

Kearney County Health Services  
Governing Board of Trustees  
April 24, 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 April 24, 2019. 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 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 12:04 pm and called attention to the public meeting laws which are posted in the meeting room.

**Board Members**

Clark Abrahamson  
Jeff Hanson  
Dick McBride-Chairman  
*Stephen Olson-Absent*  
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  
Janell Shelton, RHC Director  
Mary Bunger, RN Patient Care Coordinator

**Others**

Cindy Ramsey-Editor, Minden Courier

**County Board of Supervisors**

Brent Stewart

**II. Public Comments/Communications**

There was no public comment or communication.

**III. Approval of Minutes**

A motion was made by Jeff Hanson to approve the minutes of the March meeting and the Special Meeting on April 4, 2019 as presented in the Board Packet. The motion was seconded. Voting aye: McBride, Hanson, Stadler and Abrahamson. Absent and not voting: Olson. Motion carried.

**IV. Unfinished Business**

Luke reported that the Sterrad NX surgery sterilizing equipment that was approved for purchase has been ordered.

**V. New Business**

**VI. Reports**

**a. Kearney County Medical Fund Committee**

No report this month.

**b. Financial/Statistical Reports for February 2019 and Updates**

**1. Statistical / Financial Report for March 2019**

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
Feb 2019	2,645,828	15,172,178	855,732	93,156	31,080	948,888	833,167	149,329	98	65	\$490,262
Mar 2019	2,673,797	14,985,480	677,327	780,136	22,655	780,136	864,431	(48,640)	105	74	\$628,114

Kayla Rhynalds, CFO, reported that cash and cash equivalents were higher in March and she estimated a \$158,640 return from Medicare at some time. The Purchased Services equaled \$94,512 which was over the budgeted amount of \$37,110. The main reason for this was to get Senior Health Care Solutions up and running, which was not in the budget. Jeff Hanson questioned what was in the "Other" category which was 2,850 over

budget. Kayla said it was due to 340B expenses. In other areas it was noted that Specialty Clinics continue to do well. Bad Debt Trending was reviewed and a brief discussion on Charity Care took place. A motion was made by Sam Stadler to accept the Financial/Statistical reports as presented by Kayla. The motion was seconded. Voting aye: McBride, Stadler, Hanson and Abrahamson. Absent and not voting: Olson. Motion carried.

A motion was made by Clark Abrahamson to approve the financial obligations for the month of March, 2019. The motion was seconded: Voting aye: Abrahamson, McBride, Stadler, and Hanson. Absent and not voting: Olson.

2. The next item on the agenda was 2019 FYE Amended Budget. Kayla explained that the County Board of Supervisors requested KCHS to amend the budget submitted for the 2019 FYE as expenses and revenues were both higher than budgeted. The amended budget will allow for County approval to amend expenses budgeted for KCHS in preparation for the FYE. The public hearing for County Supervisors is May 7, 2019 regarding the amended budget.

**c. Human Resources Report and Updates**

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

3/28/2019-4/24/2019	Month Percentage	YTD	Prior YTD
Overall Turnover	0%	2.7 %	19.6%

\* includes payoff from closure

Rebecca Cooke, Human Resource Director, reported that 3 FTE have been hired for Senior Life Solutions have been hired. (Only 1 is on the KCHS payroll). Currently the staff has been in training and traveling to other Senior Life Solutions facilities. May 13 will be the first day of business. 3 individuals have been identified as possible patients. Referrals hope to come from nursing homes and medical staff in a 30 mile radius.

**d. CEO Report**

1. Master Strategic Planning is ongoing with John Roberts. Informal interview letters have been sent to almost 30 individuals in Minden and the surrounding communities. A strategic planning session will be scheduled sometime in May.
2. 340B Program Audit-KCHS received notice on April 4, 2019 that Health Resources and Services Administration (HRSA) selected KCHS for a random audit. The audit will be conducted on June 6-7, 2019 onsite. Seim Johnson and Prairie Health Ventures have been notified to assist in assuring that the documentation requested is accurate and submitted timely.

**e. Medical Staff Report/Concerns-No report.**

**f. Review of Policies**

Emergencies (Medical) -- Senior Life Solutions Revised  
 Patient Report - Acute (Revised), Timing of Medication Administration - Acute (Revised)  
 Credit Balances -- Business Office (Revised) Patient Care Orders - Acute (No Change)  
 Evaluation of Surgical Patients by Anesthesia - Surgery (No Change) Temperature and Humidity of the OR Suite - Maintenance/Surgery (No Change) Telephone Triage - Emergency (No Change) Standing Orders - Acute (No Change) Post Anesthesia Emergencies - Surgery (No Change) 340B Registration Procedures - Pharmacy (New) 340B Contract Pharmacy Auditing - Pharmacy (New) 340B Contract Pharmacy Policy and Procedure - Pharmacy (New) 340B Education and Responsibilities of Staff - Pharmacy (New) 340B Overview - Pharmacy (New) 340B Split Billing Software - Pharmacy (New) 340B Auditing - Pharmacy (New) 340B Compliance Plan - Pharmacy (New) 340B Compliance Policy and Procedure- Pharmacy (New) Infection Control in Outpatient Services - Infection Control (No Change) Patient Satisfaction Survey - Senior Life Solutions (New) Infection Control (SLS) - Senior Life Solutions (New) Employee Health Exam (SLS) - Senior Life Solutions (New) Performance Improvement Program (PIP) - Senior Life Solutions (New) Risk Management (SLS) - Senior Life Solutions (New) Program Overview - Senior Life Solutions (New) Philosophy - Senior Life Solutions (New) Scope of Service - Senior Life Solutions (New) Standards of Excellence - Senior Life Solutions (New) Organizational Structure - Senior Life Solutions (New) Staffing - Senior Life Solutions (New) Staff Meetings - Senior Life Solutions (New) Competency of Care Providers - Senior Life Solutions (New) Performance

Evaluations – Senior Life Solutions (New) Volunteers – Senior Life Solutions (New) Code of Ethics (Students/Volunteers Form) – Senior Life Solutions (New) In-services – Senior Life Solutions (New) Employee Dress Code (SLS) – Senior Life Solutions (New) Employee Personnel Records (SLS) – Senior Life Solutions (New) Patient Orientation – Senior Life Solutions (New) Suicide Assessment – Senior Life Solutions (New) Follow-Up After Discharge – Senior Life Solutions (New) Medication Self Administration – Senior Life Solutions (New) Family Participation and Education – Senior Life Solutions (New) Discharge Planning – Senior Life Solutions (New) Discount Policy – Business Office (No Change) Billing Process for Children of Divorced Parents – Business Office (No Change)

A motion was made by Sam Stadler to approve the policies as presented in the Board Packets. The motion was seconded. Voting Aye: Abrahamson, McBride, Stadler, and Hanson. Absent and not voting: Olson. Motion carried.

**VII. Executive Session**

At 12:30 pm a motion was made by Jeff Hanson to go into executive session for Credentials, Charity Care, and Personnel. The motion was seconded. Voting aye: Hanson, Abrahamson, McBride, and Stadler. Absent and not voting: Olson. Motion carried. Brent Stewart, Connie Jorgensen, Kendra Brown, Cindy Ramsey and Mary Bunger left the meeting. At 12:43 Janell Shelton left the meeting. At 1:06 pm a motion was made by Clark Abrahamson to come out of executive session. The motion was seconded. Voting aye: Hanson, Abrahamson, Stadler and McBride. Absent and not voting: Olson. 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 March meeting).

Name	Title	Scope of Practice	Appointment	Reappointment	Active Staff	Consulting Staff	Affiliate Staff	Locums	Affiliation
Robert E. James		CRNA		X			X		Kearney Anesthesia Asso.

A motion was made by Clark Abrahamson to approve the credentials as presented by Janell Shelton. The motion was seconded. Voting aye: Abrahamson, McBride, Olson and Hanson. Absent and not voting: Stadler. Motion carried.

A motion was made by Clark Abrahamson to approve Charity Care applications as presented by Kayla Rhynalds. The motion was seconded. Voting aye: Abrahamson, McBride, Olson and Hanson. Absent and not voting: Stadler. Motion carried.

A motion was made by Jeff Hanson to adjourn the meeting at 1:08 pm. The motion was seconded. Voting aye: Abrahamson, Hanson, Stadler, and McBride. Absent and not voting: Olson. Motion carried. The next regular meeting will be held on May 29, 2019.

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Chairman

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Secretary