

Kearney County Health Services
Governing Board of Trustees
May 29, 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, May 29, 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 12:03 pm and called attention to the public meeting laws which are posted in the meeting room.

Board Members

Clark Abrahamson
Jeff Hanson-Absent
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
Janell Shelton, RHC Director

Others

Cindy Ramsey-Editor, Minden Courier

County Board of Supervisors

Brent Stewart

II. Public Comments/Communications

Chairman McBride read a thank you note from Taylor Brandstad, Minden High School Senior in receiving the Finkner/Fleming scholarship from KCHS. Taylor is planning on attending RN school this fall.

III. Approval of Minutes

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

IV. Unfinished Business

V. New Business

VI. Reports

a. Kearney County Medical Fund Committee

Jim Edgecombe reported for the Kearney County Medical Fund. At the May meeting a quorum was not present but the group discussed the upcoming Golf Tournament on July 11 at Awarii Dunes. [Jim left the meeting at 12:05 pm].

b. Financial/Statistical Reports for February 2019 and Updates

1. Statistical / Financial Report for April 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
Mar 2019	2,673,797	14,985,480	677,327	780,136	22,655	780,136	864,431	(48,640)	105	74	\$628,114
April 2019	2,893,266	1,215,624	843,413	99,144	99,144	942,557	937,646	20,433	103	64	\$596,262

Kayla Rhynalds, CFO reported the Statistical report for May. Clinic visits for March and April were lower than prior months. Kayla and Janell reported that this is common and numbers will pick up again in May and June with school physicals, etc. Specialty clinic visits were also lower than last year at this time. Kayla noted that Dr. Schopp was gone in April so reasoning for visits to be lower. Laboratory procedures were higher at \$1,952. Senior Health Solutions expenses are near an end and revenue will show higher next month.

2. **Bad debt** trending was slightly higher in April at \$20,842.

3. The next item on the agenda was **2019 FYE Amended Budget**. [Sam Stadler entered the meeting]. Discussion took place explaining the changes in the budget. A motion was made to approve the amended budget report. The motion was seconded. Voting aye: Abrahamson, Stadler, McBride, and Olson. Absent and not voting: Hanson.

4. **Corporate Compliance Internal Review Plan 2019/ Identity Theft Prevention Report**. Kayla explained updates from the last meetings. Discussion took place on Patient Photo Completion, Prior Authorization vs. Claim Denial Management, Colonoscopy Coding, Pathology Billing and significant incidents over the course of the year. **Motions:**

A motion was made by Clark Abrahamson to approve the Corporate Compliance Internal Review Plan for 2019. The motion was seconded. Voting aye: Stadler, McBride, Abrahamson, and McBride. Absent and not voting: Hanson. Motion carried.

A motion was made by Stephen Olson to approve the Financial/Statistical and Bad Debt report. The motion was seconded. Voting aye: Stadler, McBride, Olson, and Abrahamson. Absent and not voting: Hanson. Motion carried.

A motion was made by Sam Stadler to approve the Identity Theft Prevention Program Annual Report as present. The motion was seconded: Voting aye: McBride, Olson, Abrahamson and Stadler. Absent and not voting: Hanson. Motion carried.

c. Human Resources Report and Updates

1. Hires/Terms-Employee Relations—

4/25/2019-5/29/2019	Month Percentage	YTD	Prior YTD
Overall Turnover	0%	5.1 %	33.3%*

* includes payoff from closure

Rebecca Cooke, Human Resource Director reported that there was 1 termination in May that was not on the report and will carry over to next month.

2. Medical / Dental Insurance renewal. No changes were made with Dental Insurance. Health insurance had a 5% increase. More discussion will take place next month on how that 5% would be distributed. Brent Stewart questioned why we were not members of NACO. Luke explained that 2 years ago we contracted with Holmes Murphy that offered more plans for the employees.

3. Senior Life Solutions: Rebecca reported that the Open House for SLS was held on May 23. Considering the rainy weather, we had a good turnout. Currently the program has 2 clients with 2 more expected from Bethany Home.

d. CEO Report

1. **Chiller Compressors**- Luke reported that 2 compressors failed at the same time. After discussing this with the insurance company it was determined that the damage to 4 compressors due to a power surge in 2017 was also a result in the 2 recent compressors and will cover the cost.

2. The **Medical Staff Bylaws** have not been reviewed since 2013. With recommendations from Mary Arhens, DHHS in 2018, we will have a third party review at no charge through the Nebraska CAH Network. The review recommendations will be brought forward to the Medical Staff and then to the Board of Trustees for approval.

3. **Clinic / CT Renovations**: The goal is to have things ready to go out and get bids in August. Parking design is being developed to comply to ADA accessibility.

4. The next **Strategic Planning** meeting with John Roberts will be held June 13, 2019 beginning at 9 am –Noon. The Medical Staff and Leadership Committee will also be invited to attend.

5. Review of Policies

- a. Safety in Post Anesthesia Recovery - Surgery (Revised)
- b. Transfer Policy - Acute (Revised)
- c. HIPAA Privacy Officer Job Description - HIPAA (Revised)
- d. Release of Information from the Emergency Department - Emergency Room (Revised)
- e. Drugs and Biologicals (RHC) - Rural Health Clinic (Revised)
- f. Periodic Review/Annual Evaluation (RHC) - Rural Health Clinic (Revised)
- g. Presence of Medical Provider during Clinic Hours - Rural Health Clinic (Revised)
- h. Emergent Care Policy - Rural Health Clinic (Revised)

- i. Staff Organization and Responsibilities (RHC) – Rural Health Clinic (Revised)
- j. Emergency Department Register – Emergency Room (No Change)
- k. Obtaining Legal Signatures in the ED – Emergency Room (No Change)
- l. Reporting of Shooting, Stabbing, or Assault Victims in the ER – Emergency Room (No Change)
- m. Rapid Sequence Intubation – Emergency Room (No Change)
- n. Use of the LIFEPAK 20 – Acute (No Change)
- o. Admit, Transfer or Discharge Policy – Acute (No Change)
- p. Medication Administration in the Emergency Room – Emergency Room (No Change)
- q. High Risk Medication Exposure and Mitigation – Acute (No Change)
- r. Sleep Study Performance Improvement – Acute/Outpatient (No Change)
- s. Sleep Study Program Clinical Oversight – Acute/Outpatient (No Change)
- t. Acute Care Fall Prevention Program – Acute (No Change)
- u. Acute Care Nursing Standards of Practice – Acute (No Change)
- v. Patient Abuse Policy – Acute (No Change)
- w. Moderate Sedation/Analgesia – Acute (No Change)
- x. Business Continuity Plan – Radiology (No Change)
- y. Breast Density Notification – Radiology (No Change)
- z. Equipment Failure – Radiology (No Change)
- aa. Admin Contrast Media – Radiology (No Change)
- bb. CT Low Dose Procedure – Radiology (No Change)
- cc. Contrast Diabetic Meds – Radiology (No Change)
- dd. Code Blue in Radiology – Radiology (No Change)
- ee. Cleaning Ultrasound Probes – Radiology (No Change)
- ff. Transfer Patient IV Infusion – Radiology (No Change)
- gg. Transporting with Cardiac Monitor – Radiology (No Change)
- hh. Report Tracking – Radiology (No Change)
- ii. Radiology Report Procedure – Radiology (No Change)
- jj. Radiology Overview – Radiology (No Change)
- kk. Radiology New Employee Orientation – Radiology (No Change)
- ll. Radiology Orders and Procedure – Radiology (No Change)
- mm. Quality Control – Radiology (No Change)
- nn. QA Policy – Radiology (No Change)
- oo. Notification Radiation Emergency – Radiology (No Change)
- pp. MRI Foreign Body – Radiology (No Change)
- qq. MRI Contrast Media – Radiology (No Change)
- rr. Mobile Truck Code Blue – Radiology (No Change)
- ss. Mary Lanning Student Policy – Radiology (No Change)
- tt. Lead Shielding and Pregnant Consent – Radiology (No Change)
- uu. Lead Apron Policy – Radiology (No Change)
- vv. Infection Control – Radiology (No Change)
- ww. Fall Prevention – Radiology (No Change)
- xx. CT Power Port Injections – Radiology (No Change)
- yy. Transmission Security – HIPAA (No Change)

The policies were presented for Board approval with the majority of the policies having no change. A motion was made by Clark Abrahamson to approve the policies as presented in the Board Packets prior to the meeting. The motion was seconded. Voting aye: Olson, Abrahamson, Stadler and McBride. Absent and not voting: Hanson.

e. Medical Staff Report/Concerns-No report.

VII. Executive Session

At 1:05 pm a motion was made by Clark Abrahamson to go into executive session for Credentials, Charity Care, and Personnel. The motion was seconded. Voting aye: Abrahamson, Olson, McBride, and Stadler. Absent and not voting: Hanson. Motion carried. Brent Stewart, Connie Jorgensen, Kendra Brown, and Cindy Ramsey and left the meeting. At 1:38 pm a motion was made by Clark Abrahamson to come out of executive session. The motion was seconded. Voting aye: Abrahamson, Stadler, Olson and McBride. Absent and not voting: Hanson. 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 at May meeting).

Name	Title	Scope of Practice	Appointment	Reappointment	Active Staff	Consulting Staff	Affiliate Staff	Locums	Affiliation
Jason Walsh	MD	Surgery	X			X			KRMC
Jacob Oran	MD	Surgery	X			X			KRMC

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 Stadler. Absent and not voting: Hanson. Motion carried.

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

A motion was made by Steve Olson to adjourn the meeting at 1:40 pm. The motion was seconded. Voting aye: Abrahamson, Olson, Stadler, and McBride. Absent and not voting: Hanson. Motion carried. The next regular meeting will be held on June 26, 2019.

Chairman

Secretary