Board of Trustees
March 15, 2022
7:30 p.m.
Education Centers 1 & 2

Minutes

BOARD MEMBERS PRESENT	OTHER PERSONS PRESENT
Lori Penner	Austin Gillard, CEO
Jeff Yarrow	Erin Kurtz, Interim CFO
Richard Cott	Chris Wolf, IT
Sandy Fox	Ashton Kruse, Quality/Risk
Terri Parry	Apryl Gurney, Specialty Clinic
	Jessica Badsky, Outpatient Services

CALL TO ORDER

Lori Penner called the meeting to order at 7:30 p.m.

BOARD MEETING MINUTES

Lori Penner asked if there were any corrections to the board minutes from February 28, 2022. Motion made by Jeff Yarrow, seconded by Terri Parry, to approve the board minutes from the February 28, 2022 board meeting. Motion carried 4-0.

AGENDA REVIEW

Nothing to add

OLD BUSINESS

Nothing to add

NEW BUSINESS

a. Medivators Endoscope Reprocessor
   Apryl Gurney and Jessica Badsky presented a quote for a Medivators Endoscope Reprocessor for a cost of $36,087.05. This will be replace the current SS1 Endo Reprocessor that never functioned correctly. STERIS is providing CCMC with a credit of $18,482.44 to apply to the purchase of the Medivators Endoscope Reprocessor. After discussion, motion made by Richard Cott, seconded by Sandy Fox, to approve the purchase of a Medivators Endoscope Reprocessor for $17,604.61, which includes the credit of $18,482.44. Motion carried 4-0.
b. Camera Server Upgrade
   Chris Wolf presented a quote to purchase two servers in order to replace a camera serve and backup camera server for a cost of $14,180.28. We currently utilize two camera servers, giving us some redundancy. One server was purchased in 2010 and the other in 2017. After discussion, motion made by Sandy Fox, seconded by Terri Parry, to approve the purchase of a camera server and backup camera server for a cost of $14,180.28. Motion carried 4-0.
c. Patch Manager & Data Security
   Chris Wolf presented a quote to purchase Log360 and Patch Management for a cost of $10,827 a year, pending adjustments. This system will centralize logging data (account lockouts, auditing file servers, and analytics of user activity within the system). The patch management system would assist with keeping our systems updated. Currently, we push out updates to each computer, which requires the computer to be powered on, onsite, and connected to the CCMC network. With this system, we would have an agent installed that would monitor for approved updates and install them at a scheduled time. After discussion, motion made by Jeff Yarrow, seconded by Terri Parry, to approve the purchase of the Log360 and Patch Management software for a cost of $10,827 a year, pending adjustments. Motion carried 4-0.

d. Inpatient Discharge Improvement Project & 2021 Reportable Incidents
Ashton Kruse presented our inpatient discharge improvement project and PDSA form. Checklists have been developed, and a streamlined discharge process is being developed. Our goal is to focus on patient centered information, and a better understanding for the patient about their hospitalization at CCMC. Ashton Kruse asked to go into executive session to review our 2021 reportable incidents. Jeff Yarrow made the motion to go into executive session under the Personnel Exception of non-elected personnel for 5 minutes beginning at 8:15 p.m., seconded by Richard Cott. The subject to be discussed is 2021 reportable incidents. The board came out of executive session at 8:20 p.m. and no action was taken.

e. Interlocal Agreement - Neighborhood Revitalization Program
Austin Gillard reviewed the Neighborhood Revitalization Program that the board approved on December 13, 2021. The Neighborhood Revitalization Plan is intended to promote the revitalization and development of Clay County by stimulating new housing construction and the rehabilitation of current housing through tax incentives. Lori Penner and Jeff Yarrow need to sign the Interlocal Agreement.

f. Financial Assistance Policy
Austin Gillard reviewed our current Financial Assistance Policy with the board. This policy has not been updated since 2018. Austin would like to rework this policy to address our private pay discount, incorporate our new rural health clinics, review our eligibility requirements for financial assistance, and address any other third party reimbursement source including health-sharing plans. Terri Parry and Sandy Fox will serve on the Financial Assistance Policy review committee.

g. COVID-19 Update
Austin Gillard reviewed the changes we have made at Clay County Medical Center with our COVID-19 screening and visitor procedures. Employees will no longer need to document daily temperature and COVID-19 symptom questions. Visitors will no longer need to have front desk/lobby screening, temperature checks, or screening stickers to enter the facility. Masks for employees and visitors will still be required due to federal guidelines. COVID-19 cases are still on a downward trend.

h. Credentialing Files – Review & Approve
The board discussed the credentialing files recommended by Medical Staff for the following:
<u>Courtesy</u>
Niley Patel, MD - Cardiology, Reappointment
Steven Short, DO - Pulmonology, Reappointment
Arnold Cabrera, MD - Radiology, Reappointment
Alan Helmbold, DO - Cardiology, Reappointment
Steven Seals, MD - Cardiology, Reappointment
<u>CRNA</u>
Todd Luedeke, CRNA - Anesthesia, Initial
After discussion, motion made by Terri Parry, seconded by Jeff Yarrow, to approve the reappointments as presented. Motion carried 4-0.

<u>AUSTIN GILLARD, CEO</u>

a. Dietary Interior Soffit
Austin Gillard informed the board that work on the dietary soffit started yesterday. Progress is looking good at this time and should be completed this week.

b. Marketing Update
Austin Gillard reviewed our current marketing initiatives in Manhattan and Junction City for radiology exams and MD Save. We reviewed our new billboards in Glasco, Beloit, and Concordia with Dr. Anderson, Glasco Family Physicians, and our future general surgery expansion. We reviewed an updated marketing brochure for Liberty Place Assisted Living.

c. Balanced Scorecard
Austin Gillard would like to continue pushing transparency throughout Clay County Medical Center. A Balanced Scorecard would meet our needs to complete this task. Items on the Balanced Scorecard would include total operating expense, charity care expense, bad debt expense, employee turnover, overtime and unscheduled hours, nurse to patient ratio, readmission rates, acute and swingbed days, and the list goes on. This will be sent in late March 2022 and will be sent out monthly.

d. General Update
- We have transitioned out of the COVID-19 Suite at CCFP. All patients are now seen in the main clinic setting.

- The agreement with Surgical Associates is almost finalized. Their attorney had a few minor changes.
- Our partner for Chronic Care Management is working with Cerner to integrate the two systems before we 'go live'.
- The ACO team is meeting next week to finalize this project. Calls to start scheduling these appointments should begin within the next two weeks.

The meeting adjourned at 9:12 p.m.

Upcoming Board meetings: March 28, 2022 at 7:00 p.m.

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Minutes recorded by Austin Gillard