

Minutes

BOARD MEMBERS PRESENT

Lori Penner
Jeff Yarrow
Richard Cott
Sandy Fox
Terri Parry

OTHER PERSONS PRESENT

Austin Gillard, CEO
Erin Kurtz, CFO
Amy Burr, Meadowlark Hospice
Chris Wolf, IT
Dr. John Kelley, CMO

CALL TO ORDER

Lori Penner called the meeting to order at 7:00 p.m.

BOARD MEETING MINUTES

Lori Penner asked if there were any corrections to the board minutes from January 8, 2024. Motion made by Richard Cott, seconded by Sandy Fox, to approve the board minutes from the January 8, 2024 board meeting. Motion carried 4-0.

AGENDA REVIEW

Nothing to add

OLD BUSINESS

Nothing to add

ERIN KURTZ, CFO

- a. Cash Receipts & Disbursements for November 2023
Erin Kurtz presented the Cash Receipts and Disbursements for November 2023.
- b. Financial Review for November 2023
Erin Kurtz presented the Financials for November 2023. After discussion, motion made by Sandy Fox, seconded by Terri Parry, to approve the Cash Receipts & Disbursements and Financials for November 2023 as presented. Motion carried 4-0.
- c. Billed, Claims, and Encounters
Erin Kurtz reviewed our gross revenue billed and our encounter numbers for 2022 and 2023. In 2022, we billed \$72,174,769 on a total of 66,289 encounters. In 2023, we billed \$76,814,015 on a total of 69,757 encounters. These numbers count primary, secondary, and tertiary claims individually for one encounter.

NEW BUSINESS

- a. 2024 QAPI - Amy Burr
Amy Burr went over the numerous accomplishments of Meadowlark Hospice in 2023. They are one of two hospice organizations in Kansas with a CMS 5 star rating, they celebrated 30 years of being Medicare Certified, and they were a Top 25 Hospice CAHPS Award Recipient. Meadowlark Hospice will be transitioning to betterRX for their pharmacy manager. They are also implementing a competency education plan for 2024. Areas of focus in 2024 for QAPI are: MAC, Weight, FAST, PPS spot checking of the charts each month for compliance; Careplan acquisition from nursing homes; Submit CAHPS information to Wellsky; Infection and antibiotic usage; Ambulance and emergency room visits; and Careplan compliance for visit schedule. After discussion, motion made by Terri Parry, seconded by Richard Cott, to approve the 2024 QAPI plan as presented. Motion carried 4-0. The board thanked Amy Burr and the entire team at Meadowlark Hospice for their outstanding accomplishments and dedication to our hospice patients.

- b. Computers - Chris Wolf
Chris Wolf presented a quote to replace the laptops in therapies, RT, our medical providers with older laptops, radiology, and a few older clinic laptops. We need to also replace two cardiac desktops, replace desktops for Erin Kurtz and IT, purchase a few spare monitors, and replace our phone system servers, which were originally built in 2015. The total request is for \$41,332.92. After discussion, motion made by Terri Parry, seconded by Jeff Yarrow, to approve the \$41,332.92 request to by computers, monitors, and servers as presented. Motion carried 4-0.
- c. Credentialing
The board reviewed the credentialing files recommended by the Medical Executive Committee on January 16, 2024 for the following:
Allied Health
Karen Hawes, ARNP – Reappointment
CRNA
Scott Husted, CRNA – Reappointment
Courtesy Staff
Lance Saville, MD – Reappointment
After discussion, motion made by Jeff Yarrow, seconded by Richard Cott, to approve the credentialing files recommended by the Medical Executive Committee as presented. Motion carried 4-0.

AUSTIN GILLARD, CEO

- a. Balanced Scorecard
Austin Gillard reviewed our 2023 and 2022 balanced scorecard data. Operating expenses in 2023 were up around \$200,000 a month compared to 2022, gross accounts receivable were down around \$700,000 a month on average in 2023, and our bad debt increased around \$15,000 a month compared to 2022. Open positions decreased by six openings a month on average, overtime hours were down around 175 hours a month, and unscheduled hours were down around 30 hours a month compared to 2022 data. We are still running a one nurse to three patient ratio, medication reconciliation and medication bar code scanning increased in 2023. Our HCAHPS at the hospital, clinics, emergency room, and hospice all increased in 2023. Volume was down in most of the facility in 2023. Growth did occur in the rural health clinics, radiology, therapies, and lab.
- b. Interview Schedule - Construction Management at Risk Services
Austin Gillard went over the interview schedule of construction management firms for the February 26, 2024 board meeting. Murray Company will interview at 3:00pm, Kendall Construction will interview at 4:00pm, BHS Construction will interview at 5:00pm, and McCownGordon will interview at 6:00pm. The regular board meeting will start at 7:00pm that evening.
- c. CCFP Design Update
Austin Gillard discussed a few changes to the new clinic addition. We updated the procedure room based on medical provider feedback, moved the south exam rooms against the wall for better workflow, and updated the room where Deep TMS will be provided.
- d. Physical Therapy Design Update
Austin Gillard reviewed another draft of the physical therapy space. This has not been sent to an architect. We are still thinking about this plan before we gather estimated costs.
- e. Conditional Use Permit Update
Austin Gillard and Dusty Mullin of Ryan & Mullin have completed the draft language Planning Commission. The Planning Commission will discuss this more in February 2024.
- f. General Update
 - The water leak at Meadowlark Hospice has been fixed. Our Engineering team has replaced the sheetrock and are gathering estimates on flooring bids.
 - The board meeting for Liberty Place will be tomorrow at 6:00pm. This facility is currently full and has a waiting list. Cindy Habluetzel is doing a great job operating the assisted living.
 - We have onsite interviews with two physicians over the next 30 days. Both physicians are second year residents and could not join Clay County Medical Center until August 2025.

The meeting adjourned at 8:45 p.m.

Next Meeting: February 12, 2024 at 7:00 p.m. and February 26, 2024 at 2:30 p.m.

Minutes recorded by Austin M. Gillard