

**Kearney County Health Services
Governing Board of Trustees
December 18, 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, December 18th, 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
Stephen Olson
Sam Stadler

County Board of Supervisors

Brent Stewart

Medical Staff

None

KCHS Staff

Luke Poore, CEO
Steve Lewis, interim CFO
Gavin Blum, CFO
Janell Shelton, RHC Director
Rebecca Cooke, Dir. of Professional Services
Lenny Ginder, Plant Director
Mary Bunger, RN Patient Care Coordinator

Others

Cindy Ramsey-Editor, Minden Courier
Sue Driver, Lab Director

II. Public Comments/Communications

III. Approval of Minutes

A motion was made by Sam Stadler to approve the minutes for the regular meeting of November 27, 2019, and special meeting of December 4, 2019. Voting aye: Sam Stadler, Dick McBride, Stephen Olson, Jeff Hanson, and Clark Abrahamson. Motion carried.

IV. Unfinished business

1. *ICAHN Patient Satisfaction Surveys*

Looking into switching from RCCN to ICAHN, we are currently waiting on pricing through CAH Network before finalizing the decision.

V. New Business

1. *Tosoh Lab Instrument*

Our current machine is 11 years old and is now having errors that are causing some delays in the ER. After consideration of a reagent contract compared to the outright purchase, administration feels that purchasing the machine outright is the best option at this time. A motion was made by Steve Olson and seconded by Jeff Hanson to move forward with the purchase of a new Tosho Lab Instrument. Voting aye: Dick McBride, Stephen Olson, Jeff Hanson, Clark Abrahamson, and Sam Stadler. Motion Carried.

2. Risk Assessment

During the Annual HIPAA Meeting held this week there were five areas of the Risk Assessment that were addressed.

1. Employee Termination Procedure
2. Malicious Software Protocol
3. Password Management
4. Data Backup Plan
5. Testing and Revision of Procedures during IT/Downtime

Board review and approval of the Risk Assessment is required yearly. Motion was made by Clark Abrahamson and seconded by Stephen Olson to approve the Risk Assessment. Voting aye: Stephen Olson, Jeff Hanson, Clark Abrahamson, Sam Stadler and Dick McBride. Motion Carried

VI. Reports

1. *Kearney County Medical Fund-Luke*

- Monies from the Randal Wolfe Estate have been distributed.

2. *Financial/Statistical Report and Updates*

a. Report for November 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
November 19	9	70	2.33	733	349,328/32.4%	\$4484,666	164

- b. Bad debt trending for November was \$40,329.04. Motion was made by Clark Abrahamson and seconded by Sam Stadler to approve the Bad Debt list. Voting aye: Jeff Hanson, Clark Abrahamson, Sam Stadler, Dick McBride, and Stephen Olson. Motion carried.

Motion was made by Stephen Olson and seconded by Jeff Hanson to approve financials. Voting aye: Clark Abrahamson, Sam Stadler, Dick McBride, Stephen Olson, and Jeff Hanson. Motion carried.

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

3. *Human Resources Report and Updates*

a. Ancillary Report

Rebecca gave an update of the ancillary departments including

- Lab-purchasing of new Tosoh Instrument.
- Radiology-Echo services available.
- SLS-currently has 3 patients enrolled.

b. Hires/Terms- Employee Relations

November 2019	Month Percentage	YTD	Prior YTD	Employment Numbers		
Overall Turnover	1.1%	11%	10.4%	Total Employees 91	Full Time-72	PT/PRN-19

- CFO-Administration and Program Director-Senior Life Solutions positions were recently filled.
- Radiology Technologist position resignation/termination.
- Currently we are recruiting for Acute Care RN or LPN, Housekeeper, and Behavioral Health Patient Coordinator.

4. *CEO Reports, Updates and Policy Approvals*

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

- *Balanced Score Card- Goals and where we want to be in three years.*
- *Outpatient Services-Dr Sade will be here every Friday in December.*
- *New Chief Financial Officer-Gavin Blum previously employed with Seim Johnson.*
- *Clinic/CT renovation Update-Financing has been secured and things continue to move forward.*

5. *Medical Staff Concerns/NONE*

VII. Other Business

VIII. Executive Session

At 12:45pm a motion was made by Jeff Hanson to go in to executive session for Legal Issues. The motion was seconded by Stephen Olson. Voting aye: Dick McBride, Stephen Olson, Jeff Hanson, Clark Abrahamson, and Sam Stadler. Motion carried.

Brent Stewart, Steve Lewis, Mary Bunger, Lenny Ginder, Janell Shelton, Sue Driver, and Cindy Ramsey left the meeting.

At 2:00pm a motion was made by Clark Abrahamson to come out of executive session, the motion was seconded by Sam Stadler. Voting aye: Stephen Olson, Jeff Hanson, Clark Abrahamson, Sam Stadler, and Dick McBride. Motion carried.

Open Session

A motion was made to adjourn the meeting at 2:01pm. Voting aye: Jeff Hanson, Clark Abrahamson. Sam Stadler, Dick McBride, and Stephen Olson. Motion carried.

The next meeting dates will be: Special Meeting December 31, 2019 and Regular meeting will be held on January 29, 2020.

