

Perham Memorial Hospital and Home
Perham, MN
Board Operations Committee
Minutes

Date: June 29, 2011
Time: 5:30pm
Place: PMHH Board Room

Present: Kathy Hemmelgarn, Gail Quittschreiber, Bernice Genoch, Terry Marthaler, Eugene Jahnke, Alisyn Keil, Alfred Fresonke, Jane Aschnewitz, Cal Dockter, Gilbert Ebner, Rich Richter, Jerry Kunza, Cyndy Rastedt, and Marsh Korman and Dr. Chuck Breen (Sanford). Others in attendance included: Chuck Hofius, Bonnie Johnson, Katie Lundmark, Dan Peterson, Sue Von Ruden, Sarah Ament, Brad Wurgler, Karla Kupfer, Jim Rieber, Marilyn Oelfke, Dr. Rand Stolee, Chad Bormann and Dennis Happel.

Excused: Karen Field, Ellen Cooke (Sanford), Dr. Corey Nyhus (Sanford)

A. Call to Order

Chair Hemmelgarn called the board meeting to order at 5:30 p.m.

There were no additions to the agenda.

Chad Bormann with BHH Partners gave an update on the hospital building project. The building project is on schedule for the most part, and Nor-Son, the construction management firm, is 80% confident they will reach the November 1 target completion date. Building control systems are being installed now, and the commissioning firm will start inspecting those systems by the end of July. Nor-Son is equally pleased with the remaining balance in the contingency budget, with the average change order costing around \$2,000 now that all major systems and components are in place. They are also extremely happy with the quality of the contractors and crew members working on-site.

B. Consent Agenda

A motion was made by Fresonke, seconded by Ebner, to approve the consent agenda as presented. Motion passed.

C. Reports

1. *Operating Reports*

Brad reviewed the monthly statistics and financials. May saw a net gain from operations of \$151,044, compared to a budgeted gain of \$128,594. With the addition of the non-operating income, May finished with a total net gain of \$312,307 compared to a budgeted gain of \$203,461. This brings the facility to a total net gain of \$1,284,546, versus \$1,017,424 for the first eight months of the fiscal year; a positive variance of \$267,122, or 26.3%.

(a) *Patient Services Report*

There were no additions to the report.

(b) *Long Term Care Report*

Marilyn provided a handout of her report and reviewed it with the Board.

- (c) *Community Services Report*
There were no additions to the report.
- (d) *Move Consultant Report*
There were no additions to the report.

2. *CEO Report*

There were no additions to the report. Chuck did note that there will be some additional positions hired in anticipation of the new hospital, particularly in housekeeping to cover the extra square footage involved, along with some technical positions to staff additional equipment.

3. *Medical Staff Report*

Dr. Stolee commented that there are some frustrations with the physicians not being able to access nursing home residents' medical records as easily now that they are in electronic form. Dr. Stolee encouraged the Board to go slowly with further integration with Sanford and shared some personal concerns. He made it clear that he was only representing his own opinion and not that of the medical staff as a whole.

4. *Sanford Report*

There were no additions to the report. The Board had some questions about the OBGyn purchasing land to build a home in Detroit Lakes and do most of his practice in Detroit Lakes. Dr. Breen said that Sanford OBGyn's have the option of where they will perform their deliveries, but Sanford will encourage them to do as many as possible in the Perham hospital.

F. **Old/Other Business**

1. *Construction Update*

Done previously in the meeting.

2. *Legislative Update*

Chuck reviewed the latest legislative updates. It appears that the government shut-down will happen on July 1, and could possibly last several weeks. Licensing of our licensed staff could be a concern; however, Chuck has warned staff to get their licenses done prior to July 1 if there is any risk with the expiration date.

3. *Supportive Living Services Update*

It was decided to table this item until the July board meeting.

4. *Sanford Board Convention – Aug. 19 & 20, Sioux Falls, SD*

Chair Kathy took a roll call of who was planning to attend. Jane, Kathy, Chuck and Cyndy plan to attend. Karla will make room reservations for all attendees.

5. *Public Comments*

None.

G. **New Business**

1. *Credentialing*

Upon the recommendation of the Medical Staff Executive Committee, a motion was made by Kunza, seconded by Aschnewitz, to approve medical staff privileges for Dr.

Mark R. Paulson, Family Practice, reappointment until 6-30-13; and Dr. Randel Stolee, Surgery, reappointment until 6-30-13; and Dr. James S. Wagner, Surgery, reappointment until 6-30-13. Motion passed.

2. *Hospital District Bylaw Changes*

Gil reviewed the changes to the bylaws, as recommended by the Bylaws Committee.

3. *Medical Staff Bylaw Changes*

Bonnie reviewed the recommended changes to the Medical Staff Bylaws.

A motion was made by Quittschreiber, seconded by Aschnewitz, to approve the changes to the Medical Staff Bylaws, with the recommended typo corrections. Motion passed. (A complete copy of the bylaws is attached to the official minutes.)

4. *2012-2014 Strategic Plan*

Chuck reviewed the draft of the 2012-2014 Strategic Plan. The Board had some concerns that the plan contains too many goals for Year One (2012). However, with the understanding that Chuck could ask to move any of the goals to the next year if it appeared that it was unreasonable to attain any particular goal, the Board left the draft as is. Chuck asked the Board to contact him as soon as possible if they are uncomfortable with any of the draft so that the Board could have a final copy to approve at the July board meeting.

5. *Steris System 1E Purchase - \$36,756.92*

Brad explained the need to purchase two new Steris 1E scope cleaning systems for the surgery department. One of these items is needed to replace the existing scope cleaning system and the other is needed as an additional system for the new building, and was budgeted for as a capital expenditure for the new hospital.

Upon the recommendation of the Finance Committee, a motion was made by Kunza, seconded by Dockter, to approve the purchase of two Steris 1E scopes at an amount not to exceed \$36,756.92, which includes the trade-in value of \$4,000 for the existing equipment. A roll call vote was taken with all voting in favor.

6. *Board Comments*

Cal – has been hearing comments questioning the choice of colors on the exterior of the new hospital. Also hearing rumors that Fergus Falls is merging with Mayo.

Rich – encouraged follow-up regarding Dr. Stolee's concerns about full integration with Sanford. Dr. Breen will visit with Dr. Stolee to discuss his concerns.

Cyndy – Would like to look into extended clinic hours with the opening of the new hospital to remain competitive with other facilities in the area. Asked if Sanford ever looks into getting a mid-wife here similar to Long Prairie? Dr. Breen said that most mid-wives want to partner with an OBGyn in a facility, so unless Perham would have an OBGyn, they would probably not want to be located in Perham.

Bernice – hearing that nurses are going to be required to wear backpack computers while they are working in the nursing home. Marilyn clarified that they are starting to use notebook computers more in the nursing home, but is not aware of backpack computers.

Eugene – concerns that there are temperature control problems in the nursing home. Chuck has not heard that there are any issues with this, but will check into it.

A motion was made by Kunza, seconded by Fresonke, to adjourn the meeting. Motion passed.

There being no further business, the Operations Committee Board meeting was declared adjourned at 8:15 p.m.

Chair Hemmelgarn declared a five minute recess, and will call a District Board meeting to order following the recess.

District Board Meeting
Minutes

Present: Kathy Hemmelgarn, Gail Quittschreiber, Bernice Genoch, Terry Marthaler, Eugene Jahnke, Alisyn Keil, Jane Aschnewitz, Gilbert Ebner, Rich Richter, Jerry Kunza, Cal Dockter, Cyndy Rastedt, Chuck Hofius, Sarah Ament and Karla Kupfer

Excused: Karen Field, Alfred Fresonke

Chair Hemmelgarn called the District Board to order at 8:20 p.m.

Upon the recommendation of the Bylaws Committee, a motion was made by Rastedt, seconded by Aschnewitz, to approve the first reading of the bylaws as presented. Motion passed.

A second motion was made by Ebner, seconded by Kunza, to waive the second reading of the bylaws and approve the final reading of the bylaws as presented. Motion passed. (A complete copy of the bylaws changes is on file with the official minutes.)

The main purpose of the meeting was to have an open dialogue about the take aways from the Board education with Mahnomen and Hillsboro earlier in the month.

The overall consensus was that it was a very worthwhile board education. Maureen Swan, the speaker, was very informative and interesting. Her main message had to do with the future of healthcare but many board members took away the message that affiliation with a larger entity may be essential to future success.

Kathy reminded the Board that PMHH is only in the first year of the 5-year management agreement with Sanford, and there are still four years to work out any issues or concerns so that both parties are fully satisfied with their relationship.

Chuck shared that the recent facilitators and speakers that we have had have all commented on how engaged our Board is and really enjoyed working with the PMHH Board.

Chuck also encouraged board members to please call him directly if they are hearing things in the community rather than wait until a board meeting. That way it can be addressed more timely and doesn't enter the realm of a public board meeting.

A motion was made by Marthaler, seconded by Dockter, to adjourn the meeting. The meeting was declared adjourned at 8:50 p.m.

Katherine A. Hemmelgarn, Chair

Gail Quittschreiber, Clerk

Karla Kupfer, Recorder