

Kearney County Health Services
 Governing Board of Trustees
November 28, 2018
MINUTES

The regular meeting of the Governing Board of Kearney County Health Services met in the Countryside Living Conference Room of Kearney County Hospital, 727 East First Street, Minden Nebraska, Wednesday, November 28, 2018. Notice of the meeting was posted at Kearney County Health Services, Hospital, Minden Medical Clinic, Minden Post Office and www.kchs.org under Board of Trustees prior to the meeting. A Board Packet with an agenda of the meeting and other pertinent information was e-mailed to each Board member prior to the meeting.

Call to Order and Roll Call

In the absence of Chairman Dick McBride, Clark Abrahamson called the meeting to order at 12:00 pm and called attention to the public meeting laws which are posted in the meeting room. The following people attended the meeting.

<u>Board Members</u>	<u>KCHS Staff</u>	<u>Others</u>
Clark Abrahamson	Luke Poore, CEO	Cindy Ramsey-Editor, <u>Minden</u>
Jeff Hanson	Kayla Rhynalds, CFO	<u>Courier</u>
Dick McBride-Chairman	Kendra Brown, RN, MSN, Acute Care DON	
Stephen Olson	Rebecca Cooke, Human Resources Director	
Sam Stadler	Connie Jorgensen, LPN, Administrative Assistant	
<u>County Board of Supervisors</u>	Janell Shelton, RHC Director	
Wayne Anderson	Mary Bunger, RN, BSN	
<u>KCMF Committee</u>	<u>KCHS Medical Staff</u>	
Jim Edgecombe	Renee Grams, APRN	

Public Comments/Communications

There was no public comment or communication.

Medical Staff Report/Concerns

Speaking for the Medical Staff, Renee Grams, APRN reported that the clinic was very busy, seeing a lot of patients with pneumonia. Due to the exam room shortage wait time was longer than usual. No concerns were brought forth at this time.

Approval of Minutes

The minutes of the November meeting were approved as presented in the members Board Packets prior to the meeting.

Unfinished Business-None

New Business-None

Reports

a. **Kearney County Medical Fund:** Jim Edgecombe distributed the financial reports for the quarter that ended September 30, 2018. Wayne questioned if NCF participated in "Give Where You Live" campaign. Jim said not this year but will look into for next year. Discussion took place on why the endowment gains went to NCF. Luke and/or Jim will investigate that issue and bring it back next month. Kayla explained that all donations must go to the donor's request and it must be advertised as such if it is a public fund raiser. Memorials and other like donations go to NCF after they accumulate to \$250. [Jim left at 12:07 pm].

b. **Financial /Statistical Report for October 2018**

Kayla Rhynalds, CFO gave the following financial / statistical report. Radiology was very busy this month as was outpatient surgery. Total of 817 clinic visits in October. In the financial area

Month	Cash, Cash Equivalent	Total Liabilities	Total Net Patient Service Revenue	Total Other Operating Revenue	Total Non Operating Revenue	Total Operating Revenue	Total Operating Expenses	Change In Net Position	Days of Cash on Hand	Gross Accounts Receivable	Account Payable Register
Nov 18	2,733,575	15,158,683	965,186	101,537	5,341	886,447	851,259	5,645	105	58	\$643,962
Sept 18	2,682,284	15,218,507	800,521	85,926	88,980	883,395	883,091	124,168	104	67	\$605,109

Kayla called attention to the Gain (Loss) on Disposal of Assets saying she was working on this line item to reflect current status. A discussion took place on Bad Debt Trending Report which totaled \$98,629 due to 5 months adjustment to a new collection agency. A motion was made by Stephen Olson to approve the financial and statistical report as presented by the CFO. The motion was seconded. Voting aye: McBride, Olson, Hanson, Abrahamson, and Stadler. Motion carried.

c. Human Resources Report and Updates 9/26/18-10/31/2018

1. Hires/Terms-Employee Relations-- Rebecca Cooke, HR Director reported that currently we are not advertising for any positions.

	Month Percentage	YTD	Prior YTD
Overall Turnover	0%	53.3%	15.5%
Due to Involuntary Termination (Layoff)	0.0%	43.9%	
Due to Voluntary Termination	9.2%	9.4%	

d. CEO Report

I. Balanced Scorecard Update

Luke went over the Balanced Scorecard for 2018-19 1st Quarter. Patient Satisfaction was above benchmark at 9.7 (Inpatient) 9.4 (Emergency Room) and 9.1 in Specialty Clinics all on a 10 point scale. Employee Retention was 1.9% (<3% benchmark) and 100% on all areas of Quality. Areas for improvement concerning the MBQIP (Medicare Beneficiary Quality Improvement Project) measures were RN/LPN collaboration/co-signatures, documented patient response to PRN medications; and average minutes ER admission to ER transfer. In other areas of comparisons were Finance and Growth. Luke reported that some future goals would be to increase our outpatient surgeries with Drs. Stade, Hinze, and Schopp.

II. Organizational Mission, Vision, and Values

The current Mission Vision and Values statement included Countryside Living and HinterLong Living which closed in April 2018. A new statement was compiled by the Leadership Team and voted on by Employees. A motion was made by Clark Abrahamson to approve the new statement as presented. The motion was seconded. Voting aye: Olson, Hanson, Abrahamson, McBride and Stadler. Motion carried.

III. Administration Team Volunteering

Janell Shelton, Clinic Director, shared an idea with the Leadership Team to volunteer time to The Closet on Thursday evenings during the holiday season. The other members were in favor of the idea and have worked a few Thursday evenings.

III. Policies

The following were brought forth to the Board Prior to the meeting for review.

<u>Materials Management:</u>	<u>Materials Management , Cont:</u>
Materials Management Chain of Command	Printing and Processing a Pick List (Healthland Centriq)
Materials Management Department Dress Code	Requisition Approval (Healthland Centriq)
Storeroom Basics	Credit Memo Entry
Materials Management Safety	Inventory Control (Healthland Centriq)
Materials Management Security	<u>Nursing:</u>
Department and Vendor Relations	Medication Reconciliation
Budget	Medication Documentation and Patient ID
Materials Management SDS Access	Multiple Dose Injectable Medications
Manufacturer Recalls	Prior Authorization and Centralized Scheduling
Emergency Recall to Work	Non-Punitive Reporting
Vendor Evaluation and Selection	Report of Cultures
Product Evaluation	<u>Surgery:</u>
Property Control	Surgical Fire Risk
Copy Machines and Printers	<u>Emergency Room:</u>
Facility Filters	Guidelines for Mid-Level Practitioners in the ED
KCHS Logo Apparel	Newborn Emergencies
Contingency Plan (Supplies)	<u>Pharmacy:</u>
Power Outage/MMIS Contingency Plan	Medication Therapy Monitoring
Item Master (Healthland Centriq)	<u>Human Resources</u>
Disbursements(Healthland Centriq)	Attendance
Invoice Entry (Healthland Centriq)	Hiring, Promotions, and Transfers
Year-End Physical Inventory	

After a brief review a motion was made by Clark Abrahamson to approve the policies as presented in the Board Packet prior to the meeting. The motion was seconded. Voting aye: Stadler, McBride, Olson, Hanson, and Abrahamson. Motion carried.

Other Business-Next meeting will be December 26, 2018 at noon.

Executive Session

At 1:10 pm a motion was made by Clark Abrahamson to go into executive session for Credentials, Bad Debt and Personnel. The motion was seconded. Voting aye: Abrahamson, Olson, McBride, Stadler and Hanson. Motion carried. Connie Jorgensen, Mary Bunger, Cindy Ramsey, Kendra Brown, and Connie Jorgensen, left the meeting. Janell Shelton Rebecca Cooke, and Kayla Rhynalds left at 1:45 pm. A motion was made by Clark Abrahamson to come out of executive session at 1:47 pm. The motion was seconded. Voting aye: Hanson, McBride, Stadler, Abrahamson and Olson. Motion carried.

Return to Open Session

Credentials-A motion was made by Sam Stadler to approve the Credentials of the following as presented in executive session by Janell Shelton, Clinic Director. [These credentials were reviewed and approved at the November Medical Staff meeting].

NAME	TITLE	SCOPE OF PRACTICE	APPOINTMENT	REAPPOINTMENT	ACTIVE STAFF	CONSULTING STAFF	AFFILIATE STAFF	Locums
Douglas Althouse	MD	Family Practice		X	X			

The motion was seconded. Voting aye: McBride, Olson, Stadler, Hanson and Abrahamson. Motion carried.

Bad Debt-A motion was made by Sam Stadler to approve the Bad Debt reported by CFO Kayla Rhynalds in executive session. The motion was seconded. Voting aye: Stadler, McBride, Olson, Hanson, and Abrahamson.

With no further business Stephen Olson moved to adjourn the meeting at 1:50 pm. Voting aye: Olson, Hanson, McBride, Abrahamson, Stadler. The motion was seconded. Voting aye: Abrahamson, Stadler, McBride, Olson and Hanson. Motion carried.

Next Meeting Date – The next regular meeting of the Board of Trustees will be December 26, 2018 at noon.

Chairman

Secretary