

**Board of Directors**  
**March 31, 2021**  
**Regular Board Minutes**

**1. CALL MEETING TO ORDER:**

The regular meeting of the Gordon Memorial Hospital District Board of Directors was called to order by Doug Woodbeck, Chair at 4:01 P.M. on March 31, 2021 at GMH, 300 East 8<sup>th</sup>, Gordon, Nebraska. Acknowledgement of Open Meetings Law Posted on East wall.

**A. Roll Call:** Present: Carol Balias, Patty Faulk, Kathy Weihe, Doug Woodbeck. Absent: Brooke Gates.

**Staff:** Doris Brown CEO, Megan Heath, CNO, Kelsey Smith, CFO, Linda Reeves, HIM Director, Stephanie Huffman, Administrator – GCC, Stacey Brown, Social Worker - GCC.

**B. Approval of Agenda:** Patty Faulk made the motion to approve the Agenda for March 31, 2021. Motion seconded by Carol Balias. Roll call vote: Carol Balias-Yes, Patty Faulk-Yes, Kathy Weihe-Yes, Doug Woodbeck-Yes. Motion passes.

**2. CONSENT AGENDA:** Motion was made by Kathy Weihe to approve the Consent Agenda Seconded by Patty Faulk.

A. Minutes from the February 24, 2021 Regular Meeting.

B. Medical Staff Minutes for Review- Annual Meeting Minutes from January 21, 2021

C. Medical Staff Minutes from Regular January 21, 2021 and February 18, 2021 Meetings.

Roll call vote: Carol Balias-Yes, Patty Faulk-Yes, Kathy Weihe-Yes, Doug Woodbeck-Yes. Motion passes.

**3. REPORTS:**

**A. Financial Report:** Kelsey Smith, CFO presented the financials for the month of February 2021. The Balance Sheet and Income and Expense Statements for Combined, Hospital, Clinics and Gordon Countryside Care were reviewed. Days Cash on Hand excluding COVID funding is currently 91. For the month of February 2021, the facility had a net loss of \$140K compared to a budgeted profit of \$104K, primarily due to revised Medicare allowance adjustments. Revenues were down from budget by -\$160K. Cash collections still exceeded \$1M for the month. Y-T-D net income was \$1.463M. The operating net loss for February 2021 was distributed as follows; Hospital loss for the month -\$74K; Gordon Clinic loss of-\$67K; Rushville Clinic profit of \$1.7K and Gordon Countryside Care loss of -\$1.3K due to lower Resident census for February. The payable to CPSI is now paid in full! Supplies, purchased services and contract labor are over budget, directly related to the COVID-19 pandemic. Motion made by Carol Balias to accept the Financial Reports for February 2021 as presented. Motion seconded by Kathy Weihe. Roll Call vote: Carol Balias-Yes, Patty Faulk-Yes, Kathy Weihe-Yes, Doug Woodbeck-Yes. Motion passes.

- B. CNO Report:** Megan Health reviewed the February Nursing Departments report included in the Board packet.
- C. Quality:** Amanda Kehn reviewed the February Quality Report included in the packet. She stated the numbers included for COVID-19 vaccinations should be increased by approximately 80 as of today's date. She also stated there would not be a dental days this spring.
- D. CEO:** Doris Brown said she had one comment to add to the report included in the packet, there had been an update to the timeclocks recently and the board may hear some complaints due to staff not being allowed to clock in remotely or on their phones at this time. She said the camera system has helped to identify some instances of incorrect employee time punches so for the immediate future hourly employees are to use the timeclocks, not other devices to clock in and out. She also said that a date of April 16<sup>th</sup> had been set for Dr. Fernandez to interview with providers, staff and Board here in Gordon.
- E. Department Reports.** Department Reports were included in the Board packet. Stephanie Huffman, Administrator, GCC introduced Stacy Brown, the new Social Services Representative for GCC. She discussed the Visitation Plan presented in the Board packet, stating that the plan was developed by Panhandle Public Health and was shared with the facilities in the panhandle to use to address visitation restrictions due to COVID. She also updated the Board on the recent onsite OSHA survey that was still ongoing through telephone and email communication. The facility has not received the final document yet and the surveyor has still been requesting information and interviewing some staff.

#### **4. NEW BUSINESS:**

- A. Annual Report on Privacy Breaches for 2020 presented by Linda Reeves, HIM Director.** Linda Reeves presented the 2020 Annual report of Privacy Breaches to the Board. For 2020 there was one reportable privacy breach. It was reported to Office of Civil Rights and the State Attorney. Doug asked what the difference was between non-reportable and reportable. Linda stated for reportable, the event actually occurred and information was used. Non-reportable information was not used or after investigation there was not a privacy breach.
- B. Discuss, Consider and Take Action on Quote for 8048 PortaCount from TSI (Fit testing equipment) \$13,650.** This is needed to address the OSHA requirement that employees be fit tested. The equipment currently used is on loan from Panhandle Public Health and is passed between facilities in the panhandle area. To be compliant with OSHA regulation we must test everyone upon hire, then annual after that. During the COVID pandemic the fit testing requirement by the state was waived due to the limited supply of N95 masks throughout the U.S., but not by OSHA evidently. Patty Faulk made the motion to purchase the 8048 PortaCount from TSI in the amount of \$13,650. Motion seconded by Kathy Weihe. Roll Call vote: Carol Balius-Yes, Patty Faulk-Yes, Kathy Weihe-Yes, Doug Woodbeck-Yes. Motion passes.



- C. Discuss, Consider and Take Action on Quote for Strategic Planning and Governance Education and Training from Linden Consulting. COVID 19 funding.** Motion was made by Patty Faulk to approve the quote from Linden Consulting for Strategic Planning and Governance Education and Training. Motion seconded by Kathy Weihe. Roll Call vote: Carol Balus-Yes, Patty Faulk-Yes, Kathy Weihe-Yes, Doug Woodbeck-Yes. Motion passes.
- D. Discuss, Consider and Take Action on Quote from Hinn's Home Furnishings for GCC flooring (to replace carpet in hallway and two room updates) \$21,686.70. COVID 19 funding.** Doris stated this was an infection control concern and the flooring would be the same type as we have been using for various projects in the facilities. Patty Faulk made the motion to approve the Quote from Hinn's Home Furnishings for GCC hallway and two rooms in the amount of \$21,686.70 with COVID-19 funds. Carol Balus seconded the motion. Roll Call vote: Carol Balus-Yes, Patty Faulk-Yes, Kathy Weihe-Yes, Doug Woodbeck-Yes. Motion passes.
- E. Discuss, Consider and Take Action on Quote from Construction Specialties and inpro for Hand Rails for GCC and GMH. COVID 19 funding.** Doris stated replacing the hand rails in the two facilities would make the facilities more compliant with infection control. The new rails would not be wood, which needed to be re-varnished to meet regulations. After discussion, Kathy Weihe made the motion to approve the quote from inpro totaling \$25,438.65 for both GCC and GMH with COVID funds. Carol Balus seconded the motion. Roll Call vote: Carol Balus-Yes, Patty Faulk-Yes, Kathy Weihe-Yes, Doug Woodbeck-Yes. Motion passes.
- F. Discuss, Consider and Take Action on Contract Agreement with Converge One in the amount of \$15,438.64 for a 5 year term.** Doris stated this was needed for the Meraki IT system. We had received a quote from IP Pathways that was several thousand higher. Since we already do business with Converge One, Jordan Huether, System Administrator recommend moving forward with Converge One. Patty Faulk made the motion to accept the Quote from Converge One in the amount of \$15,438.64. Carol Balus seconded the motion. Roll Call vote: Carol Balus-Yes, Patty Faulk-Yes, Kathy Weihe, Doug Woodbeck-Yes. Motion passes.
- G. Discuss, Consider and Take Action on Resolution to open GMHD Employee Activities Account, to require one check signer on check, Claire Hilliker and Dee Ann Wells as check signers, at the First National Bank of Gordon.** Doris clarified that it was intended for only one signature on checks, but both Claire and DeeAnn would be able to sign checks. Kelsey stated that currently, the activities committee funds were included in the grant account for GMHD and should be in a separate account to better track the activities committee funds. Carol Balus made the motion to create a new account for the Gordon Memorial Hospital District Employee Activities Committee, having as check signers, Claire Hilliker and DeeAnn Wells, with checks requiring only one signature. Patty Faulk seconded the motion. Roll Call vote: Carol Balus-Yes, Patty Faulk-Yes, Kathy Weihe –Yes, Doug Woodbeck-Yes. Motion passes.
- H. Discuss, Consider and Take Action on GCC Nurse Station quote from National Business Furniture in the amount of \$5,785.31. COVID19 funding.** Patty Faulk made the motion to accept the National Business Furniture quote in the amount of \$5,785.31 for the purchase of a

new Nurse's Station desk and cabinet to address infection control concerns with COVID19 funding for GCC. Kathy Weihe seconded the motion. Roll Call vote: Carol Balius-Yes, Patty Faulk-Yes, Kathy Weihe-Yes, Doug Woodbeck-Yes. Motion passes.

**I. Discuss, Consider and Take Action on Gordon Countryside Care – Visitation Plan 3/31/2021.** Stephanie Huffman stated this plan document was developed by Panhandle Public Health Department and shared with facilities to use to address regulation and changes in visitation due to the COVID 19 pandemic. Patty Faulk made the motion to accept the GCC Visitation Plan document. Carol Balius seconded the motion. Roll Call vote: Carol Balius-Yes, Patty Faulk-Yes, Kathy Weihe-Yes, Doug Woodbeck-Yes. Motion passes.

**J. Discuss, Consider and Take Action on quotes from ETS (Entertainment Technology Solutions), Howard's and PDI for 20 healthcare grade TV's. COVID 19 funding.** Doris stated that Jordan Huether recommended to purchase the Howard's – Samsung TV's in the amount of \$8,132.00. The TV's will be able to be connected to the new patient beds and nurses could also have connection from the nurse's station to reduce contact, reduce PPE usage. Patty Faulk made the motion to approve the purchase of the Howard's TV's in the amount of \$8,132.00 with COVID 19 funding.. Kathy Weihe seconded the motion. Roll Call vote: Carol Balius-Yes, Patty Faulk-Yes, Kathy Weihe-Yes, Doug Woodbeck-Yes. Motion passes.

## **5. OLD BUSINESS**

### **A. Discussion and update on COVID-19.**

- COVID 19 Spending Report was included in the packet, no further discussion was held.

## **6. POLICIES AND PROCEDURES**

**A.** Patty Faulk made the motion to approve GMH-PRI-4.7 Non-Retaliation, GMH-PRI-4.4 HIPAA and Quality of Care, GMH-PRI-4.1 Minimum Necessary Standard-Requesting and Disclosing Information, GMH-PRI-2.15 HIPAA and State Law, GMH-PRI-2.13 Duty to Mitigate GMH-PRI-2.11 Selections and Adoption of Safeguards, GMH-PRI-2.6 HIPAA Compliance Committee, GMH-PRI-2.14 Refraining From Intimidating or Retaliatory Acts, GMH-PRI-2.12 Protected Health Information, GMH-PRI-2.5 Privacy Officer, GMH-PRI-2.10 Record Retention, GMH-PHA-406 Bamlanivimab/Etesevimab Administration - Revision. Motion seconded by Carol Balius. Roll Call Vote: Carol Balius-Yes, Patty Faulk-Yes, Kathy Weihe-Yes, Doug Woodbeck-Yes. Motion passes.

## **7. CREDENTIALING:**

February 2021

Initial Appointment

Jerome Swanson, M.D.

Radiology

Consulting/Provisional

2/1/2022



Re-Appointment			
Orlin Hopper, M.D.	Radiology	Consulting	Feb-23
Amy Tolbert, M.D.	Radiology	Consulting	Feb-23
Kathryn Olsen, M.D.	Radiology	Consulting	Feb-23
Andrew Olsen, M.D.	Radiology	Consulting	Feb-23

March 2021

Initial Appointment

Anthony Hasselbach, M.D.	Radiology	Consulting/Provisional	3/31/2021
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Re-Appointment

Michael Payne, M.D.	Radiology	Consulting	Mar-23
Simeon Abramson, M.D.	Radiology	Consulting	Mar-23
Rolf Kirby, M.D.	Radiology	Consulting	Mar-23

Motion made by Carol Balius to approve Initial and Re-appointments of providers as presented for February and March. Motion seconded by Patty Faulk. Roll Call vote: Carol Balius-Yes, Patty Faulk-Yes, Kathy Weihe-Yes, Doug Woodbeck-Yes. Motion passes.

8. **PUBLIC COMMENT PERIOD:** Related to March 31, 2021 agenda items (comment period limited to five minutes). *N o c o m m e n t s .*

## 9. EXECUTIVE SESSION

- A. Such Closed session is in accordance with Nebraska Open Meetings Act Section 84-1410 of the Nebraska Revised Statutes.

Patty Faulk made the motion to enter Executive Session at 5:45 p.m. Carol Balius seconded the motion. Roll Call Vote: Carol Balius-Yes, Patty Faulk-Yes, Kathy Weihe-Yes, Doug Woodbeck-Yes. Motion passes.

At 6:08 Carol Balius made the motion to return to regular session. Patty Faulk seconded the motion. Roll Call Vote: Carol Balius-Yes, Patty Faulk-Yes, Kathy Weihe-Yes, Doug Woodbeck-Yes. Motion passes.

**Next Regular Meeting:** April 28, 2021

10. **ADJOURNED.** Doug Woodbeck asked if there was any other business to come before the Board. With no further business being noted the meeting was adjourned at 6:09 p.m.

*Doug Woodbeck*

Doug Woodbeck, Chairman of the Board

*28 April 2021*

Date