

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

Date: September 28, 2016  
Time: 5:30 p.m.  
Place: Perham Living Board Room

Present:	Terry Marthaler	Rayna Bergseth
	Jerry Kunza	Pat Sjolie
	Kathy Hemmelgarn	Jim Rieber
	Deb Cullen	Chuck Hofius
	Eugene Jahnke	Lori Lindgren
	Cyndy Rastedt	Pat Ferguson
	Rich Richter	Beth Schilla, Admin Intern
	John Halvorson	Amanda Reynolds
	Jeremy Kovash	Angela Aanenson
	Thomas Meyer	
	Ryan Strugar	
	Staci Malikowski	
	Alisyn Keil (Telehealth)	
	Dr. Mark Paulson (Sanford)	
	Dr. Joshua Chapman (Sanford)	

Excused: Paulette Amundson (Sanford), Sonda Tolle

Absent: Gil Ebner

**A. Call to Order**

Chair Marthaler called the meeting to order at 5:30p.m. Dr. Mark Paulson introduced Perham Health's new Nurse Practitioner, Rayna Bergseth, who will work full-time in the same day clinic.

**B. Board Education**

Angela Aanenson presented on home care.

**C. Old/Other Business**

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

Aanenson stated Northwinds will open on 10/3. Hofius stated the therapies remodel is projected for completion by Thanksgiving.

*2. KLN/Shearer's Clinic Update*

Sjolie noted KLN/Shearer's construction began for the new wellness clinic. The clinic will be staffed with an APP, LPN, and pharmacy tech and recruitment is underway. Duane Wallace is currently working on getting approval from the State Pharmacy Board in order to be allowed an onsite camera to allow pharmacist oversight of medication dispensing.

**D. New Business**

*1. Credentialing*

A motion was made by Dr. Chapman, seconded by Kovash, to approve medical staff privileges for Dr. Robert Shook, Dr. Jacob Goldenberg, Dr. Christopher Kallenbach, Dr. Erika Martin-Macintosh, Dr. Thomas Kennedy, Dr. Kevin Brady, Dr. Guillermo Galvez, and Ryan Strasburg, CRNA until September 30, 2018. Motion carried.

*2. 2017 Operating Budget*

Lindgren reviewed the operating budget.

A motion was made by Cullen, seconded by Halvorson to recommend approval to the 2017 Operating Budget to the District Board. Motion carried.

Strugar exited the meeting.

3. *2017 Capital Budget*

Lindgren reviewed the draft capital budget.

A motion was made by Kunza, seconded by Meyer, to recommend approval of the 2017 Capital Budget to the District Board. Motion carried.

4. *Human Resources Policy Update*

Ferguson presented a few minor language changes to the HR policies which are reviewed annually.

A motion was made by Dr. Paulson, seconded by Hemmelgarn, to approve the changes to the Human Resources policies as presented. Motion carried.

5. *New Patient Billing Statement*

Lindgren reviewed the revised statement that will be sent beginning in October.

6. *Financial Assistance Policies*

Lindgren noted there is an updated version of what once was known as community care assistance and now is titled the Financial Assistance Policy. This policy is more detailed and meets requirements set by the IRS. The National Health Service Corps Financial Assistance (NHSC) Policy is very similar and meets the requirements set by NHSC.

A motion was made by Kunza, seconded by Rastedt, to approve the overall Financial Assistance Policy and the NHSC Financial Assistance Policy as presented. Motion carried.

7. *Resident Trust Accounts Signers*

Lindgren requested the following signers be approved for the resident trust account: Hofius, Lindgren, Nora Heinecke, and Connie Wien.

A motion was made by Meyer, seconded by Halvorson, to approve the signers for the United Community Bank Resident Trust Accounts. Motion carried.

**E. Consent Agenda**

A motion was made by Kovash, seconded by Hemmelgarn, to approve the consent agenda with the addition of the district minutes, which was distributed. Motion carried.

**F. Reports**

1. *Operating Reports*

a. *Fiscal and Support Services*

Lindgren reviewed the August financials, stating that August saw a net gain from operations of \$221,173 compared to a budgeted gain of \$80,772. With the addition of non-operating income, September finished with a gain of \$346,202, compared to a budgeted gain of \$154,024. This brings the facility to a total net gain of \$2,146,292 for the first eleven months of the fiscal year, versus a budgeted gain of \$1,694,264, a positive variance of \$452,028.

b. *Patient Services*

No updates to the report.

c. *Long Term Care*

Sanford made an offer for the Vice President of Long-Term-Care position earlier that day with hopes of a start date of 11/1.

d. *Ancillary Services*

No update to the report.

2. *CEO Report*

Strategic teams have been assigned and will begin initial meetings in early October.

Schilla is finishing her internship with Perham Health and Hofius recognized her for a job well done and wished her luck in her career.

Hofius thanked all who attended and supported Blues at Brew with Lindgren adding gross revenue thus far, prior to expenses, is around \$31,000.

3. *Medical Staff Report*

a. *Monthly Update*

No additions to the report.

b. *Recruitment Update*

Hofius noted there was a recent recruitment visit that Sanford is following up with. He also stated a direct mailing had gone out to 3,500 practicing family medicine with OB providers.

4. *Sanford Report*

Amundson was absent. Paulson noted he toured the new Sanford Hospital in Fargo and recommend others doing the same if given the opportunity prior to the July 2017 opening.

**G. Comments**

1. *Board Comments*

There being no further business, the meeting adjourned at 7:05 p.m.

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Terry Marthaler, Chair

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Katherine Hemmelgarn, Clerk

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Amanda Reynolds, Recorder

