



City Commission Agenda Item

Meeting Date: November 16, 2021
From: Andrew Lawson, Public Information Officer
Item: City Advisory Board Reports

Purpose: City Advisory Board Reports

Background:

The City Commission receives regular reports from its appointed advisory boards and committees in the form of their approved minutes.

Commission Options:

1. No action needed.

Attachments:

The following approved board and committee minutes are included in this packet:

- **September 23** — South Central Kansas Medical Center Board of Trustees
- **September 23** — Beautification and Tree Advisory Board
- **October 12** — Arkansas City Planning Commission

Approved for Agenda by:

A handwritten signature in black ink, appearing to read "Randy Frazer", is written over a horizontal line.

Randy Frazer, City Manager



SCKMC BOARD OF TRUSTEES MEETING MINUTES
September 23, 2021

I. **Call to Order** – By Dan Jurkovich, Board Chairman at 7:32 am.

II. **Welcome/Introduction**

III. **Medical Executive Committee/Med Staff Report**

Paul Klaassen, MD

A. Credentialing

Appointment – Melanie Glenn

- Motion – Med Exec
- Second – Kanyon Gingher
- Motion carried

Reappointment – Angela Ziegler

- Motion – Med Exec
- Second – Kanyon Gingher
- Motion Carried

IV. **Minutes of previous meeting reviewed**

Dan Jurkovich, Board Chair

- Motion – Kanyon Gingher approval of August 2021 minutes with corrections of Shona Turner title.
- Second – Jay Warren
- Motion carried and minutes approved

B. Committee Reports

1. Finance (Kansas Regs 28-34-5a) – 8/2021

Debbie Hockenbury, CFO

a.) Balance Sheet hospital and clinics

a-1) Operating cash and investments \$7,436,275.

a-2) Net accounts receivables \$5,516,131.

a-3) Allowance Accounts for Contractual and Bad Debt \$7,630,815

a-4) Current Liabilities \$4,474,456.

a-5) Accrued Salaries & PTO \$1,037,536

a-6) Accounts Payable \$1,453,668.

b.) Operating Statement hospital and clinics excluding SCKC.

b-1) Total gross patient and physician revenue \$5,980,847.

B-2) Revenue deductions (\$3,823,807)

B-3) Net Patient revenue \$2,102,507

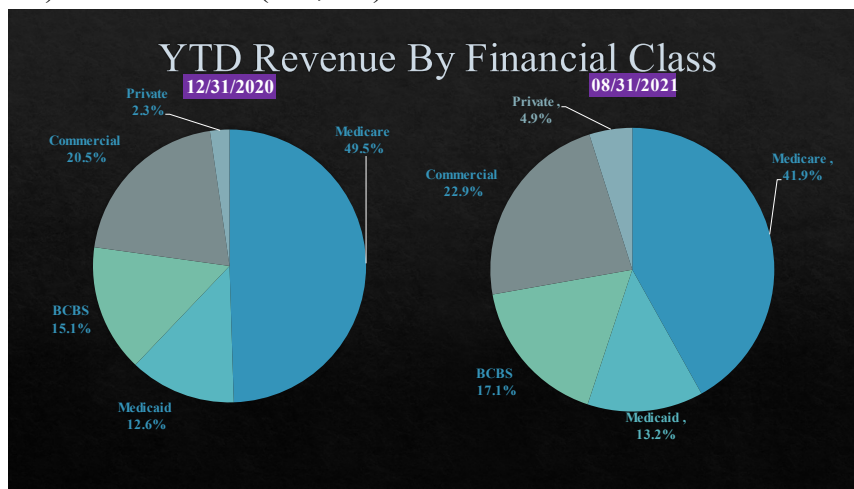
b-4) Total operating \$2,205,856

b-5) Net Operating loss of (\$170,279)



After non-operating revenue and expenses for the month the gain is (\$137,775.)

- c.) Clinics and Behavioral Health
 - c-1) SCK Clinic loss of (\$31,273)
 - c-2) Geri Psych gain of \$83,445.
 - c-3) Winfield Medical Arts loss of \$74,729
 - c-4) Ark City Clinic gain of (\$20,158)
 - c-5) Specialty Clinic loss \$45,086
 - c-6) Midwives loss (\$22,870)



- d.) Charity Care \$8,157.
- e.) Bad Debt \$388,411
- f.) Bad Debt Recovery (\$133,805)
- g.) Bankruptcy \$82,370

1- Finance - Charity Care to get approved for \$37,103.95.

- Motion – Bob Mathews, Member
- Second – Jay Warren, Treasurer
- Motion carried

2. Quality Improvement Report

Shayla McDonald, Quality Performance

Annual Goal

- To increase BCBS Quality Incentive payment from baseline of \$411,461 in 2020/2021 to \$617,199 in 2022.
- Sepsis: Increase from 57.61%(2Q21) to 70%
 - Initiate Sepsis Workgroup – ED, RX, MedSurg, Physician
 - Plan for education of 1 hour Sepsis Bundle protocol
 - Execute 1 hour Sepsis Bundle



3. Nursing Report

Tracy Austin, Director of Nursing

Service – Annual Goal-Nursing

- Increase customer engagement - Communication about Medication (38.24%)
 - Handout for all new medications on initial administration and review on discharge includes Use and side effects.
 - Execute teach back method with patient to determine understanding.
- Increase customer satisfaction – Communication with Nurses (66.67%)
 - Communication White Boards in Patient rooms
 - Implement Hourly Rounding, 5 Ps addressed each time

4. Information Technology

William Jarvis, IT/Maintenance

Growth – 90 Day Action Items – Q4 2021

- New quarterly newsletter
- SCK Health Signage – Urgent Care
- Website – updates, new improvements, and services
- ED Press Ganey Survey

Growth – 90 Day Action Items – Q1 2022

- ER Press Ganey Survey Results
- Quarterly Newsletter – Subject matter TBD
- SCK Health signage - Winfield

5. Human Resources Report

Krista Carrillo, HR

People – Annual Goals

- Increase staff engagement as measured by Press Ganey Employee Engagement Survey Overall 2021 Baseline of October 25, 2021, to November 15, 2021.
- Increase Survey participation.
 - Communicate Survey Timeline to staff
 - Survey Full Time and Part Time employees including providers
 - Start October 25th/review results December
 - Set baseline for Overall staff engagement & participation for 2022

6. Business Services

Jimmie Seacat, HIS/Bus. Services

Finance – Annual Goals

- Increase Operating Margin of 0.72% in 2020 to 2.5% in 2021-2022
- Establish Foundation and raise \$1,000,000 in Capital Campaign Funds.
 - Financial reporting dashboard
 - Monthly budget with Team Leads/Senior Leader
 - Foundation set up – 501c3



7. Clinical Operations – September 2021 Report

Shona Turner, COO

Mission –

- SCK Health excels in providing high quality, accessible and complete healthcare close to home.

Vision –

- SCK Health, The first choice for Premier Healthcare in Cowley County and the surrounding area.

BCBS Incentive Payments

- 2017 had little funds
- Significant reimbursement over the years
- 2022 goal to increase payment 50% (\$617,198.88)

Urgent Care

- Increase Urgent Care encounters 20% monthly increase. (2020 – 2022)

SCK ED Annual Visits

- Increase ED Visits 5318 (2020) - 5400 (2022).

SCK ED Monthly Average Visits

- Goal Average 450 visits/month by 2022

SCK Hospital Deliveries

- Increase OB hospital deliveries of 115%

90-day Action Plans

- Support Annual Goal
- Reevaluate the plan every 90 days for adjustments
- Board Report- 90 Day plan of focus area
 - Service
 - Quality
 - People
 - Finance
 - Growth

8. Management Report

Jeff Bowman, CEO

- ER Construction Update – Doors are on, waiting on switch
- Working with Brentwood launching 1st Quarterly Magazine – 1st week of October in mailboxes.
- 340-b Pharmacy Program Update, Payments continue to be unpredictable
 - August 20th, received \$75,380.85
 - August 27th, received \$23,311.60
 - September 9th, received \$7,729.57



v. **ADJOURNMENT-** There being no further business to come before the committee, the meeting was adjourned at 9:18 am.

- Motion to adjourn Jay Warren, Treasurer
- Second – Dan Jurkovich, Board Chair
- Motion carried

PARTICIPANTS	
Dan Jurkovich , Board Chairman •	Tracy Austin , Director of Nursing
Kanyon Gingher , Board Vice Chairman •	Krista Carrillo , Human Resource Manager •
Jay Warren , Board Treasurer •	Jimmie Seacat , Director of HIS & Business Services •
Bob Mathews , Board Member •	William Jarvis , Director of Information Technology •
Brittany Carder , Board Member •	Shawna Allison , Medical Staff Coordinator •
Paul A Klaassen, MD , Chief of Staff •	Clayton Soule , Legal Counsel •
Jeff Bowman , Chief Executive Officer •	Chad Giles , Legal Counsel •
Debbie Hockenbury , Chief Financial Officer •	Jacky Martinez , Administrative Assistant •
Shona Turner , Chief Operations Officer •	John Shelman , Courier/Traveler
Shayla McDonald , Risk Manager •	Karen Zeller , Guest
	Bill Rhiley , State Representative •

Board Chairman _____ Date _____

Minutes for 9/23/2021

Arkansas City Beautification and Tree Advisory Board
9/23/21 Minutes

A regular meeting was held **Thursday, September 23, 2021**, at Winton Park. The meeting was called to order at **4:09 p.m.**

Roll Call:

Board Members

Robin Henderson
Candace Hendricks
Nancy Holman
Paisley Howerton
Harrison Taylor

Staff Liaisons

Mike Bellis
Randy Frazer
Evan Haney
Andrew Lawson
Tony Tapia
Josh White

0. Approve August Meeting Minutes:

Robin made a motion to approve the minutes of the **August 26, 2021**, regular meeting as presented. Harrison seconded the motion. The motion was approved **3-0** on a voice vote. The only guest attending was **Rags Smith** (Equal Opportunity Board).

1. OLD BUSINESS: Adoption Request: *Walnut Park* (Jan Miller)

Jan Miller wants to install a picnic table and shelter in the center of Walnut Park in honor of her late husband, former City public works superintendent Jim Miller. Andrew said the construction plans and plaque design are still being finalized.

Tony has identified a possible location. Jan is hoping the City will donate the concrete at an estimated cost of about **\$500**.

Robin made a motion to recommend that the City Commission approve the adoption request, with the recommendation that the City provide all concrete free of charge. Nancy seconded the motion. The motion was approved **3-0** on a voice vote.

2. OLD BUSINESS: Set Times for Future Meetings?

The **4 p.m.** meeting time does not work Parks & Facilities staff and it won't work for Candace this fall, either. After more discussion, the Board collectively agreed to permanently move its meetings to **1 p.m.**, starting with the **October 28** meeting.

3. The Pollinator Project Report:

The Board wants to get the Wilson Park proposal back on the agenda. The idea will be discussed **October 28** with City staff.

4. Discuss Fall Cleanup Day Plans:

This year's event will focus on cleaning and assessing the condition of downtown-area sidewalks. It will be held **October 9**.

5. Review ADA Transition Plan: *Winton Park*

Like most other neighborhood parks, the playground and picnic area both need ADA-accessible connections to sidewalks.

6. Wilson Park Master Plan Update:

Harrison asked about the Louderback Family Courts sign that had been removed from Wilson Park. He said J.C. Louderback would like to see some sort of memorial plaque returned to that area. Mike said the sign was damaged and is gone now. The Board discussed the possibility of a new memorial on the stone pillar or somewhere on the fencing of the remaining courts.

Andrew provided the Board with a recap of his and Randy's meeting with the V.J. Wilkins Foundation. All parties agree that some modifications probably need to be made to the existing Master Plan. The **October 28** meeting will begin this process.

7. Other Miscellaneous Items:

The next meeting of the 2022 Tacolalah Executive Committee will be at **noon October 21** at the Water Treatment Facility.

Harrison raised maintenance concerns at the Wilson Park tennis courts and the Agri-Business Building interlocal agreement.

Nancy made a motion to adjourn the meeting. Harrison seconded the motion, which was approved **3-0** on a voice vote. The meeting was adjourned at **5:15 p.m.** The next regular meeting of the Beautification and Tree Advisory Board will be at **1 p.m. Oct. 28, 2021**.



City of Arkansas City

PLANNING COMMISSION MEETING MINUTES

Tuesday, October 12, 2021 at 5:30 PM – 400 W Madison Ave, Arkansas City, KS

Call to Order

Roll Call

PRESENT: Mary Benton, Charles Jennings, Ian Kuhn, Lloyd Colston, Cody Richardson, Joni Curl

ABSENT: Chair Andy Paton, Paisley Howerton, Karla Gallegos

In the absence of the chair, Vice-chair Charles Jennings presided over the meeting.

Staff present at roll call included Principal Planner Josh White, Wastewater Treatment Facility Supervisor Tommy Bowman, City Manager Randy Frazer, Public Information Officer Andrew Lawson, Management Assistant Mike Crandall and Environmental Services Superintendent Rod Philo.

Also present at roll call was citizen Harrison Taylor.

Public Comments

Persons who wish to address the Planning Commission regarding items not on the agenda. Speakers will be limited to three (3) minutes. Any presentation is for information purposes only. No action will be taken.

No comments from the public were received for items not on the agenda.

Consent Agenda

1. Meeting Minutes, **September 14, 2021 meeting.**
Motion made by Kuhn, Seconded by Curl to approve the minutes as written.
Voting Yea: Benton, Jennings, Kuhn, Colston, Richardson, Curl

Comprehensive Plan

2. **Comprehensive Plan discussion on Infrastructure & Transportation**
White discussed the street classification and street surfaces maps included in the packet. He then noted that a 1/2 cent sales tax would generate roughly \$1 million per year. White introduced Mike Crandall, who discussed the Capital Improvement Plan. He discussed streets and stormwater projects including funding mechanisms for each. The stormwater fund rate structure was discussed and Planning Commissioners indicated raising the commercial rates would be an acceptable method of increasing the funds. Frazer explained a bit of the reasoning the City was looking at this. Crandall then left the meeting. White then introduced Rod Philo who discussed proposed upgrades to the wastewater treatment plant, wastewater collection, the water treatment facility and the water distribution system. He noted the City is working on a water model that can help predict problems and manage growth to the water distribution system. He later noted that the City also had a CCTV system that could provide video of wastewater collection system piping to discover issues with that system. White noted there was a very ambitious goal to have the whole system videoed by 2015 but that has proven to be a larger task than anticipated. Philo noted that staffing was a major concern

because the work is very specialized and requires a lot of training. He said with full staffing and training, it would likely take 5-7 years to get the entire system videoed.

Other Items

White noted that Paton will not be able to attend meetings for some time and may eventually have to resign but staff will let the Mayor and City Commission decide how to handle the situation of his health. He noted that Jennings would act as Chair in the interim and asked Planning Commissioners to consider reelecting Chair and Vice-Chair. That can be handled in the future as long as Jennings is available. He also noted that Gallegos had missed a number of meetings and would likely need to be replaced. This will also be discussed with the Mayor soon. He noted that reappointments will also occur after the first of the year. The upcoming City elections could also have an effect on those. He noted that next month we would likely move on to Land Use and Growth Management. He also noted that there may be a short discussion on health if SCK Health is present at the meeting. There will also be a Board of Zoning Appeals next month. Lawson noted that a new representative to the Traffic Safety Committee would need to be appointed in Paton's absence. Kuhn volunteered. Kuhn asked for an update on the truck stop. White noted that there were some complications associated with the archaeology exploration that will need to occur prior to further development. The City will bring on a consultant to explore the site. Curl made a motion to appoint Kuhn to represent the Planning Commission on the Traffic Safety Committee. Benton seconded the motion. Voice vote carried the motion. The Transportation Plan is on the agenda at that next meeting. Kuhn asked for an update on the on the site across from the ball field on South Summit Street. White said that the site has not been developed and he will reach out to the owner to see what the status of that site was. Curl asked about for an update on Wilson Park. Lawson noted we didn't receive any funding for Wilson Park from the VJ Wilkins Foundation for this next round. He noted that the Beautification and Tree Advisory Board will be discussing Wilson Park at their next meeting. He hoped to use Arkalalah to get public input on parks and trails.

Adjournment

Motion made by Colston, Seconded by Richardson to adjourn the meeting

Voting Yea: Benton, Jennings, Kuhn, Colston, Richardson, Curl

Jennings declared the meeting adjourned at 6:53 pm.

After adjournment Lawson and Philo led a tour for all present of the Water Treatment Facility with no action by Planning Commissioners. A quorum was not present on this tour.