CLAY COUNTY MEDICAL CENTER
Our Family. Caring for Yours.

Board of Trustees
May 28, 2024
8:00 P.M.
Education Centers 1 & 2

Minutes

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

OTHER PERSONS PRESENT
Austin Gillard, CEO
Erin Kurtz, CFO
Chris Wolf, IT

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 13, 2024. Motion made by Sandy Fox, seconded by Richard Cott, to approve the board minutes. Motion carried 4-0.

AGENDA REVIEW

Nothing to add

OLD BUSINESS

Nothing to add

ERIN KURTZ, CFO

a. Cash Receipts & Disbursements for April 2024
Erin Kurtz presented the Cash Receipts and Disbursements for April 2024.
b. Financial Review for April 2024
Erin Kurtz presented the Financials for April 2024. After discussion, motion made by Jeff Yarrow, seconded by Sandy Fox, to approve the Cash Receipts & Disbursements and Financials for April 2024 as presented. Motion carried 4-0.

NEW BUSINESS

a. Approval - Microsoft 365
Chris Wolf discussed Microsoft 365 and the reasoning we will need to move to this platform over the next six months. Overall, it will be more cost effective for Microsoft to host our system externally than for CCMC to host this system on our internal servers. Microsoft 365 will be implemented in three phases at CCMC and will have an estimated annual cost of $66,325.70. After discussion, motion made by Terri Parry, seconded by Richard Cott, to approve the quote from PC Connection Sales Corporation for $66,325.70. Motion carried 4-0.
b. Password Policy Change
Cerner has updated their password policy and CCMC needs to update our password policy. In the future, passwords should be at least fifteen characters in length and require at least three of the following character requirements: at least one upper and one lower case letter, one number and one special character, with encouragement to use passphrases. Passwords will expire every 365 days and the previous six password should not be reused. After discussion, motion made by Richard Cott, seconded by Sandy Fox, to approve the updated password policy change. Motion carried 4-0.
c. Email Mailbox Sending Procedure Change
Phishing emails continue to be the prominent attack vector, and a compromised email account can send to many other email accounts. In the future, we will be implementing the below:
    - Default limit of 5 recipients

    - Managers default limit to 20 recipients
    - Exceptions approved by Supervisor and IT Information Security Officer
    - Encouragement to setup groups for frequent emails, with a restriction on who can email the group recommended

   After discussion, motion made by Sandy Fox, seconded by Terri Parry, to approve the email mailbox sending procedure change. Motion carried 4-0.

d. Healthcare Security Updates
   The summary of security incidents in Kansas, and even more recent events, confirm the main threat of ransomware. All of the security incidents, except for the two most recent, have been due to a phishing email. CCMC is continuing to work on downtime procedures. We are also working with our team to identify systems with PHI, and categorize what type of PHI. When there is a breach, we can confirm what type of PHI and the severity to CCMC if that system is taken offline.
e. Approval - OMNIPLUS OSM200 ENT Microscope
   Austin Gillard presented a quote in the amount of $11,610 for a new ENT microscope. The current ENT microscope we have is now over 18 years old and the light source is no longer working. After discussion, motion made by Richard Cott, seconded by Terri Parry, to approve the new ENT microscope for $11,610 as presented. Motion carried 4-0.
f. Approval – PeriGen Fetal Monitoring System
   Austin Gillard presented a quote from PeriWatch to update our fetal monitoring system in the OB department. The quote has a one-time cost of $62,857 and ongoing yearly costs of $5,261. We need to update the system because the older platform we currently operate on will no longer be supported. After discussion, motion made by Sandy Fox, seconded by Terri Parry, to approve the new PeriWatch system for a one-time cost of $62,857 and ongoing yearly costs of $5,261 as presented. Motion carried 4-0.
g. Approval – Credentialing
   The board reviewed the credentialing files recommended by the Medical Executive Committee for the following:
   <u>Courtesy</u>
   John Riejhof, MD – Reappointment
   Gilbert Katz, MD – Reappointment
   Ryan Hiesterman, OD – Reappointment
   <u>Allied Health</u>
   Jose Renteria, APRN - Initial Appointment
   Mindy Lovendahl, APRN - Initial Appointment
   Kai Englert, PA – Reappointment
   After discussion, motion made by Terri Parry, seconded by Jeff Yarrow, to approve the credentialing files recommended by the Medical Executive Committee as presented. Motion carried 4-0.
h. United Healthcare Agreement
   We are continuing to feel pressure from United Healthcare regarding our payment agreement signed in 2006. United Healthcare would like to move our entire payment agreement to a percentage over what the Medicare fee schedule would pay, compared to 95% of our gross charge. The financial impact of this change would not ideal for CCMC. We are working to find a solution with United Healthcare.
i. BCBS of Kansas TriWest (Tricare) Agreement
   BlueCross BlueShield of Kansas has taken over the TriWest (Tricare) agreement for the State of Kansas. BCBS would like to move our payment rate from 100% of what Tricare would pay CCMC to 65% of what Tricare would pay. This is an unrealistic request from BCBS. We are working to find a solution with BlueCross BlueShield of Kansas.

<u>AUSTIN GILLARD, CEO</u>

a. Balanced Scorecard
   Austin Gillard reviewed our current scorecard for this year compared to prior years. Some highlights include a decrease in accounts receivable, open positions, overtime costs, and unscheduled costs. Barcode scanning has continued to improve. All of our service lines are in the 90th percentile for HCAHPS. We are continuing to grow our outpatient visits.
b. General Update
    - McCownGordon and Austin Gillard meet on Thursday morning to review the bid package they will be releasing to subcontractors next week.
    - Meadowlark Hospice would like to transition to a new EMR. Amy Burr will come talk at the next board meeting.

- The furniture, fixtures, and equipment for the new 6,800 sq. ft. clinic are estimated to cost just over $280,000. The capital campaign is going well and has raised over $215,000 to date.
- Mindy Lovendahl will be joining Clay County Medical Center next week.
- Austin Gillard is working with Orthopaedic and Sports Medicine Center on a Professional Services Agreement.
- We are developing an agreement with Scott Husted of Flint Hill Pain Management. In the future, Scott Husted will just do pain management procedures at CCMC and Pam Brabec will complete all pain management consults/visits at Clay Center Family Physicians.

The meeting adjourned at 9:40 p.m.

Next Meeting: June 10 at 8:00 p.m.

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Minutes recorded by Austin M. Gillard