agree with the advice of Dr. Penner and Dr. Kelley. We will revisit in the spring of 2021.

TANNER WEALAND, CFO

a. Cash Receipts & Disbursements September 2020 - Tanner Wealand, CFO presented the Cash Receipts & Disbursements for September 2020.

b. Financials September 2020 - Tanner Wealand, CFO presented the Financials for September 2020. After discussion, motion made by Jeff Yarrow, seconded by Richard Cott, to approve the Cash Receipts & Disbursements and the Financials including cash outlay for September 2020 as presented. Motion carried 4-0.

NEW BUSINESS

a. **Retirement Plan**
Cindy Rush stated that AUL confirmed that all sections of retirement plan could allow for partial withdrawals upon termination with an amendment to the plan document. This would allow the employees to leave their money in the plan with the benefit of the 4% fixed, if that is what they choose to do. This would allow retired employees to take out partial amounts as often as they like by filling out a partial distribution request. After discussion, motion made by Richard Cott, seconded by Sandy Fox, to approve retired employees to take out partial distributions up to 6 times a year by filling out a partial distribution request form and returning it to HR. Motion carried 4-0.
Health Insurance Renewal
Cindy Rush presented the hospital's employee's health insurance renewal options for 2021. After discussion, motion made by Jeff Yarrow, seconded by Terri Parry, to increase the self-insured stop/loss amount for the hospital's employee health plan from $50,000 to $75,000 and to leave the employee's share of the premiums the same as last year. Motion carried 4-0. Cindy left the meeting at 9 p.m.

b. **Dietary Design & Public Hearing Date**
The Clay County Commissioners approved the Resolution for the remodeling of Clay County Medical Center's dietary facility as presented. Joel Mason explained the process to proceed.

Motion made by Sandy Fox, seconded by Terri Parry, to approve and publish the notice of hearing on November 16th at 8 p.m. in the education centers. Motion carried 4-0.

c. **Automatic Door Quotes**
Austin presented proposals from Edelman-Lyon Automatic Door Company for the following:
- ER Lobby to ER – (1) Pair Stanley Magic Force automatic & access control door for $3,800.00
- ER Interior Vestibule – Dura-Glide Single Slide Automatic Door for $6,600.00
- East Entrance – Proposal #1 - Bi-Party Automatic Door for $10,600.00
- East Entrance – Proposal #2 – Double Doors for $18,400.00

After discussion, motion made by Terri Parry, seconded by Sandy Fox, to approve the purchase of the ER Lobby door for $3,800.00, the ER Interior Vestibule Dura-Glide Single Slide Automatic Door for $6,600.00 and the East Entrance – Proposal #1 - Bi-Party Automatic Door for $10,600.00. Motion carried 4-0.

d. **Negative Airflow Inpatient Rooms**
Austin requested that a number of existing patient rooms be converted to negative pressure rooms in order to accommodate potential COVID-19 patients this winter, while keeping our OB unit open. PEC did an analysis and they have proposed that in an effort to free up capacity on the current air handling units, we need to add a new air handing unit to the OR area. With this change, we would be able to add 11 negative airflow rooms to the inpatient unit. The problem is, this new air handling unit will take 16 weeks to build. Austin is proposing a temporary solution for now by adding temporary walls so that we can turn 3 more rooms into negative airflow rooms. Central Mechanical's proposals for this project is $7,550.00. After discussion, motion made by Richard Cott, seconded by Terri Parry, to approve the proposal from Central Mechanical for $7,550.00. Motion carried 4-0.

e. **CCFP Interior Remodel Phasing**
Austin explained the upcoming interior remodeling phasing that will start in December. The project is divided into sections in order to keep workflow going.

f. **Weekday – Convenient Care Clinic**
The Convenient Care Clinic will now include weekdays Monday-Friday, 5 p.m. – 7 p.m. and will start on November 2nd. An appointment is required and only 4 appointments per weekday will be allowed due to COVID-19 screening process and the cleaning of each exam room.

g. **340B – Referral Capture**
Austin went over the first results of the 340B Enhanced Referral Program.

h. **General Surgery**
Austin visited Pratt Regional Medical Center to see how they staff for their general surgeon, and how their surgery department is staffed. Austin will be visiting with three more facilities soon. Austin met with Dr. Saville and he and Dr. Pauls are still interested in this position.

i. **Credentialing – Review & Approval**
The Board discussed the credentialing files reappointments recommended by Medical Staff for the following:
Active: John Kelley, MD - Family Medicine, Reappointment
Allied: Danielle Stenger, CRNA - Anesthesia, Reappointment
Courtesy: Rebecca Johnson, DPM - Podiatry, Reappointment
After discussion, motion made by Sandy Fox, seconded by Richard Cott, to approve the three reappointments as presented. Motion carried 4-0.

AUSTIN GILLARD, CEO

a. **General Update**
Rural Health Clinic accreditation survey is Friday.

EXECUTIVE SESSION

Motion made by Jeff Yarrow, seconded by Terri Parry, to go into executive session at 10:20 p.m. for 5 minutes to discuss employee retention. Motion carried. Tanner Wealand and Mary Jensen left the meeting. The Board came out of executive session at 10:25 p.m. with no action taken.

The meeting adjourned at 10:25 p.m.

The next board meeting will be on November 16, 2020 at 7 p.m. in the education centers. The Public Hearing will be at 8 p.m. on November 16, 2020 in education centers 1&2.

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Minutes recorded by Mary Jensen