

**Kearney County Health Services
Governing Board of Trustees
November 27th, 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, November 27th, 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 12:00pm and called attention to the public meeting laws which are posted in the meeting room.

Board Members

Clark Abrahamson

Jeff Hanson

Dick McBride-Chairman-out at 1:35

Stephen Olson

Sam Stadler

County Board of Supervisors

Brent Stewart-Absent

Medical Staff

Douglas Althouse, MD

KCHS Staff

Luke Poore, CEO

Steve Lewis, Interim CFO

Rebecca Cooke, Dir. of Professional Services

Janell Shelton, RHC Director

Tracy Donley, Business Office

Kendra Brown, CNO, Acute Care

Mary Bunger, RN Patient Care Coordinator

Lenny Ginder, KCHS Plant Director

Others

Cindy Ramsey-Editor, Minden Courier

II. Public Comments/Communications

III. Approval of Minutes

A motion was made by Stephen Olson to approve the minutes for the regular meeting of October 30, 2019, special meeting of November 4, 2019, and special meeting of November 20, 2019. Voting aye: Sam Stadler, Dick McBride, Stephen Olson, Jeff Hanson, and Clark Abrahamson. Motion carried.

IV. Unfinished business-None

V. New Business

1. Clinic Remodel

Phone call with Robert Junk regarding bid clarifications and exclusions within bids from both Lytle Construction and Beckenhauer Construction. Luke will follow up with Bill Barrett from Beckenhauer Construction regarding the Corner Guards and Key cores making sure these items were included in the bid amount and would not be part of the contingency dollars. Robert Junk will confirm with Beckenhauer the bid amount due to it being significantly lower than that of the Lytle bid.

VI. Reports

1. *Kearney County Medical Fund-Luke* informed the group the funds from the Randal Wolfe Estate had been received and the monies would be used to pay off the four current KCHS debt notes.

2. *Financial/Statistical Report and Updates*

a. Report for October 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
October 19	15	94	2.43	762	145,517/12.7%	\$3,067,381	108

b. Bad debt trending for October was \$17,734.67.

c. Two Charity Care applications have been completed by patients; both have been reviewed and will be processed.

A motion was made by Sam Stadler to pay the bills. Motion was seconded. Voting aye: Dick McBride, Stephen Olson, Jeff Hanson, Clark Abrahamson, and Sam Stadler. Motion carried.

3. *Human Resources Report and Updates*

a. Ancillary Report

Rebecca gave an update of the ancillary department including

- Lab-discussion of transitioning reference lab to Regional Pathology Services from LabCorp.
- Radiology-Echo services available in the near future.
- SLS-Program Director position has been filled.

b. Hires/Terms- Employee Relations

October 2019	Month Percentage	YTD	Prior YTD	Employment Numbers		
Overall Turnover	2.2%	9.8%	9.4%	Total Employees 91	Full Time-72	PT/PRN-19

- Currently we are recruiting for a RN or LPN, Acute Care, CFO, Maintenance Tech., and a Housekeeper.

4. *Monthly Quality Assurance Report*

Kendra Brown, CNO, gave a brief summary of the October 31st Quality Assurance meeting.

Departments that presenting reports were: Central Supply, Surgery, Business office, Medical Clinic, Radiology, and Acute Care. Kendra informed the group that there is a Quality Conference in Kearney on November 14 and 15 if anyone is interested in attending. Antibiotic Stewardship reviewed 6 charts for compliance.

5. *CEO Reports, Updates and Policy Approvals*

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

- Outpatients Services-Orthopedics procedures continue to grow requiring the additional purchase of instruments for quicker turnaround time between surgery cases.

- General Surgery-Availability has been an issue late year. Currently working with KRMC for improvement.
 - Chartis Center- KCHS was recognized for Quality by the Chartis Center for Rural Health for the second consecutive year.
 - ICAHN Patient Satisfaction Surveys- Discussion regarding the possibility of changing vendors for our Patient Satisfaction Surveys, currently we utilize RCCN.
 - Policies-A list of Revised and No Change Policies were distributed in the Board Packet.
6. *Medical Staff Report/Concerns*-Dr Althouse represented the Medial Staff this month. No issues or concerns voiced.

VII. Other Business

VIII. Executive Session

At 1:45 a motion was made by Jeff Hanson to go in to executive session for Credentials, Charity Care, Personnel, and Legal Issues. The motion was seconded. Voting aye: Stephen Olson, Jeff Hanson, Clark Abrahamson, Sam Stadler. Absent: Dick McBride. Motion Carried. Douglas Althouse, MD, Steve Lewis, Interim CFO, Tracy Donley, Mary Bunger, Lenny Ginder, Kendra Brown, and Cindy Ramsey left the meeting. At 2:10 a motion was made by Clark Abrahamson to come out of executive session. The motion was seconded. Voting aye: Jeff Hanson, Clark Abrahamson, Sam Stadler, Stephen Olson. Absent: Dick McBride. 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 November 25, 2019 meeting).

Name	Title	Scope of practice	Appointment	Reappointment	Active Staff	Consulting Staff	Affiliate Staff	Locums	Affiliation
Margaret McCready	LIMHP	Mental Health	X				X		KCHS-SLS

A motion was made by Stephen Olson to approve the credentials as presented by Janell Shelton, Charity Care as presented by Steve Lewis and Policies as presented by Luke Poore. The motion was seconded. Voting aye: Clark Abrahamson, Sam Stadler, Stephen Olson, Jeff Hanson. Absent: Dick McBride. Motion carried.

A motion was made by Jeff Hanson to adjourn the meeting at 2:15pm. The motion was seconded. Voting aye: Sam Stadler, Stephen Olson, Jeff Hanson, Clark Abrahamson. Absent: Dick McBride. Motion carried. The next special meeting will be held on December 4, 2019 and the next regular meeting will be held on December 18, 2019.

- a. Manual Differentials and Estimates – Laboratory (No Change)
- b. Arterial Blood Gases – Laboratory (No Change)
- c. Timers – Laboratory (No Change)
- d. Vitros 350 Startup and Quality Control – Laboratory (No Change)
- e. Pregnancy Test – Laboratory (No Change)

- f. Urine Drug Screen – Laboratory (No Change)
- g. Urinalysis – Laboratory (No Change)
- h. Uncrossmatched Blood – Laboratory (No Change)
- i. RSV – Laboratory (No Change)
- j. Sample Collection – Laboratory (No Change)
- k. Platelet Poor Plasma – Laboratory (No Change)
- l. Platelet Estimate – Laboratory (No Change)
- m. Occult Blood Procedure – Laboratory (No Change)
- n. Phlebotomy Procedures – Laboratory (No Change)
- o. Newborn Testing and Newborn Screening Program – Laboratory (No Change)
- p. Legal Alcohol Collection – Laboratory (No Change)
- q. Wet Prep – Laboratory (No Change)
- r. Erythrocyte Sedimentation Rate – Laboratory (No Change)
- s. Vitros 350 Sample Analysis – Laboratory (No Change)
- t. Hemoglobin A1C – Laboratory (No Change)
- u. Strep A Test – Laboratory (No Change)
- v. Calibration of Thermometers – Laboratory (No Change)
- w. Brain Natriuretic Peptide – Laboratory (No Change)