

Minutes

BOARD MEMBERS PRESENT

Lori Penner
Jeff Yarrow
Richard Cott
Sandy Fox
Terri Parry

OTHER PERSONS PRESENT

Austin Gillard, CEO
Erin Kurtz, CFO
Dr. John Kelley, CMO

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 September 9, 2024.

Motion made by Jeff Yarrow, 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 August 2024
Erin Kurtz presented the Cash Receipts and Disbursements for August 2024.
- b. Financial Review for August 2024
Erin Kurtz presented the Financials for August 2024. After discussion, motion made by Sandy Fox, seconded by Terri Parry, to approve the Cash Receipts & Disbursements and Financials for August 2024 as presented. Motion carried 4-0.
- c. Midland Payment Plan Interest Analysis
Erin Kurtz reviewed the 2023 and year to date 2024 interest free payment plans we have established for our patients. In 2023, Clay County Medical Center paid over \$78,000 in interest and year to date over \$55,000.

NEW BUSINESS

- a. Policy Approvals
Austin Gillard presented three updated policies for the board to approve. We have updated our Confidentiality and PHI Policy to meet the Health Insurance Portability and Accountability Act (HIPAA) and Privacy Standards for confidential and non-confidential patients. We standardized our Patient Visitation Policy so it now includes the Emergency Department, Surgical Department, Labor & Delivery, and Newborn Nursery. We also updated the format and readability of our Access Code informational handout for patients when they are admitted to Clay County Medical Center. Edits were requested by the board on the HIPAA Policy and the Access Code handout. Once edited, the board requested these updated documents be sent to the Board President for approval. After discussion, motion made by Richard Cott, seconded by Terri Parry, to approve the Confidentiality and PHI, Patient Visitation, and Access Code policies as presented. Motion carried 4-0.

- b. Medical Staff Bylaw Change - Non-Privileged Providers
Austin Gillard reviewed with the board a change to the medical staff bylaws. This bylaw change has been reviewed and approved by the medical staff. The changes made will keep Clay County Medical Center compliant CMS 482.54 section (c) regarding non-privileged medical providers. After discussion, motion made by Sandy Fox, seconded by Jeff Yarrow, to approve the updated medical staff bylaws as presented. Motion carried 4-0.
- c. Credentialing
The board reviewed the credentialing files recommended by the Medical Staff for the following:
Active Staff
Cary Murphy, MD – Family Practice – Reappointment
Courtesy Staff
Keith Henry MD – Pathology – Initial Appointment
Chen Chow, MD – Cardiology – Reappointment
Karli Hubka, OD – Optometry – Reappointment
Nikhil Mehta, MD – Cardiology – Reappointment
After discussion, motion made by Terri Parry, seconded by Richard Cott, to approve the credentialing files as presented. Motion carried 4-0.
- d. OneAmerica Retirement Plan
Austin Gillard talked with the board about our retirement plan. We found out last month at OneAmerica was sold to Voya with the acquisition set to become effective 1/1/2025. As part of the acquisition, Voya is also acquiring OneAmerica's retirement services team members and intends to keep your service team contacts the same as they are today throughout 2025 and beyond. Voya and OneAmerica have agreed there will be no changes to the frozen guaranteed 4% fixed interest account, both parties intend to continue supporting this investment option as is today with no expiration date. While the acquisition officially becomes effective 1/1/2025, the earliest OneAmerica and Voya estimate the first group of retirement plans will transition to Voya would be Q3 2025 however, it is very likely most plans will not begin the transition until 2026.

AUSTIN GILLARD, CEO

- a. Balanced Scorecard
Austin Gillard reviewed our August scorecard. Operating expenses, labor, and benefits are up around \$100,000 a month. This is mainly due to the wage increase in January 2024, all of which we budgeted. Overtime costs are down, but unscheduled costs have increased. We will be watching time studies to make sure unscheduled is being utilized appropriately. Med/Surg staffing ratios are still very favorable and low census is implemented for our decreasing inpatient volume. HCAHPS scores are very high in all departments. Family Physicians continues to increase in patient volume, med/surg has declining volume, and the rest of the patient numbers are steady in most departments.
- b. ER & CCFP Medical Provider Update
We have sent an agreement to a full-time nurse practitioner to cover the Emergency Room. We have interviewed a family medicine with OB physician that could start with Family Physicians in the next three months. We are still working through the logistical details with the family medicine with OB physician.
- c. AIDET Relaunch
We have relaunched AIDET facility wide. We started utilizing AIDET in 2017 and it has been a contributing factor in our increased HCAHPS scores. Our team has been receptive of this relaunch.
- d. Construction Project Update
Thank you to Cott Family Farms/Keeott Farms for removing the parking lot! We will now run new storm water drainage lines; build up the back of the parking lot with dirt; run electrical, water, and sewer lines; pour the new clinic footings; and then build back the parking lot. We are on schedule.
- e. Time Critical Diagnosis (TCD) Refresher In-person Boot Camp
On October 2, we will be hosting a Time Critical Diagnosis (TCD) Refresher In-Person Boot Camp here at Clay County Medical Center. As part of the Care Collaborative partnership, this boot camp was developed to educate hospital staff regarding the goals of the University of Kansas Health System Care Collaborative. Participants will learn about STEMI, stroke, and sepsis care components. Current evidence-based guidelines drive best practices for these time-critical diagnoses (TCD). Standardized care embedded into order sets and associated time goals will be reviewed to assist in providing prompt, appropriate care for patients who might be experiencing signs and symptoms of a heart attack, stroke, and sepsis.

f. General Update

- Clay County General Public Transportation has received the van we purchased for them. Our logo was added to this van.
- Dr. Kelley and Austin have been talking several medical specialists about performing more procedures at Clay County Medical Center. All have been receptive to our requests.
- We need to expand Riley Family Physicians. At the next meeting, we will review the design plan and estimated costs.
- Christi Rice, Dr. Kelley, and Austin Gillard will be traveling to Wichita to meet with students in all healthcare professions looking for a job in the future. This is organized by KU.
- We are still in the process of implementing Microsoft 365.
- Radiology had their busiest month ever in September. They performed 1,291 exams!
- On October 10, we will be hosting an educational session at 11:30am and at 12:30pm. This educational session will be about Effective Communication. Clear and effective communication is the cornerstone of successful teamwork and patient care. Each session will last approximately 45 minutes, and we strongly encourage all team members to attend.

The meeting adjourned at 9:45 p.m.

Next Meeting: October 14 at 8:00 p.m.

Minutes recorded by Austin M. Gillard