

Minutes

BOARD MEMBERS PRESENT

Lori Penner
Jeff Yarrow
Richard Cott
Sandy Fox
Terri Parry

OTHER PERSONS PRESENT

Austin Gillard, CEO
Erin Kurtz, CFO

CALL TO ORDER

Lori Penner called the meeting to order at 8:00 p.m.

BOARD MEETING MINUTES

Lori Penner asked if there were any corrections to the board minutes from May 16, 2023. Motion made by Sandy Fox, seconded by Richard Cott, to approve the board minutes from the May 16, 2023 board meeting. Motion carried 4-0.

AGENDA REVIEW

Nothing to add

OLD BUSINESS

Nothing to add

ERIN KURTZ, CFO

- a. Cash Receipts & Disbursements for April 2023
Erin Kurtz presented the Cash Receipts and Disbursements for April 2023.
- b. Financial Review for April 2023
Erin Kurtz presented the Financials for April 2023. After discussion, motion made by Richard Cott, seconded by Terri Parry, to approve the Cash Receipts & Disbursements and Financials for April 2023 as presented. Motion carried 4-0.
- c. 2022 Cost Report Update
Our 2022 Medicare Cost Report has been sent to WPS and Myers & Stauffer. The cost report receivable is mostly in line with the cost report model results.
- d. The Midland Group
Erin Kurtz reviewed a performance report from The Midland Group. In April, we helped 12 patients qualify for public benefits, completed eight financial assistance applications, and completed 315 zero interest payment plans for our patients.

NEW BUSINESS

- a. Updated 2023 Risk Management Plan
Austin Gillard presented our updated Risk Management Plan for 2023. Since we have a new Quality Director, we need update this document for KDHE. After discussion, motion made by Terri Parry, seconded by Jeff Yarrow, to approve the updated Risk Management Plan with a name change. Motion carried 4-0.
- b. Harmony Healthcare Amendments
Austin Gillard presented three amendments for the Harmony Health Data Archiver (HDA), which will allow us to archive NextGen and eClinicalWorks EHR systems. The three amendments are eClinicalWorks Financial Data Reimport for \$6,300, NextGen Financial Data Reimport for \$8,175, and eClinicalWorks Insurance EOB for \$5,700. While working on setting up HarmonyHDA, we found that

some of the data was missing in the archive. One set of data (account payments) was due to amount of transactions we completed between the copy and the end of the year. This was due to the amount of work required by staff to duplicate transactions entered into eCW and Nextgen. The end of the year generated a lot of transactions, as accounts were closed out. The second piece is data (EOB), was not originally in the scope of the project, but is needed in terms of insurance claims. This was an oversight when originally scoping out this project and was originally missed. After discussion, motion made by Sandy Fox, seconded by Richard Cott, to approve the three amendments as presented. Motion carried 4-0.

c. Financial Review – Mental Health Services

Austin Gillard presented our Medicare and Medicaid reimbursement data for mental health services at CCFP compared to a new standalone clinic and a new rural health clinic. There is a loss in revenue if we move this service line, but we feel long term this would be the best solution for future growth, patient care, and our current and future medical provider. This could also allow space to start providing Deep Transcranial Magnetic Stimulation (Deep TMS™) to our patients.

AUSTIN GILLARD, CEO

a. Balanced Scorecard

Austin Gillard reviewed our April 2022 balanced scorecard. Expense are running a little high due to employee benefit costs, AR days continue to decrease, open positions continue to decrease, our readmission rate was very low in April, medication scanning improved for the month, and we are still below our 90% goal in all HCAHPS scores.

b. Staffing Update

We have several PRN openings at CCMC and a full-time RT and Environmental Services opening. At CCFP, we have added three new positions and already received 12 applications to fill these roles. We have an open Pod Assistant, a Medical Assistant opening, and two nurse openings.

c. General Update

- Windows

Exterior windows will be cleaned two times a year, along with the interior stairway windows in the wellness center due to their height.

- R1

This agreement with R1 will end on June 1. Our revenue cycle team is fully staffed and ready for all these additional duties.

- North Water Culvert

We have ordered a 15 inch steel pipe to replace the failed water culvert by ER. This will be the best long term solution. Clay County is helping us with this work.

- Leader Rounding

Next week at our department manager meeting, we will be going over Leader Rounding. Rounding involves a leader taking time each day to touch base with team members, make a personal connection, find out what is going well, and determine what improvements can be made. This will tie into our future Stop Light Report initiative.

- CMO Update

The CMO position will be moving back to its original intent from October 2019. Unfortunately, COVID-19 derailed the intent of this position.

- Sunscreen Stations

All of our sunscreen stations are active. A few pools have not opened yet, but they do have plenty of sunscreen for all pool guests.

The meeting adjourned at 9:15 p.m.

Minutes recorded by Austin M. Gillard