

**Perham Health
Perham, MN
Operations Committee of the Board
Minutes**

Date: March 25, 2015
Time: 6:14 p.m.
Place: Perham Living Board Room

Present: Terry Marthaler
Jerry Kunza
Kathy Hemmelgarn
Alisyn Keil
Gil Ebner
John Halvorson
Eugene Jahnke
Jeremy Kovash
Staci Malikowski
Thomas Meyer
Cyndy Rastedt
Rich Richter
Ryan Strugar
Ellen Cooke
Dr. Chuck Breen (Sanford)
Marsh Korman (Sanford)
Dr. Tim Studer (Sanford)
Chuck Hofius
Brad Wurgler
Pat Sjolie
Sonda Tolle
Katie Lundmark
Pat Ferguson
Sue Von Ruden
Jim Rieber
Mary Mayer
Dr. Mark Paulson
Paulette Amundson (Sanford)
Dennis Happel
Eric Hoag, BCBS
Amber Hallberg

Excused: Deb Cullen

A. Call to Order

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

Marthaler welcomed Amundson and Dr. Paulson who will replace Cooke and Dr. Breen as the Sanford representatives on the Board Operations Committee.

B. Board Education

Blue Cross Blue Shield Trends was presented by Hoag.

C. Consent Agenda

A motion was made by Kovash, seconded by Jahnke, to approve the consent agenda with one correction to the Finance Committee minutes from March 16, 2015. Motion carried.

D. Reports

1. *Operating Reports*

a. Fiscal and Support Services

Wurgler reviewed the February financials, stating that February saw a net gain from operations of \$11,597, compared to a budgeted gain of \$26,321. With the addition of non-operating income, February finished with a gain of \$88,223, compared to a budgeted gain of

\$93,487. This brings the facility to a total net gain of \$1,056,879 for the first five months of the fiscal year, versus a budgeted gain of \$467,435, a positive variance of \$589,444.

b. Patient Services

Tolle stated Doug Harthan, Director of Emergency Medical Services, will resign effective May 30, 2015, to pursue other interests. Hofius stated recruitment will soon begin for the position.

c. Long Term Care

Lundmark stated the Minnesota Department of Human Services released the results from its resident and family satisfaction surveys, which indicate Perham Living is above the 90th percentile for the state.

Jahnke inquired about staffing at Perham Living. Lundmark stated a focus group is evaluating strategies for increasing recruitment and retention efforts as a means of circumventing the workforce shortages experienced by other local facilities.

Meyer inquired about the status of the license for the Adult Day Services program. Lundmark stated Adult Day Services would open on March 30 and can care for up to 5 individuals without a license. She added that the final building inspection required for the license should be completed within the next few weeks, at which point they may accept additional participants.

d. Ancillary Services

No additions to the report.

2. *CEO Report*

Hofius stated Sanford will conduct an onsite review of our revenue cycle in April and May with the goal of helping us lower our accounts receivable.

The Perham Health Strategic Planning Retreat is scheduled for April 17 and 18. Sanford will present education on healthcare trends to the Board on April 8.

The Bylaws Committee will review the Perham Hospital District Bylaws in April.

Both water heaters in the Perham Living Laundry department failed in February. The Executive Committee approved the purchase of replacements for \$18,169 in accordance with the emergency purchase provisions outlined in the Perham Hospital District bylaws.

Hofius thanked Dr. Breen and Cooke for their four years of contributions to the Operations Committee.

3. *Medical Staff Report*

a. *Monthly Update*

Dr. Studer stated the ASAP software has been implemented in the Emergency Department. He added that diversion of patients to other facilities due to reaching staffing capacities has continued.

b. *Recruitment Update*

Hofius stated preliminary conversations have been initiated with several providers for Emergency care. Dr. Studer added that Perham Health has welcomed several student interns in the clinic this academic year.

c. *Credentialing*

Upon recommendation from the Executive Committee of the Medical Staff, a motion was made by Kunza, seconded by Meyer, to approve medical staff privileges for Dr. Randall Bolar, Dr. James Christensen, Dr. Harold Rodenbiker, Dr. Timothy Neitzke, OD, Shara Diers, PA, and Jeffrey Sliper, CRNA, until March 31, 2017.

4. *Sanford Report*

Korman stated Sanford will conduct a mock survey with Perham Health staff on April 13 - 17, in preparation for this year's Joint Commission survey.

Dr. Breen and Cooke stated they appreciated the opportunity to serve on the Operations Committee.

5. *Annual Safety Report*

A motion was made by Korman, seconded by Keil, to accept the Annual Safety Report as presented.

6. *Annual Review of Quality Management Program*

Mayer presented the 2014 Evaluation of the Quality Management Program and prioritized goals for Quality and Infection Control for 2015. Notable achievements include consistently low infection rates, number of falls, and a significant increase in patients who expressed satisfaction with pain management and patient satisfaction scores at Perham Health.

A motion was made by Rastedt, seconded by Strugar, to approve the 2015 Quality Management Program Goals as presented. Motion carried.

F. Old/Other Business

1. *Annual Meeting Feedback*

Each Board member provided feedback from his or her township to the Committee on the Perham Hospital District Annual Meeting. The consensus is that it is well received and people would like it to continue.

2. *Perham Health – Sanford Health Agreement Planning*

Hofius stated that attorneys are working on a second draft of the Perham Health - Sanford Health management contract. Both parties are in agreement regarding the major components of the contract.

3. *Legislative Update*

Hofius reviewed the priorities of both the Minnesota Hospital Association and Aging Services of Minnesota and highlighted key bills that have been introduced.

4. *Adverse Health Event Report*

Hofius reviewed the Minnesota Department of Health's annual Adverse Health Events report, which reports incidents such as wrong site surgeries, pressure ulcers, and retained foreign objects, among others. None of the incidents reported occurred at Perham Health this year.

G. **New Business**

1. *MDH Capital Improvement Grant*

Hofius stated Perham Health is applying for a grant to purchase and install a \$100,000 medication dispensing system.

A motion was made by Kunza, seconded by Halvorson, to adopt the MDH Capital Improvement Grant as presented. Motion carried.

2. *MetLife 403(b) Plan Resolution*

Hofius stated the retirement plan verbiage must be updated to comply with a new law, which requires clarification that employees may borrow against only the moneys they have contributed to their 403(b) plans, not moneys contributed by the employer.

A motion was made by Keil, seconded by Korman, to adopt the resolution amending the 403(b) retirement plan. Motion carried.

3. *2014 Strategic Success Measures*

Hofius reviewed the 2014 Strategic Success Measures Progress Report and stated significant progress had been made towards the strategic measures.

4. *Clinic Remodeling Plan*

Hofius reviewed the proposal for reconfiguring the clinic space to accommodate the three new providers who will begin this summer. The construction will move infusion therapy to the hospital, remodeling the current clinic reception staff space to accommodate new provider offices and exam rooms. Some urgent care visits may be taken to Emergency Department exam rooms to better utilize space and physician staffing. The cost estimate for construction costs is based on the previous estimates for dollars per square foot, which came back as \$170,000; actual costs may be different once project bids have been returned.

Hemmelgarn inquired about the status of the extra rooms that were included in the original hospital construction. Hofius stated those are the rooms we plan to use for some urgent care patients. Dr. Paulson added that several providers are already sharing offices and the clinic is maximizing all available spaces.

A motion was made by Keil, seconded by Dr. Studer, to solicit bids for the Clinic Remodel project. Motion carried.

5. *Recognition of Outgoing Operating Committee Members*

Marthaler presented a plaque Dr. Breen and Cooke and thanked them for their contributions to the Operations Committee.

6. *Board Comments*

Rastedt stated Time magazine recently highlighted treatments available at Sanford in Bismark.

Kunza thanked the ED staff and EMS team for the positive experiences expressed in several Perham Focus Letters to the Editor.

Von Ruden stated Men's Night is scheduled for April 14, 2015. Adam Thielen, Minnesota Vikings' wide receiver, will be the keynote speaker. All men are welcome to attend.

A motion was made by Kunza, seconded by Meyer, to adjourn the meeting. Motion carried.

There being no further business, the meeting adjourned at 7:42 p.m.

Terry Marthaler, Chair

Katherine Hemmelgarn, Clerk

Amber Hallberg, Recorder