

Minutes

BOARD MEMBERS PRESENT

Sandy Fox
Jeff Yarrow
Richard Cott
Terri Parry

OTHER PERSONS PRESENT

Austin Gillard, CEO
Dr. John Kelley, CMO
Angela Kobel, CFO

CALL TO ORDER

Sandy Fox called the meeting to order at 8:00 p.m.

BOARD MEETING MINUTES

Sandy Fox asked if there were any corrections to the board minutes from February 25, 2025. Motion made by Richard Cott, seconded by Jeff Yarrow, to approve the board minutes. Motion carried 3-0.

AGENDA REVIEW

Add: MRI Mini Split

OLD BUSINESS

Nothing to add

AUSTIN GILLARD, INTERIM CFO

- a. Cash Receipts & Disbursements for January 2025
Austin Gillard presented the Cash Receipts and Disbursements for January 2025.
- b. Financial Review for January 2025
Austin Gillard presented the Financials for January 2025. After discussion, motion made by Terri Parry, seconded by Richard Cott, to approve the Cash Receipts & Disbursements and Financials for January 2025 as presented. Motion carried 3-0.
- c. Financial Indicators for Kansas and the United States
Austin Gillard reviewed the financial measures of hospitals in Kansas compared to the United States averages. Overall, the state is not looking very good. Of the 80 critical access hospitals in the state, most have a negative total margin, negative cash flow margin, and negative operating margin. With population decline in several of our communities within Kansas, this is a trend we will continue to see.
- d. Accounts Receivable Cleanup
The cleanup of our old accounts receivable is going very well. Most of these accounts are over four years old and were part of eClinicalWorks or NextGen. Write-offs have totaled just over \$1,035,800. We also made around \$129,400 in adjustments to accounts just over three years old.

NEW BUSINESS

- a. Modified Barium Swallow (MBS) with use of MBSImP Protocol
Austin Gillard presented an updated policy to the board that the medical staff approved. With this updated change, fluoroscopy will be performed by the radiologic technologist for all MBS exams. This allows CCMC to schedule these MBS exams each day instead of waiting for the radiologist to be onsite at CCMC. After discussion, motion made by Richard Cott, seconded by Jeff Yarrow, to approve the Modified Barium Swallow (MBS) with use of MBSImP Protocol as presented. Motion carried 3-0.

- b. Employee Health Requirements for Employment
Austin Gillard presented our updated Employee Health Requirements for Employment to the board that the medical staff approved. This policy change is needed so we are consistent with our Employee Influenza Vaccinations policy. The changes are the influenza vaccine is offered but not required. We removed the following requirement from the policy as well: Healthcare workers who are not vaccinated against Covid-19 and/or influenza due to an exemption, must wear a surgical mask or greater at all times while providing direct patient care. A list of unvaccinated individuals will be provided by employee health to department managers and administrative leaders. After discussion, motion made by Terri Parry, seconded by Jeff Yarrow, to approve the updated Employee Health Requirements for Employment Policy as presented. Motion carried 3-0.
- c. South Parking Lot
Austin Gillard went over the issues on the south parking lot that was installed in November 2024. The surface is starting to spall (smooth surface coming up) on just over 2,100 sq. ft. of the surface. McCownGordon is willing to replace all the concrete if CCMC is willing to remove the concrete. Richard and Robert Cott are willing to remove this concrete. When looking at the driveway surface further to the south, it is all cracking due to its age and usage. It would be an ideal time to replace both damaged sections at the same time. A bid to remove and replace 6,400 sq. ft. of concrete would be \$42,758.24. After discussion, motion made by Jeff Yarrow, seconded by Terri Parry, to approve the replacement of 6,400 sq. ft. of concrete for \$42,758.24 as presented. Motion carried 3-0.
- d. MRI Mini Split
Our current cooling unit for the MRI room is too large and is not running enough. Since it is not running that often, the humidity in the MRI room is not at acceptable levels. To fix this issue, we need a smaller cooling unit. Austin Gillard presented a quote for \$13,550 for a 2-ton Bosch mini split. After discussion, motion made by Richard Cott, seconded by Jeff Yarrow, to approve the 2-ton Bosch mini split for \$13,550 as presented. Motion carried 3-0.

AUSTIN GILLARD, CEO

- a. BHS Agreement - Riley Family Physicians
Austin Gillard is working through this agreement with BHS Construction for the Riley Family Physicians expansion project. We still hope to start on this project in July 2025.
- b. Pharmacy Services
We will start slowly moving our hospital pharmacy services to Avel eCare. This company has already been providing medication review and approval services to CCMC over the last three years. Under this new arrangement, Avel will have access to all pharmacy activities and will provide the following:
 - Team of pharmacists that ALL understand inpatient and hospital priorities and regulations.
 - Assistance with Drug Acquisition, Distribution and Control.
 - Focused on Controlled Substance Management and monthly audits.
 - Participate in the hospital Quality Assurance program.
 - Will provide ongoing education to both pharmacy and nursing staff.
 - Assist Erin and Julie with formulary management plus review/structure of auto-sub process – from pharmacy to provider/nurses and ultimately patients
 - Inventory control
 - Review and development of policies and procedures
 - Compliance with all legal and professional standards for hospitals
 - Participation in meetings requested - such as Pharmacy and Therapeutics, Medical Staff, Quality, and Antibiotic Stewardship Committee
 - Execution of Quality Assurance program for hospital's pharmacy department, and participating in applicable and inter-departmental quality assurance initiatives
 - Assist with our 340b program committee and oversight of split billing program
- c. Construction Project Update
They are now hanging sheetrock/drywall in the new CCFP expansion. Dirt work has started in the wellness center parking lot. The ER exterior is starting to take shape. The weather looks promising over the next two weeks. We expect to start moving medical equipment into the new CCFP space in June. The wellness parking lot will be completed by May. The new ER entrance will open around late May.
- d. General Update
 - Congratulations to our entire Wound Care Team for receiving dual awards of Clinical Distinction and Excellence in Patient Satisfaction!

- We are preparing for the arrival of two InterStaff contract registered nurses in May 2025. This will help solidify our night shift staffing.
 - Erin Rose May will be joining us as an intern this summer. She is currently a Master of Public Health Student at Kansas State University. She grew up in Oberlin.
 - Alya Houghton, MSN, APRN, FNP-C will be joining our team at the end of May. She is joining us from Konza Prairie Community Health Center. Alya will help fulfill our Linn Family Physicians midlevel hour requirement, cover for vacations in the RHCs, and focus on same day appointments as needed.
 - Our new CFO and Controller started yesterday! They will be meeting with all our department managers this week.
 - Jessica Badsky and Lisa Uhlik-Allmond are heading to Newman Regional Health in Emporia, KS on Wednesday to review their vaccine and immunization clinic.
 - We have a psychiatric-mental health nurse practitioner interview on Wednesday.
 - We are looking at updating our IV smart pumps throughout CCCM.
 - Dr. Worthen will hopefully be back at some point in May.
 - Our new Oracle Digital Assistant is going well, and the medical providers have positive things to say about the program's note taking abilities.
 - We are starting our Teddy Bear clinics again! Kindergarten students from Clay Center's Lincoln Elementary will be here Thursday. There are a total of 55 kids, but they are splitting them up into two groups. They will bring the first bus load at 12:30PM and the second at 1:30PM.
 - We will be hosting Wake Up Wednesday for Grow Clay County on April 2 at here at Clay County Medical Center starting at 8:00 a.m. Austin Gillard will give an update on our expansion projects, new medical providers, future services, etc.
 - National Doctors' Day is on March 30! CCMC is fortunate to have their knowledge, dedication, and passion serving the communities we love. We sincerely appreciate their time and effort delivering quality, compassionate care.
 - Top 100 CAH Event – We are in the process of organizing a large event in June for all team members and their family. We will try to cater Brady's Smoke House and have Simply Scoops for dessert. Activities will range from bounce houses and inflatable obstacle courses for kids, bingo with large gift items (TVs, grills, etc.), and several activities for our middle school/high school/college kids. This event will most likely be on a Sunday from 12:00pm to 3:00pm. More details to come!
- e. Executive Session
- Motion made by Terri Parry, seconded by Richard Cott, for the board to enter executive session for a period of 20 minutes with Austin Gillard from 9:30 p.m. to 9:50 p.m. in order to discuss personnel matters of non-elected personnel as permitted under K.S.A. 75-4319(b)(1).

The meeting adjourned at 9:50 p.m.

Minutes recorded by Austin M. Gillard