

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 7:05 p.m.

BOARD MEETING MINUTES

Lori Penner asked if there were any corrections to the board minutes from December 11, 2023. Motion made by Terri Parry, seconded by Richard Cott, to approve the board minutes from December 11, 2023. Motion carried 4-0.

AGENDA REVIEW

Add: Physician Coverage

OLD BUSINESS

Nothing to add

NEW BUSINESS

- a. Request for Qualifications (RFQ) Review
Austin Gillard and the board reviewed the four RFQ's submitted for the CCFP Expansion, Wellness Center Parking Lot Expansion, and ED Exterior Renovation. The four construction management firms meet the requirements we are looking for. Austin Gillard explained the process of the RFQ interview scoring and asked the board to schedule a date for the four interviews. The board decided on February 26, 2024 beginning at 3:00 p.m. followed at 7:00 p.m. by the Board of Trustees regular meeting.
- b. SPT Architecture Agreement
Austin Gillard presented the agreement for SPT Architecture to provide architectural services for our CCFP Expansion, Wellness Center Parking Lot Expansion, and ED Exterior Renovation. Their rate is 6.5 percent of the combined total project cost. This has been the same rate percentage for the following projects: Clyde Family Physicians, Riley Family Physicians, Dietary Renovation, and CCFP Interior Renovation. After discussion, motion made by Sandy Fox, seconded by Jeff Yarrow, to approve the 6.5 percent of the combined total project cost by SPT Architecture. Motion carried 4-0.
- c. CCFP Expansion – Additional Exam Rooms & Offices
Austin Gillard reviewed an updated CCFP expansion plan that would offer more exam rooms for growing medical specialist practices at CCFP. As an organization, this will be our next focus. The updated plan will also provide a location for Deep TMS and an additional office in the new mental health space. The total increase in size will be around 1,500 sq. ft.
- d. Physical Therapy Growth & Space
Our physical therapy department continues to grow as we add additional team members. In 2019, we saw 6,372 outpatients and completed 15,990 treatments. In 2023, we saw 7,650 outpatients and completed 21,221 treatments. Our current physical therapy team is out of space. Austin Gillard and the physical therapy department are working with an architectural firm to review a new design layout of the physical therapy department.

- e. Professional Service Agreement – Specialists
Austin Gillard discussed growing our medical specialist practices at CCFP. These practices would be located in the new CCFP expansion area with pulmonology and general surgery. Growth as an organization is vital to keep up with wage increases, benefits, drug costs, supply costs, and general inflation. In total, CCMC must increase revenue by over \$800,000 year over year to maintain its financial situation. Medical specialists would either work under a Professional Service Agreement like the general surgeons, or be employed.
- f. Recruitment Update - Family Medicine with Obstetrics
We have been fortunate to receive five applications for our Family Medicine with Obstetrics opening. Three applicants are first year family practice residents and two applicants are second year family practice residents. Austin Gillard and Dr. Kelley are in the process of interviewing the second year family practice residents.
- g. Cerner - K-TRACS Integration
Kansas Board of Pharmacy has shared with our team that the Kansas prescription drug-monitoring program (K-TRACS) has received additional grant funding to cover the cost of electronic medical record integration of K-TRACS. For Cerner to integrate a live feed of the K-TRACS data, it will be a \$5,000 one-time fee and \$100 a month. After discussion, motion made by Terri Parry, seconded by Richard Cott, to approve the Cerner one-time fee of \$5,000 and \$100 monthly charge for the live feed of the K-TRACS data. Motion carried 4-0.
- h. Alcohol/Drug Abuse and Drug Diversion: Prevention, Identification, Reporting and Response
CCMC has been writing and collaborating on the build of the Alcohol/Drug Abuse and Drug Diversion: Prevention, Identification, Reporting and Response policy and protocol over the last year. The goal of this policy/protocol is to mitigate risk or drug abuse and diversion, plus, provide a safe environment for patient care and formal process for employees. Risk/Quality, Human Resources, and Pharmacy reviewed and revised current policies and then, utilized the toolkit developed by the Kansas Association of Risk and Quality Management and the Kansas Council of Health System Pharmacy to complete this project. The policy/protocol is thorough and extensive. It follows best practice and regulatory guidance including compliance and legal risk. After discussion and one correction, motion made by Richard Cott, seconded by Terri Parry, to approve the Alcohol/Drug Abuse and Drug Diversion: Prevention, Identification, Reporting and Response Policy. Motion carried 4-0.
- i. 2024 Insurance Costs (Property, Auto, Cyber, PLI, Work Comp, etc.)
Austin Gillard reviewed our insurance costs with the board. Our medical professional liability insurance increased by \$25,000, our hospital liability went down by \$6,500 due to increasing the deductible to \$25,000, our cyber insurance increased by \$4,000, our property insurance increased by \$11,000 and they moved our deductible to \$50,000 and added in a one percent or \$496,780 wind/hail deductible, and our auto insurance increased by \$2,000.
- j. Credentialing
The board reviewed the credentialing files recommended by the Medical Staff on December 19, 2023 for the following:
Courtesy Staff
Kent Erickson, MD – Family Medicine – Reappointment
David Pauls, MD – General Surgery – Reappointment
Tony Brown, OD – Optometry – Reappointment
After discussion, motion made by Sandy Fox, seconded by Terri Parry, to approve the credentialing files recommended by the Medical Staff as presented. Motion carried 4-0.
- k. Physician Coverage
Austin Gillard informed the board that Dr. Kelley is working through inpatient medical provider handoffs when a medical provider will be out of town.

AUSTIN GILLARD, CEO

- a. Preventative Care Coordinator
Austin Gillard reviewed the accomplishments of Aspen Elledge, Preventative Care Coordinator who joined CCMC in June 2023. In terms of well women exams for patients 39 and up, 194 were scheduled. In terms of well man exams for patients 39 and up, 168 were scheduled. 259 well child checks/KAN Be Healthy were scheduled. The number of preventative care appointments for patients 19-38 years old was 61 scheduled. The total number of preventative care appointments scheduled for 2023 was 682. The total number of charts reviewed in 2023 was 6,808.
- b. VersaBadge
This product is now 'live' in our emergency department. The percentage of clinician Medicare Part-A standby time is already increasing, which is a good thing. We expect our Medicare Part-A standby time percentage to continue to increase with added data collection.

- c. BrainsWay Deep TMS
Austin Gillard, Heather Tremblay, Dr. Kelley, and Jessica Badsky had a conference call with BrainsWay Deep TMS. The price of the unit has decreased over the last few years. Patients also now qualify for Deep TMS if they have failed/not improved on two medications. This used to be three medications a few years ago. We are still researching this more, looking at reimbursement models, and how often the unit would be utilized based on our current patients.
- d. Marketing, Communications, and Foundation Director
We had five applicants that Austin Gillard and Christi Rice interviewed. We have narrowed the applicants down to two out of the five that interviewed. We will complete a second interview tomorrow afternoon with the two finalists.
- e. General Update
- We are going to hire another full-time midlevel medical provider that spends time at Clay Center Family Physicians and Riley Family Physicians. Audra Walter will eventually just stay at Clyde Family Physicians; Pam Brabec will see patients at Linn Family Physicians, Wound Care, and then will see same day only appointments with no established practice.
 - We have outlined the office where Gloria Park, DNP, APRN, PMHNP-BC will work at Riley Family Physicians. Gloria will be joining us in February 2024.
 - The three percent wage increase will be reflected on the January 12, 2024 paycheck.
 - CCMC will be hosting its first ever Cornhole Tournament! This will be a singles tournament, single elimination bracket play.
 - We now have examples of the Conditional Use Permit language used by the City of Newton and City of Lawrence to send to the City of Clay Center for review.

The meeting adjourned at 8:45 p.m.

Upcoming board meeting: January 29, 2024 at 7:00 p.m.

Minutes recorded by Austin M. Gillard