



February 24, 2021

Welcome Announcement of Open Meeting Law Posting

Karen Dahlkoetter called the Meeting of the Thayer County Health Services Board of Trustees to order on February 24, 2021, at 7:02 p.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, and Mike Long. Others in attendance: Paul Edwards, Pam Gallagher, Shawn Petras, Jamie Koch, Michael Logsdon, Lori Grummert, Rita Luongo, and Eric Dill, McCarthy. Recorder: Bridget Behrends, Executive Assistant.

Approval of Agenda & Approval of January Board Meeting Minutes: Loren motioned to approve the agenda along with January Board Meeting Minutes as amended. Connie seconded. Roll call vote, all yes. Motion carried.

Appointment of Finance Committee

1. **Finance Committee Members:** Karen opened the floor for nominations for the positions of Finance Committee Members. **Connie nominated Laura and Karen. No other nominations were voiced. Roll call vote; all yes. Motion carried.**

Financial Statements- January 2021:

Pam reviewed the financial statement packet for the Seven Months Ended January 31, 2021 and 2020 with the Board:

Month of January: Operating loss (\$14,244) or (0.6%), total loss of (\$2,678) or (0.1%), and an EBIDA of \$142,935 or 6.4%. The operating loss is primarily related to lower than budgeted volumes, and higher than budgeted salaries and contract labor expenses. CARES Act funding of \$241,422 was recognized in January. These funds are to offset increased expenses due to COVID-19. Cash and equivalents decreased by \$163K to \$11.4M, however, days cash remained strong at 183.4, higher than NE and National benchmarks.

Year to Date: Operating Income was \$1,129,880 or 7.3%, total margin of \$1,187,083 or 7.6%, and an EBIDA of \$2,245,000 or 15.8%. TCHS continues to utilize CARES Act Funding to offset expenses from COVID-19. Expenses are continually being validated. The amount of CARES Act funding posted through January 2021 was \$460,068. Additional funds will be posted as the validation continues. AR Days at the end of December were 46.4 (gross) and 43.8 (net). TCHS AR days are very good and considerably better than comparable benchmarks. Age of plant continues to rise as depreciation expenses continue to drop along with capital investments.

Additional Information: TCHS has received multiple CARES Act stimulus payments. Regulations are being continually reviewed regarding these funds so they can be properly accounted for. TCHS continues to invest in the community and Health System. The new HR/Payroll system implementation in continuing as is the work on a comprehensive review of the design for building and services expansion. The retail pharmacy that was purchased in December is off to a good start, as business operations are improving and expanding. TCHS investment in the employees of the health system continues and a Leadership Development Institute is scheduled for March 5, 2021.

Pam concluded the Financial Statements of January 2021 by thanking Lori Grummert, Controller, for her help as well as the entire TCHS Organization for their continued assistance while she has been Interim CFO at TCHS for a month. **Loren made a motion to approve the January 2021 Financial Statements, Mike seconded. Roll call vote, all yes. Motion carried.**

Officers Reports:

Chief Executive Officer Report- Paul Edwards

- a. **Consent Agenda (January) – Connie made a motion to approve the January consent agenda as written; Mike seconded. Roll call vote, all yes. Motion Carried.** Discussion before approval: none
- b. **Facility Expansion Update:** Paul reported that TCHS has worked with McCarthy to evaluate the potential use of the Blue Valley Care Home. Initially, there were several major concerns. These concerns were made visible when Altus laid out the rooms to fit the requirements of Specialty Clinic in the existing layout. Some of these major concerns involve: loss of nursing station space, distance to patients, additional utility bill, etc. McCarthy created a Conceptual Evaluation for renovation of this facility. This provided the Board with an estimate of renovation costs. Although the facility is useable, it was determined that the Blue Valley Care Home layout wasn't ideal for the TCHS Specialty Clinic. Paul reported that schematic designs have been developed for the Specialty Clinic and Conference Room Expansion. During this time, Eric from Altus presented the schematic designs for both areas to the board. Following this presentation, there was discussion of the Specialty Clinic exam rooms, nurse's station, waiting room, infusion bays, and Behavioral Health area. In addition to this information, there was further discussion of the Conference Room Expansion possessing a partition to create two separate conference room spaces. Paul then shared the TCHS Trend Log Report with the board. This Trend Log Report provides information regarding the expenses of the expansion project. These expense items include: Specialty Clinic Addition, Patient Isolation Rooms, Lower Level Office Addition, Ambulance Canopy, Surgery Fit Out, Lower Level Conference Room, Lower Level Behavioral Health, Outdoor Patio Space, Gas Powered Package Humidifier, Shell Space, Corridor, 50 TN Chiller, Maintenance Shed, Red Bag Storage Space, NuMed Parking, Pharmacy Upgrade, and Garden Area. This provided the Board with a visual of the total cost and status of each. Overall, TCHS feels that all the right people are involved and welcomes open discussions with TCHS Employees. TCHS plans to review expansion plans with CHI Facility Management on March 11, 2021. Paul recommended having a Building Committee throughout the expansion process. In response, Loren stated that this committee will be limited to two Board of Trustees Members. Karen appointed Loren and Mike to the Building Committee.
- c. **IT Switches:** Rich reported that the new IT Switches have been a great addition to the TCHS Organization. The features of these switches are much more efficient as this hardware has minimized downtime. Rich displayed pictures to compare the old and new IT Switches to the board. TCHS plans to sell off some of the old equipment as refurbished and determine buy back options to get more out of previous investments. Pam recognized the improvement in prevention and response time that these IT Switches provide.
- d. **Annual Program Evaluation:** Paul presented the Thayer County Health Services Critical Access Hospital Annual Program Evaluation to the board. This evaluation provides a summary of the Thayer County Health Services Organization, descriptions of various committees and services provided, along with organizational data. Jamie explained that the Annual Program Evaluation was approved by Medical Staff. Karen asked why the fiscal year 2020 went down in Specialty Clinic. In response, Shawn explained that there was a period of time where people weren't coming in for visits or having outpatient surgery due to COVID-19. Paul requested board approval for the Annual Program Evaluation. **Loren motioned to approve the Annual Program Evaluation as submitted. Connie seconded. Roll call vote, all yes. Motion Carried.**
- e. **New Hires:** Bridget reported that there were two new hires within the month of February. These individuals include: Tim Glass, Ambulance Driver, and Marilyn Powers, EVS Tech.

Chief Nursing Officer Report- Jamie Koch

- a. **Physician Credentialing: Loren motioned to approve the initial appointments and re-appointments as recommended by the Medical Staff. Connie seconded. Roll call vote, discussion prior to approval:** There are three initial appointments and no re-appointments.
- b. **COVID-19 Vaccination Clinic Update:** Jamie reported that Thayer County Health Services has lifted restrictions on visitors and vendors. This is due to the decreasing number of cases. Jamie explained that the only major issue that the Vaccination Clinic has experienced so far was not receiving last week's 100 doses due to the weather. TCHS has rescheduled those vaccine appointments. Therefore, TCHS will be administering 230 doses of vaccine tomorrow and Friday. TCHS feels that the COVID-19 Vaccination Clinics have been going well and has received

positive feedback from the community. All departments have stepped up in helping out as much as possible. Currently, TCHS is receiving 80-100 doses each week and is in the process of administering the first as well as second doses. This has taken a lot of schedule organization. Loren questioned how far in advance these individuals are being called to schedule their appointments. In response, Jamie stated that TCHS is scheduling a week in advance since the amount of doses is unknown until the prior week. This information led to Connie questioning how TCHS schedules clinics for the first and second dose. Jamie stated that TCHS will be holding a Vaccination Clinic on Saturday, February 27, 2021. However, TCHS plans to remain conducting COVID-19 Vaccination Clinics on Thursdays and Fridays for the time being. Paul reassured the board that the COVID-19 Program has been working well.

- c. **HHS Update:** Jamie reported that TCHS's contracted nutritional services, HHS Culinary and Nutrition Solutions, LLC, will make food available to the community effective March 1, 2021. TCHS is looking forward to showing off this new service. Individuals will be able to dine-in depending on room availability. Jamie suggested that takeout would be the best option due to limited amount of room with TCHS employees. TCHS will provide advertisements to inform the community of this service.

Chief Financial Officer Report- Pam Gallagher

- a. **Check Signing Authority:** Pam shared the check signing process with the board. The components of this Check Signing Process include: Payroll, Accounts Payable, Review Process, and Board Process.
- b. **Authorization Grid:** Pam reviewed the authorization grid included in the Check Signing Process document. This explains the process and authorization. Pam reported that the CEO is the only individual to sign contracts.
- c. **2022 Capital Budget:** Pam requested information for the new budget. Karen stated that there is an ongoing conversation of how to keep up with the pace of depreciation. Pam has requested guidance for the 2022 Capital Budget from the Finance Committee of the board.

Vice President of Clinic Services- Shawn Petras

- a. **Fitness Center:** Shawn congratulated Olivia Brueggemann from the Wellness Center for receiving her Certificate in Personal Training. TCHS is currently working to create fitness classes. By doing so, TCHS has sent out a community survey to gather feedback. Results of the community survey has shown interest in Water Aerobics. As a result, TCHS will work towards setting up the components of these classes in order to scheduling classes. Paul stated that this is an excellent example of a TCHS Employee furthering her education and in return giving back to the TCHS Organization.
- b. **Orthopedics Update:** Shawn reported that Dr. Barry Bohlen is no longer with Mary Lanning as of February 10, 2021. Since then, TCHS has worked towards securing an agreement. Shawn reassured the Board that Dr. Bohlen will be providing services tomorrow and is committed to TCHS.
- c. **Rural Health Clinic Update:** Shawn reported that the TCHS Strategic Plan involves evaluation of various clinics. Patient volume doesn't support ongoing outreach in Chester. The greater percentage of patient from Hubbell, Chester, and Byron utilize the Hebron Clinic. TCHS plans to allocate the resources and staffing in the Hebron Clinic along with offering Telemedicine in the future.


Old Business for The Board: *none.*

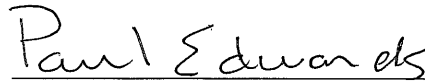
Miscellaneous/New Business for the Board: There was discussion of the Wellness Center window and TCHS facility generator.

Visitor Comments: *none.*

Executive Session: *none.*

Loren made a motion to adjourn the meeting at 9:23 pm, Mike seconded. Roll call vote, all yes. Motion carried, meeting.


Bridget Behrens
Executive Assistant


Paul Edwards
President & CEO