

Kearney County Health Services  
Governing Board of Trustees  
February 27, 2019

**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, February 27, 2019. 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.

**I. Call to Order and Roll Call**

Chairman Dick McBride called the meeting to order at 12:02 pm and called attention to the public meeting laws which are posted in the meeting room. Present:

**Board Members**

Clark Abrahamson  
Jeff Hanson  
Dick McBride-Chairman  
Stephen Olson  
Sam Stadler

**KCHS Staff**

Luke Poore, CEO  
Kayla Rhynalds, CFO  
Kendra Brown, RN, MSN, Acute Care DON  
Rebecca Cooke, Human Resources Director  
Connie Jorgensen, LPN, Adm. Assistant

**Others**

Cindy Ramsey-Editor, Minden Courier

**County Board of Supervisors**

Brent Stewart

Janell Shelton, RHC Director

Teresa Blank, QA Coordinator

**KCHS Medical Staff**

Dr. Andy Craig

**II. Public Comments/Communications**

There was no public comment or communication.

**III. Approval of Minutes**

A motion was made by Steven Olson to approve the minutes as presented in the Board Packet. The motion was seconded. Voting aye: Stadler, McBride, Olson, Hanson and Abrahamson. Motion carried.

**IV. Unfinished Business**

There was no unfinished business.

**V. New Business**

There was no new business.

**VI. Reports**

**a. Kearney County Medical Fund Committee**

Luke Poore, CEO reported on the Action Planning session that took place on Sunday, February 10, 2019. Attending the meeting included Committee Members: Dr. Ed Alderman, Jim Edgecombe, Dave Craig, Luke Poore, Glen Haselbarth, and potential member, Dawn Thompson, Nebraska Community Foundation members, Dena Beck and Emily Sulzle. The meeting included identifying strengths, weaknesses, opportunities and dangers. At the end of the meeting the committee listed commitments for the next 18 months which included: Public Awareness, Identify resources/potential donors, Identify a physical project, Explore Day of Giving, and increase dialog with hospital board and other community entities. One strength that was recognized was the commitment and support of the goals set, no matter how long it might take and the goal to increase the endowment fund.

**b. Quality Assurance Report**

Teresa Blank, RN, QA Coordinator reported on the Quarterly Core Measures Report within the Good Samaritan Hospital CAH Network and NHSN reports in FY 2017/18 including Antibiotic Stewardship initiated 9/15/2017. Other reports were given on Physician Peer Review, HCAHPS, MBQIP and CRNA review. [Teresa left the meeting at 12:14 pm.]

**c. Financial /Statistical Report for January 2019**

Kayla Rhynalds, CFO, gave the following financial / statistical report. Total Clinic visits were high at 990 and Specialty Clinics were at an all-time high of 125 compared to 57 the year prior. Bad Debt trending number of accounts decreased from 146 in January to 61 in February.

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
Jan 2019	2,506,413	1,253,259	877,160	103,408	64,704	908,568	928,266	117,006	91	59	\$965,978.27
Dec 2018	2,823,417	1,431,181	702,459	105,509	18,103	807,968	872,132	(40,286)	110	66	\$589,200

A motion was made by Sam Stadler 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.

**d. Human Resources Report and Updates**

**1. Hires/Terms-Employee Relations—**

1/30/2019-2/26/2019	Month Percentage	YTD	Prior YTD
Overall Turnover	1.1%	1.1%	5.4%

Currently we are advertising for a HR Assistant, Care Coordinator for Senior Health Solutions, and a part time Echo Tech. Senior Health Solutions will start training staff in early April.

**e. CEO Report**

Balance Scorecard

Luke reviewed the Balance Scorecard results for the 2<sup>nd</sup> Quarter. Areas for improvement included Time to EKG, Average Minutes for ER Admission to ER Transfer, and Finance areas.

Master Strategic Planning Proposed Timeline

John Roberts with Nebraska Rural Health Association has been invited to assist KCHS with some Master Strategic Planning looking towards the next 3-5 years. A timeline proposal was reviewed with the group.

Senior Life Solutions

A Program Therapist has been hired and interviews are scheduled for a Program Director. A Program Coordinator (KCHS Employee) position is being advertised for.

Clinic Renovation Financing Update

Dialogue with the 1<sup>st</sup> Bank and Trust and the Minden Exchange Bank have been on going with 1<sup>st</sup> Bank looking into legal questions but are in agreement to assist KCHS in the funding of the clinic renovation. The Exchange Bank is reviewing the material from the January meeting and will get back to Luke. A Medical Staff meeting will take place tomorrow to review the floor plan. Luke requested that the Board have a special meeting on March 19, 2019 at noon concerning the remodel with the architect present.

Other Activities

In conjunction with the Annual 5K run KCHS will hold the King of the Grill contest reaching out to area grillers. It is scheduled for June 1<sup>st</sup> and will also be in honor of Dr. Pierce’s retirement in August.

**f. Medical Staff Report/Concerns**

Representing the Medical Staff this month was Dr. Andy Craig. Dr. Craig reported that everything was going well at the clinic. He briefed them on the Antibiotic Stewardship Committee that he attends and felt it was a good program and everyone was learning from it. He also told the group that he will be taking training classes in June for Aviation Medical Examiner. Another class he will attend is being certified for CDL Physicals. Stephen Olson questioned Dr. Craig about the financial obligations to the clinic remodel. Dr. Craig said he felt the floor plan was good and with that there would be enough exam rooms and offices plus good patient flow. He felt as long as the plans did not over extend the needs it would be very stainable. He voiced that they would keep the “patient comes first” in mind as they continue to plan.

**f. Review of Policies**

- Surgery
- Scheduling of Surgery – Surgery (Revised)
- Cleaning of the Surgical Suite – Surgery (Revised)
- ID of Correct Surgical Site–Acute/Surgery (No Change)
- Infection Control
- Biohazard Labels – Infection Control (Revised)

- HIPAA
- HIPAA Security Officer – HIPAA (Revised)
- HIPAA Oversight Committee – HIPAA (Revised)
- Remote Access – HIPAA (No Change)
- Information Access Management – HIPAA/HR (No Change)

Mobile Devices Security - HIPAA (No Change)  
 Information Systems Activity Review - HIPAA (No Change)  
 Acute Information Access Management -HIPAA/HR No Change)  
Acute  
 Patient Charges-Acute/Pharmacy (Revised)  
 KCHS Utilization Management Guidelines - Acute/Behavioral Health (Revised)  
 ID of Correct Surgical Site-Acute/Surgery (No Change)  
 Use of Cautery w/Flammable Prep Solutions-Acute/Surgery (No Change)  
 Obstetrical Emergency - Acute/ER (No Change)  
 Electronic Order Entry in Healthland Centriq-Acute/Clinic (No Change)  
 Direction of Anesthesia Services at KCHS-Acute/Surgery (No Change)  
 C-Spine Clearance - Acute (No Change)  
 Critical Access Hospital - Acute (No Change)Acute Care Extra Shift Incentive-Acute  
 Nursing Care Plans - Acute (No Change)  
 KCHS Organ Donation Policy-Acute (No Change)(Live On NE)  
 Nursing Assignments - Acute (No Change)

Cardiac Rehab  
 Physician Feedback - Cardiac Rehab (No Change)  
 Med Reconciliation - Cardiac Rehab (No Change)  
 Treadmill Exercise Stress Testing Protocol - Nuclear Medicine (No Change)  
Business Office/Clinic  
 Financial Assistance Policy - Business Office/Clinic (No Change)  
Material Management  
 Purchasing Policy - Materials Management (No Change)  
 Group Purchasing Organization - Materials Management (No Change)  
 Purchase of Electrical Equipment - Materials Management (No Change)  
 Purchase Request Exceptions - Materials Management (No Change)  
 Service and Maintenance Agreements - Materials Management (No Change)  
 Review of Open Purchase Orders - Materials Management (No Change)  
 Discrepancies - Materials Management (No Change)

Forms

Patient Consent/Request for Transfer - English/Spanish  
 Consent for Surgery, Anesthesia, and other Medical Services - English/Spanish  
 Refusal of Services - English/Spanish  
 Inpatient/Outpatient Agreement - English/Spanish

A motion was made by Clark Abrahamson to approve the policies as presented in the Board Packets. The motion was seconded. Voting Aye: Abrahamson, Stadler, McBride, Olson, and Hanson. Motion carried.

**VII. Executive Session**

At 12:45 pm a motion was made by Stephen Olson to go into executive session for Credentials, Charity Care, and Personnel. The motion was seconded. Voting aye: Olson, Hanson, McBride, Abrahamson and Stadler. Motion carried. Brent Stewart, Connie Jorgensen, Kendra Brown, Dr. Craig, and Cindy Ramsey left the meeting. At 1:45 pm a motion was made by Clark Abrahamson to come out of executive session. The motion was seconded. Voting aye: Olson, Hanson, Abrahamson, Stadler and McBride. Motion carried.

*Return to Open Session*

The following credentials were presented for approval by Janell Shelton, Clinic Director, in Executive Session. (Approved by KCHS Medical Staff January meeting ).

Name	Title	Scope of Practice	Appointment	Reappointment	Active Staff	Consulting Staff	Affiliate Staff	Locums	Affiliation
Matthew Mendlick	MD	Radiology		X		X			Diagnostic Radiology
Cody Evans	MD	Radiology		x		x			Diagnostic Radiology
Allison Summers	MD	Radiology		x		x			GI Rad Associates
Ryan Dehaan	MD	Pathology		x		x			Lincoln
Aina Silenicks	MD	Pathology		x		x			Lincoln
Scott Noel	MD	Pathology		X		X			Lincoln
Kathryn Cambron	MD	Radiology	x			x			Diagnostic Radiology
Alexander Serra	MD	Radiology	x			x			Diagnostic Radiology

A motion was made by Clark Abrahamson to approve the credentials as presented by Janell Shelton. The motion was seconded. Voting aye: Abrahamson, Stadler, McBride, Olson and Hanson. Motion carried.

A motion was made by Clark Abrahamson to adjourn the meeting at 1:46 pm. The motion was seconded. Voting aye: Abrahamson, Hanson, Olson, McBride and Stadler. Motion carried. The next regular meeting will be held on March 27, 2019.

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 Chairman

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 Secretary