

Meeting Title:	Board of Trustees Meeting	Chairperson:	
Date/Time:	January 17, 2024	Location:	Norton County Hospital

**Norton County Hospital
Board of Trustees Meeting Minutes**

Attended	Position
Jerry Hawks	Board Member
Andrew Black	Board Member
James Moreau	Board Member
Randa Vollertsen	Board Member
Jimmy Todd	Board Member
Lee Juenemann	Board Member
Garrett Beydler	Norton County Commissioner
Kevin Faughnder	NCH Chief Executive Officer
Kellen Jacobs	NCH Interim Chief Executive Officer
ReChelle Horinek	NCH Chief Financial Officer
Shannan Hempler	NCH Director of Human Resources
Klare Bliss	NCH Chief of Information
Mel Dewitt	NCH Risk and Clinic Manager
Caryl Hale	Foundation
Tabetha Harris	NCH HR Assistant/Public Relations
Sarah Mohr	NCH DON
Dr. Dakota Dreher	NCH Provider
John McClymont	Attorney
Frankie Forbes	Attorney (via Zoom)

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	Agenda Item	Action and/or Time
1.	<p>Oath of Affirmation of Civil Officers According to the Bylaws of the Norton County Hospital Board of Trustees, Article 3, Section 6: "Within 30 days after their appointment, members of the Board shall qualify by taking the Oath of Affirmation of Civil Officers as provided in K.S.A. 54-106." John McClymont read over the Oath of Affirmation and was present for notary duties. New members, appointed by the county commissioners; Andrew Black and Jerry Hawks were sworn-in, in front of the delegation.</p>	
2.	<p>Election of Officers According to the Bylaws of the Norton County Hospital Board of Trustees, Article 5, Section 1: "The officers of the Board of Trustees shall be a President, a Vice President, a Secretary, and a Treasurer, each of whom shall be elected by the Board of Trustees. Such other officers and assistant officers as may be deemed necessary may be elected or appointed by the Board of Trustees. Election of officers shall be held at the first regular meeting of the fiscal year or as soon thereafter as convenient. The term of each officer shall be for a period of two (2) years or until his successor is duly elected and qualified." James Moreau was nominated for NCH Board of Trustees President. Jimmy Todd was nominated for NCH Board of Trustees Vice-President.</p>	<p>Motion by Randa Vollertsen to nominate and approve the elected officials. Second by Lee Juenemann. Motion carries unanimously.</p>
3.	<p>Conflict of Interest Statement and Statement of Substantial Interests for Local office Statement of Substantial Interest for Local Office forms were reviewed by the new members of the board. Will be completed and turned by the next meeting.</p>	
4.	<p>2024 Designations and Signature Cards The 2024 Designations for the following Financial Institutions-The Bank, Norton; Solutions North Bank, Norton; First State Bank, Norton; and Equity Bank, Norton. Signature cards were signed by the board and will be sent to the banks by the CFO</p>	
5.	<p>Board Member Orientation Frankie Forbes will run orientation in the February meeting</p>	

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6.	Executive Session: Non-Elected Personnel	<p>Motion by James Moreau to move to executive session to discuss non-elected personnel pursuant to K.S.A. 75-4319(b)(1), not to exceed 10 minutes, and that the Board, CEO, Interim-CEO, HR Director, and County Commissioner remain in attendance to aid or participate in the discussion. Second by Randa Vollertsen. Motion carries unanimously. Executive session begins at 6:42 p.m. Exit at 6:54 p.m.</p>
	Executive Session: Non-Elected Personnel	<p>Motion by James Moreau to move to executive session to discuss non-elected personnel pursuant to K.S.A. 75-4319(b)(1), not to exceed 20 minutes, and that the Board, CEO, Interim-CEO, and County Commissioner remain in attendance to aid or participate in the discussion. Second by Randa Vollertsen. Motion carries unanimously. Executive session begins at 6:56 p.m. Exit at 7:18 p.m.</p>
7.	Board Action from Executive Session No action taken	

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8.	<p>December 20, 2023, Special Meeting Minutes</p>	<p>Motion by Randa Vollertsen to approve the amended minutes of the December 20, 2023 meeting. Second by Jimmy Todd. Motion carries unanimously.</p>
9.	<p>Consent Agenda Items:</p> <ul style="list-style-type: none"> a) Personnel Information b) Patient Satisfaction Survey Summary c) Accounts Payable – Bills 	<p>Motion by Jimmy Todd to approve the Consent Agenda Items as presented. Second by Randa Vollertsen. Motion carries unanimously.</p>
10.	<p>CIO Report</p> <p>Klare Bliss, the Chief Information Officer (CIO), presented the comprehensive updates from over the last month.</p> <p>Vytalize with Accountable Care Organization: Purpose: Improving workflow and revenue capture. Noteworthy Achievements: Received a \$12,485 payment in November for efforts in learning, enhancing charting processes, and increasing wellness visits. Ongoing Efforts: Continual improvement of charting processes and bringing in more wellness visits.</p> <p>Legacy System and Revenue Cycle: Purpose: Focus on Revenue Cycle improvements. Upcoming Action: A survey will be conducted based on our clinic run report. The survey will inform us of the packages, based on our needs. Learning and Training: Identifying needs in clinical, lab, and nursing departments, seeking input during leadership discussions. Exploring ways to improve our orientation process for staff retention.</p> <p>Patient Portal: Ongoing Development: Work in progress; awaiting updates to enable online payments.</p> <p>Interfacing with KPS for Lab: Collaboration: Working with KPS on interfacing for the lab, awaiting a quote.</p>	

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	<p>Lights On Network Training: Purpose: To enhance our report creation capabilities for identifying growth. Led by Mike, who will run the training.</p> <p>Security Assessment: Upcoming Discussion: Security assessment to be presented in the next meeting after Kevin's briefing.</p>	
11.	<p>Ni2 Update Jason Adams, from Ni2, sent comprehensive updates from over the last couple of months.</p> <p>ReChelle provided an overview of the Ni2 system, emphasizing its pivotal role in handling our claims billing for various insurance types, along with the management of remittance statements. Notably, all self-pay accounts are now managed through Cerner.</p> <p>It's important to note that self-pay balances have experienced a notable increase, primarily attributed to higher deductibles. This emerging trend underscores the necessity for financial support, given that a significant portion of our income is currently situated within self-pay accounts. Acknowledging and addressing this financial landscape is crucial for our ongoing operations and sustainability.</p>	
12.	<p>CFO Report of Statistical/Financial Information ReChelle Horinek, the Chief Financial Officer (CFO), presented statistical and financial information for December 2023, covering various aspects of the organization:</p> <p>Offered the new members to come in for an in-depth session on our hospital's financial landscape.</p> <p>Key Highlights: Gross patient revenue currently stands at 2.4 million dollars. Inpatient and swing bed services combined, these services are contributing significantly to our revenue streams. Outpatient revenue is exceeding budget expectations, indicating positive performance in this area. Discounts and charity account for 40-45 percent of our financial considerations, underscoring our commitment to community welfare. Notably, our expenses are over budget, largely attributed to temporary staffing requirements. Addressing this area is a priority for us.</p>	

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	<p>It is important to emphasize that to maintain a thriving community hospital, we rely on the support of our community members. Your engagement and collaboration are integral to our continued success.</p> <p>On a positive note, despite challenges, we have successfully reduced our overall loss by \$650,000 compared to this time last year. We are making significant headway in fortifying our cash reserves. Cash flows indicate an upward trend, showcasing positive financial momentum.</p>	
13.	<p>Financial Affairs of Non-Elected Personnel Financial Assistance YTD: \$130,090.95 Bankruptcy YTD: \$--</p>	<p>Motion by Jimmy Todd to send an amount not to exceed \$130,090.95 for attempted collections, and to approve financials. Second by Lee Juenemann. Motion carries unanimously.</p>
	<p>Executive Session: Non-Elected Personnel</p>	<p>Motion by Jimmy Todd to move to executive session to discuss non-elected personnel pursuant to K.S.A. 75-4319(b)(1), not to exceed 5 minutes, and that the Board, CEO, Interim-CEO, CFO, and HR Director remain in attendance to aid or participate in the discussion. Second by Andrew Black. Motion carries unanimously. Executive session begins at 6:56 p.m. Exit at 7:18 p.m.</p>
	<p>Board Action from Executive Session</p>	<p>Motion by Jimmy Todd for leadership to move forward with market rate wage increase for non-elected personnel. Second by Randa Vollertsen. Motion carries unanimously.</p>

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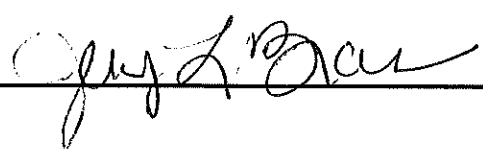
14.	<p>Provider Report Dr. Dreher provided a report on NCH providers efforts within the clinic:</p> <p>Providers will be working collaboratively with Vytalize to identify and implement best practices for accurate and efficient billing. Bi-monthly meetings will be scheduled to provide ongoing education and support to our providers. These sessions will focus on optimizing our billing processes for wellness visits, improving coding accuracy, ensuring compliance with Medicare guidelines, and addressing any coding-related challenges.</p>	
15.	<p>Medical Clinic Update</p> <p>Melody DeWitt, the Medical Clinic Manager, provided the following updates:</p> <p>Reports Provided:</p> <ul style="list-style-type: none"> • Weekly Total & Same-Day Appointments Acute appointment numbers fluctuate on a daily basis • Walk-In Totals YTD Last months Saturday clinic numbers are short due to holidays. Has all in all been beneficial to the community. • Weekly Gross Charges Posted 	
16.	<p>Quarterly Risk Management Report</p> <p>Melody DeWitt, Risk Management, provided incident summary report</p> <p>KARQM meeting in hays next month Jonna Inman will be joining the Risk Management team.</p>	
17.	<p>CEO Report</p> <p>Kellen Jacobs, serving as the Interim Chief Executive Officer, provided a comprehensive report on various initiatives and updates:</p> <p>340B Audit Meetings: Audit proceedings are progressing smoothly. An in-person virtual audit is being scheduled soon.</p>	<p>Motion by Randa Vollertsen to pay 9,000 to contract Elite365 to recruit a new MD/DO. Second by Andrew Black. Motion carries unanimously.</p>

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<p>Leadership Meeting: New Year's resolutions were discussed. Will revisit these resolutions to ensure ongoing progress throughout the year.</p> <p>Sales Tax Initiative and Special Election: A joint letter from Kevin, Kellen, and ReChelle regarding the 1% sales tax has been publicized. There will not be a general election in spring, as initially thought. Considering running a special election (Estimate 10-12k), opting for in-person elections since the commissioners advised it would be better attended and easier to finance. Exploring options for financing and aiming for an election in April or May. To avoid running alongside proposed city tax increase, being held during November elections. NCH is establishing a sales tax task force and planning community engagement activities. Our goal is to impress on the community that we do actually need the money, and that we will be good stewards of the money.</p> <p>Staffing and Recruitment: There are ongoing efforts to bring all departments to full staffing to reduce reliance on contract employees. Dr. Kevin Amthor to join us in summer 2025. Need to find coverage for the intermediary, since a physician is needed on-site to keep the CR/RT department operational. Explored physician recruitment options with feedback from Sunflower Health Network. Elite365, a physician recruitment company, which allows for an upfront payment of \$9,000 and the rest upon finding a suitable MD or DO was suggested to us. Dr. Gaede discussing potential return for colonoscopies.</p> <p>CHNA Survey: The survey is being sent out this, with plans for a community open house to discuss the findings on March 21st. Seeking assistance from BCBS Pathways Grant and Caryl to help with financing. Looking forward to the information received from this survey and the positive changes it will help us make for the community.</p> <p>Eagle-Telemed: Eagle-Telemed begins operations on Feb 2nd, with ongoing marketing efforts. Services, at this time, include rheumatology and oncology.</p> <p>Facility Changes: Cardio Pulmonary, Respiratory and HIM departments have undergone moves with positive outcomes.</p> <p>Regular meetings have taken place over the last couple of weeks, to help get Kevin acquainted with his new position.</p>	
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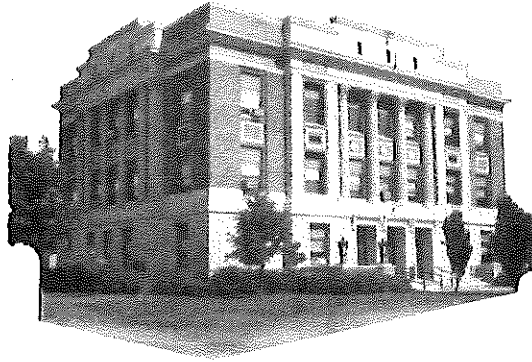
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	<p>Kevin Faughnder, Chief Executive Officer, updated us on his recent initiative:</p> <p>Kevin expressed how happy he is to be here to start serving our community. He started a discussion on how, during a meeting with Sunflower Health, it was revealed that several hundred hospitals across the nation are facing the risk of closure. A common thread among these hospitals is their reliance on Medicare Advantage. While we recognize the importance of this program for our patients, it has also underscored the financial challenges our hospital is currently navigating. We remain dedicated to preserving this resource for our community. However, the financial landscape has become increasingly challenging, and we need to address these issues to ensure the continued availability of quality care close to home. Kevin suggests educational outreach to the community about Medicare Advantage, how to make informed decisions about their healthcare coverage, and on the necessity of a proposed tax increase to sustain our healthcare services.</p>	
18.	<p>Commissioner Report Commissioner Beydler welcomes our new board members!!</p>	
19.	<p>Board Member Reports The leadership report is always so nice to see. It's heartening to see how hard working and upbeat the staff is here at the hospital. Updating Board of Trustees bi-laws and governance documents was discussed. Should stay out of day to day, put trust in the staff. Jimmy has volunteered to take on the task. Looking into a committee, and using KSHA to update governing docs. Thanks to Kellen and welcome Kevin. Thanks to ReChelle for getting the financials back in manageable order. Thanks to all departments heads for all their hard work.</p>	
20.	<p>Other Business none</p>	
21.	<p>Adjourn</p>	<p>Meeting adjourned at 8:50 p.m.</p>



Jenny Braun, Secretary

NORTON COUNTY, KANSAS



NORTON, KANSAS

January 2, 2024

Norton County Hospital Board of Trustees
102 E. Holme
PO Box 250
Norton, Kansas 67654

RE: Board of Trustees

Board of Trustees,

The Norton County Commission during regular session of the Norton County Commission meeting held on December 29th, 2023 made the following Norton County Hospital Board of Trustees appointments:

Andrew Black, 4 year term
Jerry Hawks, 4 year term

Should you have any questions please feel free to contact the Norton County Commission.

Sincerely,

Handwritten signature of Robert D. Wyatt in cursive script.

Robert D. Wyatt
Norton County Clerk