

Minutes

BOARD MEMBERS PRESENT

Lori Penner
Jeff Yarrow
Richard Cott
Sandy Fox
Terri Parry

OTHER PERSONS PRESENT

Austin Gillard, CEO
Dr. John Kelley, CMO
Julie Noah, Director of Inpatient Services
Janet Fisher, Quality and Risk Management Director

CALL TO ORDER

Lori Penner called the meeting to order at 7:03 p.m.

BOARD MEETING MINUTES

Lori Penner asked if there were any corrections to the board minutes from January 28, 2025. Motion made by Richard Cott, seconded by Sandy Fox, to approve the board minutes. Motion carried 3-0. Terri Parry arrived at 7:05 p.m.

AGENDA REVIEW

Add: 2025 Election of Officers

OLD BUSINESS

Nothing to add

AUSTIN GILLARD, INTERIM CFO

- a. Cash Receipts & Disbursements for December 2024
Austin Gillard presented the Cash Receipts and Disbursements for December 2024.
- b. Financial Review for December 2024
Austin Gillard presented the Financials for December 2024. After discussion, motion made by Sandy Fox, seconded by Richard Cott, to approve the Cash Receipts & Disbursements and Financials for December 2024 as presented. Motion carried 4-0.
- c. 2025 Budget Update
All 80 budgets have been updated by our Department Managers. Austin Gillard reviewed over the weekend and is pleased with the level of detail. We will have a finalized 2025 Budget for the board to approve at our February 25, 2025 meeting.
- d. CFO & Controller Update
Austin Gillard informed the board that he has hired a CFO with over 20 years of experience and a Controller with 19 years of experience. Both individuals have Critical Access Hospital and Rural Health Clinic experience. They will both start their new positions in the next 45 days, and both will be moving to Clay Center, KS.

NEW BUSINESS

- a. Infection Control Presentation
Julie Noah went over our 2024 infection control data. In 2024, Inpatient Isolations consisted of Covid: 20 stays, 70 pt days; C.diff: 9 stays, 22 pt days; Influenza: 9 stays, 21 pt days; MRSA: 4 stays, 33 pt days, and RSV: 6 stays, 6 patient days. Notifiable disease through CCMC lab in 2024 were Chlamydia: 8; Campylobacter: 6; Salmonella: 4; and Pertussis: 1. We are currently working to make sure all lobby furniture is wiped down several times a day.

- b. Risk Management Plan
Janet Fisher and Julie Noah presented our updated 2025 Risk Management Plan. KDHE requires hospitals to update this plan yearly. After discussion, motion made by Terri Parry, seconded by Jeff Yarrow, to approve the 2025 Risk Management Plan. Motion carried 4-0.
- c. Med/Surg Patient Room Computers
Chris Wolf presented a quote in the amount of \$17,999.80 for new All-in-One Desktops to replace the current zero client computers in the patient rooms. Currently, we use Teradici Zero Clients to connect to virtual desktops. The virtual desktops require a cluster of servers in order to operate. With the move to Cerner and Microsoft 365, the benefit from this type of setup is significantly reduced and adds additional complexity. After discussion, motion made by Jeff Yarrow, seconded by Terri Parry, to replace the current patient room computers for a total cost of \$17,999.80. Motion carried 4-0.
- d. 2025 Election of Officers
Richard Cott made a motion for the slate of Officers to be Lori Penner, Chair; Terri Parry, Treasurer; Sandy Fox, Vice President; Jeff Yarrow, Secretary; and Richard Cott, Member at Large. Sandy Fox seconded the motion. Motion carried 4-0.

AUSTIN GILLARD, CEO

- a. Construction Update
The interior framing is now complete. Contractors are starting on the electrical, plumbing, and HVAC. On the ER, they will start building the new steel canopy later this week. We are working through concrete issues on the new south parking lot.
- b. General Update
 - BHS Construction and McCownGordon will interview for the construction manager at risk contract for the clinic expansion at Riley Family Physicians on February 25 beginning at 5:00 p.m.
 - Gloria Park, PMHNP and Dr. Kelley will interview a psychiatric-mental health nurse practitioner this week. She could start in May 2025.
 - Dr. Holt was sent an employment agreement last week. Dr. Holt could join CCFP in September 2026 if he decides to join our team.
 - Austin Gillard and Dr. Kelley will be meeting with a Physician and a Nurse Practitioner for a possible PRN position to help with the patients of Dr. Worthen.
 - We are meeting with KDHE tomorrow to start the pre-enrollment process of providing vaccines and immunizations at Clay Center Family Physicians.
 - Dr. Purdom with Inspire ENT signed his Professional Service Agreement last week.
 - Austin Gillard will be meeting with Orthopaedic and Sports Medicine Center to finalize their Professional Service Agreement soon.
 - Balanced Scorecard
On the financial side of things, bad debt continues to grow. We will continue to focus on collecting copays. Slight decrease in open positions from 2023 data. Overtime and unscheduled costs are related to nursing openings on night shift. Bar code scanning is at 91% for the year, congratulations to our nursing team! Patient satisfaction has moved to the 90th percentile in 2024 in all categories. On the growth side of things, ER, radiology, lab, and RHC visits are all up compared to previous years.

The meeting adjourned at 8:20 p.m.

Next Meeting: February 25 at 7:00 p.m. and March 25 at 8:00 p.m.

Minutes recorded by Austin M. Gillard