

<b>Meeting Title:</b>	Board of Trustees Meeting	<b>Chairperson:</b>	Jill Diane Edgett
<b>Date/Time:</b>	January 25 <sup>th</sup> , 2023	<b>Location:</b>	Norton County Hospital

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

<b>Attended</b>	<b>Position</b>
Jill Diane Edgett	Board President
Jenny Braun	Board Secretary
James Moreau	Board Member (via Zoom)
Ron Fisher	Board Vice President
Randa Vollertsen	Board Member
Rich Miller	Board Member
John McClymont	Attorney
Frankie Forbes	Attorney (via Zoom)
Brian Kirk	NCH Chief Executive Officer
ReChelle Horinek	NCH Chief Financial Officer
Melody DeWitt	NCH Risk Management
Shannan Hempler	NCH Director of Human Resources
Mackenzie Blecha	NCH HR Assistant/Payroll
Klare Bliss	NCH Chief of Information
Jason Adams	Ni2 Representative (via Zoom)
Matt Morris	Forvis Representative
Eva Harrington	NCH Environmental Services Manager
Avery Aiken	Norton Medical Clinic Manager
Dr. Joshua Gaede	NCH Chief of Medical Staff
Dr. Miranda McKellar	NCH Provider
Dr. Theresia Neill	NCH Provider
Dr. Dakota Dreher	NCH Provider

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	<b>Agenda Item</b>	<b>Action and/or Time</b>
1.	<p><b>Conflict of Interest Statement and Statement of Substantial Interests for Local Office (Annual)</b></p> <p>According to Article 6 of the Conflict of Interest Policy approved by the Board on February 21, 2018, each Trustee and Officer shall annually sign a statement, which affirms each person has received a copy of the policy, read/understands the policy, and agrees to comply with the policy.</p> <p>Statement of Substantial Interest for Local Office forms and the Annual Review Addendums were also reviewed and completed. Each Board Member was asked to review their previously completed form, notate changes (if any), and sign the document. Rich Miller and Jimmy Todd both took documents home to review before signing.</p>	
2.	<p><b>2023 Designations &amp; Signature Cards</b></p> <p>1) <b>Financial Institutions</b>-The Bank, Norton; Solutions North Bank, Norton; First State Bank, Norton; Equity Bank, Norton;  2) <b>Radio</b>-KQNK Radio, Norton; 3) <b>Newspaper</b>-The Norton Telegram, Norton; 4) <b>Legal</b>-General Counsel-John McClymont, Norton and Health Care Counsel-Forbes Group, Overland Park.</p> <p>Additionally, the following Board Members and Norton County Hospital Administration Staff are listed as <b>Authorized Signers</b> at each of the above <b>Financial Institutions</b>: Jill Diane Edgett, Jean Ann Wilson, James Moreau, Jenny Braun, Ron Fisher, Randa Vollertsen, Rich Miller, Jimmy Todd and Brian Kirk.</p>	
2a.	<b>Randa Vollertsen</b> volunteered to act as <b>Board Treasurer</b> .	
3.	<p><b>December 28<sup>th</sup>, 2022 Board Meeting Minutes</b></p> <p><b>January 4<sup>th</sup>, 2023 Special Board Meeting Minutes</b></p>	<p>Motion by <b>Ron Fisher</b> to approve the amended minutes of the December 28<sup>th</sup>, 2022 meeting.  Second by <b>Jenny Braun</b>.  Motion carries unanimously.  Motion by <b>Randa Vollertsen</b> to approve the amended minutes of the January 4<sup>th</sup>, 2023 special meeting. Second by <b>Ron</b></p>

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		<b>Fisher.</b> Motion carries unanimously.
<b>4.</b>	<b>Consent Agenda Items:</b> a) Personnel Information b) Patient Satisfaction Survey Summary c) Accounts Payable – Bills	Motion by <b>Ron Fisher</b> to approve the Consent Agenda Items as presented. Second by <b>Randa Vollertsen.</b> Motion carries unanimously.
<b>5.</b>	<b>Medical Staff Credentialing Applications</b> Sheard Broderick, APRN with Great Plains Health	Motion by <b>Jenny Braun</b> to approve the credentialing application of Sheard Broderick, APRN as presented. Second by <b>Randa Vollertsen.</b> Motion carries unanimously.
<b>6.</b>	<b>Board Member Orientation</b> Board members and attorneys elected to move this agenda item to next month due to Jimmy being out of town.	
<b>7.</b>	<b>Biohazardous Disposal Presentation</b> Eva Harrington presented an update on the biohazardous disposal process. Eva stated that due to the incidents with red bags out at the landfill, the facility has implemented corrective actions for prevention on this matter. These actions include additional education to be provided to all employees. These meetings will be held monthly and each employee is required to attend one meeting quarterly. If an employee is not compliant, the proper discipline process will take place. If an employee is deliberately placing biohazardous materials in the regular trash, this will be a cause for termination. Employees are already receiving this education as new hires in orientation and annually through Carelearning. There is also a binder with education information that will be uploaded to the Beat. Eva also explained the other preventative measures including the maintenance biohazard trash log, transitioning to all clear bags for regular trash, and the biohazard policy. Eva clarified that the biohazardous waste is stored in the building behind the Health department and a service comes to pick up periodically. Eva explained that two weeks ago, they held a sweep of the	

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	<p>facility to catch any out of place items – no discrepancies were found.</p> <p>Melody DeWitt, Brian Kirk and Eva also met with the Norton County Commissioners to discuss the issue.</p> <p>Melody added that the landfill employees are doing their jobs by reporting it to us and actions are in place to prevent this from happening again.</p> <p>Eva believes that the first incident was most likely accidental, and they confirmed the last few incidents did not come from NCH.</p>	
<p>8.</p>	<p><b>CIO Report</b></p> <p>Klare Bliss, CIO, presented her report regarding Cerner implementation.</p> <p>Klare reported that:</p> <ul style="list-style-type: none"> <li>• Provider training was completed the week prior.</li> <li>• The facility is at 93% for charge testing as of this week, will continue to push to get to 100% before go-live and continue to work on scripts.</li> <li>• The new live date is February 13, 2023.</li> <li>• All insurance is now uploaded.</li> <li>• Uploads of Interfaces– 90% with testing for Quest and 97% testing with Pyxis.</li> <li>• EHR committee feels they are ready to go-live. The Staff is more comfortable. EHR meetings were increased to once or twice a week</li> <li>• Patients are being scheduled into Cerner – the legacy holds demographics and departments are working on loading information.</li> <li>• Julia extended her leave date to help with loading for Cerner.</li> <li>• Cerner will be on-site 2/12 at 6 pm. They will help to admit any inpatients with orders and at 12:01 am flip the switch from Centriq to Cerner. They will be on-site for the first two weeks, with night coverage provided the first three days.</li> <li>• Up to 61% with end users.</li> <li>• For the go-live, each department has their own resource, some in person, some remote.</li> </ul>	

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9.	<p><b>Ni2 Update</b>  Jason Adams, Ni2, gave his monthly update. Ni2 is working on scrubbing claims for go-live. Jason reviewed the slight dip in the cash trend from November. The A/R trend remains steady.</p>	
10.	<p><b>Forvis FYE 2022 Audit &amp; Cost Report</b>  Matt Morris, Forvis, presented the fiscal year 2022 audit and cost report. Matt announced that BKD merged with another company on June 1, 2022 and rebranded as Forvis.</p> <p>Forvis is still finalizing a handful of things but the final drafts of the audit report and management letter will be done soon. Matt was very in-depth explaining the audit report and management letter.</p> <p>Main points:</p> <ul style="list-style-type: none"> <li>• Forvis gave a substantial doubt about the hospital’s ability to continue as a going concern. This situation is different today compared to the end of the fiscal year of 2022.</li> <li>• Labor and supply chain are negatively impacting hospitals.</li> <li>• Cash was depleted in the last year by about \$2 million.</li> <li>• Net patient revenue as a % of gross patient revenue – NCH closer to 50% through medicare as the peer group is closer to 100% due to the dynamic of population. This percentage is normal.</li> <li>• An interim medicare cost report in March/April is a possibility.</li> </ul> <p>Matt went on to answer questions regarding the audit report and management letter.</p>	
11.	<p><b>CFO Report of Statistical/Financial Information</b>  ReChelle Horinek, CFO reviewed the statistical/financial information from the month of December. This included the income statement and statistics.</p> <p><u>Income statement:</u>  Gross patient revenue: \$2,322,431  Total deductions from revenue: (\$1,231,885)  Net operating revenue: \$1,350,336  Total operating expenses: \$1,368,038  Operating loss: \$17,702  Profit: 6,888</p>	

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	<p><u>Statistics:</u>  Inpatient/swingbed: up  Outpatient YTD: up</p> <p>CDs were moved to cash as of 12/31/22.  ReChelle also added that 15 days of cash on hand is a Cerner requirement.</p>	
<b>12.</b>	<p><b>Financial Affairs of Non-Elected Personnel</b>  Financial Assistance YTD: \$173,862.65  Bankruptcy YTD: \$623.00</p>	<p>Motion by <b>Ron Fisher</b> to send an amount not to exceed <b>\$11,648.00</b> for attempted collections.  <b>Second by Randa Vollertsen.</b> Motion carries unanimously.</p>
<b>13.</b>	<p><b>Provider Report</b>  No report provided.</p>	
<b>14.</b>	<p><b>Medical Clinic Update</b>  Avery Aiken, Medical Clinic Manager, gave the Medical Clinic update. Avery stated that December was a positive month and they currently have a new clinic consultant.</p>	
<b>15.</b>	<p><b>CEO Report</b>  Brian Kirk, Chief Executive Officer, gave his monthly update. Brian shared that Sharon Sagarra is currently consulting in the Medical Clinic. The plan is to follow up on any recommendations from Medical Practice Advisors. Sharon will assist with EMR implementation and help onboard our newest physician.  Brian asked that Board members let himself and Mackenzie Blecha know if any reservations need to be made for the KHA Critical Issues Summit.  Brian thanked Sierra Wahlmeier for taking on role as Interim DON and Heather cave who assumed the role effective January 30, 2023. He also thanked Lacey Ninemire and Melody DeWitt for assuming the roles of Emergency Preparedness and Safety Coordinator.  Brian thanked Matt Morris from Forvis for his audit presentation.  Brian reported that the Macro Helix transition is still in process.  Brian also wanted to remind everyone that Norton Legislative Day is February 7<sup>th</sup>.</p>	

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	<p>Brian plans to work remote on Friday, February 10<sup>th</sup> to fly to Houston for grandson's Baptism.</p> <p>Brian requested May 18 and 19, 2023 as personal PTO days.</p> <p>Brian reported on the cost-based reimbursement that was lost for CRNA due to late filing that was due 12/31/2021. It appears that Ken Fisher filed the one-page form late, on or about 1/15/2022. The lost reimbursement is currently estimated to be about \$135,000. ReChelle has already timely filed for the current year 2023; Ni2 is currently rebilling.</p> <p>Brian also listed his recent email communications for the Board to check to make sure they were receiving them.</p>	
<b>15a.</b>	<p><b>McKinley Agreements</b></p> <p>Dr. Gaede stated that Med Staff decided to postpone credentialing for Dr. McKinley to further review the information in the application.</p>	
<b>16.</b>	<p><b>Commissioner Report</b></p> <p>No report provided.</p>	
<b>17.</b>	<p><b>Board Member Reports</b></p> <p>Board members discussed going to the KHA Critical Summit.</p>	
<b>18.</b>	<p><b>Other Business</b></p> <p>There was no other business reported.</p>	
<b>19.</b>	<p><b>Executive Session: Non-Elected Personnel</b></p>	<p><b>Jill Diane Edgett</b> moved to enter into executive session: K.S.A. 75-4319(b)(1) for discussion of personnel matters of non-elected personnel with the Board, CEO, attorneys, Dr. Gaede, Dr. Dreher, Dr. Neill, and Dr. McKellar in attendance not to exceed 30 minutes. Seconded by <b>Jenny Braun</b>. Motion passed. Executive session begins at <b>8:56 p.m.</b> Exit at <b>9:27 p.m.</b></p>

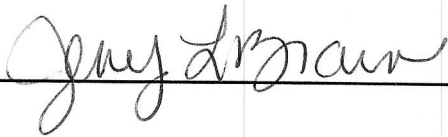
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20.	<b>Executive Session: Non-Elected Personnel</b>	<b>Jenny Braun</b> moved to enter into executive session: K.S.A. 75-4319(b)(1) for discussion of personnel matters of non-elected personnel with the Board, CEO, attorneys, Dr. Gaede, Dr. Dreher, Dr. Neill, and Dr. McKellar in attendance not to exceed 30 minutes. Seconded by <b>Ron Fisher</b> . Motion passed. Executive session begins at <b>9:30 p.m.</b> Exit at <b>10:00 p.m.</b>
21.	<b>Executive Session: Non-Elected Personnel</b>	<b>Jill Diane Edgett</b> moved to enter into executive session: K.S.A. 75-4319(b)(1) for discussion of personnel matters of non-elected personnel with the Board, CEO and attorneys in attendance not to exceed 30 minutes. Seconded by <b>Randa Vollertsen</b> . Motion passed. Executive session begins at <b>10:04 p.m.</b> Exit at <b>10:34 p.m.</b>
22.	<b>Board Action from executive session</b>	<b>Jill Diane Edgett</b> moves to approve the contracts with Dr. McKinley, pending the verification of credentials by the Board. Seconded by <b>Randa Vollertsen</b> . Motion passes 4-1 with 1 abstaining for personal reasons.
23.	<b>Executive Session: Non-Elected Personnel</b>	<b>Jill Diane Edgett</b> moved to enter into executive session: K.S.A. 75-4319(b)(1) for discussion of personnel matters of



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		non-elected personnel with the Board in attendance not to exceed 15 minutes. Seconded by <b>Jenny Braun</b> . Motion passed. Executive session begins at <b>10:45 p.m.</b> Exit at <b>11:02 p.m.</b>
<b>24.</b>	<b>Adjourn</b>	Meeting adjourned at <b>11:03 p.m.</b>



Jenny Braun, Secretary

