CLAY COUNTY
MEDICAL CENTER
Our Family. Caring for Yours.

Board of Trustees
January 28, 2025
7:00 P.M.
Board Room

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 January 14, 2025. Motion made by Richard Cott, seconded by Terri Parry, to approve the board minutes. Motion carried 4-0.

AGENDA REVIEW

Add: South Parking Lot

OLD BUSINESS

a. Retirement Plan
Austin Gillard reviewed data with the board regarding the OneAmerica fixed 4% account within our current retirement plan. As of last week, there are 76 plan participates in this fund. The fund has a balance of just over $5.4 million. If the fixed 4% account is removed from the plan, the cost savings to plan participants will be around $59,000 a year. No action was taken, as we are still gathering information.

AUSTIN GILLARD, INTERIM CFO

a. Cash Receipts & Disbursements for November 2024
Austin Gillard presented the Cash Receipts and Disbursements for November 2024.
b. Financial Review for November 2024
Austin Gillard presented the Financials for November 2024. After discussion, motion made by Sandy Fox, seconded by Terri Parry, to approve the Cash Receipts & Disbursements and Financials for November 2024 as presented. Motion carried 4-0.

NEW BUSINESS

a. Request for Qualifications (RFQ)
Austin Gillard reviewed the BHS Construction RFQ and McCownGordon RFQ with the board. Both organizations are very capable of performing the clinic expansion at Riley Family Physicians. We have also worked with both organizations over the last eight years numerous times. Austin Gillard explained the process of the interview scoring form and asked the board to schedule a date for the two interviews. The board decided on February 25, 2025, beginning at 5:00 p.m. followed at 7:00 p.m. by the Board of Trustees regular meeting.
b. Employee Influenza Vaccinations & Employee Health Requirements for Employment
Austin Gillard presented the updated Employee Influenza Vaccinations Policy and Employee Health Requirements for Employment Policy that was approved by the Medical Executive Committee last week. Changes were made to the masking requirement, consequences for non-compliance, and the list of unvaccinated team members being sent to the Department Manager. One change was requested on the Employee Health Requirements for Employment Policy by the board. After discussion, motion made by Richard Cott, seconded by Jeff Yarrow, to approve the updated

Employee Influenza Vaccinations Policy and Employee Health Requirements for Employment Policy. Motion carried 3-1.

c. ScottCare Transmitters
Austin Gillard presented a request from our team in Cardiac Rehab to replace four transmitters and two rechargeable batteries for a total cost of $9,554. The current transmitters were purchased in 2018 and due to heavy utilization, are falling apart. After discussion, motion made by Sandy Fox, seconded by Terri Parry, to replace four transmitters and two rechargeable batteries for a total cost of $9,554. Motion carried 4-0.

d. Credentialing
The board reviewed the credentialing files recommended by the Medical Executive Committee for the following:
<u>Courtesy Staff</u>
John Adams, MD - Dermatology - Reappointment
Apostolos Evangelidis, MD - Urology - Reappointment
<u>Allied Health</u>
Ryan Brantly, PA - Orthopedics - Reappointment
Kristen Manning, ARNP - ER - Initial Appointment
After discussion, motion made by Terri Parry, seconded by Sandy Fox, to approve the credentialing files as presented. Motion carried 4-0.

e. South Parking Lot
Austin Gillard reviewed the bids received to replace the south parking lot. Currently, the new and old parking lot are not at the same elevation. This will eventually cause a trip hazard for patients and team members. Austin Gillard is working with the concrete contractor on another issue at the moment and will discuss this concern as well.

<u>AUSTIN GILLARD, CEO</u>

a. Construction Update
Exterior framing is complete of the CCFP expansion. Last week, we started on the interior framing. The roof we be placed this week due to the weather conditions being more ideal. We will start running large propane heaters in this space until our HVAC units are installed. On the ER side of things, foundations have all been completed. We will start working on the sidewalk and ADA ramp. The steel for the new ER canopy will start mid-February. On the new parking lot, spalling has occurred. Spalling can result from poor finishing practices or weather/temperature factors during the curing process. We are working with McCownGordon on a solution.

b. General Update
- Dr. Kelley and Austin Gillard interviewed a psychiatric-mental health nurse practitioner on Monday afternoon. She will interview with Gloria Park soon. She could start in May 2025.
- Our team interviewed a Controller today and we are interviewing a CFO candidate on Friday this week.
- Dr. Worthen will be out for six months. We are making plans for his patients and are in the process to of hiring another midlevel provider to absorb his patient base for the months ahead.
- Austin Gillard will have dinner with Dr. Holt and his wife on Thursday night in Wichita, KS. Dr. Holt could join CCFP in August 2026 if he decides to join our team.
- Furniture, Fixtures and Equipment (FF&E) for the new CCFP expansion has been selected and we are gathering pricing information.
- We are meeting with KDHE to start the pre-enrollment process of providing vaccines and immunizations starting in August 2025 at Clay Center Family Physicians. We will also be onsite visiting Newman Regional Health in Emporia, KS for a day to review all their processes. A full-time position will be posted April or May for our new Vaccine Coordinator.
- We are moving our small balance write off amount from $4.99 to $9.99. This means patients will not receive a bill/statement if their balance is $9.99 or less.
- We are going to start sending letters to patients again with claims still at insurance over 11 months old. Patients with a balance still at insurance, over 12 months old, from August 2024 to January 2025, will need to be written off as timely since we did not communicate with the patient. Unfortunately, only one letter went out in July 2024 to patients.
- We are going to redo the entire 2025 budget that the board approved. We should have an updated budget to present by late February for the board to approve.

The meeting adjourned at 8:58 p.m.

Next Meeting: February 10 at 7:00 p.m. and February 25 at 7:00 p.m.

Minutes recorded by Austin M. Gillard