

WMH dba Friend Community Healthcare System (FCHS)

Board of Directors Tuesday, May 25th, 2021 @ 7:00pm

Annual Auditor's Presentation

Monthly Meeting: Mask/Social Distancing Mural Conference or VIRTUAL via Microsoft Teams

President: Jen Stutzman VP: Nick Svehla Secretary: Nancy Vossler Mayor: Judith Jewels Knoke Member: Steve Ryan

Committees: Building & Maintenance – Nick & Steve; Finance – Les Weber, Nancy & Steve; Medical – Jen & Jewels

Agenda:

- Roll Call
- **CEO Comments: Saturday Clinics 9-noon STARTING June 5th; 343 Patients in April**
Wellness Wednesdays monthly (vs quarterly) STARTING June 16th
HATS \$20,100 Donation 5-13 for 4 projects including \$15,000 towards C-Arm radiology equipment
\$50,000 USDA Grant PENDING for Covid Project/Nurse Call in two new patient rooms
- Dan Bartz, CFO retirement video by Trey Perry, Community Development & Marketing Coord
- **Public Comments:**
- **Review/Approve April 27th Meeting Minutes... ATTACHMENT A**

Old Business:

- BWBR Architect/Engineer/Planning process \$2.2 million Covid-19 federal funding received May 6th
 - Incurred expense by June 30th, 2021
- Beckenhauer Construction STARTED Monday 4/19
 - **3D Photos** by Trey Perry, Community Development & Marketing Coord ... ATTACHMENT B

Compliance/Utilization Review: by Amanda Gardner, Director Revenue ... ATTACHMENT C

- Care Transition Core Measures
- Emergency Department Transfer Communication(s)

Financials: Dan Bartz, CFO retirement 6-4/**introduction of Austin Brown, Controller 5-25**

- **Review/Approve April Payroll ... ATTACHMENT D**
- **Review/Approve April Financials (NEXT MONTH) – new Controller cross training**
- **Review/Approve Detail List April Checks ... ATTACHMENT E**

New Business:

Quality: by Whitney Miller, Director Quality... ATTACHMENT F

- Review/Approve Policy & Procedure Schedule (Monthly vs Yearly)
- Approve Infection Control RN Allissa Gurnsey

Medical Staff: Review/Approve ... Kitti Nienhueser, Credentialing Coordinator

- *Temporary Privileges:* none
- *Appointment/Clinical Privileges:* none
- *Re-appointment/Clinical Privileges:* none
- *Inactivation of Privileges:* none

Open Discussion: WMH Foundation Golf Tournament Friday, May 28th

WMH Hospital Auxiliary 50 Year Celebration (Dec 1971)

HATS 10th Year (7-5-2012) total donations \$140,624.99

Friend 150 Year Anniversary July 2-4

Closed Session:

Adjourn:

FCHS/WMH Board Meetings - handled in accordance with *Open Meetings Act* posted in FCHS Conference Room.

Agendas posted in advance at Hospital entrance/Friend City Hall/Friend Post Office – copies available from FCHS Admin.

ATTACHMENT

A

Friend Community Health Care System
Board of Directors Meeting
April 27, 2021 Meeting Minutes
Virtual Meeting/7:00 p.m.

Present: Jen Stutzman, Nick Svehla, Steve Ryan, Nancy Vossler

Meeting called to order by President Jen Stutzman and notice of Open Meetings Act was presented.

- I. CEO Comments:
 - a. New phone system.
 - b. \$50,000 grant received 4/19 for HVAC.
 - c. Dan Bartz retiring June 4, 2021. An offer has been made to an applicant for a Controller.
 - d. Nurse call system grant pending.
- II. Public Comment: No comments.
- III. The March Meeting Minutes were reviewed. A motion was made by Nick Svehla and a second by Steve Ryan to approve the minutes as written. A unanimous vote passed the motion.

OLD BUSINESS

- a. Signage to help people navigate the building.
- b. New ways to get information out, newspaper, social media, daily emails.
- c. Current dumpster is parked in the handicapped spot out front.

FINANCIALS

- A. A motion was made by Steve Ryan and seconded by Nick Svehla to accept the March payroll.
 - a. Motion passed with a unanimous vote.

- B. A motion was made by Steve Ryan and seconded by Nick Svehla to approve the March financials.
 - a. The motion passed with a unanimous vote.
- C. A motion was made by Nick Svehla and seconded by Steve Ryan to approve the March checks.
 - a. The motion passed with a unanimous vote.

NEW BUSINESS

- A. Review/Approve Lab Policies: Motion was made by Nick Svehla and seconded by Steve Ryan to approve the Lab Polices. A unanimous vote passed the motion.
- B. Review/Approve Health Information Management Policies: A motion was made by and seconded by to approve the Health Information Management Policies. A unanimous vote passed the motion.
- C. Healthcare Regulation Updates by Amanda Gardner.
- D. Quarterly Antibiotic Stewardship Report by Kristi Keller, Director of Pharmacy. A motion was made by Nick Svehla to approve the new and revised policies and seconded by Steve and Ryan. A unanimous vote to pass the motion.

QUALITY with Whitney Miller.

- A. A motion was made by Nick Svehla and seconded by Steve Ryan to approve the Quality Report as presented. A unanimous vote passed the motion. See attachment H for full information.

MEDICAL STAFF

- A. A motion was made by Nancy Vossler and seconded by Steve Ryan to grant temporary privileges to Todd Kumm, MD (AMI Radiologist) and Sara Hlad, PA-C (temporary to permanent). Motion passed with a unanimous vote.
- B. A motion was made by Steve Ryan and seconded by Nick Svehla to approve the inactivation of privileges to Cassie Lundberg, PA-C, Harpaul Bajwa, MBBS and Denes Korpas, MD. Motion was passed with a unanimous vote.

OPEN DISCUSSION

- A. Community Clean up day Saturday, May 1.
- B. Go Fund Me Campaign for JB. Will be up and running by next week.
- C. HATS and Historical Society will be holding a Kentucky Derby Luncheon on May 1.
- D. WMH Foundation Gold Tournament, May 28 at FCC. Trey made a video for the upcoming fundraiser at the golf course! A sign-up sheet should be put up at the club (Nancy).
- E. Seeking replacement treadmill for Wellness Center.
- F. Friend 150th Celebration, July 2-4. Float??

ADJOURN

A motion was made Nick Svehla by and seconded by Steve Ryan to adjourn the FCHS Board meeting at 7:58 p.m. Motion passed with a unanimous vote.

Respectfully submitted,

Nancy J Vossler, Secretary

ATTACHMENT

B

**Attachment will
be added later.**

ATTACHMENT C

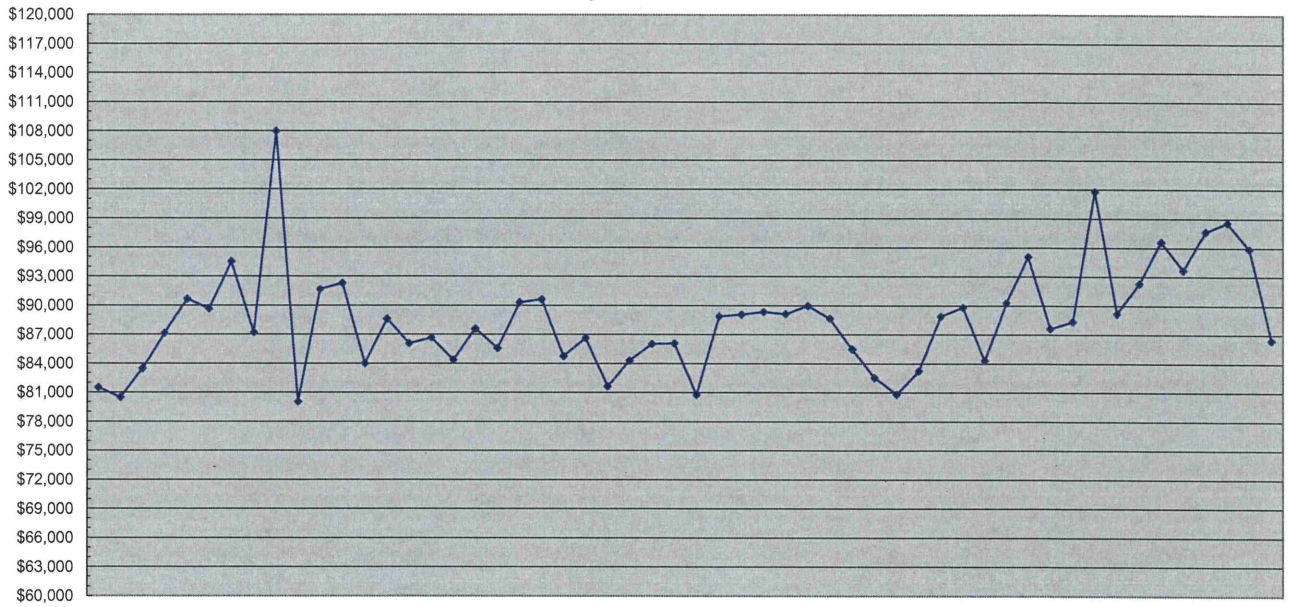
**Attachment will
be added later.**

ATTACHMENT

D

Bi-weekly payroll					
2 Year Overview					
		Number	Gross	Hospital	
		of Checks	Pay	Share	Total
Pay Period Ending				of FICA	Payroll
April 13, 2019		41	75,694	5,791	81,485
April 27, 2019		43	74,749	5,718	80,468
May 11, 2019		41	77,528	5,931	83,458
May 25, 2019		40	80,911	6,189	87,101
June 8, 2019		36	84,200	6,441	90,642
June 22, 2019		37	83,266	6,370	89,636
July 6, 2019		38	88,030	6,468	94,497
July 20, 2019		39	81,209	5,963	87,172
August 3, 2019		37	100,520	7,432	107,952
August 17, 2019		33	74,542	5,478	80,021
August 31, 2019		39	85,334	6,288	91,622
September 14, 2019		33	85,936	6,334	92,270
September 28, 2019		40	78,295	5,687	83,982
October 12, 2019		39	82,951	5,632	88,582
October 26, 2019		41	80,512	5,531	86,043
November 9, 2019		40	81,523	5,104	86,627
November 23, 2019		41	79,523	4,821	84,344
December 7, 2019		39	82,581	4,975	87,557
December 21, 2019		41	80,558	4,985	85,543
January 4, 2020		35	84,187	6,104	90,291
January 18, 2020		35	84,484	6,127	90,611
February 1, 2020		38	79,025	5,712	84,738
February 15, 2020		33	80,769	5,856	86,625
February 29, 2020		33	76,099	5,509	81,608
March 14, 2020		34	78,581	5,699	84,280
March 28, 2020		34	80,217	5,786	86,003
April 16, 2020		36	80,230	5,825	86,055
April 30, 2020		34	75,303	5,447	80,750
May 14, 2020		39	82,817	6,035	88,852
May 28, 2020		38	82,991	6,048	89,039
June 11, 2020		39	83,250	6,068	89,317
June 25, 2020		38	83,505	5,579	89,084
July 9, 2020		40	84,516	5,435	89,951
July 23, 2020		40	83,242	5,386	88,629
August 6, 2020		37	80,261	5,189	85,450
August 20, 2020		37	77,539	4,967	82,506
September 3, 2020		38	75,934	4,866	80,800
September 17, 2020		35	78,123	5,083	83,206
October 1, 2020		39	83,775	5,067	88,842
October 15, 2020		40	84,379	5,406	89,785
October 29, 2020		38	78,935	5,353	84,287
November 7, 2020		40	84,745	5,505	90,250
November 21, 2020		39	89,459	5,579	95,038
December 5, 2020		40	82,643	4,958	87,600
December 19, 2020		40	83,464	4,872	88,336
January 2, 2021		44	94,860	6,910	101,770
January 16, 2021		41	83,145	5,994	89,139
January 30, 2021		45	86,060	6,214	92,274
February 13, 2021		45	90,072	6,515	96,587
February 27, 2021		41	87,349	6,306	93,656
March 13, 2021		42	90,966	6,674	97,640
March 27, 2021		45	91,896	6,669	98,564
April 10, 2021		44	89,363	6,482	95,845
April 24, 2021		42	80,584	5,811	86,395

Gross Payroll Chart - 2 Year Overview



**FRIEND COMMUNITY HEALTHCARE SYSTEM
ENCOUNTER SUMMARY
For 7 Months Ended April 30, 2021**

	Period 01	Period 02	Period 03	Period 04	Period 05	Period 06	Period 07	Year To Date
Inpatient	6	-	1	3	2	3	7	22
Outpatient	1,192	959	1,052	1,578	1,563	1,805	1,559	9,708
Swing Bed	22	34	44	54	28	17	38	237
ICF Private	31	30	31	31	28	31	19	201
ED	18	31	18	15	13	30	32	157
Observation	14	36	49	30	25	54	158	366
Clinic	64	64	77	84	78	119	102	588
Totals	1,347	1,154	1,272	1,795	1,737	2,059	1,915	11,279

**FRIEND COMMUNITY HEALTHCARE SYSTEM
ENCOUNTER SUMMARY
For 7 Months Ended April 30, 2020**

	Period 01	Period 02	Period 03	Period 04	Period 05	Period 06	Period 07	Year To Date
Inpatient	-	3	-	-	-	3	9	15
Outpatient	860	956	1,004	820	867	1,303	954	6,764
Swing Bed	-	4	-	-	-	4	20	28
ICF Private	31	30	31	31	29	31	47	230
ED	20	25	21	22	25	16	27	156
Observation	18	-	3	29	11	-	6	67
Clinic	51	38	55	54	54	52	35	339
Totals	980	1,056	1,114	956	986	1,409	1,098	7,599

ATTACHMENT

E

Friend Community Healthcare System

Disbursement Report

For the Month Of April 2021

Reference	Date	Description	Amount
2044	04/01/21	CITIZENS STATE BANK	30.00
2045	04/01/21	Nebraska Child support Payment	369.24
2046	04/01/21	PENSION PLAN	4,398.01
2048	04/01/21	Kansas Sate Bank	229.34
2049	04/02/21	Cybersrc	0.60
2050	04/02/21	Prolific Fees	36.14
2051	04/02/21	Authnet Gateway Fees	40.00
2052	04/02/21	Fed WH Tax	9,951.31
2053	04/02/21	NE State Taxes	3,905.52
2054	04/05/21	Pitney Bowes Postage	200.00
2055	04/05/21	Merchant Bank Fees	644.88
2056	04/07/21	Dakota Drug	0.30
2057	04/07/21	NE State Taxes - Sales tax 905	149.54
2058	04/12/21	Pitney Bowes Lease	120.33
2059	04/16/21	Fed WH TAX	9,205.76
2060	04/16/21	NE State Taxes	3,691.80
2061	04/27/21	Dakota Drug	0.30
2062	04/30/21	Fed WH Tax	7,639.46
2063	04/30/21	NE State Taxes	3,178.41
2067	04/06/21	LINCOLN TENT INC	1,640.00
2068	04/12/21	MMIC	2,931.00
2069	04/09/21	FIRST INSURANCE FUNDING	676.38
2071	04/13/21	UNUM LIFE INSURANCE	654.71
2072	04/15/21	CITIZENS STATE BANK	30.00
2073	04/15/21	Nebraska Child support Payment	369.24
2074	04/15/21	PENSION PLAN	4,422.74
2075	04/16/21	PEPSI COLA OF HASTINGS	715.13
2076	04/19/21	Windstream	1,776.90
2077	04/19/21	VISA	651.05
2078	04/19/21	PRINCIPAL LIFE INSURANCE COMPA	513.65
2079	04/20/21	DR. JUVET N. CHE, MD	1,500.00
2080	04/21/21	VISION STAFFING LLC	3,292.56
2081	04/21/21	SYSCO LINCOLN	2,441.16
2082	04/22/21	AIRGAS USA LLC	397.38
2083	04/24/21	DIRECT TV	432.92
2084	04/29/21	CITIZENS STATE BANK	30.00
2085	04/29/21	PENSION PLAN	4,342.32
2086	04/30/21	VISION STAFFING LLC	1,618.10
2087	04/30/21	UNUM LIFE INSURANCE	600.78
2088	04/12/21	SCRIP	(37.03)
48001	04/19/21	BLUE CROSS BLUE SHIELD OF NEBR	26,732.89
48002	04/19/21	TRANE U.S. INC.	44,318.00
48003	04/19/21	WPS GHA	25,600.00
48004	04/21/21	CLIA LABORATORY PROGRAM	180.00
48005	04/21/21	DARRELL EASTIN	33.00
48006	04/21/21	DEREK M. NELSON, PA-C	3,956.40
48007	04/21/21	EAKES OFFICE PRODUCTS CTR	990.00
48008	04/21/21	PETTY CASH	146.14

48009	04/21/21	QUIDEL CORPORATION	1,352.13
48010	04/21/21	RHONDA V. BURKHART, RD	233.40
48011	04/21/21	RURAL EMERGENCY MEDICAL PROVID	14,250.00
48012	04/21/21	RYAN EASTIN	425.00
48013	04/21/21	SFM	1,324.00
48014	04/21/21	SHELLY HOLMAN	18.56
48015	04/21/21	SYSMEX AMERICAC.	448.04
48016	04/21/21	THE HOME DEPOT PRO	339.14
48017	04/21/21	TRAVELERS	4,052.30
48018	04/21/21	Unanimous, Inc.	130.00
48019	04/30/21	AMERICAN PROFICIENCY INST	3,202.51
48020	04/30/21	AMERITAS LIFE INSURANCE	1,592.88
48021	04/30/21	Bruning Law Group	1,040.00
48022	04/30/21	STRECK	234.80
48023	04/30/21	SYSCO LINCOLN	2,843.76
48024	04/30/21	VVS, INC. - CANTEEN	415.92
ACH	04/01/21	Payroll	61,438.60
ACH	04/15/21	Payroll	60,137.47
ACH	04/29/21	Payroll	54,570.22
ACH	04/01/21	Kansas State Bank Interest	1.18
ACH	04/02/21	FICA (SS & Medicare) Tax	13,337.70
ACH	04/16/21	FICA (SS & Medicare) Tax	12,964.42
ACH	04/30/21	FICA (SS & Medicare) Tax	11,621.28
			<u>420,719.67</u>

ATTACHMENT

F

Monthly Quality Report

Reporting Month: April 2021

Patient Census: ER: 33

IP: 4

SWB: 2

OBV: 8

Private Pay: 3

Hospital Acquired Infections: 0

Peer Reviews: Completed:

Returned Status

Areas of Focus:

1. Incorrect SSN impacting radiology job functions:

Target	November	December	January	February	March	April
0	6	8	4	10	8	6
Action Plan:	Exploring options for quick-reg required fields.					

2. Specialty Provider Notes Signed within 48 hours:

Target	November	December	January	February	March	April
100%	88%	50%	0	40%	54%	33%
Action Plan:	Podiatrist was not able to sign off in time limit. Still working on ortho.					

3. Discharge Instructions Entered into EHR

Target	November	December	January	February	March	April
100%	NR	NR	NR	86%	83%	0%
Action Items:	Training with Med Staff.					

4. Days in AR:

Target	November	December	January	February	March	April
98%	NR	NR	NR	NR	NR	60.79
Action Plan:	Process changes with revenue cycle staff					

5. Lab labelling accuracy

Target	November	December	January	February	March	April
100%	NR	NR	75%	75%	80%	100%
Action Plan:	Continue to monitor					

Departments Reporting

Dietary: Ashley Ziegler		measures 2 of 6	Goal	Feb.	Mar.	April
•	Freezer Temps.		100%	99%	100%	98%
•	Customer Satisfaction		>3.75	NR	4.67	4.89
Business Office: Amanda Gardner		measure 2 of 3	Goal	Feb.	Mar.	April
•	Days in AR		<45	NR	NR	60.79
○	Action Plan: New AR personnel going back through claims to get caught up on collections.					
•	Denial Rate		<5%	NR	NR	9.14%
○	Action Plan: Working to improve claims processes.					
Pharmacy: Kristi Keller		measures 3 of 3	Goal	Feb.	Mar.	April
•	Barcode Med. Administration (BCMA) Compliance		95%	95%	96%	84%
○	Action Plan: Scanner broke, but is now fixed.					
•	Med. Errors: No Harm		1	1	0	0
•	Med. Errors: With Harm		0	0	0	0
Radiology: Brett Boller		measures 2 of 2	Goal	Feb.	Mar.	April
•	X-ray repeat		<5%	1.64%	2.6%	2.22%
•	Incorrect SSN		0	10	8	6
○	Action plan: Exploring options to require field in quick-reg.					
Lab: Alphe Manalili		measures 1 of 2	Goal	Feb.	Mar.	April
•	Cardiac Turn-around Time		95%	100%	100%	100%
•	Labeling Accuracy		100%	75%	80%	100%
○	Action plan: Continue to monitor.					
Infection Control: Jordan Lofing		measures 3 of 5	Goal	Feb.	Mar.	April
•	CAUTI Rate		0%	0%	0%	0%
•	C-diff Rate		0%	0%	0%	0%
•	Hand Hygiene Surveillance		100%	100%	100%	100%
Clinic: Alex Homolka		measures 2 of 3	Goal	Feb.	Mar.	April
•	Med Reconciliation each visit		100%	100%	100%	100%
•	Provider signature within 48hr		100%	100%	100%	100%

		Goal	Feb.	Mar.	April
Hospital Nursing: Abby Tobin measures 2 of 6					
• Pain Med Follow-up		95%	95%	100%	100%
• Home Med Reconciliation		100%	100%	100%	97%
Physical Therapy measures 1 of 2					
• Patient Satisfaction		85%	96%	94%	94%
Occupational Therapy measures 1 of 2					
• Turn-around time of 72hr		100%	100%	100%	100%
Medical Records: Amanda Gardner measures 2 of 3					
• EHR Social Profile Completed		100%	81%	79%	50%
○ Action plan: Continue education in HER.					
• EHR Discharge Instructions		100%	86%	83%	0%
○ Action plan: Continue education in ExitCare.					
Surgery: Abby Tobin measures 2 of 4					
• H&P Provider Signed		100%	100%	100%	NR
• CRNA Assessments Signed		100%	100%	100%	NR
○ Surgeries temporarily postponed due to construction.					
Emergency Dept.: Abby Tobin measures 2 of 6					
• Discharge Vitals		100%	75%	83%	89%
○ Action Plan: RN education.					
• Median time from arrival to discharge		90%	95%	97%	100%
Specialty Clinic: Alex Homolka measures 2 of 6					
• Provider note signed within 48hr		100%	40%	54%	33%
○ Action plan: Podiatry was not able to sign within 48hs. Exploring options to assist ortho with charting.					
• Vitals documented at each visit		100%	80%	100%	100%
Behavioral Health measures 2 of 2					
• No-show rate		>20%	0%	0%	0%
Facilities: Darrell Eastin measures 3 of 8					
• EOC Rounds		100%	100%	0	0
○ Action Plan: New quarterly process will be implemented for maintenance & each individual department.					
• Water Management checks		100%	100%	100%	100%