

Meeting Title:	Board of Trustees Meeting	Chairperson:	Ron Fisher
Date/Time:	June 21, 2023	Location:	Norton County Hospital

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

Attended	Position
Ron Fisher	Board Vice President
Jenny Braun	Board Secretary
James Moreau	Board Member
Randa Vollertsen	Board Member
Jimmy Todd	Board Member (via Zoom)
John McClymont	Attorney
Frankie Forbes	Attorney (via Zoom)
Bethany Bleil	Attorney (via Zoom)
Kellen Jacobs	NCH Chief Executive Officer-Interim
Shannan Hempler	NCH Director of Human Resources
Klare Bliss	NCH Chief of Information
Melody DeWitt	Norton Medical Clinic Manager/Risk Manager
Dr. Dakota Dreher	NCH Chief of Medical Staff

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	Agenda Item	Action and/or Time
1.	<p>May 17, 2023 Board Meeting Minutes April 19, 2023 Board Meeting Minutes (amended) May 1, 2023 Special Board Meeting Minutes May 4, 2023 Special Board Meeting Minutes</p>	<p>Motion by Jenny Braun to approve the minutes of the May 17, 2023 meeting. Second by Randa Vollertsen. Motion carries unanimously.</p> <p>Motion by Jenny Braun to approve the amended minutes of the April 19, 2023 meeting. Second by Randa Vollertsen. Motion carries unanimously.</p> <p>Motion by Jenny Braun to approve the minutes of the May 1, 2023 meeting. Second by Randa Vollertsen. Motion carries unanimously.</p> <p>Motion by Jenny Braun to approve the minutes of the May 4, 2023 meeting. Second by Randa Vollertsen. Motion carries unanimously.</p>
2.	<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 Randa Vollertsen to approve the Consent Agenda Items as presented. Second by James Moreau. Motion carries unanimously.</p>

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3.	Community Concerns Lisa Pasilas, Norton Telegram Writer, asked if Jodi Cox had sent her concerns to the Board—Ron Fisher answered that no concerns have been received. Lisa is working with Kellen Jacobs collaborative communication plan.	
4.	CFO Report of Statistical/Financial Information Financial reports available on the Board drive.	
5.	Financial Affairs of Non-Elected Personnel Bankruptcy YTD: \$623.00 Bad Debt/SP to Cr Mgt Collection YTD: \$419,026.35 Financial Assistance Current: \$67,389.61 Financial Assistance YTD: \$241,252.26	Motion by Ron Fisher to send an amount not to exceed \$18,991.08 for attempted collections. Second by James Moreau . Motion carries unanimously.
6.	Ni2 Update Financial reports available on the Board drive.	
7.	CIO Report Klare Bliss, CIO, reviewed the new Executive Status Summary with the Board. She reported that Cerner will be onsite for a 6 month follow-up—this is already in the contract. There is upcoming work on the change to Macro Helix in the pharmacy. NCH will receive a USAC grant for \$4,826.56 toward Nex-Tech bills.	
8.	Provider Report Dr. Dakota Dreher, Chief of Medical Staff, reported they are working on ways to improve patient volume in the clinic.	
9.	Medical Clinic Update Melody DeWitt, Medical Clinic Manager, reviewed the clinic visit reports for May. Total visit numbers were down as well as weekly gross charges. Summer months are typically slower without a focus on chronic care management.	Motion by Jenny Braun to approve the Risk Management Plan update. Second by James Moreau . Motion carries unanimously.

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10.	<p>Management and Quality Improvement Melody DeWitt, Risk Manager, presented personnel changes that were made in the Risk Management Plan. Still need a new organizational chart approved.</p>	
11.	<p>CEO Report Kellen Jacobs, Interim Chief Executive Officer, reported he attended the budget meetings ReChelle and the department heads.</p> <p>Kellen reported that Radiology needs NovaPacs upgraded. He presented a quote for \$5,968.00.</p> <p>He is working on the community town hall format, and location. The public is asked to submit questions that will be delegated to the appropriate person to answer. He is working on having the meeting at NCHS East Campus auditorium.</p> <p>He was on the KQNK coffee table this morning. He will be attending the KHA new CEO orientation July 13-14 in Topeka.</p> <p>Kellen met with Jedidiah Kane and his company regarding future CRNA services. He met with several other staff regarding future services to increase patient numbers.</p> <p>Working on community involvement with Medicare patients including through open enrollment and chronic care management services. He completed the support letter for the Foundation for Match day. And continues to assist with the grant through BCBS Pathways for the sidewalk project. The employee committee is planning a community pool party on August 13th.</p> <p>Kellen has been in communication with Jodi Schmidt on greater potential of chronic care management services here in our clinic. And met with Mr. Roy and Mrs. Hauser regarding Northwest Tech Medical Assistant Program opportunity for students. The CCM program will have 20 student scholarships for the 9-month certified medical assistant program.</p> <p>He is attending the PFAC and NRH Foundation meetings to introduce himself and get familiar with those groups.</p>	<p>Motion by Jenny Braun to approve the quote for \$5,968.00 for the NovaPacs Upgrade. Second by Randa Vollertsen. Motion carries unanimously.</p>

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<p>Kellen has had discussions with APRNs Melinda Van Kooten and Melissa Matthews who are interested in providing care here at NCH.</p> <p>He is attending meetings with UR, Cerner, and Ni2 to troubleshoot the systems to reduce patient write-offs.</p> <p>He is working with Mel to review previous consultant reports and suggests for the workflows in the clinic. Want to implement improved check out process to get follow-up visits schedule before the patient leaves.</p> <p>Kellen spoke with Julie Smith, CEO of Decatur Health, about collaboration for inpatient care. It doesn't initially seem they are moving towards the rural emergency system designation. Things are moving forward with Dr. Wheeler, general surgeon from Kearney, holding clinics and doing procedures, working through credentialing process.</p> <p>He attended a meeting with Mission Health and providers to discuss additional options for placement of patients with mental health services.</p> <p>He also had an orientation with Sunflower Health Network. Continuing to have ongoing discussions with paper, radio, schools, for ways of added community involvement</p> <p>Future things to do:</p> <ul style="list-style-type: none"> • Develop CEO interview committee and help with the CEO transition • Study with KCIC on best practice • Clinic work flow, efficiency on every level, ways to capture all that we do for patients • Meet with all departments on documentation accuracy and the why it is so important. Also work with registration staff on customer service and accuracy of information from the start. • Continue working on specialty clinics and keeping the OR busy, reaching out to several other doctors to see what their availability might be. Dr. Gabel interested but not available until Jan 1, Dr. Wheeler is preparing to come and his PAs are getting Kansas licensure. • Kellen and Jimmy will continue meeting with Shea Veach of Hays Med for future outreach services. 	
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	<ul style="list-style-type: none"> Stress quality in all departments and points of patient contact and efficient practices to capture revenue. 	
12.	Commissioner Report No commissioner report.	
13.	Board Member Reports No Board report.	
14.	Other Business There was no other business reported.	
15.	Executive Session: Non-Elected Personnel	<p>Motion by Ron Fisher 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 Jenny Braun. Motion carries unanimously. Executive session begins at 7:30 p.m. Exit at 8:00 p.m.</p> <p>Motion by Ron Fisher 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 Jenny Braun. Motion carries unanimously.</p>

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		Executive session begins at 8:10 p.m. Exit at 8:40 p.m.
16.	Board Action from executive session The Board reassured Dr. Dreher that Kellen and Frankie will continue to work on contract specifics and collaborate with him.	<p>Motion by Randa Vollertsen to authorize Ron Fisher and Kellen Jacobs to proceed with finalizing the exit plan with Dr. Gaede. Second by James Moreau. Motion carries unanimously.</p> <p>Motion by Randa Vollertsen to engage litigation Counsel with the law firm of Fagan and Emert if necessary. Second by Jenny Braun. Motion carries unanimously.</p>
17.	Executive Session: Non-Elected Personnel	<p>Motion by Ron Fisher 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 20 minutes. Seconded by Jenny Braun. Motion carries unanimously.</p> <p>Executive session begins at 8:55 p.m. Exit at 9:15 p.m.</p>
18.	Adjourn	Meeting adjourned at 9:16 p.m.

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Jenny Braun, Secretary