



**Board of Trustees
Minutes
September 27, 2023**

The September meeting of the Board of Trustees of Kearney County Health Services met in the Functional Health Room of Kearney County Health Services, 727 East First Street, Minden, Nebraska on Tuesday, September 27, 2023. Notice of the meeting was posted at Kearney County Health Services, Hospital, Minden Medical Clinic, Minden Post Office, Minden First Bank and www.kchs.org under Board of Trustees. A Board Packet with an agenda of the meeting, minutes, and other pertinent information was emailed to each Board member prior to the meeting.

I. Call to Order and Roll Call

Chairman Dahlgren called the meeting to order at 12:02 PM and called attention to the public meeting laws that are posted in the meeting room.

Present:

Board Members

AJ Dahlgren (Chairman)
Jeff Hanson
Dick McBride
Stephen Olson (Secretary)
Sam Stadler

County Board of Commissioners

Brent Stewart (*Absent*)

Others

Cindy Ramsey (*Minden Courier*)

KCHS Medical Staff

Diane Jackson, APRN

KCHS Staff

Luke Poore, CEO
Gavin Blum, CFO
Kendra Brown, CNO
Mark Klabunde, Pharmacy
Rebecca Cooke, COO
Danielle Morgan, QA/IC Director
Janell Shelton, Director of Primary Care
Connie Jorgensen, Administrative Assistant

II. Public Comments/Communication

A thank-you from the families of Dale E. Space, Donna Schwenka, and Eldon Johnson, the Minden Booster Club, the First Bank, and Deb Fisher were mentioned by Luke Poore, CEO.

III. Approval of Minutes

Action Taken: A motion was made by Stephen Olson to approve the meeting minutes of the August meeting.

Voting Aye: Stadler, McBride, Olson, Hanson, and Dahlgren.

Motion Carried.

IV. Old Business

1. Luke Poore (CEO) updated the progress of the Telemetry System Upgrade which should be completed in October-November.

V. New Business

1. Hot Water Heater Replacement (*Senior Life Solutions Area*)

Luke submitted a bid from Holmes Plumbing and Heating, Kearney, for a new water heater in the amount of \$7,130.33 total.

Action Taken: After a brief discussion a motion was made by Sam Stadler to approve the purchase.

Voting Aye: Olson, Hanson, Dahlgren, Stadler, and McBride.

Motion Carried.

- ### 2. Brian Wickham (Director of IT) presented information from KnowBe4 concerning user email exposure. In the report 26 emails were found at very high risk for attackers who may be able to data to gain unauthorized access to KCHS and 157 emails that could contain sensitive personal information that can be used to create social engineering attacks against an individual or an organization. To avoid this exposure Brian recommended we subscribe to KnowBe4 which provides security awareness training to employees. It helps to keep users aware of security issues by an integrated platform that can train and teach your users.

Luke added that this expenditure was budgeted for in June after the IT Network Penetration Test and Security Risk Assessment revealed our main risk was in our email network. The subscription cost for KnowBe4 equaled \$4,320.00 total.

Action Taken: A motion was made by Jeff Hanson to approve the subscription request from KnowBe4.

Voting Aye: Hanson, Dahlgren, Stadler, McBride and Olson.

Motion Carried.

VI. Reports

1. Kearney County Medical Fund

Luke Poore (CEO) that the KCHS Medical Fund will be providing Harvest Lunches and flu shots again this year at Keene, Hildreth and Minden grain elevators.

2. Financial/Statistical Reports

Gavin Blum, CFO gave the Financial & Statistics Report for August 2023, along with the Bad Debt Report.

Balance Sheet	July 2023	August 2023
Cash and Cash Equivalents	12,941,053	13,894,503
Total Current Assets	18,784,403	18,828,729
Net Capital Assets	14,278,835	14,186,427
Total Assets	33,063,238	33,015,156
Total Current Liabilities	1,392,674	1,346,367
Net Assets	26,600,813	26,644,817
Net Assets and Liabilities	33,063,238	33,015,156

Statement of Profit & Loss	August	Budget	YTD
Net Operating Revenue	1,505,680	1,524,833	3,084,824
Total Operating Expenses	1,500,869	1,448,623	2,988,268
Income (Loss) from Operations	4,811	76,211	96,556
Non-Operating Revenue	39,193	42,875	69,710
Net Earnings (Loss)	44,004	119,086	166,266

Profitability Indicators	April 2023	May 2023	June 2023	July 2023	August 2023
Days Cash on Hand	385	367	339	335	353
Days in Patient Accounts Receivables (Gross)	59	62	55	62	54

Costs Per Day	April 2023	May 2023	June 2023	July 2023	August 2023
Clinic	5,999	6,636	8,871	7,815	8,743
Hospital	31,170	33,380	34,427	35,434	34,980

Statistical Summary	August 2023	Statistic
X-Rays	182	Most since May 2023
CT Scans	122	3 rd Most in Last Year
Mammograms	39	Most since October 2022
Dexascans	13	Tied for most since October 2022
Outpatient Procedures	35	Most since October 2022
Specialty Clinic Visits	180	On Track for 1,805 (1,781 in 2023)
Clinic Visits	805	On Track for 9,552 (8,810 in 2023)
Providers		
Cade Craig, MD	171	4 th Most Clinic Visits Ever
Renee Grams, APRN	67	Most Clinic Visits since January 2023
Katie Quichocho, PA-C	134	Most Clinic Visits Ever
Doug Wulf, APRN	29	Most ER Visits since July 2022

Accounts Payable Register (Gross)	July 2023	August 2023
2 Payrolls & 2 Check-Runs	1,387,321.79	1,276,377.95

Bad Debt Report and Analysis

Bad Debts Report with Averages						
July 2023	August 2023	CYTD	2022	2021	2020	2019
12,644.44	18,223.42	2.6% Gross Patient Service Revenue	2.1%	3.2%	3.8%	3.5%

Action Taken: A motion was made by Sam Stadler to approve the Financial and Statistical Report. The motion was seconded.

Voting Aye: Stadler, McBride, Olson, Hanson, and Dahlgren
Motion Carried.

Action Taken: A motion was made by Dick McBride to approve the Bad Debt Report. The motion was seconded.

Voting Aye: Dahlgren, Stadler, McBride, Olson and Hanson.
Motion Carried.

3. Quality Assurance Report

Danielle Morgan, RN, (Director of QA/IC) reviewed minutes from the September 21, 2023 Quality Assurance meeting with the Board of Trustees, touching on the projects and or goals for each that is ongoing.

Departmental Reports:

- Pharmacy - Continued tracking and monitoring bar code scanning on Acute/OBS/Swing Bed patients.
- Material Management - The Value Analysis Committee started last month. Nine products were discussed and are in the process of getting options and cost to compare.
- Physical Rehabilitation - Continue to monitor the automated response message system to track appointment for patients. 100% for July and August reported

- Informatics - Continue to track the use of the video monitor system on acute. The system needs an upgrade sometime in October.

Action Taken: A motion was made by Sam Stadler to approve the QA/IC Report. The motion was seconded.

Voting Aye: Stadler, McBride, Olson, Hanson, and Dahlgren.

Motion Carried.

4. Ancillary Services Report

Rebecca Cooke (COO) reviewed the Operations Report for September 2023. Rebecca started with the Senior Life Solutions Department, touching on the current program enrollment which is currently has nine patients. Rebecca reported that Michelle (Shelly) Choquette, RN, the new Program Director started yesterday for Senior Life Solutions.

To conclude, Rebecca reviewed some marketing data from her report, as well as with Human Resources as it relates to recruitment and termination. Rebecca also shared 11 Incident reports with the Board of Trustees that were reviewed for August 2023.

Hires

Position	Department	Status
RN (<i>Nights</i>)	Acute	PRN
Plant Tech	Maintenance	FT
EVS Tech	Enviro Services	PT
Clinic Admissions Clerk	Clinic	FT

Separations

Position	Department	Status
Radiology Tech	Radiology	PRN
Plant Tech	Maintenance	FT
Clinic Admissions Clerk	Clinic	FT
EVS Tech	Enviro Services	FT
EVS Tech	Enviro Services	FT

Recruiting

Position	Department	Status
RN (<i>Day and Night</i>)	Acute	FT
EVS Tech	Housekeeping	FT
Radiology Tech	Radiology	PRN/PT
Laboratory Tech	Laboratory	FT/PT

Turnover Rates

August 2023	YTD	Prior YTD
7%	11.9%	9.7%

Employment Numbers

August 2023	Total	Full-Time	Part-Time/PRN	FTEs
	125	93	32	102.97

5. CEO Report

a. Outpatient Services Update

Urology - Dr. Alan Kowitz will be onsite to meet with Medical Staff and other to review the facility October 3. He will be looking to cover Minden, Superior, and Lexington Urology care and will be ready to start as early as November.

Wound Care Program - Sally Farquhar, APRN will start a Wound Care Program on Tuesday, October 24. She will hold clinic on a weekly basis.

Cerner "Community Works" Program - A Cerner resource will be onsite the week of October 9th and will hold 5 hours/week of virtual meetings for 4 weeks following with our staff. The resource was the Business Office Director in Utah for a Critical Access Hospital for over 10 years before starting at Cerner in 2020 following Cerner recruiting her.

Policies

- CAMCO Quik Stain II – Laboratory (New)
- Full and Partial Trauma Activations – Acute/Emergency Room (New)
- Fire Watch – Emergency Preparedness/Safety (Revised)
- Discharge Criteria for Ambulatory Surgical Patients – Surgery (Revised)
- Care of the Dental Patient – Surgery (Revised)
- Temperature and Humidity of the OR Suite – Maintenance/Surgery (Revised)
- Decontamination – Acute/Emergency Room (Revised)
- Overhead Paging for Emergency Room Alerts –Emergency Room (New)
- Infestation Management – Infection Control/Environmental Services (Revised)
- Mobile Device Security Policy & Attestation – HIPAA Security (Revised)
- Criteria for Discharge of Post-Op Patients – Acute/Surgery (Revised)
- Disposal of EPHI – HIPAA Security (Revised)
- Emergency Room –Emergency Room (Revised)
- Transfer Policy – Acute/Emergency Room (Revised)
- Nursing Care Plans – Acute (Revised)
- Triage in the Emergency Room – Emergency Room (Revised)
- Holiday Pay – Human Resources (Revised)
- Rapid Sequence Intubation – Acute/Emergency Room (Needs Approval)
- Full and Partial Trauma Activations – Acute/Emergency Room (New)
- Platelet Estimate – Laboratory (Revised)
- Pregnancy Test – Laboratory (Revised)
- Wound Care Policy and Procedure Overview – Wound Care (New)

Action Taken: A motion was made by Stephen Olson to approve the above policies with the exception of Decontamination, which was tabled until the next Medical Staff meeting. The motion was seconded.

Voting Aye: Olson, Hanson, Dahlgren, Stadler and McBride.

Motion Carried.

6. Medical Staff Report

Diane Jackson (APRN) reported that she and the other staff members are anxious for Dr. Shelby Liesemeyer, MD to come and begin her practice. Diane reported that the emergency room has stayed consistently busy, and Jordan Kohtz (APRN) has been a big positive for the group.

VII. Executive Session

Action Taken: At 12:50 PM, a motion was made by Stephen Olson to go into Executive Session. The motion was seconded.

Voting Aye: Hanson, Dahlgren, Stadler, McBride, and Olson.

Motion Carried.

Other staff left the meeting except Luke Poore, Gavin Blum, Rebecca Cooke, and Janell Shelton. Janell Shelton left the meeting at 1:05 PM.

At 1:25 PM Luke Poore, Rebecca Cooke, and Gavin Blum left the meeting.

End of Executive Session: At 2:11 PM, a motion was made to end Executive Session.

Action Taken: A motion was made by Jeff Hanson to approve the Credentials as presented by Janell Shelton, Clinic Office Manager and listed below. The motion was seconded.

Name	Title	Scope of Practice	Appoint	Reappoint	Term	Active Staff	Consulting Staff	Affiliate Staff	Locums Staff	Affiliation
Robert Hinze	DPM	Podiatry		X			X			High Plains Podiatry
Renee Grams	APRN	Family Practice		X		X		X		KCHS
Steven Kory	MD	Mental Health		X			X			KCHS
Jeffrey Schopp	MD	Orthopedics		X			X			KCHS
Jill Kreimeyer	LIMPH LPC	Mental Health	X				X	X		Mental Health
Sarah Craft	PA-C	ENT	X				X			ENT Physicians of Kearney
Shelby Liesemeyer	MD	Family Practice	X			X				KCHS

Voting Aye: Stadler, McBride, Olson, Hanson and Dahlgren.
Motion Carried.

Action Taken: A motion was made by Stephen Olson and seconded to approve the annual CEO review.

Voting Aye: Dahlgren, Stadler, McBride, Olson and Hanson.
Motion Carried.

Action Taken: A motion was made by Stephen Olson and seconded to come out of executive session at 2:12 PM. The motion was seconded.

Voting Aye: Stadler, McBride, Dahlgren, Olson, and Hanson.
Motion Carried.

VIII. Other Comments/Communications

Next meeting will be October 25, 2023 at Noon in the Functional Health Meeting Room beginning at noon.

IX. Adjournment

The meeting adjourned at 2:12 PM.

AJ Dahlgren, Chairman

Stephen Olson, Secretary