

Kearney County Health Services  
Governing Board of Trustees  
September 25, 2019

**MINUTES**

The regular meeting of the Governing Board of Kearney County Health Services met in the South Conference Room of Kearney County Hospital, 727 East First Street, Minden Nebraska, Wednesday, September, 25, 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**

In the absence of Chairman McBride, Clark Abrahamson called the meeting to order at 12:02 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  
Sam Stadler

**County Board of Supervisors**

Brent Stewart

**KCHS Staff**

Luke Poore, CEO  
Kayla Rhynalds, CFO  
Rebecca Cooke, Dir. of Professional Services  
Connie Jorgensen, LPN, Administrative Assistant  
Janell Shelton, RHC Director  
Kendra Brown, CNO, Acute Care  
Mary Bunger, RN, Patient Care Coordinator  
Marie Nelson, LPN-C, Medical Clinic  
Lenny Ginder, Maintenance Supervisor

**Medical Staff**

Tiffany Weeder, APRN

**Others**

Cindy Ramsey-Editor, Minden Courier  
Jim Edgecombe-KCHS-Fund Committee

**II. Public Comments/Communications**

**III. Approval of Minutes**

A motion was made by Sam Stadler to approve the minutes of the regular meeting of August meeting as presented. The motion was seconded. Voting aye: Hanson, Olson, and Abrahamson, and McBride. Motion carried.

**IV. Unfinished Business-None**

**V. New Business**

**1. Medical Staff Rules and Regulations Revision**

Luke brought forth a change in the Medical Staff Rules and Regulation for approval from the Board of Trustees. The requested was made by Dr. J.A. Craig that we change our documentation practices concerning the outpatient observation status to an acute care admission. The motion was to "amend the Medical Staff Rules and Regulations to reflect that KCHS Rules and Regulations do not require an H&P be dictated by the provider when transitioning a patient from outpatient observation status to acute care admission status". That motion was seconded and carried with a unanimous aye vote. After further discussion a motion was made by Clark Abrahamson to approve the change as presented by the Medical Staff. The motion was seconded. Voting aye: Stadler, McBride, Olson, Hanson and Abrahamson. Motion carried.

**2. Wound Care Treatment Room Chair**

Marie Nelson, LPN Clinic Nurse (foot care nurse) approached the Board members for approval of a power podiatry chair for the wound care treatment room. Approximate cost is \$7,629.60 from Shared Service Systems. Currently she, Dr. Hinze and Tiffany Weeder, APRN Wound Care have been using a recliner which is in poor condition and is difficult for the patient and the providers to provide care. After a few questions a motion was made by Stephen Olson to approve the purchase of the chair. The motion was seconded. Voting aye: Hanson, Abrahamson, Stadler, McBride, and Olson. Motion carried.

**VI. Reports**

**1. Kearney County Medical Fund**

Jim Edgecombe representing the Kearney County Health Services Fund, reported that Wine Wreath and

Whimsy will take place November 3. This is the 16<sup>th</sup> year for the benefit auction event. He also reported that the Randal Wolfe estate donation will be completed soon. [Jim left the meeting at 12:10 pm].

## 2. Financial / Statistical Report and Updates.

### Report for August 2019

Month	Total Admissions	Total Patient Days	Average Daily Census	Total Clinic Visits	Excess of Revenue over Expenses/ Total Margin %	Total Cash and Cash Equivalents	Days of Cash on Hand	Comments
July 19	23	102	3.3	837	\$97,581 / 9.2%	\$2,921,077	102	
Aug 19	15	54	1.7	868	\$84,097 / 8.3%	\$2,888,047	105	

Bad debt trending for August was \$63,327.69. The anxiously awaited Medicare settlement is expected by the end of October.

## 3. Human Resources Report and Updates

### a. Hires/Terms-Employee Relations—

8/29/2019-9/24/19	Month Percentage	YTD	Prior YTD	Employment Numbers
Overall Turnover	1.1%	7.7%	9.0%*	Total Employees 91 FTE-74 PT/PRN-17

Rebecca reported that currently we are recruiting for a RN or LPN for Acute Care, Pharmacy Manager/Outpatient Services RN and Program Director for SLS.

### b. Ancillary Department Updates-Rebecca also reported on activities in the

- Laboratory: New hematology analyzer installed and operational; Dr. Brian Toalson is the new Lab Director with the departure of Dr. Pierce.
- Radiology: Discussion on new CT upgrade on hold; Mobile CT could be an option during remodel through Shared Medical Services
- Senior Life Solutions—New Program Director being recruited; First client to graduate in August
- Marketing. During the update on Marketing, several suggestions were mentioned to consider including: TV and Radio ads, Social Media, Harvest Meals, Updating Website and redesigning logo.

## 4. Quality Assurance Report

Kendra Brown, CNO, gave a brief summary of the August Quality Assurance meeting. Quality Coordinator, Teresa Blank, RN told department directors to stay compliant with CMS regulations, departments need to change or continue their quality indicators and for 2019-2020 and 2018-2019 quality indicators need to be completed. Quality indicators are a way to show a continuous improvement process for Quality and the QA Coordinator will need assistance to accomplish this important aspect of the program.

## 5. CEO Reports, Updates and Policy Approvals

The CEO Report was given by Luke Poore, CEO. Highlights of his report included

- Outpatient Rehabilitation- Continues. Meeting schedule for next month with Board
- Surgery-Discussion with Dr. Todd Pankratz next week concerning OB/GYN procedures
- Clinic /CT Renovation Update- Office moves reported. Once the clinic starts interim services in South units of the former LTC area, we need to revisit where meeting (Med Staff, Board of Trustees) will take place. HVAC decision to make all offices the ability to control temperature has set back starting date to late November /first of December. Lenny Ginder explained the reasons. Architects would still like to present progress review to the Board in October. [Lenny Ginder left the meeting at 12:49 pm]
- A motion was made by Clark Abrahamson to approve the policies and procedures as presented prior to the meeting. The motion was seconded. Voting aye: Abrahamson, Stadler, McBride Olson, and Hanson. Motion carried.

6. Medical Staff Report/Concerns-Tiffany Weeder, APRN represented the Medical Staff this month. No concerns were brought forth.

## VII. Executive Session

At 12:53 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: McBride, Stadler, Olson, Hanson and Abrahamson. Motion carried. Connie Jorgensen, Mary Bunker, Brent Stewart and Cindy Ramsey and left the meeting. At 1:10 pm Janell Shelton left the meeting. At 1:15 pm Kayla Rhynalds left the meeting. At 1:38 a motion was made by Clark Abrahamson to come out of executive session. The motion was seconded. Voting aye: Stadler, Olson, McBride, Abrahamson and Hanson. Motion carried.

**Open Session**

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

Name	Title	Scope of Practice	Appointment	Reappointment	Active Staff	Consulting Staff	Affiliate Staff	Locums	Affiliation
Abby Gallagher	APRN	Pulmonary	X				X		
Joseph Varricek	MD	Radiology	X			X			Plains Radiology
Renee Grams	APRN	Family Practice		X	X				KCHS

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

A motion was made by Clark Abrahamson to approve Charity Care application(s) as presented by Kayla Rhynalds. 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 1:42 pm. The motion was seconded. Voting aye: Stadler, McBride, Olson, Hanson, and Abrahamson. Motion carried. The next regular meeting will be held on October 30, 2019 at noon.

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Chairman

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Secretary

Policies for approval September 2019:

- a. Purchase Requests – Materials Management (*Revised*)
- b. Requesting Stocked Supplies – Materials Management (*Revised*) → **Revised Policies**
- c. Distribution Schedule – Materials Management (*Revised*)

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- d. General Ledger Corrections – Materials Management (*No Change*)
- e. Shipment of Outgoing Parcels – Materials Management (*No Change*)
- f. Materials Management Annual Training Requirements – Materials Management (*No Change*)
- g. Materials Management Mission – Materials Management (*No Change*)
- h. Personal Property & Inspection – Human Resources (*No Change*)
- i. Licensure-Registration-Certification – Human Resources (*No Change*)
- j. Employee Grievance – Human Resources (*No Change*)
- k. Separation of Employment – Human Resources (*No Change*)
- l. Employment Classifications – Human Resources (*No Change*)
- m. Employee Medical Credit – Human Resources (*No Change*)
- n. Administration of IV Zofran – Acute Nursing (*No Change*)
- o. Attending Practitioner Services (Swing Bed) – Acute Nursing (*No Change*)
- p. Event-Related Sterility – Acute Nursing (*No Change*)
- q. Fetal Demise – Acute Nursing (*No Change*) → **No Changes, Need Board Approval**
- r. Comprehensive Patient Assessment – Acute Nursing (*No Change*)
- s. Anesthesia Services – Surgery (*No Change*)
- t. Care of the Dental Patient – Acute Nursing/Surgery (*No Change*)
- u. Swing Bed Dental Services – Acute Nursing (*No Change*)
- v. Specialized Rehab – Acute Nursing (*No Change*)
- w. Resident Abuse (Swing Bed) – Acute Nursing (*No Change*)
- x. Patient Owned Personal Equipment – Acute Nursing (*No Change*)
- y. KCHS Prevention of Pressure Ulcers – Acute Nursing (*No Change*)
- z. KCHS Physician Supervision Policy – Acute Nursing (*No Change*)
- aa. KCHS Downtime EMR Documentation – Acute Nursing (*No Change*)
- bb. Infection Control Program – Infection Control (*No Change*)
- cc. Infection Committee – Infection Control (*No Change*)
- dd. Acute Care Influenza Strategies – Infection Control (*No Change*)
- ee. Exercise Prescription – Cardiac Rehab (*No Change*)
- ff. Staff Competency Skills – Cardiac Rehab (*No Change*)

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- gg. Conference/In-Services Authorization Form → **Forms to be approved**