

Meeting Title:	Board of Trustees Meeting	Chairperson:	Jill Diane Edgett
Date/Time:	February 15 th , 2023	Location:	Norton County Hospital

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

Attended	Position
Jill Diane Edgett	Board President
Jenny Braun	Board Secretary
James Moreau	Board Member
Ron Fisher	Board Vice President
Randa Vollertsen	Board Member
Rich Miller	Board Member
Jimmy Todd	Board Member
John McClymont	Attorney
Frankie Forbes	Attorney (via Zoom)
Garrett Beydler	Norton County Commissioner
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
Sharon Sagarra	Interim Norton Medical Clinic Manager
Dr. Miranda McKellar	NCH Provider
Dr. Theresia Neill	NCH Provider
Dr. Dakota Dreher	NCH Provider
Corey Roy	USD 211 Superintendent

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	Agenda Item	Action and/or Time
1..	January 25th, 2023 Board Meeting Minutes	Motion by Ron Fisher to approve the amended minutes of the January 25 th , 2022 meeting. Second by Randa Vollertsen . Motion carries unanimously.
2.	Consent Agenda Items: a) Personnel Information b) Patient Satisfaction Survey Summary c) Accounts Payable – Bills	Motion by Randa Vollertsen to approve the Consent Agenda Items as presented. Second by Jenny Braun . Motion carries unanimously.
3.	School Physicals Corey Roy, USD 211 Superintendent, discussed the long-standing agreement between school and hospital to provide physicals as free of charge. USD 212 (Almena) also participates in this activity. These physicals are normally held the first Wednesday of May. It was discussed that some students will not be able to afford this service. Corey would like to give students and parents the information if physicals will be a charge before May.	Motion by James Moreau to approve continuing to provide school physicals free of charge for USD 211 and 212. Second by Ron Fisher . Motion carries unanimously.
4.	Board Member Orientation John McClymont and Frankie Forbes, attorneys, presented the Board Member Orientation in light of two new members, Rich Miller and Jimmy Todd, joining in January. The Orientation was presented through a slideshow including: <ul style="list-style-type: none"> • Hospital Board Responsibilities • Duty of Care & the Business Judgment Rule • Duty of Loyalty • Conflict of Interest • Substantial Interest • State Penalties • Quo Warranto Investigation • Medicare Conditions of Participation • Governance vs. Management • Common Pitfalls for Governing Boards • Government Enforcement 	

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5.	<p>Organizational Chart Mackenzie Blecha, Human Resources Assistant, presented the updated organizational chart for NCH.</p> <p>The changes that were made by Administration include:</p> <ul style="list-style-type: none"> • Moved CIO under CFO • Moved Foundation Executive Director & Marketing Communications under Human Resources Director • Removed Registration segment from Business Office • Moved Emergency Preparedness/Safety under CEO • Trauma Coordinator remains under DON • Changed back to Medical Clinic “Manager” terminology <p>Changes need to be discussed in Executive Session before approval.</p>	
6.	<p>CIO Report Klare Bliss, CIO, presented her report regarding Cerner implementation. Sunday February 12th was Cerner Go-Live with Cerner resources on-site. Transition has been fairly smooth so far – issues are being corrected as they arise. Clinic saw 40 patients on Monday, which is a record for Cerner. The Specialty Clinic has had two different clinics this week, which was great for repetition. Klare is sending out emails daily for updates, on top of a daily review of charges. The next step will be a 30-day checkpoint.</p> <p>Jenny Braun questioned the change to metric system and Klare explained this is best practice.</p>	
7.	<p>Ni2 Update ReChelle Horinek, CFO, presented the Ni2 update provided by Jason Adams. Charge optimization has stayed roughly the same. Updates were made on pricing based on audit – the change will reflect once charges begin dropping in Cerner. ReChelle has sent an email to Jason Adams questioning the amount of Medicare received – will let Board know if a correction is needed.</p>	

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8.	<p>CFO Report of Statistical/Financial Information ReChelle Horinek, CFO, will notify Board when Statistical/Financial information is completed. More time is needed due to illness and Cerner go-live.</p>	
9.	<p>Financial Affairs of Non-Elected Personnel ReChelle Horinek, CFO, will notify Board when Financial Affairs of Non-Elected Personnel is completed.</p>	
10.	<p>Provider Report Dr. Neill introduced Med Staff student Ashley Kunes, who is doing a rotation at NCH from February 2-March 17.</p>	
11.	<p>Medical Clinic Update Sharon Sagarra, Interim Medical Clinic Manager, provided the Medical Clinic update. Sharon announced that she has found that the suggestions made last year by consultants were not implemented. She is currently dealing with some upheaval since taking over as manager. Sharon shared that the Doctors have been very helpful. She is trying to catch up as fast as possible, especially with go-live and scheduling. Sharon is battling some staffing issues – she shared that the clinic’s new patient access representative is wonderful, however the other has just put in her two-week notice. Sharon is looking to eventually have a representative designated for checking patients out. Sharon also plans to hold monthly staff meetings including providers so that everyone is on the same page.</p> <p>Sharon also shared that for the acute appointments, the CNAs are having to put a lot of information in. Klare Bliss, CIO, explained that only the patient demographics from Centriq to Cerner were uploaded. Julia Thompson, RN, was loading a lot of patient information last week, which will be an on-going process. Klare also explained that ER patients will not have information loaded either. She has made the suggestion to utilize night shift nursing for uploading information. Cerner will also provide a patient portal that will send form for patient to fill out. This is a topic for EHR committee to discuss once first two weeks of go-live are complete.</p>	

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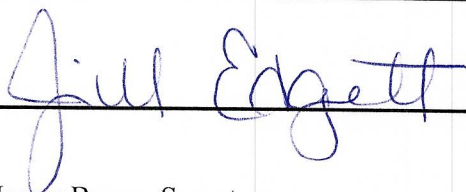
12.	<p>CEO Report Brian Kirk, Chief Executive Officer, shared that Jeff McKinley's announcement to begin working was released. Discussion was had between the Board, CEO and providers regarding McKinley's credentialing. Frankie Forbes added that temporary privileges can be granted by CEO unless privileges surpass 90 days, which is the allotted amount of time the Medical Staff has to review. The Medical Staff are asking that questions in credentialing application be completed and that they are waiting on this information to approve application. Brian shared that he is in communication with McKinley. The insurance credentialing process is already started, which is separate from medical credentialing. There will be further discussion with the providers so that everyone is on the same page. Klare Bliss, CIO, would like clarification also for IT purposes.</p>	
13.	<p>Commissioner Report No Report.</p>	
14.	<p>Board Member Reports Jill Diane Edgett shared that the Annual Report for Norton Regional Health Foundation will be provided next month. The Foundation's November's Minutes were included this month.</p>	
15.	<p>Other Business No Report.</p>	

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16.	Executive Session: Non-Elected Personnel	Jill Diane Edgett 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, CFO, Human Resources Director, Attorneys and Norton County Commissioner in attendance not to exceed 30 minutes. Seconded by Jenny Braun . Motion passed. Executive session begins at 7:40 p.m. Exit at 8:12 p.m.
17.	Executive Session: Non-Elected Personnel	Jill Diane Edgett 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, CFO, Human Resources Director, Attorneys and Norton County Commissioner in attendance not to exceed 45 minutes. Seconded by Ron Fisher . Motion passed. Executive session begins at 8:16 p.m. Exit at 9:01 p.m.

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18.	Executive Session: Non-Elected Personnel	Jill Diane Edgett 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 Norton County Commissioner in attendance not to exceed 30 minutes. Seconded by Ron Fisher . Motion passed. Executive session begins at 9:07 p.m. CEO and Norton County Commissioner were excused at 9:27 p.m. Exit at 9:37 p.m.
19.	No motions were made from executive sessions.	
20.	Adjourn	Meeting adjourned at 9:43 p.m.



Jenny Braun, Secretary

