

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

Date: August 31, 2016

Time: 5:30 p.m.

Place: Perham Health St. James A

Present: Terry Marthaler

Jerry Kunza

Kathy Hemmelgarn

Deb Cullen

Eugene Jahnke

Cyndy Rastedt

Rich Richter

Paulette Amundson (Sanford)

Dr. Mark Paulson (Sanford)

Dr. Joshua Chapman (Sanford)

Sonda Tolle

Pat Sjolie

Jim Rieber

Dennis Happel

Alisyn Keil

Mary Mayer

Sue Von Ruden

Beth Ulschmid

Chuck Hofius

Beth Schilla, Administrative Intern

Amanda Reynolds

Excused: John Halvorson, Gil Ebner, Jeremy Kovash, Thomas Meyer, Ryan Strugar, Lori Lindgren

Absent: Staci Malikowski

**A. Call to Order**

Chair Marthaler called the meeting to order at 5:45p.m.

**B. Board Education**

Sanford Patient Experience video was shown.

**C. Old/Other Business**

*1. Perham Living Therapy/Atrium and Memory Care Assisted Living Projects Update*

Hofius stated the Northwinds and Atrium projects have been completed. Northwinds will open in September and will be managed by Janet Severson, who was hired as housing coordinator. The Therapies remodel is projected for completion by Thanksgiving.

*2. CEO Board Evaluation*

The CEO Evaluation survey results were tabulated and presented at the August Executive Committee and Board meetings, overall responses were positive.

*3. Clarification of Operations Committee and District Board Authority*

Hofius provided clarification as to what is delegated to the Operations Committee and what must be approved by the District Board.

*4. Clarification of Perham Health Internal Organizational Chart*

Hofius presented the current Organizational Chart.

**D. New Business**

*1. Credentialing*

A motion was made by Dr. Paulson, seconded by Jahnke, to approve medical staff privileges for Rayna Bergseth, DNP, Dr. Joshua Chapman, Dr. Jerry Baldwin, Dr. Mitchell Goldstein, Melinda Anderson, FNP, and Julie Bechtel, CRNA until August 31, 2018. Motion carried.

2. *2017 Draft Operating Budget*  
Hofius reviewed the draft operating budget stating there is still some work to be done prior to the final budget.
3. *2017 Draft Capital Budget*  
Hofius reviewed the draft capital budget.
4. *Investment Impact of 501(c)3 and Perham Health*  
Schilla presented the potential investment impact of 501c(3) vs governmental as an educational piece.
5. *MHA Physician/APP Burnout Survey*  
Dr. Chapman presented the results from the survey and the overall results of Perham Health in relation to the state average.
6. *Roofing Project*  
The Prairie Knoll portion of roof on Perham Living has not been replaced since 1991 and has significant water damage. This was not budgeted for 2016. Three bids have been received, but none will include insulation replacement as the extent of the damage will not be known until the project begins.

A motion was made by Keil, seconded by Kunza, to approve the Roofing Project for \$79,470.00 plus needed repairs at \$1.25 per Bd. Ft. All present voted in favor. Motion carried.

**E. Consent Agenda**

A motion was made by Keil, seconded by Dr. Paulson, to approve the consent agenda as presented. Motion carried.

**F. Reports**

1. *Operating Reports*

a. *Fiscal and Support Services*

Hofius reviewed the July financials, stating that July saw a net gain from operations of \$197,557 compared to a budgeted gain of \$80,772. With the addition of non-operating income, finished with a gain of \$287,286, compared to a budgeted gain of \$154,024. This brings the facility to a total net gain of \$1,800,090 for the first ten months of the fiscal year, versus a budgeted gain of \$1,540,240, a positive variance of \$259,580.

b. *Patient Services*

Tolle discussed a lock down that was initiated about 2.5 weeks ago after receiving a call from EMS regarding an active shooter in the community. At that time it was discovered there are gaps in the policies, procedures, and training for an active shooter situation. A committee is being formed to complete a root cause analysis and improvement plan.

c. *Long Term Care*

Recruitment for the VP of Long Term Care position is in motion with an intended start date of Nov. 1.

d. *Ancillary Services*

No update to the report.

2. *CEO Report*

A letter of intent was signed with Acute Care Inc. and they will start providing Emergency Department services Nov. 1st. During the month of Oct. we will work with multiple companies to help fill in staffing gaps.

Dr. Andrea Westby has submitted her resignation effective December 31, 2016. A contract has been signed with a recruitment company in search of a Family Medicine with OB provider. We are also looking for Locum Coverage starting in January.

3. *Medical Staff Report*

a. *Monthly Update*

No additions to the report.

b. *Recruitment Update*

Dr. Paulson stated that provider recruitment will be imperative over the next few years due to upcoming retirements and will need to encompass Family Medicine with OB as well as internal medicine and other specialties.

4. *Sanford Report*

Amundson stated Sanford Health is going to be hiring many additional employees in preparation for the new hospital in Fargo, scheduled to open on July 25, 2017.

5. *Quarterly Quality Report.*

No additions to the report.

A motion was made by Hemmelgarn, seconded by Rastedt, to approve the Quarterly Quality Report as presented. Motion carried.

**G. Comments**

1. *Board Comments*

Hemmelgarn inquired about the Trustee Magazine and if that could be made accessible again.

There being no further business, the meeting adjourned at 7:17 p.m.

---

Terry Marthaler, Chair

---

Katherine Hemmelgarn, Clerk

---

Amanda Reynolds, Recorder

**Perham Health  
Perham, MN  
Perham Hospital District Board  
Minutes**

Date: August 31, 2016

Time: 7:35 p.m.

Place: Perham Health St. James A

Present: Terry Marthaler

Beth Schilla

Jerry Kunza

Amanda Reynolds

Kathy Hemmelgarn

Deb Cullen

Eugene Jahnke

Cyndy Rastedt

Rich Richter

Alisyn Keil

Chuck Hofius

Excused: John Halvorson, Gil Ebner, Jeremy Kovash, Thomas Meyer, Ryan Strugar, Lori Lindgren

Absent: Staci Malikiwski

**A. Call to Order**

Chair Marthaler called the meeting to order at 7:18 p.m.

**B. 2017 Tax Levy**

A motion was made by Keil, seconded by Kunza, to certify the Initial 2017 Tax Levy at \$964,861.00 as recommended by the Operating Committee. All present voted in favor. Motion carried.

**C. Adjournment**

There being no further business, the meeting adjourned at 7:20 p.m.

---

Terry Marthaler, Chair

---

Katherine Hemmelgarn, Clerk

---

Amanda Reynolds, Recorder