

Minutes

BOARD MEMBERS PRESENT

Lori Penner
Jeff Yarrow
Richard Cott
Sandy Fox
Terri Parry

OTHER PERSONS PRESENT

Austin Gillard, CEO
Dr. John Kelley, CMO

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 30, 2024. One correction was noted. Motion made by Richard Cott, seconded by Terri Parry, to approve the board minutes from the December 30, 2024 board meeting. Motion carried 4-0.

AGENDA REVIEW

Nothing to add

OLD BUSINESS

Nothing to add

NEW BUSINESS

a. Annual Update & QAPI Plan – Amy Burr

Amy Burr reviewed the accomplishments Meadowlark Hospice achieved in 2024. These accomplishments consist of receiving a 5 Star Rating on Care Compare, being a seven-year recipient of the 'Award of Distinction' from Wellsky, and 98% of families would definitely recommend Meadowlark Hospice. Amy Burr then reviewed the QAPI Plan for the organization. The team continues to focus on survey readiness, Hospice Outcomes and Patient Evaluation (HOPE) preparation, ongoing team education, and continued monthly data collection. After discussion, motion made by Sandy Fox, seconded by Jeff Yarrow, to approve the 2025 QAPI Plan for Meadowlark Hospice. Motion carried 4-0

b. Interim CFO

Austin Gillard will be serving as the Interim CFO until a new CFO is hired and orientated with Clay County Medical Center. We have several candidates that have applied already. We have hired two search firms to find, screen, and present qualified candidates. The search will take four to six months for the candidate Austin Gillard is looking for.

o Collection Agency

We will be moving our collection agency to Account Recovery Specialists, Inc. (ARSI) from Midwest Service Bureau (MSB). This change is necessary because MSB has not been able to integrate with Cerner over the last eight months. After brief discussions last week with ARSI, we can transition within the next month.

o November & December Financials

We should have November 2024 financials completed within the next few weeks. Our audit firm will help with the contractual adjustment for these financials. From our understanding, the contractual adjustment for Medicare and bad debt need to increase. We plan to close the books for fiscal year 2024 in mid-February 2025. Once Austin Gillard reviews everything and believes it is correct and appropriate, the financials will be presented to the Board of Trustees for approval.

- 2025 Budget
The 2025 budget will be uploaded into Multiview within the next few weeks. We are double checking to make sure all worksheets are correct, and the upload goes smoothly.
- Aged Account Letters
Aged account letters have not gone out since July 2024. This means any accounts that are over a year old and did not receive communication from Clay County Medical Center will need to be written off as 'timely'. We estimate this number to be well over \$150,000.
- c. Logistics - CCFP Registration & Lobby
Starting this week and next week, we will be moving the clinic registration team to the suite registration area. This is due to construction that will be ongoing the remainder of the building project in the current clinic lobby and clinic registration area.
- d. Concrete - Front Parking Lot
There is a small lip where the new concrete parking lot meets the old parking lot. Austin Gillard feels this is a trip hazard and we need to replace part of the old parking lot to reduce the risk of the trip hazard. We are currently receiving bids for this concrete work.
- e. Expand Plumbing - Mental Health Clinic
A few changes have occurred with the medical provider staffing in the new mental health clinic being built. Long term, Austin Gillard believes we should add rough-in plumbing within the walls of the mental health area in case we ever need to expand this area into clinical exam rooms. Bids are coming in between \$26,000 to \$32,000. We will need to cut through the existing concrete pad and tie into the underground water and sewer lines to complete this work.
- f. Oracle Clinical Digital Assistant
Austin Gillard presented an Oracle Clinical Digital Assistant quote for \$34,000 a year. This AI-powered voice recognition technology records key elements of the medical provider and patient encounter, interprets the information, accurately inputs a draft note into the Oracle Health EHR, and enables the medical provider to quickly review and approve the clinical documentation produced. Our medical providers have seen the demo and have tried it out personally within the demo meeting. Several medical providers are interested, and we hope this cuts down on their documentation time long term. After discussion, motion made by Terri Parry, seconded by Sandy Fox, to approve the Oracle Clinical Digital Assistant quote for \$34,000 a year. Motion carried 4-0
- g. Dilation and Curettage (D&C) Equipment
Austin Gillard presented a quote for Dilation and Curettage (D&C) equipment for \$10,366. Dr. Wurtz performs this procedure, and a few other medical providers have an interest in learning. Reimbursement is positive from Medicaid and Blue Cross. Motion made by Richard Cott, seconded by Sandy Fox, to approve the quote for the Dilation and Curettage (D&C) equipment for \$10,366. Motion carried 4-0
- h. Employee Influenza Vaccinations
Around one third of our team members have an exemption for the required annual influenza vaccination. Per policy, these team members must always wear a surgical mask during their scheduled shift for the duration of the influenza season (March 31, 2025). Masks are expected to be worn starting January 1. These team members are not required to wear a mask during scheduled breaks. Austin Gillard will talk more with the Medical Executive Committee about this policy and what other hospitals are doing. This policy might be too restrictive.
- i. Request for Qualifications (RFQ) - Due by January 17, 2025
The RFQ's are due to Austin Gillard this week for the Riley Family Physicians expansion project. Once we receive the RFQ's, the board and Austin Gillard will decide what companies we want to then submit a Request for Proposal (RFP). We will decide this at the next board meeting on January 28, 2025.

AUSTIN GILLARD, CEO

- a. Associated Urologists - Professional Services Agreement
Associated Urologists have signed their agreement with an effective date of July 28, 2025. We will now begin to gather their CPT information and charges to input into Cerner. Dr. Kelley will be working with Associated Urologists to build their templates in Cerner.
- b. Dr. Holt - 2026 Physician Candidate
Austin Gillard has dinner with Dr. Holt and his wife later this month to finalize details of the employment agreement with Clay County Medical Center. Dr. Holt would join Clay County Medical Center Family Physicians in August 2026 if he decides to sign with Clay County Medical Center.

- c. Dr. Peloquin
Dr. Peloquin has an interest in performing pain management surgeries at Clay County Medical Center. The procedures would be implants for Spinal Cord Stimulators (SCS) and Targeted Drug Delivery (TDD). Scott Husted, CRNA is in favor. More details to come.
- d. Dr. Worthen
We are grateful Dr. Worthen is doing better. He will likely be off work for 4 to 6 weeks, but that is not definite at this time, and we are evaluating his progress week by week. We are in the process of rescheduling his patients.
- e. Heather Tremblay, PMHNP
Heather Tremblay, PMHNP has given us her resignation notice and will be departing Clay County Medical Center at the end of April 2025. We are actively recruiting her replacement.
- f. General Update
- We continue to fill open positions with high quality applicants. A nurse for Dr. Short has been hired. Our new physical therapist will start next week. We are still looking for a night shift nurse.
 - The CCFP expansion project and ER exterior renovation project is going well. We did have a few more weather days due to the snow.
 - We will continue to clean up our old accounts receivable, especially accounts in eClinicalWorks and NextGen.
 - We met with the Zimmer representatives today to start gathering tray and implant costs to start our total joint replacement program in August 2025.
 - Dr. Koerner will stop providing OB services at the end of this year. We are thankful for her leadership and commitment to all the patients she has served in the region.

The meeting adjourned at 8:50 p.m.

Next Meeting: January 28, 2025 at 7:00 p.m.

Minutes recorded by Austin M. Gillard