December 4, 2019

Welcome Announcement of Open Meeting Law Posting
Loren Wiedel called the Meeting of the Thayer County Health Services Board of Trustees to order on December 4, 2019 at 7:01p.m., in the TCHS Bruning Conference Room, 120 Park Avenue, Hebron NE. The open meeting laws are posted and viewable in the conference room. Present on roll call were: Loren Wiedel, Karen Dahlkoetter, Connie Lichty, Laura Tuma and Libby Heitmann. Others in attendance: David Burd, Doug Wismer, Stephanie Boldt, Jamie Koch, Shawn Petras, Rita Luongo, and Kerrey Miller. Recorder: Erica Christianson.

Approval of Agenda & Approval of October 30, 2019 meeting minutes: Karen moved to approve the agenda and October 30, 2019 minutes, Libby seconded. Roll call vote, all yes. Motion carried.

Senior Life Solutions: Kerrey Miller, Senior Life Solutions Program Director, introduced herself to the board and shared with them details regarding the purpose of the program, the intake process and the benefit of the program to seniors in Thayer County. She answered questions from the board regarding the structure of the program, the length of time a person is enrolled in the program, and the referral process.

Financial Statements: Doug reviewed the financial statement for the four months ended October 31, 2019 and 2018 with the board. Doug reported year-to-date, the total EBIDA margin was $1,494,187, which was $636,287 over the year-to-date total EBIDA margin budget of $857,900, and $821,401 above last year's EBIDA of $672,786. The year-to-date total margin of $613,857 or 7.7% compares to the budgeted loss of ($19,340) and last year's total loss of ($303,011) or 4.6%. Doug noted the following reasons for the favorable year-to-date results:

1. Patient service revenue was over budget $674,015; October's revenue was over budget $380,231.
2. Contractual adjustments were over budget $106,978 due to total patient service revenue being over budget 8.6%. Administrative adjustments were under budget ($45,725); bad debts, and charity care combined were under budget ($4694).
3. Retail Pharmacy was under budget ($22,037) in due to retail scripts being under budget (12.6%).
4. 340B revenue was over budget $71,013 due to higher Priefert's scripts.
5. Total operating expenses were over budget $38,501.

Patient days totaled 123 in October, 2019 (compared to 68 days in October, 2018 and 101 in September, 2019). Year-to-date ER visits, imaging procedures, surgeries and scopes, and laboratory tests are over budget. Rehab services visits and Specialty clinic visits are under budget. FTEs for October 2019 were 133.4 and 124.9 year-to-date, compared to the budget of 137.3.
Liquidity: Total cash and investments increased $338,320 at October 31, 2019. Total cash days on hand were 83.7 at October 31, 2019, which was 4.2 days higher than 79.5 days at September 30, 2019. Net patient accounts receivable increased $88,514 at October 31, 2019. Year-to-date days of revenue in net patient accounts receivable decreased to 43.8 days from 45.1 days as of September 30, 2019.
Karen moved to approve the October 31, 2019 financials, Connie seconded. Roll call vote, all yes. Motion carried.

Officers Reports:

1. **Chief Executive Officer Report- David Burd**
   a. **Consent Agenda- Karen moved to approve the October consent agenda as written, Libby seconded. Roll call vote, all yes. Motion Carried.** *Discussion before approval: None.*
   b. **Strategic Planning Process Update:** Dave reported that he has been working with Ben at CHI to finalize the process and timeline related to revisiting the strategic plan and performing the SWOT survey. An email containing the SWOT survey will be sent out this evening; Dave commented the email will be sent to the Board, Providers, Senior Leadership, TCHS Foundation and Guild Board, and Directors. Directors have been asked to complete the SWOT survey with feedback from staff. All responses will go to Ben, who will aggregate and analyze the results. A meeting will be held on January 20, 2020 with Senior Leadership, Directors and Providers, to discuss the survey results and strategic focus moving forward. Recommendations that come from that meeting will be brought to the board during the February meeting.

Dave commented that a lot of progress has been made in terms of the current strategic plan, and it is a good time to re-evaluate.

c. **Collaboration Meetings Update:** Dave reported one of the tactics in the current strategic plan was to hold collaboration meetings with major employers and groups within the community regarding what TCHS is doing well, what opportunities there are for improvement, and ways in which TCHS can collaborate differently. In the past few months, Senior Leadership has met with: Metal Quest, Deshler Public Schools, Bruning-Davenport Schools, Thayer Central Schools, Midwest Bank, Thayer County Bank, Bruning Bank, and local pastors. Upcoming meetings include: Parkview Haven Nursing Home, Reinke Manufacturing, and Shickley School Systems. Dave commented the meetings have been very positive overall; all have been receptive and have shown interest in continuing to meet with TCHS in the future.

d. **Foundation Variety Show**: Dave reported the TCHS Foundation Variety Show was very successful. Rita Luongo reported that the show raised approximately $28,000, which the Guild will match, to go toward the new analyzer for the Laboratory.

e. **CFO Position Recruitment:** Dave reported the CFO position has been posted both locally and on the HFMA national website. There has been some movement; one interview is scheduled for tomorrow. Dave is hoping there will be some additional applicants.

f. **New Hires:** Dave reported that in addition to Kerrey Miller, Brittany Hoffman, PLMHP has joined Senior Life Solutions as the Program Therapist. Tisha Templin has also transitioned from Wellness Center Front Desk Attendant to Senior Life Solutions Office Patient Coordinator.

2. **Chief Nursing Officer Report- Jamie Koch**

a. **Physician Credentialing: Karen moved to approve the appointments and reappointments as recommended by the Medical Staff. Connie seconded. Roll call vote, all yes. Motion carried.**

1. Initial Appointments:
   a. Brittany Hoffman, PLMHP (Psychology)
   b. Simone Vampola, APRN (Urology)
   c. Shaun Ring, PA-C (Orthopedics)

2. Reappointments:
   a. Prathima Jasti, MD (Endocrinology-Telehealth)
   b. Stacey Knox, MD (Hematology/Oncology)
   c. Darrell Lester, JR., MD (Pathology)
   d. Brett Meyer, MD (Family Practice)
   e. Keith Miller, MD (Cardiology)
   f. Matthew Montgomery, CRNA (Anesthesia)
   g. Dana Petersen, PA-C (Cardiology)
   h. Virginia Unverferth, APRN (Cardiology)

b. **Quality Initiatives/Scorecard: Scorecard:** Jamie reviewed the scorecard with the board, and commented that she had no concerns. The fall rate continues to be high as there has been a fall every month. Jamie has been doing a lot of education with staff along with Stephanie Moody, RN, Quality Improvement Coordinator, and has been using tactics such as double alarming patients.

c. **HCAHPS Survey Vendor:** Jamie reported the current HCAHPS survey vendor for TCHS is Rural Comprehensive Care Network (RCCN). Currently TCHS receives a quarterly report with comments from RCCN, but does not receive enough information to make significant changes timely. Beginning January 1st, TCHS will switch to Illinois Critical Access Hospital Network (ICAHN) as the HCAHPS survey vendor. Surveys will continue to be mailed out to inpatient and outpatient surgery as required by law; however, ER and clinic patients will now receive a survey via email. Data will be able to be accessed through the ICAHN portal timelier, which will allow for changes to be made faster. Grant funds will be subsidizing some of the cost over the next three years.

3. **Chief Financial Officer Report- Doug Wismer**

a. **Cost Report Update:** Doug reported the cost report has been submitted by Wipfli. He commented that he and Lori Grummert, Controller, will be looking at investing into more CDs with local banks.

b. **Capital Summary- Budget vs. Actual Results through 10/31/19:** Doug reviewed the Capital Summary with the board, noting the capital requests, postponements, expenditures and substitutions.

4. **Chief Operating Officer Report- Stephanie Boldt**
   a. **Knowledge at Night:** Stephanie reported a new program called Knowledge at Night will kick-off on January 28th. The purpose of the program is to bring community members into TCHS for outreach and education. Topic experts as well as TCHS staff will present on varying topics that will rotate monthly. Additionally, the Little Blue Bistro will be open during that evening to provide a meal to the public to purchase. The topic for the first installment is entitled Medicare 101.
5. **Vice President of Clinic Services- Shawn Petras**
   a. **Provider Recruitment:** Shawn reported there is an on-site interview for a Physician Assistant on December 10th. The PA was referred through the CHI recruiter. TCHS is still recruiting for a Behavioral Health Clinician.
   b. **Federal Loan Repayment Program:** Shawn reported TCHS has been re-qualified to participate in the National Loan Repayment Program and also qualifies under the State Shortage area.

Old Business for The Board: *none.*
Miscellaneous/New Business for the Board: Dave invited board members to the annual TCHS Employee Appreciation breakfast that is being held on Thursday, December 12th from 7a-9a. Acreage Steakhouse will be catering the event.
Visitor Comments: *none*
Executive Session: *none*

Karen moved to adjourn the meeting at 8:35pm, Laura seconded. Roll call vote, all yes. Motion Carried. Meeting adjourned.

Erica Christianson, CAP
Executive Assistant, Recorder

David Burd, MHA, FHFMA
CEO