



Board of Trustees

Minutes

January 31, 2024

The January meeting of the Board of Trustees of Kearney County Health Services met in the Functional Health Room of Kearney County Health Services, 727 East First Street, Minden, Nebraska on Wednesday, January 31, 2024. Notice of the meeting was posted at Kearney County Health Services, Hospital, Minden Medical Clinic, Minden Post Office, Minden Exchange Bank and www.kchs.org under Board of Trustees. A Board Packet with an agenda of the meeting, minutes, and other pertinent information was emailed to each Board member prior to the meeting.

I. Call to Order and Roll Call

Chairman Dahlgren called the meeting to order at 12:01 PM and called attention to the public meeting laws that are posted in the meeting room.

Present:

Board Members

AJ Dahlgren (Chairman)
Jeff Hanson
Dick McBride
Stephen Olson (Secretary)
Sam Stadler

County Board of Commissioners

Brent Stuart

Others

Cindy Ramsey (*Minden Courier*)

KCHS Medical Staff

Shannon Kuehn, APRN

KCHS Staff

Luke Poore, CEO
Gavin Blum, CFO
Kendra Brown, CNO
Danielle Morgan, Director of Quality Assurance/IC
Mark Klabunde, Director of Pharmacy Services
Rebecca Cooke, COO
Janell Shelton, Director of Primary Care
Connie Jorgensen, Administrative Assistant

II. Public Comments/Communication

Luke Poore (CEO) commented on the correspondence received by employees for wage increases, sympathy flowers or plants and sponsoring events.

III. Approval of Minutes

Action Taken: A motion was made by Sam Stadler to approve the January 3, 2024 (*December*) meeting minutes.

Voting Aye: Hanson, McBride, Olson, Stadler and Dahlgren.

Motion carried.

IV. Old Business

1. Mindray Telemetry Cerner Interface

Luke reported that the Cerner Interface was ongoing.

V. New Business

1. Reach-In Freezer Proposal

Luke explained the need for a new 15-year-old Dietary Department Freezer. Several bids were obtained before bringing a proposed bid from True Manufacturing out of O'Fallon, Missouri for a Reach-In solid swing 3 door Freezer for a purchase price of \$10,400.00. The item was not budgeted.

Action Taken: After discussion a motion was made by Jeff Hanson to approve the purchase. The motion was seconded.

Voting Aye: Olson, Stadler, Dahlgren, Hanson and McBride.

Motion Carried.

2. R660 Servers (x2) Proposals

Bryan Wickham (Director of IT) briefed the group on the current server environment which consists of 3 physical host servers 2 of which are getting out of date (purchased in 2014) and cannot get support on them. The DELL Technologies R660 are new models which will replace the 2 out of date servers at a purchase price of \$19,749.74. The second quote is to renew the support on the R640 that we will keep in operation for another 2 years for \$1,688.33. Total cost of purchase is \$21,438.07.

3. Microsoft License (CDW-G) Proposal

Brian went on to explain Micro-Soft pricing for server licenses with a proposed cost of \$33,556.00. Luke noted that this was a budgeted item, and we did receive a discount with our purchasing group Vicent-MidAmerica Service Solutions Software.

Action Taken: After discussion a motion was made by Stephen Olson to approve the purchases as presented by Bryan. The motion was seconded.

Voting Aye: Stadler, Dahlgren, Hanson, McBride and Olson.

Motion Carried.

VI. Reports

1. Kearney County Health Services Medical Fund-Luke Poore, CEO, told the group that we will share the Funds Quarterly Report from the NCF next month and start planning for the Annual Golf Tournament.

2. Financial/Statistical Reports

1. Gavin Blum, CFO gave the Statistical / Financial Report for December 2023, along with the Bad Debt Report.

Balance Sheet	December 2023	November 2023
Cash and Cash Equivalents	7,294,596	7,383,958
Total Current Assets	19,529,552	19,472,770
Net Capital Assets	13,805,446	13,874,981
Total Assets	33,334,998	33,347,752
Total Current Liabilities	1,251,607	1,323,167
Total Liabilities	4,822,319	4,874,004
Net Assets	27,261,073	27,150,581
Net Assets and Liabilities	33,334,998	33,347,752

Statement of Profit & Loss	December 2023	Budget	YTD
Net Operating Revenue	1,616,974	1,524,833	9,283,636
Total Operating Expenses	1,546,103	1,448,623	8,836,755
Income (Loss) from Operations	70,871	76,211	446,881
Non-Operating Revenue	39,621	42,875	335,641
Net Earnings (Loss)	110,492	119,086	782,522

	July 2023	August 2023	September 2023	October 2023	November 2023	December 2023
Profitability Indicators						
Days of Cash on Hand	335	353	380	353	379	352
Days in Patient AR (Gross)	62	54	53	49	47	49
Costs Per Day						
Clinic	7,815	8,743	6,685	6,820	6,949	9,547
Hospital	35,434	34,980	34,385	37,654	35,011	35,672

Statistical Summary	December 2023	Statistic
Observation Days	16	Most since September 2022
Lab Tests	2,875	Most in Fiscal Year
X-rays	217	2 nd Most Ever
CT Scans	157	Most Ever
ER Visits	120	Most Ever
Specialty Clinic Visits	154	On Track for 1,846 (1,781 in 2023)
Clinic Visits	731	On Track for 8,928 (8,810 in 2023)
Providers		
Cade Craig, MD	159	2 nd Most Clinic Visits in Fiscal year
Renee Grams, APRN	74	Most Clinic Visit since December 2022
Diane Jackson, APRN	29	Most ER Visits since December 2022
Shelby Liesemeyer, MD	131	Most Clinic Visits in Since Start

Accounts Payable Register (Gross)	December 2023	Comments
3 Payrolls & 2 Check-Runs	1,223,181.99	Higher due to Retention Bonuses & 3 Payrolls

Note: Stephen Olson questioned if revenue increase in budgeted items all from rate increase. Gavin thought it was also contributed to Cerner's ability to capture things where Centriq was more of a manual process and volume increases help as well.

b. Bad Debt Report

Bad Debt Analysis		
December 2023	Average This FY	Average Last FY
\$79,904.52	\$42,000	\$48,000

Action Taken: A motion was made by Dick McBride to approve the Financial and Statistical Report including Bad Debt Report. The motion was seconded.

Voting Aye: Stadler, Dahlgren, McBride, Hanson and Olson.
Motion Carried.

3. Quality Assurance Report

Danielle Morgan, RN, Director of QA/IC reported on the Quality Assurance meeting held on January 18, 2024. The following Departments reported:

- Radiology
Measuring how often low dose lung screen CT exams lead to early cancer diagnosis and identify a way to ensure that patients are receiving follow-up scans.

- Central Sterilization
Inventory and update instruments list for surgical trays.
- Acute
New project to be started and continue cohesive with KCHS and Somnitech to improve services.
- Clinic
Current project is to improve HgBA1C among clinic patients who come for their yearly wellness visit at 6 and 12 months.
- Surgery
Currently tracking and follow up for complications after OR procedures and follow up with patients post colonoscopy.
- Information technology
Current project is security awareness.
- Business Office
Working on new ideas for projects.
- Infection Control
Continue handwashing compliance and monitoring.

Danielle also mentioned that the KCHS website gives patients/visitors an opportunity to sign up for CPR classes.

Action Taken: A motion was made by Sam Stadler to approve the QA/IC report. The motion was seconded.

Voting Aye: McBride, Olson, Stadler, Dahlgren and Hanson.

Motion Carried.

4. Ancillary Services Report

Rebecca Cooke, COO reviewed the Operations Report for January 2024. Rebecca started with the Senior Life Solutions Department, touching on the current program enrollment which is currently has seven (7) patients.

To conclude, Rebecca reviewed some marketing data from her report, as well as with Human Resources as it relates to recruitment and termination. Rebecca reported that results of a patient satisfaction survey conveyed that KCHS is out performing patient satisfaction in both clinic and hospital.

Employee Engagement Survey had a 78% overall participation with on overall satisfaction rate of 79.6%. Medical Staff Engagement Survey had a 50% overall participation with employment satisfaction rating of 98.5% satisfaction rate and current service line satisfaction rate of 90.6% wanting to add urology and dermatology specialty clinics.

Hires

Position	Department	Status
EVS Technician	Enviro. Services	Full-Time

Separations

Position	Department	Status
RN	Clinic	Full-Time

Recruiting

Position	Department	Status
RN (Nights)	Acute	Full/Part-Time

Turnover Rates

December 2023	YTD	Prior YTD
0%	18.1%	11.3%

Note: Current Hospital Industry Average Turnover Rate: 37.6%

Employment Numbers

December 2023	Total	Full-Time	Part-Time/PRN	FTEs
	131	88	40	102.38

Note: For Safety/Risk Review, 23 Incident Reports were reported with majority (12) illness.

5. CEO Report

a. Outpatient Services

Urology - In the 1st Quarter of 2024, the hope is to host another Urologist candidate onsite for establishing a rotation. With two candidates being mentioned, the plan is to have Superior/Minden share one and the other allocated to Lexington.

b. Cerner Community Works Program

Following our chargemaster review Cerner has continued to acknowledge discrepancies in our build and is in the process of drafting an agreement, at no charge, to rectify the identified issues following chargemaster review. Revenue Cycle engagement has continued but progress has been quite slow due to the lag in Cerner support. Cerner Optimization should be engaging with our team on a proposed timeline in coming weeks since being 1-year since conversion.

c. Community Needs Health Assessment

Will meet again in February and March before finalizing. Hopefully we will start up the PFAC (Patient and Family Advisory Council) group soon this year as we look for people in the community that are interested.

d. Policies

- KCHS Covid-19 Infection Prevention Strategy - Acute/RHC/Infection Control (Revised)
- Employee Health, Infection Control Policy - Human Resources/Infection Control (Revised)
- Pharmacy Sterile Compounding - Acute/Pharmacy (New)
- Pharmacy and Nursing Verification of Orders - Acute/Pharmacy/Medical Staff (Revised)
- Reference Material for Medication Safety Policy - Acute/Pharmacy (Revised)
- Pharmacy Non-Sterile Compounding - Pharmacy (New)
- Medication Waste Policy - Acute/Pharmacy (New)
- Nozin Nasal Sanitizer (Pre-Operative) - Surgery (New)
- Basic Trauma Center - Acute/ER/Trauma (New)
- Severe Weather - Emergency Preparedness/Safety (Revised)
- Sleep Lab Scope of Service - Acute (New)
- Standing Orders - Acute (Revised)
- Pandemic Plan for Staff - Emergency Preparedness/Infection Control (New)
- Late Arrival, No Show, and Dismissal Policy - Clinic (New)
- Radiology Report Procedure - Radiology (Revised)
- Radiology Orders and Procedure - Radiology (Revised)

- Mammography QA/MQSA - Radiology (Revised)
- Lead Shielding and Pregnant Consent - Radiology (Revised)
- Admin Contrast Media - Radiology (Revised)
- Cleaning Ultrasound Probes Policy - Radiology (Revised)
- Breast Density Notification - Radiology (Revised)
- Purchase Request - Materials Management (Revised)

Action taken: A motion was made by Dick McBride to approve the policies as presented by Luke Poore, CEO. The motion was seconded.

Voting Aye: Olson, Stadler, Dahlgren, Hanson and McBride.
Motion Carried.

6. Medical Staff Report

Shannon Kuehn, APRN updated the group reporting that two (2) APRN students were following clinic patients. She also mentioned that five (5) Kenesaw students interested in health care professions took the advantage of an invite to shadow a few hours at the clinic. Shannon stated that overall things are going well.

VII. Executive Session

Action Taken: At 12:42 PM a motion was made by Dick McBride to go into Executive Session for Personnel, Credentials, and Charity Care. The motion was seconded.

Voting Aye: Stadler, Dahlgren, Hanson, Olson and McBride.
Motion Carried.

Other staff left the meeting except Luke Poore, Gavin Blum, and Rebecca Cooke.

End of Executive Session: At 1:24 PM a motion was made by Jeff to end Executive Session.

Voting Aye: Stadler, Dahlgren, Hanson, McBride, and Olson.
Motion Carried.

Name	Title	Scope of Practice	Appoint	Reappoint	Term	Active Staff	Consulting Staff	Affiliate Staff	Locums Staff	Affiliation
Colin Thompson	MD	Radiology	X				X			GI Radiology
John Shandera	CRNA	Anesthesia		X			X	X		Kearney Anesthesia
Douglas Netz	MD	Cardiology		X			X			Pioneer Heart
Troy Kluthe	CRNA	Anesthesia		X			X	X		Kearney Anesthesia
Jon Becker	PA	Family Medicine		X		X		X		KCHS
Neil Fehrer	MD	Pathology		X			X			Pathology Med Services
Sarah Guthard	PA-C	ENT		X			X	X		ENT Physicians of Kearney
Taylor Rohrbaugh	PA-C	Cardiology		X			X	X		Pioneer Heart
Cassandra Lundberg	PA-C	Cardiology			X					No longer with Pioneer Heart. Moved out of state.
Nathan Hannemann	MD	Radiology			X					No longer with GI Radiology.

The above applications were submitted for appointment, reappointment or termination to the KCHS Medical Staff by Janell Shelton, Clinic Office Director.

Action Taken: A motion was made by Stephen Olson to approve the Credential Report. The motion was seconded.

Voting Aye: McBride, Olson, Hanson, Dahlgren, and McBride.
Motion Carried.

VIII. Other Comments/Communication

Next meeting will be February 28, 2024 at Noon in the Functional Health Meeting Room beginning at noon.

IX. Adjournment

The meeting adjourned at 1:25 PM.

AJ Dahlgren, Chairman

Stephen Olson, Secretary