



## **Board of Trustees**

### **Minutes**

**October 25, 2023**

The September 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 Tuesday, September 27, 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](http://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 11:57 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 - *Absent*

##### **Others**

Cindy Ramsey (*Minden Courier*)

##### **KCHS Medical Staff**

Dr. Shelby Liesemeyer, MD

##### **KCHS Staff**

Luke Poore, CEO  
Gavin Blum, CFO  
Kendra Brown, CNO  
Mark Klabunde, Director of Pharmacy  
Rebecca Cooke, COO  
Janell Shelton, Director of Primary Care  
Connie Jorgensen, Administrative Assistant

#### **II. Public Comments/Communication**

A thank-you for outstanding hospital care from Jutta Kirkover was mentioned by Luke Poore, CEO.

#### **III. Approval of Minutes**

**Action Taken:** A motion was made by Jeff Hanson to approve the meeting minutes of the September 2023 meeting. The motion was seconded.

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

#### **IV. Old Business**

##### **1. Telemetry System Upgrade**

Luke Poore (CEO) and Kendra Brown (CNO) updated the progress of the Telemetry System Upgrade which will be completed after employee training which is scheduled for November 6, 2023.

## V. New Business

### 1. Specialty Clinic Table Proposal

Kendra Brown (CNO) explained that with the Urology Clinic coming to reality two new tables will be needed to complete the specialty clinic rooms. A proposal from Shared Services Systems was submitted for approval in the amount of \$18,341.80. Gavin added that they were budgeted items.

**Action Taken:** After a brief discussion a motion was made by Sam Stadler to approve the purchase. The motion was seconded.

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

### 2. Microsoft 360 Licensing Proposal

The IT Network Penetration Test and Security Risk Assessment performed earlier this year revealed our main security risk was in our email network. Brian Wickham, Director of IT, presented quotes for Perpetual Licensing Agreement vs Subscription Licensing Agreement from Microsoft. After discussion it was decided that the Perpetual Licensing was a better option at the cost of \$46,371.13 compared to a Subscription Licensing at \$21,384.00 every year. The biggest difference is that the Perpetual License is per computer vs subscription licensing is per user.

**Action Taken:** A motion was made by Stephen Olson to approve the Perpetual Licensing Agreement. The motion was seconded.

Voting Aye: Hanson, Dahlgren, Stadler, McBride and Olson.  
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 September 2023, along with the Bad Debt Report.

Balance Sheet	August 2023	September 2023
Cash and Cash Equivalents	13,894,503	7,101,289
Total Current Assets	18,828,729	19,135,240
Net Capital Assets	14,186,427	14,067,244
Total Assets	33,015,156	33,202,484
Total Current Liabilities	1,346,367	1,404,285
Net Assets	26,644,817	26,837,443
Net Assets and Liabilities	33,015,156	33,220,484

Statement of Profit & Loss	September	Budget	YTD
Net Operating Revenue	1,473,718	1,524,833	4,558,542
Total Operating Expenses	1,373,030	1,448,623	4,363,868
Income (Loss) from Operations	100,688	76,211	194,673
Non-Operating Revenue	94,509	42,875	164,219
Net Earnings (Loss)	195,197	119,086	358,592

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

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

Statistical Category	September 2023	Statistic
Observation Days	10	Most since March 2023
Observation Admissions	7	Most since March 2023
X-Rays	224	2 <sup>nd</sup> Most Ever
OP PT Units	914	2 <sup>nd</sup> Most Ever
Outpatient Procedures	44	Most since October 2022
Specialty Clinic Visits	147	On Track for 1,792 (1,781 in 2023)
Clinic Visits	693	On Track for 9,140 (8,810 in 2023)
<b>Providers</b>		
Jon Becker, PA-C	34	Most ER Visits done since March 2023
Dr. Andy Craig, MD	3	Most Hospital Discharges since November 2022
Renee Grams, APRN	63	2 <sup>nd</sup> most Clinic Visits in last 8 Months
Doug Wulf, APRN	30	Most ER Visits since July 2022

Accounts Payable Register (Gross)	August 2023	September 2023
(2) Payrolls & (2) Check-Runs	1,276,377.95	1,206,919.43

b. Bad Debt Report and Analysis

Bad Debt Report and Averages						
August 2023	September 2023	CYTD	2022	2021	2020	2019
18,223.42	62,326.91	48,000 (Avg.)	2.1%	3.2%	3.8%	3.5%

Gavin Blum explained what was included in purchasing services following a question from the Board of Trustees.

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

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

c. Chagemaster Rate Review Proposal

Gavin Blum, CFO submitted the Chagemaster Rate Review as outlined by ruralMED Management Resources, in Holdrege, NE. Discussion ensued on various topics including insurance premiums and contracts, elective and non-elective procedures, competitive pricing and future inflation rates. After reviewing ruralMed's review Gavin proposed a 7% increase to the Charge Master this year. In previous years we did a 3% increase.

When asked where we compared to our competitors' prices. Gavin told the group we are at or below them. RuralMed's recommendation was about 12%. Discussion continued on insurance groups, contracts, competitor's charges, overall transparency and inflation rates.

**Action Taken:** A motion was made by Jeff Hanson to refigure the percentage of price increase with focus on non - elective services and bring the more information to the November meeting. The motion was seconded.

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

Motion Carried.

3. Quality Assurance Report

Kendra Brown, CNO, gave the Quality Assurance Report for Danielle Morgan, RN, Director of QA/IC:

- Radiology Measures on how often low dose lung screen CT exams
- Central Sterilization: Inventory all instrument's and update all instruments list for surgical trays
- Acute Care: Finished project for 100% nurses to get trained and required training for the Cerner Conversion. New project will be on Sleep Lab services
- Clinic: Improve HgBA1C among clinic patients
- Infection Control: Hand hygiene of clinic and hospital staff
- Surgery: Tracking and follow up for complications after OR procedures and follow up with patients post colonoscopy with needs for future follow up/procedure
- Information Technology: Security awareness
- Business Office: Possibility of study on registration issues

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

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

Motion Carried.

4. Ancillary Services Report

Rebecca Cooke, COO reviewed the Operations Report for October 2023. Rebecca started with the Senior Life Solutions Department, touching on the current program enrollment which is currently has seven patients.

To conclude, Rebecca reviewed some marketing data from her report, as well as with Human Resources as it relates to recruitment and termination.

**Hires**

Position	Department	Status
Program Director	SLS	FT
MD	Clinic	FT

**Separations**

Position	Department	Status
Physician Assistant	Clinic	FT

**Recruiting**

Position	Department	Status
RN (Night)	Acute	FT
EVS Tech	Housekeeping	FT
Lab Tech	Laboratory	FT/PT
Cook	Dietary	PT

**Turnover Rates**

September 2023	YTD	Prior YTD
2.4%	14.3%	11.5%

### Employment Numbers

September 2023	Total	Full-Time	Part-Time/PRN	FTEs
	126	92	34	105.47

Rebecca Cooke ended her report by reviewing the 10 safety incidences for the month of September with the Board of Trustees.

#### 5. CEO Report

Luke gave the following updates on Outpatient Services:

- Urology – Dr. Alan Kowitz, MD met with the Medical Staff on October 3<sup>rd</sup>. He is working on an equipment list he would desire. With equipment and scheduling issues we hope to start his clinic in early 2024.
- Wound Care Program – Sally Farquhar, APRN and her Wound Care nurse visited Bethany Home for an introduction to administration and nursing leadership this week.
- Cerner Program – Cerner will be onsite week of October 30. Quite a few of our concerns were substantiated regarding our revenue cycle build.
- Cardiology – We are hoping to add Dr. Waters into our Specialty Clinic cycle.
- Medical Staff Rules & Regulations – Administration and Medical Staff hope to finalize the Medical Staff Rules and Regulation changes brought forth by legal review at November's Medical Staff Meeting.

#### Policies for Board Approval

- Decontamination – Acute/Emergency Room (*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: Hanson, McBride, Olson, Stadler, and Dahlgren.  
Motion Carried.

#### 6. Medical Staff Report

Shelby Liesemeyer, MD was introduced to the Board members.

### VII. Executive Session

**Action Taken:** At 12:57 PM a motion was made by Stephen Olson to go into executive session. The motion was seconded.

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

Other staff left the meeting except Luke Poore, Gavin Blum, Rebecca Cooke, and Janell Shelton.  
[Janell Shelton left the meeting at 1:03 PM].

**End of Executive Session:** At 1:37 PM a motion was made to end Executive Session by Dick McBride. The motion was seconded.

Voting Aye: Stadler, McBride, Olson, Dahlgren, and Hanson.  
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 Sam Stadler to approve the Credentials below as presented by Janell Shelton, Clinic Office Manager and listed below. The motion was seconded. The motion was seconded.

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

#### VIII. Other Communications

The next meeting will be November 29, 2023 at Noon in the Functional Health Meeting Room beginning at noon.

#### IX. Adjournment

The meeting adjourned at 1:38 PM.

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AJ Dahlgren, Chairman

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Stephen Olson, Secretary