

<b>Meeting Title:</b>	Board of Trustees Meeting	<b>Chairperson:</b>	James Moreau
<b>Date/Time:</b>	February 21, 2024	<b>Location:</b>	Norton County Hospital

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

<b>Attended</b>	<b>Position</b>
James Moreau	Board President
Jimmy Todd	Board Vice-President (via Zoom)
Jerry Hawks	Board Member
Andrew Black	Board Member
Randa Vollertsen	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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	<b>Agenda Item</b>	<b>Action and/or Time</b>
1.	<b>January 17<sup>th</sup>, 2024 Board Meeting Minutes</b>	Motion by <b>Randa Vollertsen</b> to approve the amended minutes of the January 17 <sup>th</sup> , 2024 meeting. Second by <b>Andrew Black</b> . Motion carries unanimously.
2.	<b>Consent Agenda Items:</b> a) Personnel Information b) Patient Satisfaction Survey Summary c) Accounts Payable – Bills	Motion by <b>Randa Vollertsen</b> to approve the Consent Agenda Items as presented. Second by <b>Andrew Black</b> . Motion carries unanimously.
3.	<b>Executive Session: Financial Affairs</b>	<b>James Moreau</b> moved to enter into executive session: K.S.A. 75-4319(b)(4) for discussion of data relating to financial affairs or trade secrets with the Board, CEO, CFO, Attorneys, and county commissioner in attendance not to exceed 15 minutes. Seconded by <b>Randa Vollertsen</b> . Motion passed. The executive session begins at <b>6:34 p.m.</b> Exit at <b>6:49 p.m.</b>
4.	<b>Board Action from Executive Session</b>	<b>Andrew Black</b> moved to accept the new agreement with Forbes Law Group. Seconded by <b>James Moreau</b> . Motion passed unanimously.
5.	<b>Executive Session: Non-Elected Personnel</b>	<b>James Moreau</b> moved to enter into executive session: K.S.A. 75-4319(b)(1) for discussion of personnel matters of non-elected personnel

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		with the Board, CEO, Attorneys and Norton County Commissioner in attendance not to exceed 20 minutes. Seconded by <b>Jerry Hawks</b> . Motion passed. Executive session begins at <b>6:50 p.m.</b> Exit at <b>7:09 p.m.</b>
<b>6.</b>	<b>Board Action from Executive Session</b>	None Reported
<b>7.</b>	<b>Executive Session: Non-Elected Personnel</b>	<b>James Moreau</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 and Norton County Commissioner in attendance not to exceed 20 minutes. Seconded by <b>Lee Juenemann</b> . Motion passed. Executive session begins at <b>7:10 p.m.</b> Exit at <b>7:30 p.m.</b>
<b>8.</b>	<b>Board Action from Executive Session</b>	The board is willing to extend Dr. Dreher's employment until 8 am March, 18 <sup>th</sup> ; to help cover for short staffing. He can continue PRN work at Harlan County as currently allowed.
<b>9.</b>	<b>Medical Staff Credentialing Applications</b> Will come in 2/22 to review and sign .	Motion by <b>James Moreau</b> to approve the Medical Staff Credentialing Applications as presented. Second by <b>Randa Vollertsen</b> . Motion carries unanimously.

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<p><b>10.</b></p>	<p><b>Organizational Chart</b> Kevin Faughnder, CEO, presented the updated organizational chart for NCH.</p> <p>The changes that were made by the Administration include:</p> <ul style="list-style-type: none"> <li>• Plant operations position was removed (since it wasn't filled/going to be filled)</li> <li>• Facilities director and EVS moved from CEO to CFO</li> <li>• Patient care moved from CEO to Chief Nursing Officer</li> <li>• To make more efficient</li> </ul>	<p>Motion by <b>Andrew Black</b> to approve the Organizational Chart as presented. Second by <b>Lee Juenemann</b> . Motion carries unanimously.</p>
<p><b>11.</b></p>	<p><b>CIO Report</b> Klare Bliss, the Chief Information Officer (CIO), presented the comprehensive updates from over the last month.</p> <p><b>Optimization Focus:</b> Emphasis on addressing feedback from leaders internally. Initiatives include creating tickets to improve workflow processes.</p> <p><b>Revenue Cycle Call:</b> Recent call highlighted areas for improvement, particularly in registration and ensuring accurate insurance and eligibility information. Proposal to arrange on-site staff training, with a potential need for additional hours beyond package allocation. Plan to distribute videos and checklists for internal training before in-person sessions, scheduled to commence in the next month or two. Considering utilization of Experian network eligibility checker and estimate platform due to limitations of built-in eligibility checker in Cerner.</p> <p><b>Patient Payment Portal:</b> Successfully launched and operational.</p> <p><b>Nursing Charting Standards:</b> Implementation underway, enhancing consistency in charting practices.</p> <p><b>HIPAA Security Risk Assessment Plan:</b> Priority areas for improvement identified in security, workforce, and data.</p>	

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	<p>Intensified focus on routine cybersecurity training and improved asset tracking through enhanced communication with HR. Collaboration with Turner Tech on firewall and server monitoring.</p> <p><b>Centrique Phase Out:</b> Scheduled for completion by the end of the month.</p> <p><b>Eagle Telemed Clinics:</b> Successful implementation with identified IT adjustments for next month.</p> <p><b>Leadership Norton County:</b> Tabby Harris and Todd Boller are representing NCH.</p>	
12.	<p><b>Ni2 Update</b> Jason Adams, from Ni2, sent comprehensive updates from over the last couple of months.</p> <p>ReChelle provided an overview of the Ni2 updates.</p> <p><b>Charge Master Optimization:</b> Ongoing process expected to continue until the end of the year before full phase-out. Transition will result in no longer being charged for charge master management services beyond the year's end.</p> <p><b>Centriq Phase-Out:</b> Less than 30 accounts remaining to address before completing phase-out. All self-pay accounts now managed within Cerner system, allowing for billing as usual.</p> <p><b>Financial Trends:</b> Cash trends typically increase during holiday periods. Positive trend observed in cash receipts. Anticipated Medicare payments expected within the month. Significant increase in patient balance, particularly in self-pay accounts, leading to reduced monthly revenue. \$12,000 processed through Epic River low-interest payback program.</p>	

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	<p><b>Billing Process Enhancement:</b>  Brought statements back in-house for more personalized billing approach.  Ensures accuracy in billing and prevents individuals from receiving bills erroneously.</p>	
13.	<p><b>CFO Report of Statistical/Financial Information</b>  ReChelle Horinek, the Chief Financial Officer (CFO), presented statistical and financial information for January 2024, covering various aspects of the organization:</p> <p><b>Key Highlights:</b>  Inpatient and swing bed services exceeded budget expectations in February.  Outpatient Revenue (OPR) also surpassed budget projections. Contractual adjustments slightly decreased due to an increase in Medicare enrollments.  Efforts to secure permanent placements resulted in decreased agency costs.  Net gain on operations amounted to \$108,000, with non-operating revenue contributing a net profit of \$132,000. Despite this, a net loss of \$346,706 was incurred for the year, marking a significant improvement compared to the previous year's loss of over \$1.5 million.  A CD was cashed out to cover February's payroll, although cash on hand has increased in the past week.  Increased patient days and outpatient services were observed, with swing bed days reaching their highest since September. Meeting inpatient revenue targets requires substantial operational effort and breaking even necessitates maintaining 5-7 ER patients daily.  Forvis will be present at the next meeting.</p> <p><b>Board Oversight and Check Signing:</b>  A question was raised regarding whether a board member signing checks would be considered day-to-day operations or oversight. The board determined that would be day-to-day operations, requested that board members to receive a more detailed monthly check register for enhanced oversight.</p>	
14.	<p><b>Financial Affairs of Non-Elected Personnel</b>  Financial Assistance YTD: \$62,792.54  Bankruptcy YTD: \$--</p>	<p>Motion by <b>Andrew Black</b> to send an amount not to exceed \$55,814.24 for attempted collections, and</p>

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	Still working on being able to transfer accounts to the collection agency. Will see an uptick in funds once finished.	to approve financials. Second by <b>Lee Juenemann</b> . Motion carries unanimously.
<b>15.</b>	<p><b>Medical Clinic Update</b> Melody DeWitt, the Medical Clinic Manager, provided the following updates:</p> <p>Medicare wellness visit reminders will be sent to all patients through Vitalize ACO, aiming to improve patient care and enhance revenue capture.</p> <p><b>Coding Review:</b> Tracy Bird conducted a coding review and will conduct a webinar with Mel, providers, and Whitney. Plans to return in four months for individual provider audits.</p> <p><b>Coverage Arrangements:</b> Efforts are underway to secure coverage for Dr. McKinley during vacation periods.</p> <p><b>Correspondence:</b> Dr. Dreher letters were sent out on Tuesday.</p> <p><b>Saturday Clinic Activity:</b> The Saturday clinic typically sees an average of 6-7 patients, with acute visits often doubling the expected number.</p>	
<b>16.</b>	<p><b>CEO Report</b> Kevin Faughnder Interim Chief Executive Officer, provided a comprehensive report on various initiatives and updates:</p> <p>Positive momentum observed within the facility, indicating progress and growth.</p> <p><b>Sales Tax Initiative:</b> Reviewed modified resolution for 1% sales tax initiative, now expanded to encompass healthcare needs including EMS. Hospital will receive .75% of taxes collected. Sales tax design team, comprising hospital and community members, working on communication strategies and FAQ page to engage the community. Town halls are to be scheduled soon.</p>	Motion by <b>Andrew Black</b> to allow the commissioners to proceed with the new tax resolution proposal. Second by <b>Lee Juenemann</b> . Motion carries unanimously.

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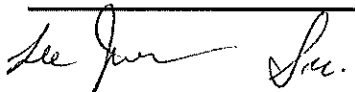
	<p><b>Orientation Program Revamp:</b> Orientation program undergoing a redesign to promote better flow and holistic facility approach.</p> <p><b>Communication Enhancements:</b> Phone tree redesigned for improved efficiency for both facility and community. Standardizing email block to enhance consolidation.</p> <p><b>Physician Recruitment:</b> A physician recruitment company scheduled to visit towards the end of March, touring both the hospital and town.</p> <p><b>340B Pharmacy Audit:</b> Feb 9th audit completed; results expected in 6-12 months. Consensus suggests it went well.</p> <p><b>Legislative Engagement:</b> Participated in legislative day in Topeka.</p> <p><b>Sharps Policy Development:</b> Collaborating with landfill and county health department on a county-wide sharps policy, determining sharps acceptance and requirements.</p> <p><b>Community Health Initiatives:</b> CHNA (Community Health Needs Assessment) ongoing with strong turnout. Partnering with county health office for a community health fair next month.</p> <p><b>KHA Meeting:</b> Attended KHA meeting in Topeka, reflecting on fixable problems and progress made towards solutions</p>	
17.	<p><b>Commissioner Report</b> Legislative day in Topeka was positive. Working on doing something to address reimbursement rates. Even with decreasing to .75%, we will get the amount we were hoping to receive. And can help EMS Thanks to ReChelle for the good job she is doing with the financials.</p>	



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	A discussion was had over meeting attendance, board members are currently reviewing bi-laws.	
18.	<b>Board Member Reports</b> none	
	<b>Provider report</b> Dr. Dreher shares that ACO is going to make a BIG difference in our patient care, and our bottom line. To help reflect what we are doing better and to give better patient records to specialists etc.	
19.	<b>Other Business</b> none	
20.	<b>Adjourn</b>	Meeting adjourned at <b>8:43 p.m.</b>

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Lee Jueneman, Secretary