

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

Date: January 25, 2017

Time: 5:30 p.m.

Place: Perham Living Board Room

Present: Terry Marthaler
Jerry Kunza
Al Berube
Deb Cullen
Gil Ebner
Eugene Jahnke
Dean Simpson
Danell Slevin
Thomas Meyer
Cyndy Rastedt
Rich Richter
Ryan Strugar
Alisyn Keil
Dr. Mark Paulson (Sanford)
Dr. Joshua Chapman (Sanford)
Sonda Tolle
Lori Lindgren
Tracy Hendrickx

Pat Sjolie
Korey Boelter
Justine Anderson
Jim Rieber
Chuck Hofius
Amanda Reynolds
Korey Boelter
Beth Ulschmid
Shannon Weirs
Stephanie Trout (Administrative Intern)
Sue VonRuden

Excused: John Halvorson, Paulette Amundson (Sanford)

A. Call to Order

Chair Marthaler called the meeting to order at 5:33p.m.

B. Additions or Deletions to the Agenda

Ulschmid introduced Shannon Weirs, PA who will be working in the KLN/Shearer's Clinic beginning mid-February.

C. Oath of Office

New Board Members, Al Berube, Dean Simpson, and Danell Slevin, along with re-elected Board members, Debra Cullen, Eugene Jahnke, and Terry Marthaler took the Oath of Office for their roles as District Board Members.

D. Election of the 2017-2018 Officers

Nominations were accepted for the 2016 - 2017 officer positions. Ballots were distributed and counted for the election of Board Chair, Vice-Chair, and Clerk with the majority of votes going to Terry Marthaler for Chair, Alisyn Keil for Vice-Chair, Thomas Meyer for Clerk, and John Halvorson for Treasurer.

E. Appointment of the Official Attorney and Newspaper of the Hospital District

Bremer Bank and United Community Bank would like to make proposals to be the Official Bank of the hospital district. Each bank will present at a special Finance Committee meeting on March 7,

2017. Administration recommends tabling appointment of the Official Bank until the March District Board meeting after the proposals have been given.

A motion was made by Strugar, seconded by Keil to appoint Dennis Happel and the Perham Focus as the official attorney and newspaper of the hospital district, respectively and to table selection of the official bank until the March District Board Meeting. Motion carried.

The meeting recessed at 5:49 p.m.

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

Date: January 25, 2017

Time: 5:49 p.m.

Place: Perham Living Board Room

Present: Terry Marthaler

Jerry Kunza

Al Berube

Alisyn Keil

Deb Cullen

Gil Ebner

Eugene Jahnke

Dean Simpson

Danell Slevin

Thomas Meyer

Rich Richter

Ryan Strugar

Dr. Joshua Chapman (Sanford)

Dr. Mark Paulson (Sanford)

Chuck Hofius

Sonda Tolle

Tracy Hendrickx

Pat Sjolie

Beth Ulschmid

Korey Boelter, CliftonLarsonAllen, LLC

Jim Rieber

Stephanie Trout (Administrative Intern)

Amanda Reynolds

Excused: John Halvorson, Paulette Aumndson (Sanford)

A. Call to Order

Chair Marthaler called the meeting to order at 5:49 p.m.

B. Old/Other Business

1. Perham Living Construction Final Numbers

Hofius reviewed the final construction numbers for the Perham Living Construction project, which came in \$13,164.93 under budget.

2. KLN/Shearer's Clinic Opening

Sjolie noted the clinic opened on January 3, 2017 and has since had a positive response with many of the appointment times being filled, with the third week at 86% full. Thus far there had been a slightly higher number of Shearer's employees utilizing the clinic.

The board gave praise to Sjolie, Ulschmid, Wallace and all who were involved in getting the clinic up and running.

3. *February 14 ,2017 Special Finance Committee Meeting regarding Bond Refinance*

A special meeting will be held with the newly selected Finance Committee to discuss refinancing of bonds taken out when the new hospital was built.

4. *Annual Meeting Update: February 22, 2017*

Hofius stated the annual meeting will replace the regular meeting – details in packet – Hospital Districts are not required to have an annual meeting but we have done so for many years. We ask Board Members to take their packet to their March Township or city annual meeting and share highlights of the year.

C. New Business

1. *Credentialing*

A motion was made by Dr. Chapman, seconded by Rastedt to approve medical staff privileges for Jennifer Lessman, PA, Dr. Lucy Peterson, Dr. Daniel Mickelson, Dr. Donald Stallman, Dr. William Austin, Dr. Nathaniel Karlins, Craig Berg, CRNA, Dr. Craig Kouba, Dr. Susan Farkas, Dr. Richard Pretorius, and Dr. Yun Chau Lee until January 31, 2019. Motion Carried.

2. *2016 Fiscal Year Financial Audit Report – Korey Boelter, CPA, Partner CliftonLarsonAllen, LLP*
Korey Boelter, CliftonLarsonAllen, LLP, presented the 2016 Audit Report, which gave Perham Hospital District an unmodified report, the highest opinion available. He noted the District is in a strong financial position.

Appreciation was expressed for Anderson and Lindgren on the favorable audit report.

A motion was made by Kunza, seconded by Jahnke, to accept the 2016 Audit Report as presented. Motion carried.

Boelter and Anderson left the meeting.

3. *Conflict of Interest Disclosure*

All Board and Committee members present signed a Conflict of Interest form.

4. *2017 Strategic Goal Revision*

Hofius stated the Minnesota Hospital Association is rolling out a new initiative that combines patient engagement, patient safety, quality, and customer service. He is serving as a mentor CEO with the patient engagement portion, as it relates to our model on patient and family centered care; along with Mary Mayer as a mentor on the quality and patient safety portion. Mentor hospitals are automatically allowed to participate in the new program. Leadership is recommending we modify the 2017 Strategic Goals that were set in August 2016. We would like to drop the patient satisfaction and patient safety goals and have those team leaders and members focus on the new Culture of Excellence Team. This will run on a different schedule, being it starts in March and will continue for 18 months.

In addition, the Autism Center had been a placeholder and leadership recommends removing it since Perham Health is now just a landlord for that program.

A motion was made by Keil, seconded by Cullen, to recommend the 2017 Strategic Goal Revision to the District Board as presented. Motion carried.

5. *Board Conference Reports*

Reports from the Board members who attended the Minnesota Hospital Association Trustee Conference in January were reviewed.

D. Consent Agenda

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

E. Reports

1. *Operating Reports*

a. *Fiscal and Support Services*

Lindgren reviewed the December financials, stating that December saw a net gain from operations of \$65,811, compared to a budgeted gain of \$92,552. With the addition of non-operating income, December finished with a gain of \$160,170, compared to a budgeted gain of \$185,199. This brings the facility to a total net gain of \$472,292 for the first three months of the fiscal year, versus a budgeted gain of \$447,676, a positive variance of \$25,116.

b. *Patient Services*

No additions to the report.

c. *Long Term Care*

Hendricks noted in response to the CMS final rule requiring a strong restorative nursing program the structure of Perham Living is going to begin a six month trial with a new structure. It will include a set restorative nursing role, an increase in spiritual needs and meaningful activities, and neighborhood coordinators as opposed to the current household coordinators. This will require changing the original structure of the model but hoping it will bring the organization to the next step to provide better care with a better quality of life to our residents.

d. *Ancillary Services*

No additions to the report.

2. *CEO Report*

Hofius stated on January 23 he and Ferguson hosted a Millennial Retreat with 25 millennial employees. As of January 1, 2017 the largest generation of Perham Health employees is the millennial group and will be more than 50% of the U.S. workforce in five years. The retreat focused on ways to make Perham Health the ideal employer. Results are being compiled and an action plan will be created.

This month is the five year anniversary of the new hospital opening. In that time the revenue has grown 108%.

3. *Medical Staff Report*

a. *Monthly Update*

Dr. Chapman complemented Hofius on being proactive and hosting the Millennial Retreat to be at the forefront of the incoming workforce population.

Dr. Chapman also noted there was a meeting held with physicians and Sanford leaders to further discuss the MHA physician burn out survey. Additional time still needs to be spent on setting priorities.

b. *Recruitment Update*

Dr. Chapman noted there is a NP/Midwife who has expressed a strong desire in moving to the area. Ulschmid will be following up with a phone interview with the candidate.

An orthopedic surgeon whom previously visited Perham Health will be returning for a second visit in March.

4. *Sanford Report*

Dr. Paulson noted the new Sanford Hospital is still on schedule to open in July.

5. *Quarterly Community Relations Report*

Von Ruden announced the Gift Shop Coordinator position has been filled and Caitlin Kersting will join Perham Health on February 15.

6. *Quarterly Community Relations Report*

No additions to the report.

7. *Quarterly Strategic Goal Report*

A motion was made by Ebner, seconded by Cullen, to recommend the Quarterly Strategic Goal Report as presented to the District Board.

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

Terry Marthaler, Chair

Thomas Meyer, Clerk

Amanda Reynolds, Recorder

Perham Hospital District Board

F. Reconvene District Board

District Board was reconvened by Chair, Marthaler at 7:27 p.m.

G. 2017 Strategic Goal Revision

Upon recommendation of the Operations Committee, a motion was made by Ebener, seconded by Meyer to accept the 2017 Strategic Goal Revision as presented.

There being no further business, the meeting adjourned at 7:28 p.m.

Terry Marthaler, Chair

Thomas Meyer, Clerk

Amanda Reynolds, Recorder