

Meeting Title:	Board of Trustees Meeting	Chairperson:	Jill Diane Edgett
Date/Time:	April 19, 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
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/Marketing
Klare Bliss	NCH Chief of Information
Sharon Sagarra	Norton Medical Clinic Manager
Dr. Joshua Gaede	NCH Provider
Dr. Miranda McKellar	NCH Chief of Staff
Dr. Theresia Neill	NCH Provider
Dr. Dakota Dreher	NCH Provider
John McClymont	Attorney
Frankie Forbes	Attorney (via Zoom)
Caryl Hale	Norton Regional Health Foundation Director

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	Agenda Item	Action and/or Time
1.	<p>March 15, 2023 Board Meeting Minutes March 24, 2023 Board Special Meeting Minutes Board Members ask that “no action taken” be added to the executive session for the March 24th minutes.</p>	<p>Motion by Randa Vollertsen to approve the amended minutes of the March 15, 2023 meeting. Second by Ron Fisher. Motion carries unanimously. Motion by Randa Vollertsen to approve the amended minutes of the March 24, 2023 special meeting with the addition of “no action taken” after the executive session. Second by Ron Fisher. Motion carries unanimously.</p>
2.	<p>Consent Agenda Items: a) Personnel Information b) Patient Satisfaction Survey Summary c) Accounts Payable – Bills</p>	<p>Motion by Jimmy Todd to approve the Consent Agenda Items as presented. Second by Ron Fisher. Motion carries unanimously.</p>
3.	<p>Medical Staff Credentialing Applications Kayla Dortland, APRN – Heartland Dermatology</p>	<p>Motion by Ron Fisher to approve the medical staff credentialing application for Kayla Dortland, APRN. Second by James Moreau. Motion carries unanimously.</p>
4.	<p>Norton Regional Health Foundation Update Caryl Hale has assumed the position of executive director. She was originally hired as the grant coordinator for BCBS pathways, which gave the NRHF a community-based arm. Caryl reports that NRHF has just written \$10K check to Sunshine Learning Center for equipment. NRHF has provided funding for the hospital for KLC trainings for employees, domestic work policy, lactation support, pathways to connect facilities, etc. Caryl reports that tax credits are still being taken. Caryl is still learning this role and would like to be kept informed on hospital matters. Her position is fully funded by NRHF, but it is important for the organization to support the hospital.</p>	

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5.	<p>NCH Marketing Mackenzie Blecha, HR Assistant/Marketing, gave an update on the transition of the hospital’s marketing. The Board was presented with some of the posts that have been or will go out to the public. Mackenzie is working on advertisements to bring in more Medicare patients and will soon be working on marketing for the Epic River lending program. The website has transitioned over and is fully functioning as she learns coding. Mackenzie is in contact with the marketing vendors and media outlets and is beginning to look at the budget to help improve the financial situation.</p>	
6.	<p>Risk Management and Quality Improvement Melody DeWitt, Risk Management and Quality Improvement Director presented her quarterly report. Policy and Procedure committee is meeting next week. EHR Committee is meeting to help with the financials and billing through the Cerner transition. Melody reports that no new biohazard incidents have been reported.</p>	
7.	<p>CIO Report Klare Bliss, CIO, presented her report regarding Cerner implementation. Cerner rep was on-site for lab for extra training and processes and Klare says that Tracey Hartzog, Laboratory Manager reported that it went very well. Support with patient accounting will continue until the 90-day mark. Other departments are utilizing their resources or submitting a support ticket. The facility is in the “Measure” phase now. Klare had her last call with the lead Cerner rep and discussed items for management attention. The average daily revenue has increased. The clean claim rate is at 80% and Cerner is impressed. ReChelle Horinek, CFO is to have more training and more reports will be presented next month. The team is continuing to work on finalizing Centriq in order to get the legacy system going. The goal is to have this completed by May 1st and no longer pay for Centriq. At the 6-month mark, the hospital will have an optimization review with consulting to improve processes. Klare reports she is also working on federal funding, which has helped pay for services through Nex-tech, AT&T and Turner Tech. She is also working on getting the emergency telehealth funded. Randa Vollertsen asked about the Cerner payments, which Klare reported that they are paid with a monthly fee. Klare is working with Cerner to get appointment reminders up and going.</p>	

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8.	Ni2 Update Brian reviewed charge capture optimization, the cash trend, and the A/R trend, which is on the rise with Cerner go-live.	
9.	CFO Report of Statistical/Financial Information Brian Kirk reviewed the statistics from the Month of March. The Balance sheet and income statement are in process, with ReChelle being out of office in treatment. These will be uploaded to the Google Drive and Mackenzie will notify the Board.	
10.	Financial Affairs of Non-Elected Personnel This report is also in process with ReChelle being out of office in treatment. This will be uploaded to the Google Drive and Mackenzie will notify the Board.	
11.	Provider Report No report provided.	
12.	Medical Clinic Update Sharon Sagarra, Medical Clinic Manager, presented graphs regarding March statistics. She reviewed the gross charges weekly, which show an upward trend. Sharon also reviewed the weekly clinic visits by provider, which is a report that her and Klare are working to ensure accuracy. The Monday-Friday total & same day appointments show a concern for decrease in non-acute appointments and something Sharon is wanting to improve. Sharon reiterated from the last meeting that the Saturday walk-in clinic is not covering its cost and recommends the Board consider discontinuing for the summer. For Saturday staffing with the Cerner go-live, the clinic requires a Nurse, CNA, one receptionist, plus the provider. Jill Edgett suggested something similar to an urgent care that could run through the ER.	
13.	CEO Report Brian Kirk, Chief Executive Officer, reports that the Dr. McKellar has assumed the position of Medical Chief of Staff. He has been collaborating with the medical providers and it has been very positive. Brian's suggestions for a financial turnaround are: <ul style="list-style-type: none"> • 3 additional inpatients/day • NCH Leadership researching 5% revenue/expenses improvement • 10% increase Medicare in payer mix • Orthopedic surgeon from McCook expected early fall Brian also reported on:	

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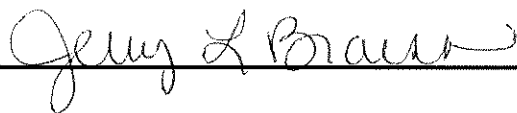
	<ul style="list-style-type: none"> • The 2023-2024 budget will be a leadership agenda item for the following day's meeting. • The Medical clinic had a record number of visits in March. • The employee evaluation process is beginning for the year. • He will be out of office May 18th and 19th. • Utilizing the Governwell survey tool • Looking to join a few different community organizations • 5 Board members attended KHA conference last year and hoping next year we can do the same • Medical staff meeting was held to discuss managing frequent flyers/ambulance transfers • When Cerner contract was signed in November 2021, claim scrubber was designated as SSI. Without knowing this, Ni2 recommended Quadax and the hospital signed agreement with them. Attorneys John McClymont and Frankie Forbes were involved to negotiate getting out of Quadax agreement and they were able to negotiate down to \$10K to release the agreement. <p>Jill Edgett asked about the finalized audit report. Brian reports that he just received this today from Forvis, after an additional analysis needed to be done. Brian will send this to the Board. Rich Miller asked why the report took so long to receive. Brian explained that Forvis has gone through a transition of CFO and short-staffing.</p> <p>Jill asked that Brian call Forvis tomorrow regarding audit report. A special meeting can be scheduled to approve this.</p>	
14.	<p>Commissioner Report</p> <p>Garrett Beydler, Norton County Commissioner reports there have been no new biohazard incidents.</p> <p>Beydler also reported that Representative Mann is visiting rural hospitals and he is working to get the hospital on that list.</p> <p>Brian Kirk reports that when Jerry Moran visited, he was not notified.</p>	
15.	<p>Board Member Reports</p> <p>No report provided.</p>	
16.	<p>Other Business</p> <p>There was no other business reported.</p>	

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17.	Executive Session: Risk Management	<p>Jill Edgett moved to enter into executive session: K.S.A. 75-4319(b)(5) for discussion of matters relating to actions adversely or favorably affecting a patient or person with the Board, CEO, attorneys, Dr. McKellar, Dr. Neill, Dr. Gaede, Jedidiah Kane - CRNA, Interim DON and Obstetrics Manager in attendance not to exceed 30 minutes. Seconded by Jenny Braun. Motion passed. Executive session begins at 7:43 p.m. Exit at 8:17 p.m. No action taken.</p>
18.	Executive Session: Risk Management	<p>Jill Edgett moved to enter into executive session: K.S.A. 75-4319(b)(5) for discussion of matters relating to actions adversely or favorably affecting a patient or person with the Board, CEO, attorneys, Dr. McKellar, Dr. Neill, Dr. Gaede, Jedidiah Kane - CRNA, Interim DON and Obstetrics Manager in attendance not to exceed 30 minutes. Seconded by Jenny Braun. Motion passed. Executive session begins at 8:22 p.m. Exit at 8:46 p.m. No action taken.</p>
19.	Executive Session: Non-Elected Personnel	<p>Jill Edgett moved to enter into executive session: K.S.A. 75-4319(b)(1) for discussion of personnel matters of</p>

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		non-elected personnel with the Board, CEO, attorneys, and HR Director in attendance not to exceed 30 minutes. Seconded by Jenny Braun . Motion passed. Executive session begins at 8:47 p.m. Exit at 9:18 p.m.
20.	Board action taken from Executive Session	Jill Edgett moved to support Human Resources Director for staff to follow HR directives. Seconded by Jenny Braun . All in favor, motion passed unanimously.
21.	Executive Session: Non-Elected Personnel	Jill 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, attorneys, and HR Director in attendance not to exceed 30 minutes. Seconded by Jenny Braun . Motion passed. Executive session begins at 9:30 p.m. Exit at 9:45 p.m. No action taken.
22.	Adjourn	Meeting adjourned at 9:46 p.m.



Jenny Braun, Secretary