



# City Commission Agenda Item

**Meeting Date:** October 19, 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:

- **July 22** — South Central Kansas Medical Center Board of Trustees **(approved)**
- **August 26** — South Central Kansas Medical Center Board of Trustees
- **September 13** — Arkansas City Public Library Board of Trustees
- **September 14** — Arkansas City Planning Commission

**Approved for Agenda by:**

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Randy Frazer, City Manager



**SCKMC BOARD OF TRUSTEES MEETING MINUTES**  
**July 22, 2021**

- I. **Call to Order** – By Dan Jurkovich, Board Chairman at 7:30 am.
  - II. **Welcome/Introduction**
    - Welcome new board members Brittany Carder and Bob Mathews
  - III. **Medical Executive Committee/Med Staff Report** **Paul Klaassen, MD**
    - A. **Credentialing**
      - Appointment
        - Cora Ruhl, MD
        - Sarah Muret, APRN (Working as RN)
      - Motion – Med Exec
      - Second – Kanyon Gingher
      - Motion carried and minutes approved
    - Re-Appointment
      - John D. Seitz, DDS
      - Chandy Samuel, MD
      - Randy Simpson, PA
      - Tyson Blatchford, MD
    - Motion – Med Exec
    - Second – Kanyon Gingher
    - Motion carried and minutes approved
  - B. **Average Daily Census/ER Totals**
    - a. BHU going back up to normal numbers.
    - b. ER totals for June 2021 = 408 (still down)
- IV. **Minutes of previous meeting reviewed** **Dan Jurkovich, Board Chair**
  - Motion – Dan Jurkovich motioned to table the approval of the 6/24/21 minutes until next meeting on August 26, 2021
  - Second – Bob Mathews
  - Motion carried and minutes approved
- C. **Committee Reports**
  1. **Finance (Kansas Regs 28-34-5a) – 6/2021** **Debbie Hockenbury, CFO**
    - a.) Balance Sheet hospital and clinics
    - a-1) Operating cash and investments \$7,593,269.



- a-2) Net accounts receivables \$6,985,865.
- a-3) Total Assets \$38,257,158.
- a-4) Current Liabilities \$3,821,103.
- a-5) Patient Accounts Receivables \$12,612,390.
- a-6) Accounts Payable \$1,134,154.

b.) Operating Statement hospital and clinics excluding SCKC.

- b-1) Total gross patient revenue \$5,843,089.
  - b-2) Revenue deductions (\$3,957,608)
  - b-3) Net Patient revenue \$2,172,786.
  - b-4) Total operating \$2,018,381
  - b-5) Net Operating loss of (\$113,643)
- After non-operating revenue and expenses for the month the gain is \$88,491.

c.) Clinics and Behavioral Health

- c-1) SCK Clinic gain of \$286
- c-2) Geri Psych gain of \$160,717.
- c-3) Winfield Medical Arts loss of (\$24,815)
- c-4) Ark City Clinic gain of \$26,925
- c-5) Specialty Clinic gain \$19,600
- c-6) Midwives loss (\$681)

d.) Charity Care \$26,095.

e.) Bad Debt \$68,866

f.) Bad Debt Recovery (\$90,786)

g.) Bankruptcy \$17,550

1-B Finance - Charity Care

- a.) \$26,095 requesting approval.
  - Motion – Kanyon Gingher, Vice-Chair
  - Second – Bob Mathews, Member
  - Motion carried

2-B Finance - Check Signer

- a)
  - Recommendation and motion by Kanyon Gingher, Vice-Chair to add Bob Mathews on as a check signer.
  - Second – Dan Jurkovich
  - Motion carried.
- b)
  - Motion to remove Karen Welch as a signer by Dan Jurkovich, Chair
  - Second – Kanyon Gingher



- Motion carried

## **2. Quality Improvement Report**

**Shayla McDonald, Quality Performance**

- Improve patient satisfaction and safety.
- Improve staff education
- Continuous work on mask and screening
  - 1.) Masking
    - 1<sup>st</sup> Qtr. 85% compliance
    - 2<sup>nd</sup> Qtr. 95% compliance
  - 2.) Screening
    - 1<sup>st</sup> Qtr. 94%
    - 2<sup>nd</sup> Qtr. 96%
- Opioid Grant (ends August 31, 2021)

## **3. Nursing Report**

**Tracy Austin, Director of Nursing**

- Improve Patient outcomes
- ICU rooms – beds on order expected to arrive 7/23/21
- ED – Grant funding doors on rooms instead of curtains. Est. completion date is 10/1/2021
- OB Open House for Birthing Center Aug. 5.
- Developing Rapid Response Team

## **4. Information Technology**

**William Jarvis, IT/Maintenance**

- Maximize System Efficiency
- AirStrip official go live 7/20/2021 and allows patient vital viewing
- Computer refresh: still having trouble getting equipment able to find multiple different vendors.
- New Servers should arrive beginning of August

## **5. Human Resources Report**

**Krista Carrillo, HR**

- New employee to help with payroll and office starting next week or following week.
- Working on job descriptions
- New hire orientation – 16 in attendance next one August 2

## **6. Business Services**

**Jimmie Seacat, HIS/Bus. Services**

- Only 4 charts from June not coded (waiting on information to complete) \$6,013.00
- Other accounts not coded are from July (38 charts for \$731,912.46 including BHU)
- Current days in AR for June was at an all time low of 60.5



- New HIS Manager Sarah Ripperda starting in about 2 weeks

## **7. Clinical Operations – June 2021 Report**

**Shona Turner, COO**

- Radiology – started X-Ray room construction.
- Overdose Data to action grant – provide better service to those struggling with addiction
- Leadership strategic planning session July 16 and Clinic Staff Training continues

## **8. Management Report**

**Jeff Bowman, CEO**

- COVID-19 Update – several states have seen dramatic increases. Cowley County vaccinations are 38% to 42% of total population. Consider wearing a mask or face shield when possible. Delta variant is highly transmissible.
- Economic Impact of COVID-19
  - \$75,575.11 COVID Testing Reagents & send out lab exp
  - 2837.75 hours, \$59,587.94 Payroll expense for COVID
  - Increased cost of hospital and clinic supplies. Ex. Exam gloves in Q2 were \$112.36 per case and current price is \$348.04
- HR Bill 2547 – passed house and senate and if passed would put into law a prohibition against debt collectors collecting medical dept less than two years old.
- 340-b Pharmacy Program Update /Receiving payments approximately every 3 weeks (until recently)
  - June 11<sup>th</sup>, we received \$2,147.05
  - June 18<sup>th</sup>, we received \$83,637.92
  - No disbursement in nearly a month – very unusual

## **V. EXECUTIVE SESSION**

**a.) Attorney-Client Relationship** Pursuant to KSA 75-4319 subsection (b) (2) Attorney-Client pending or acting litigation

- Motion to adjourn to executive session at 8:38 am– Dan Jurkovich, Chairman
- Second – Kanyon Gingher, Vice-Chair
- Motion carried

Resume regular session at 8:50 am

**b.) Non-Elected session “to discuss personnel matters relating to non-elected personnel” pursuant to K.S.A. 75-4319 (b) (1)**

- Motion to adjourn to executive session at 8:50 am– Dan Jurkovich, Chair
- Second – Kanyon Gingher, Vice-Chair



- Motion carried

Resume regular session at 9:02 am

**c.) Non-Elected session “to discuss personnel matters relating to non-elected personnel” pursuant to K.S.A. 75-4319 (b) (1)**

- Motion to adjourn to executive session at 9:02 am– Dan Jurkovich-Chair
- Second – Bob Mathews
- Motion carried

Resume regular session at 9:15 am

Bob Mathews made a motion to a renew the contract between Jeff Bowman and the hospital 2 years with a 3<sup>rd</sup> year automatic renewal. Second by Dan Jurkovich, Chair. Motion passed.

**VI. ADJOURNMENT-** There being no further business to come before the committee, the meeting was adjourned at 9:30 am.

- Motion to adjourn Bob Mathews
- Second – Kanyon Gingher, Vice-Chair
- Motion carried

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



**SCKMC BOARD OF TRUSTEES MEETING MINUTES**  
**August 26, 2021**

I. **Call to Order** – By Dan Jurkovich, Board Chairman at 7:30 am.

II. **Welcome/Introduction**

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

Paul Klaassen, MD

**A. Credentialing**

Appointment – Lisa Ayala

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

Reappointment

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

IV. **Minutes of previous meeting reviewed**

Dan Jurkovich, Board Chair

- Motion – Kanyon Gingher approval of June 2021 minutes
- Second – Dan Jurkovich
- Motion carried and minutes approved
- Motion – Dan Jurkovich motioned approval of July 2021 minutes
- Second – Jay Warren
- Motion carried and minutes approved

**B. Committee Reports**

**1. Finance (Kansas Regs 28-34-5a) – 7/2021**

Debbie Hockenbury, CFO

a.) Balance Sheet hospital and clinics

a-1) Operating cash and investments \$7,104,816.

a-2) Net accounts receivables \$5,199,339

a-3 Allowance Accounts for Contractual and Bad Debt \$7,925,053

a-4) Current Liabilities \$3,781,071.

a-5) Accrued Salaries & PTO \$848,457

a-6) Accounts Payable \$971,561.

b.) Operating Statement hospital and clinics excluding SCKC.

b-1) Total gross patient and physician revenue \$5,734,652.

b-2) Revenue deductions (\$4,046,537)



b-3) Net Patient revenue \$1,688,115

b-4) Total operating \$2,024,370

b-5) Net Operating loss of (\$308,571)

After non-operating revenue and expenses for the month the loss is (\$287,725.)

c.) Clinics and Behavioral Health

c-1) SCK Clinic loss of (\$54,719)

c-2) Geri Psych gain of \$69,990.

c-3) Winfield Medical Arts gain of \$6,812

c-4) Ark City Clinic loss of (\$74,300)

c-5) Specialty Clinic gain \$13,452

c-6) Midwives loss (\$12,034)

d.) Charity Care \$3,117.

e.) Bad Debt \$103,206

f.) Bad Debt Recovery (\$118,552)

g.) Bankruptcy \$20,191

New Employee Benefit of \$1,000 towards their bills is being used and so far YTD \$25,665 has been used. A great benefit to employees.

Note: Charity Care under \$10,000 does not need a vote.

1- Finance -

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

## **2. Quality Improvement Report**

**Shayla McDonald, Quality Performance**

- ED Visits Q1/Q2 2021
  - Still trending down, but summer has seen an uptick
  - Admits, Transfers and Home nothing unusual to note in 1<sup>st</sup> two quarters
- Action/Events:
  - Recruiting a new board member to the quality improvement committee

## **3. Nursing Report**

**Tracy Austin, Director of Nursing**

- ICU – First true covid patient cardiac drip
- ED – Doors on rooms instead of curtains. Est. completion date is 10/1/2021
- Promoting patient education/medication





#### **4. Information Technology**

**William Jarvis, IT/Maintenance**

- AirStrip allows patient vital viewing
- New Servers Installed changes on network
- Athena/CPSI Interface started-orders will have a direct link once complete
- Maintenance Projects - radiology room new equipment

#### **5. Human Resources Report**

**Krista Carrillo, HR**

- Med Surg, Lab, RT Struggling with Travels
  - Travel rate usually \$60 - \$70
  - Travel rate now \$150 - \$200
- Med Surg nurses increase 468% since pre covid

#### **6. Business Services**

**Jimmie Seacat, HIS/Bus. Services**

- Average A/R Days Outstanding: 61:67
- Average Daily Census/ER Totals
  - Up May & July
- Surgery Stats Total
  - 2020 – 570
  - 2021 January to July – 347
- Lab Stats Increase dramatic
- Radiology Stats Increase dramatic

#### **7. Clinical Operations – August 2021 Report**

**Shona Turner, COO**

- Service
  - Mission/Vision Statements
- Quality
  - Merit Based Incentive Program-Physician/Staff Quality measures-tied to reimbursement based on specific clinic measures.
- People
  - Board/Admin Analysis Results
  - Strategic Themes
    - SCK Health Building Expansion
    - SCK Health Increase of Services
    - SCK Health Expansion of Regional Footprint
- Finance
  - Improvement documentation from providers
  - Medicare Wellness Visits increased in July

#### **8. Management Report**

**Jeff Bowman, CEO**

- Working with Arty & Brentwood launching 1<sup>st</sup> Quarterly Magazine
- Cora Ruhl starts September 13<sup>th</sup>
- Lisa Ayala starts October 1<sup>st</sup>



- 340b Pharmacy-Historical Data
  - 2019-\$1,225,850.32 or an average of \$102,154.19 per month
  - 2020-\$1,272,947.40 or an average of \$106,078.95 per month
  - 2021-\$548,383.75 or an average of \$91,397.29\*
- \*Average based on January 1<sup>st</sup> to July 31<sup>st</sup>
- 340-b Pharmacy Program Update, Payments have become unpredictable
  - July 19<sup>th</sup> , received \$20,353.82
  - July 30<sup>th</sup> ,received \$24,082.13
  - No disbursement in August yet

**v. ADJOURNMENT-** There being no further business to come before the committee, the meeting was adjourned at 8:43 am.

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

PARTICIPANTS	
<b>Dan Jurkovich</b> , Board Chairman •	<b>Tracy Austin</b> , Director of Nursing •
<b>Kanyon Ginger</b> , Board Vice Chairman •	<b>Krista Carrillo</b> , Human Resource Manager •
<b>Jay Warren</b> , Board Treasurer •	<b>Jimmie Seacat</b> , Director of HIS & Business Services
<b>Bob Mathews</b> , Board Member •	<b>William Jarvis</b> , Director of Information Technology •
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<b>Jeff Bowman</b> , Chief Executive Officer •	<b>Chad Giles</b> , Legal Counsel •
<b>Debbie Hockenbury</b> , Chief Financial Officer •	<b>Jacky Martinez</b> , Administrative Assistant •
<b>Shona Turner</b> , Chief Operation Officer •	John Shelman, Courier/Traveler
<b>Shayla McDonald</b> , Risk Manager •	Karen Zeller, Guest

Board Chairman \_\_\_\_\_ Date \_\_\_\_\_

Minutes for 8/26/2021

# MINUTES

## **Arkansas City Public Library Board of Trustees Regular Meeting via Zoom & On-Site September 13, 2021**

The Board of Trustees of the Arkansas City Public Library, pursuant to official notification, met Monday, September 13, 2021, at 5:30 p.m. at the library & via Zoom.

### MEMBERS PRESENT:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Duane Oestmann, <i>City Commissioner, ex-officio</i> | <input checked="" type="checkbox"/> Kayleigh Lawson, <i>President</i> |
| <input checked="" type="checkbox"/> Shawna Allison, <i>Vice President</i>                | <input checked="" type="checkbox"/> Gia Watson                        |
| <input checked="" type="checkbox"/> Lloyd Colston  | <input type="checkbox"/> Emily Mitton, <i>Secretary</i>               |
| <input checked="" type="checkbox"/> Mitch Reichle, <i>Treasurer</i>                      |   |

STAFF PRESENT: Mendy Pfannenstiel, Library Director

### OTHERS PRESENT:

Lawson called the meeting to order at 5:30 p.m.

**Motion by Colston to approve the August meeting minutes. Second by Oestmann. Approved unanimously.**

**Motion by Allison to approve the August 2021 Treasurer Report. Second by Oestmann. Approved unanimously.** The August 2021 report shows that we have total assets of \$515,511.16 (\$1,039.38 in current liabilities, \$175,119.84 in the operating fund and \$321,531.43 in the capital improvement fund). We have accepted 97% of our anticipated receipts and expended 57% of our anticipated budget.

Pfannenstiel provided a Director's report to the Board.

**Motion by Allison to move forward with applying to be a Dolly Parton Imagination Library Affiliate and to apply for grants that will fund the work. Second by Oestmann. Approved unanimously.**

**Motion by Reichle to pursue the installation of a Bookmobile service on the condition of finding donors to help. Second by Colston. Approved unanimously.**

The Board continued to review ACPL's current strategic plan.

Discussion included on-site programming, outreach services, new taxing boundaries, and the Friends Group.

**Motion by Reichle to table until October a decision regarding the adult services librarian and salaries. Second by Allison. Approved unanimously.**

Andrew Lawson addressed the board regarding the VJ Wilkins Foundation.

**Motion by Reichle to adjourn the meeting. Second by Colston. Approved unanimously.** With there being no further business, the meeting concluded at 7:04 p.m.

The next regular Board meeting will be October 11, 5:30 p.m. at both the library and via Zoom.

# Director's Report

## Personnel:

- We hired a new custodian!

## Facilities & Grounds:

- I have not received a quote from Paint Wichita for the painting/lead abatement after several attempts.
- MTL Construction is putting in a quote for the painting, as well as to replace the tile and replace/change the atrium entrance. I have received the quotes for painting; the tile/atrium will take longer. Because of the extensive, hazardous condition of the basement walls, work is moving forward on those areas.
- Our new custodian is also a fire fighter and has agreed to look into our fire alarm system and to come up with an evacuation plan!
- The City will pour the cement at the south entrance for the solar charging tables. The tables are supposed to ship/arrive in January 2022. I have a call with the company on the 19<sup>th</sup> to walk through the delivery process.

## Budget/ Finance:

- The audit has been scheduled for February 23, 2022.

## Collection/ Circulation:

- We will be conducting a diversity audit throughout the rest of the year. A diversity audit is an opportunity to examine who and what is represented in our library's collections and ensure that all viewpoints and stories are shared.

## Special Projects / Grants:

- We were awarded \$9,200 for a SHARP grant from Humanities Kansas. This grant will pay for a staff member to digitize materials and create online content for patrons.
- We received the second half of our grant-in-aid funding from SCKLS in the amount of \$19,848.
- We received our annual \$100 grant from SCKLS for Summer Reading.
- We received a SCKLS General Technology grant for \$2,346.
- Lindsay and I submitted the Bookmobile grant request to VJ Wilkins, which may be considered for next year's funding.
- Lindsay and I are in the process of applying for funding for DPIL and to fill out paperwork to be an affiliate.
- There was damage to a Little Free Library at Pershing Park. This library is sponsored by KanPak, and they will fix the damage. We're thinking positively about it and hoping it was an accident and that we won't have issues in the future.
- We received \$2,000 from the Legacy Foundation in conjunction with their 25<sup>th</sup> Anniversary celebration. This money will be deposited into our Children's Endowment.

## Technology:

- Nothing new to report.

## Public Relations:

- Facebook: 1,777 Page Likes; 1,871 Followers; 155 Page Views; 5,702 Post Reach; 1,077 Post Engagements
- Website:
  - Main Page: 283 Views; 114 Clicks
  - Kids Page: 31 Views, 22 Clicks
- Marketing: Facebook boosts; CourierTraveler ads

## SCKLS/ State Library:

- Nothing new to report.

## Gifts, Memorials, and Other:

- A patron donated \$2,000 towards projects we are working on. She wished to remain anonymous.

## Submitted by:

Mendy Pfannenstiel, Director

October 2021



# City of Arkansas City

## PLANNING COMMISSION MEETING MINUTES

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**Tuesday, September 14, 2021 at 5:30 PM — 400 W. Madison Ave., Arkansas City, KS**

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### Call to Order

### Roll Call

PRESENT: Chair Andy Paton, Mary Benton, Charles Jennings, Paisley Howerton, Ian Kuhn, Lloyd Colston, Cody Richardson

ABSENT: Karla Gallegos, Joni Curl

Staff present at roll call was Principal Planner Josh White and Public Information Officer Andrew Lawson.

Also present at roll call via GoToMeeting were David Brazil, representing the Community Health Center in Cowley County, and Cody Corbet, representing Cox Communications.

### 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, **August 10, 2021 meeting.**

Motion made by Benton, Seconded by Kuhn to approve the meeting minutes as written.

Voting Yea: Chair Paton, Benton, Jennings, Howerton, Kuhn, Colston, Richardson

### Comprehensive Plan

2. **Comprehensive Plan discussion on Community Health & Infrastructure**

White resumed discussion on community health. He introduced David Brazil of the Community Health Center in Cowley County. He spoke of what his organization does. He also said they are still actively trying to establish a clinic in the former Lincoln School. This would provide medical care to the residents on the south side of town. Brazil also pointed out that the Community Health section of the current plan had a lot of good information in it. He is willing to help us to develop goals for this chapter. He said he would send White a statement on his organization for the chapter. Brazil also indicated that mental health is being incorporated into their services as discussion had gone to mental health. Since Brazil was the only guest present relating to community health, White transitioned to discussion of Infrastructure and Transportation. Cody Corbet of Cox Communications spoke of some upcoming plans. Cox is continually working to enhance the reliability and speed of internet in Arkansas City. White and Lawson provided an update on Water, Sewer and Stormwater. Lawson noted that a tour of the Water Treatment Facility could be set up prior to the next meeting. Planning Commissioners agreed this would be beneficial. White said he would make this part of the plan for the next meeting. White introduced the possibility of changing the fee structure as the current structure does not adequately fund the Stormwater Fund. Storm water covers more than just drainage; it also covers flood control and the levee system can be expensive to maintain. The new structure would likely be based on impervious area and commercial property owners could get reductions based on the

stormwater control systems installed on their properties. Residential would be based on a flat rate still. Planning Commissioners agreed this was needed but wanted to make sure that the rate payers understood what was happening. White assured them that outreach would be part of the transition. Discussion then turned to transportation. White and Lawson spoke of the Multimodal Transportation Master Plan and how the Planning Commission would contribute. The necessary public meetings would likely be conducted by the Planning Commission. White noted that there is no adequate funding stream for streets. Funding has to come from federal and state gas tax and that only funds basic maintenance generally. New projects would require grants or bonds funded by a sales tax. White promised to bring information on what a sales tax could generate in a year as well as a street surface map and classification map to the next meeting. Next month, there will be continued discussion on infrastructure and transportation.

### **Adjournment**

Motion made by Jennings, Seconded by Benton to adjourn the meeting.

Voting Yea: Chair Paton, Benton, Jennings, Howerton, Kuhn, Colston, Richardson