



**Board of Trustees
Minutes
November 29, 2023**

The November 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, November 29, 2023. 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 12:06 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 - *Absent*
Stephen Olson (*Secretary*)
Sam Stadler

County Board of Commissioners

Brent Stuart

Others

Cindy Ramsey (*Minden Courier*)

KCHS Medical Staff

Jordan Kohtz, APRN

KCHS Staff

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

II. Public Comments/Communication

There was no Public Comments or Communication.

III. Approval of Minutes

Action Taken: A motion was made by Stephen Olson to approve the meeting minutes of the October 25, 2023 meeting. The motion was seconded.

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

Absent/Not Voting: McBride

Motion Carried.

IV. Old Business

1. Telemetry System Upgrade

Luke Poore (CEO) updated the progress of the Telemetry System Upgrade. System is in place, however, as part of new business for this meeting, Luke acknowledged there will be the potential to add some further efficiencies that were not a piece of the original agreement scope.

2. Specialty Clinic Exam Tables

Luke Poore (CEO) communicated to the Board of Trustees that the specialty clinic exam tables had arrived and were put into service.

3. Microsoft 365 License Upgrade

Bryan Wickham (Director of IT) updated the progress of conversion to Microsoft 365. Overall, Bryan stated that the rollout was underway, and that it will be a step-up process to the most current edition needed. Bryan stated he would anticipate much more progress towards the end of December.

4. KnowBe4 IT Security Software

Bryan Wickham (Director of IT) communicated to the Board of Trustees that KnowBe4 had been deployed, and that early phishing tests with staff emails showed alignment with industry standards. Bryan stated for those that became susceptible to clicking and entering data, would be provided with further training to avoid future concerns.

V. New Business

1. Mindray Telemetry Cerner Interface

Kendra Brown (CNO) explained that there was miscommunication between what was thought to be in-scope of the Mindray integration as it pertains to integrating telemetry modalities into the Cerner electronic medical record. Due to this miscommunication, the integration component will be an additional cost that was proposed to the Board of Trustees in the amount of \$17,388 total. After discussion of time efficiency and accuracy of data input, more discussion ensued on pros versus cons.

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

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

Absent/Not Voting: McBride

Motion Carried.

VI. Reports

1. Kearney County Medical Fund

Luke Poore (CEO) that the KCHS Medical Fund provided Harvest Lunches and flu shots at Keene elevator yesterday and will continue with Hildreth and Minden this week.

2. Financial/Statistical Reports

- a. Gavin Blum, CFO gave the Statistical / Financial Report for October 2023, along with the Bad Debt Report.

Balance Sheet	October 2023	September 2023
Cash and Cash Equivalents	7,165,424	7,101,289
Total Current Assets	19,366,145	19,135,240
Net Capital Assets	13,937,814	14,067,244
Total Assets	33,303,959	33,202,484
Total Current Liabilities	1,461,263	1,404,285
Net Assets	26,928,481	26,837,443
Net Assets and Liabilities	33,303,959	33,220,484

Statement of Profit & Loss	October	Budget	YTD
Net Operating Revenue	1,529,770	1,524,833	6,088,311
Total Operating Expenses	1,528,062	1,448,623	5,890,070
Income (Loss) from Operations	6,707	76,211	198,242
Non-Operating Revenue	87,470	42,875	251,689
Net Earnings (Loss)	94,177	119,086	449,931

Profitability Indicators	May 2023	June 2023	July 2023	August 2023	September 2023	October 2023
Days Cash on Hand	367	339	335	353	380	353
Days in Patient Accounts Receivables (Gross)	62	55	62	54	53	49

Costs Per Day	May 2023	June 2023	July 2023	August 2023	September 2023	October 2023
Clinic	6,636	8,871	7,815	8,743	6,685	6,820
Hospital	33,380	34,427	35,434	34,980	34,385	37,654

Statistical Category	October 2023	Statistic
Observation Admissions	12	Most since March 2023
CT Scans	143	Most Ever
Mammograms	64	Most Ever
MRIs	15	Most Ever
Dexascans	19	Most Ever
Specialty Clinic Visits	171	On Track for 1,857 (1,781 in 2023)
Clinic Visits	713	On Track for 8,994 (8,810 in 2023)
Providers		
Doug Althouse, MD	30	Most Nursing Home Visits since May 2023
Diane Jackson, APRN	26	Most ER Visits since February 2023
Shannon Kuehn, APRN	121	Most Clinic Visits since August 2022
Doug Wulf, APRN	31	Most ER Visits since July 2022

Accounts Payable Register (Gross)	November 2023
(2) Payrolls & (2) Check-Runs	1,264,244.90

b. Bad Debt Report and Analysis

Bad Debt Report Analysis		
October 2023	Average 2024	Last Year Average
44,612.89	34,452	48,405

Action Taken: A motion was made by Stephen Olson to approve the Financial, Statistical Report and Bad Debt Report. The motion was seconded.

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

Absent/Not Voting: McBride

Motion Carried.

c. Chargemaster Rate Revised Proposal

At the October Meeting, following a Chargemaster Review from ruralMed, Gavin Blum (CFO) proposed an average chargemaster increase of 7%. Following discussion at that time, it was requested that the rate increase be reviewed further to take into consideration inflation rates over the same period, and also maximize reimbursement from insurance carriers with their allowable. Upon further review, Gavin returned with a proposed average increase amount of 11.8%, which took in considerations of inflation, but also further recommendations from ruralMed with the Chargemaster Review.

Action Taken: After discussion, a motion was made by Sam Stadler to accept the proposed rate increase. The motion was seconded.

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

Absent/Not Voting: McBride

Motion Carried.

3. Quality Assurance Report

Danielle Morgan (Director of QA/IC) reviewed minutes from the November 20, 2023 meeting. The following departments reported:

- Social Services: The current project involves tracking the number of swing bed referrals.
- Human Resources: Goal is to achieve 100% compliance with our HIPAA Privacy Policy regarding ePHI. Long Term Goal is 100% Compliance of signed forms for each year. She is also working on overtime hours and a new project on Employee engagement surveys.
- HIM: Tracking how often charges need to be modified after dictation review.
- Emergency Room: Goal to have 90% or greater of trauma patients each month have a GCS documented and to have 100% of ER patient have documentation of provider notification and arrival times and keeping track of antibiotic times with patients of sepsis diagnosis.

**Incident Tracker reports were discussed at the Antibiotic Stewardship meeting.

**Hospital-Level Patient Experience Core Measures/HCAHPS reviews were discussed.

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

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

Absent/Not Voting: McBride

Motion Carried.

4. Ancillary Services Report

Rebecca Cooke, COO reviewed the Operations Report for November 2023. Rebecca started with the Senior Life Solutions Department, touching on the current program enrollment which is currently has eight 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 also touched on a soon to come Employee Engagement Survey, as well as a Medical Staff specific Engagement Survey that would be shared with the Board of Trustees in the future.

Hires

Position	Department	Status
APRN	Wound Care	Part-Time
Prior-Authorization/Utilization	Business Office	Full-Time
Radiology Tech	Radiology	Part-Time

Separations

Position	Department	Status
Admissions	Clinic	Full-Time
Cook	Dietary	Full-Time
Surgery RN	Surgical Services	PRN

Recruiting

Position	Department	Status
RN (Nights)	Acute	Full/Part-Time
EVS Tech	Environmental Services	Full/Part-Time
Admissions	Clinic	Full-Time
Cook	Dietary	Part-Time

Turnover Rates

October 2023	YTD	Prior YTD
8%	15%	11.4%

Employment Numbers

October 2023	Total	Full-Time	Part-Time/PRN	FTEs
	127	92	35	99.48

Rebecca Cooke ended her report by reviewing the 20 safety incidences for the month of October with the Board of Trustees, 15 of which were illness related.

5. CEO Report

Luke Poore (CEO) gave the following updates on Outpatient Services:

- Urology – Luke reported that discussions continue to be held with inReach and Dr. Alan Kowitz, MD on aligning schedules to fit in collaboration with hospitals in Lexington and Superior. Luke stated that the challenge was limited specialty clinic availability due to only be able to run one specialist at a time due to spacing constraints. The hope continues to be that a 1st quarter start in 2024 can occur.
- Cardiology – Luke communicated that Dr. Waters from Nebraska Heart Institute in Kearney remains interested in beginning an outreach clinic in Minden. These discussions are on hold until Urology is finalized.
- Pain Management – Luke shared that Dr. Paul Meyer, MD out of Grand Island has reached out on interest to establish a pain amaneagemnt clinic to compliment what is offered currently through Dr. Pravardhan Birthi, MD.
- Cerner Program – Luke reported that Chris Killian (Cerner Revenue Cycle Rep) was onsite the week of October 30th. It was discussed that the visit went well overall, and that the biggest component now will be turnaround time to rectifying issues.
- Community Needs Health Assessment – The initial kick-off meeting for updating our Community Health Needs Assessment in collaboration with the Two Rivers Health Department was held on November 9th. A follow-up meeting is scheduled for December 7th for Two Rivers and KCHS staff to review survey data.
- Policies for Approval
 - Usage of Helicopter Pad for Mutual Aid Transfers-Acute/Emergency Room (New)
 - Practitioner On-Call Schedule – Emergency Room (Revised)
 - Business Travel Expenses-Human Resources (Revised)
 - Training and Testing of Employees-Emergency Preparedness Human Resources (Revised)
 - Access to Secured Areas-HIPAA/Safety (Revised)
 - Alternate Care Site Development and Management for Emergency Preparedness-Emergency Preparedness (Revised)

- Incident Command Job Action Sheet-Incident Command (New)
- Reporting and Internal Investigations-HIPAA/HIPAA Privacy (Needs Approval)
- Identification of Correct Surgical Site-Surgery
- Telephone Triage-Emergency Room (Revised)
- Moderate Sedation/Analgesia-Acute/Emergency Room/Surgery (Revised)
- Deaths in the ER-Emergency Room/Acute (Revised)
- Glasgow Coma Scale-Acute/Emergency Room (Revised)
- Mass Fatality Annex-Emergency Preparedness/Incident Command (Revised)
- Active Shooter-Emergency Room/Safety (Revised)
- Extended Illness Bank (EIB)-Human Resources (Revised)
- Standard Shared Leave/PTO=EIB Donation-Human Resources (Revised)
- Family Medical Leave of Absence (FMLA)-Human Resources (Revised)
- Leave of Absence (Personal)-Human Resources (Revised)
- Family Military Leave of Absence-Human Resources (Revised)

Action Taken: A motion was made by Sam Stadler to approve the above policy as presented in the Board Packet. The motion was seconded.

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

Absent/Not Voting: McBride

Motion Carried.

6. Medical Staff Report

Jordan Kohtz, APRN was introduced to the Board members by Luke Poore. Jordan Kohtz, who started in March, introduced himself to the Board Members and gave some background on his professional and personal life.

VII. Executive Session

Action Taken: At 12:55 PM a motion was made by Stephen Olson to go into Executive Session. The motion was seconded.

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

Absent/Not Voting: McBride

Motion Carried.

Other staff left the meeting except Luke Poore, Gavin Blum, Rebecca Cooke, and Janell Shelton. [Janell Shelton left the meeting at 12:58 PM].

End of Executive Session: At 1:16 PM a motion was made to end Executive Session by Stephen Olson. The motion was seconded.

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

Absent/Not Voting: McBride

Motion Carried.

Action Taken: A motion was made by Jeff Hanson to approve the Credentials below as presented by Janell Shelton, Director of Primary Care and listed below. The motion was seconded. The motion was seconded.

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

Absent/Not Voting: McBride

Motion Carried.

Name	Title	Scope of Practice	Appoint	Reappoint	Term	Active Staff	Consulting Staff	Affiliate Staff	Locums Staff	Affiliation
Sally Farquhar	APRN	Wound Care	X			X		X		KCHS
Terry Dunlop	IMHP	Mental Health		X		X		X		KCHS
Timothy Conner	MD	Radiology		X			X			GI Radiology Associates
Megan Johnson	APRN	Anesthesia		X			X	X		Kearney Anesthesia Associates
Katie Quichocho	PA-C	Family Medicine			X					No longer employed at KCHS
Richard Bose	MD	Pain Management			X					GI Pain Relief Center- Retired

Action Taken: A motion was made by Jeff Hanson to approve the Charity Care as presented by Gavin Blum (CFO).
The motion was seconded.

Voting Aye: Stadler, Olson, Hanson, and Dahlgren.
Absent/Not Voting: McBride
Motion Carried.

VIII. Other Communications

The next meeting will be December 27, 2023 at Noon in the Functional Health Meeting Room beginning at noon.

IX. Adjournment

The meeting adjourned at 1:18 PM.

AJ Dahlgren, Chairman

Stephen Olson, Secretary