

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

Date: March 30, 2016

Time: 5:30 p.m.

Place: Perham Living Board Room

Present: Terry Marthaler

Jerry Kunza

Kathy Hemmelgarn

Alisyn Keil

Deb Cullen

Gil Ebner

John Halvorson

Eugene Jahnke

Jeremy Kovash

Staci Malikowski

Thomas Meyer

Cyndy Rastedt

Ryan Strugar

Paulette Amundson (Sanford) - telehealth

Dr. Joshua Chapman (Sanford)

Dr. Mark Paulson (Sanford)

Chuck Hofius

Sonda Tolle

Katie Lundmark

Pat Sjolie

Pat Ferguson

Beth Ulschmid

Mary Mayer

Dennis Happel

Sue Von Ruden

Amber Hallberg

Excused: Rich Richter

A. Call to Order

Chair Marthaler called the meeting to order at 5:31 p.m.

B. Board Education

Education on Human Resources was provided by Ferguson.

Halvorson inquired about the challenges present with five generations in a workplace. Ferguson stated the key is providing benefits designed for all of the different stages of the lifecycle. Hofius added that education pertaining to generational differences was provided last year to all employees. Lundmark stated that Leadership has discussed investing in professional development for young employees who have recently transitioned to supervisory roles.

C. Old/Other Business

1. Perham Living Master Facility Plan: Therapy/Atrium and Memory Care Assisted Living Projects

Lundmark stated construction on the Perham Living main entrance, atrium, and offices, as well as Northwinds, the new memory care assisted living wing, will be completed in late June 2016. The licensing application process for Northwinds has begun and the furniture for all phases of the project has been selected. She added that several individuals have already inquired about Northwinds, and a marketing campaign will begin over the next few months.

The Therapy remodel's final completion date is projected for October 2016.

2. Annual Meeting Feedback and Suggestions

Each Board member provided feedback from his or her township to the Committee on the Perham Hospital District Annual Meeting. The consensus is that the presentation by Sanford was well-received and attendees liked attending the meeting at Thumper Pond.

3. *Legislative Update*

Hofius reviewed the priorities of the Minnesota Hospital Association. One main area of focus during this legislative session is mental and behavioral health; currently, there are not enough behavioral health beds in Minnesota to meet the needs, so legislators are discussing and evaluating various options, including matching a Federal grant to fund behavioral health clinics.

Lundmark reviewed the priorities of the Long Term Care Imperative, an association with which LeadingAge Minnesota is affiliated. The group's main areas of focus during this legislative session are increasing funding for the Elderly Waiver program and workforce promotion in long term care settings.

Hofius added that an area of focus on the Federal level is opposing Medicare equal pay by setting legislation, which would result in hospitals losing higher reimbursements from Medicare for some services.

D. New Business

1. *Credentialing*

A motion was made by Dr. Chapman, seconded by Rastedt, to approve medical staff privileges for Dr. Kirsten Sjostrand, Dr. Amer Qazi, Dr. John Asleson, and Dr. Kevin Wentworth, until March 31, 2018. Motion carried.

2. *Annual Safety Report*

Mayer reviewed the purpose and progress of each performance improvement team.

A motion was made by Kovash, seconded by Halvorson, to accept the Annual Safety Report as presented. Motion carried.

3. *Sanford Health Network QAPI Plan*

Mayer reviewed the results of the Sanford Health Network QAPI (Quality Assurance Performance Improvement) plan. Several of the highlights included low readmission rates, improved hand hygiene rates, consistently low fall rates, and positive patient satisfaction rates.

4. *Perham Living Home Care Advisory Committee Bylaws*

Lundmark stated the Home Care Advisory Committee bylaws have not changed.

Hemmelgarn inquired about the community members on the Home Care Advisory Board. Lundmark stated the community representatives are Dave Karsnia, Bonnie Johnson, and Karen Vollen, Sue Bachleitner, Staci Malikowski, and Eugene Jahnke.

A motion was made by Dr. Paulson, seconded by Kunza, to approve the Perham Living Home Care Advisory Committee Bylaws as presented. Motion carried.

5. *Quarterly Quality Report*

Mayer reviewed the Quarterly Quality Report, which highlighted high rates of flu vaccination among healthcare providers, low rates of infection, and no reportable medication errors.

Dr. Paulson inquired about whether or not the Board could require that all employees receive the flu vaccine. Hofius stated that the flu vaccine is not currently mandated due to union opposition. The Board determined that a resolution would be developed and considered prior to next year's flu season.

A motion was made by Strugar, seconded by Jahnke, to accept the Quarterly Quality Report as presented. Motion carried.

E. Consent Agenda

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

F. Reports

1. *Operating Reports*

a. Fiscal and Support Services

Hofius reviewed the February financials, stating that February saw a net gain from operations of \$106,627, compared to a budgeted gain of \$80,772. With the addition of non-operating income, February finished with a gain of \$194,108, compared to a budgeted gain of \$154,024. This brings the facility to a total net gain of \$364,055 for the first five months of the fiscal year, versus a budgeted gain of \$770,120, a negative variance of (\$406,065).

Accounts Receivable days have remained steady, but two employees who process complex claims in the queue will be on medical leave during the month of April, which may result in a slight uptick due to staffing.

Due to a slow month in January, departments were asked to be fiscally prudent in February. As a result of reducing overtime hours, salaries for the month were \$100,000 under budget.

Hofius stated the CFO posting was extended through March 11 and was expanded to additional job boards. He reviewed the status of the hiring process and possible options for filling the position.

b. Patient Services

Tolle stated that several new Telehealth service lines have been explored, including teleneonatology, tele-EMS, and telewound through Sanford. Dr. Paulson added that tele-EMS is particularly helpful during car accidents as it allows for more expedient dispatch of helicopters and other ambulances.

c. Long Term Care

Lundmark stated Home Care has added in-home technology to their service line. Clients may now rent equipment and work directly with Home Care for services, rather than working with a third party vendor.

d. Ancillary Services

Sjolie stated Jim Rieber, Director of IT and Environmental Services, has realigned maintenance and housekeeping schedules, as well as made process improvement, both of which have resulted in better availability and utilization of existing staff.

2. *CEO Report*

Hofius stated Perham Health received a \$98,000 Rural Hospital Capital Improvement Grant, which will be used to fund part of the medication dispensing system upgrade.

Doctor's Day is March 30, and medical staff will be honored at an appreciation event in April.

A bill addressing insurance billing processes for sexual assault exams was introduced during the legislative session. Patients who are victims of sexual assault are not responsible for the costs of the legal, forensic exams; these are the responsibility of the county.

Von Ruden stated Men's Night is scheduled for Thursday, April 7, from 5:00 - 7:00 p.m., at The Cactus. Steve Quinn from In Fisherman will be the keynote speaker. All men are welcome to attend.

A new marketing campaign called "Just Ask" was launched in March. The focus of the campaign is to empower patients to request that follow-up procedures be completed at Perham Health whenever they visit with a specialist at another facility.

3. *Medical Staff Report*

a. *Monthly Update*

No additions to the report.

b. Recruitment Update

Dr. Paulson stated several students who completed rotations at Perham Health have expressed interest in returning.

4. Sanford Report

Amundson stated the Sanford Health Plan is evaluating ways to encourage their top users to improve their health.

Diversions have decreased as Sanford has implemented a new protocol for admitting time-sensitive conditions, such as stroke and trauma. Dr. Paulson added that providing immediate definitive care to those patients is a priority, and admitting them into a patient care room can follow once those immediate needs are addressed.

Amundson congratulated Sue Sailer, Director of Social Services, Grant Writing, and Quality of Life Coordinator, on her retirement. Jennifer Howey has assumed the role of Director of Social Services, and Diane Krumwiede, Director of Nutrition Services, has added the role of Quality of Life Coordinator to her responsibilities.

5. Partners in Care Annual Report

No additions to the report.

There being no further business, the meeting adjourned at 7:27 p.m.

Terry Marthaler, Chair

Katherine Hemmelgarn, Clerk

Amber Hallberg, Recorder