Perham Health
Perham, MN
Operations Committee of the Board
Minutes

Date: November 29, 2017
Time: 5:30 p.m.
Place: Perham Health St. James A
Present: Terry Marthaler
Jerry Kunza
Alisyn Keil
Cyndy Rastedt
Rich Richter
Gil Ebner
Ryan Strugar
Al Berube
John Halvorson
Eugene Jahnke
Staci Malikowski
Thomas Meyer
Dean Simpson
Spencer Schram
Paulette Amundson (Sanford)
Dr. Mark Paulson (Sanford)
Dr. Joshua Chapman (Sanford)
Dr. Brett Glawe (Sanford)
Chuck Hofius
Tracy Hendrickx
Pat Sjolie
Beth Ulschmid
Vince Pankonin
Pat Ferguson
Sonda Tolle
Justine Anderson
Mary Mayer
Jim Rieber
Sue Von Ruden
Amanda Reynolds

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

B. Introductions
Dr. Stephen Murrell, Tonya Diggins, CNM, and Rose Mader, Diabetes Educator were introduced.

C. Board Education
Vince Pankonin D.C. provided education on the different services offered by the chiropractic department, with focus on the IMPACT concussion program and multi-disciplinary team at Perham Health.

D. Old/Other Business
1. *Audit Update*
The auditors were here mid-October and there are no audit adjustments at this time. They will be presenting the final report at the January Board meeting.
2. *MNA Contract Resolution*
Hofius stated the union and management settled on a contract within budget.

E. New Business
1. *Credentialing*

Upon recommendation from the Executive Committee of the Medical Staff a motion was made by Dr. Josh Chapman, seconded by Jahnke, to approve medical staff privileges for Dr. Casey Swenson, Dr. Robert Wroblewsi, Dr. John Torseth, Dr. Stephen Murrell, and Anne Gilbertson, CNM until November 30, 2019. Motion carried.

2. *Sanford Management Agreement Annual Review*

Hofius reviewed a document outlining the services received from Sanford and areas where Perham and Sanford are currently working together, as requested by the Executive Committee.

After discussion, there was consensus on the following goals for the coming year:

1. Physician Recruitment
2. Increase the number of surgeries performed at Perham Health by outreach providers.
3. Explore extended urgent care hours.

Other items discussed:

- Management, Board Members, Medical Staff and Sanford all noted satisfaction with the Perham Health – Sanford relationship.
- Amundson noted there would be more benefits to Perham as an owned/leased facility than as a managed facility.
- Discussion was held about why Perham Health and Sanford are on different fiscal years and how this occasionally causes difficulties.

3. *Quality Assessment and Performance Improvement Plan Yearly Update*

Mayer stated the plan includes the roles and responsibilities of all aspects of the organization along with how to prioritize goals and achieve quality improvement.

A motion was made by Dr. Mark Paulson, seconded by Strugar, to approve the Quality Assessment and Performance Improvement Plan Yearly Update as presented.

4. *Employee Wellness Screening Results*

Ferguson reviewed the results of the employee wellness screenings. Noting exceptionally positive scores in the number of employees with a primary care physician, area of career purpose and strengths and work life balance. The main areas of concern included BMI, and waste circumference.

Ferguson also shared a study completed by Fidelity supporting these findings while noting the most positive life event is paying off a debt, closely followed by starting a consistent exercise plan.

5. *Investment Advisor*

Steven Jones, from Clifton Larson Allen Wealth Management reviewed the eight responses received from the request for proposals related to investment management services, using 14 criteria. The top three companies were invited to present to the finance committee and Jones on November 20th. The Finance Committee is recommending Brinker Capital as the investment advisor to the Perham Hospital after receiving positive reference checks.

Upon recommendation of the Finance Committee, a motion was made by Halvorson, seconded by Berube to recommend that the District Board select Brinker Capital as the Investment Advisor of the Perham Hospital District. Motion Carried

F. Consent Agenda

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

G. Reports

1. *Operating Reports*
   a. Fiscal and Support Services
      Anderson reviewed the October financials, stating that October saw a net gain from operations of $456,445, compared to a budgeted gain of $271,238. With the addition of non-operating income, October finished with a gain of $553,726, compared to a budgeted gain of $384,755. This brings the facility to a total net gain of $553,726 for the first month of the fiscal year, versus a budgeted gain of $384,755, a variance of $168,971.

      Interviews have begun for the healthcare accountant position with hopes to have someone in palace at the beginning of the calendar year.

   b. Patient Services
      No additions to the report.

   c. Long Term Care
      Hendrickx stated November 15 CMS Emergency Preparedness Requirements of Participation went into effect. Along with the CMS Final Rule on the Revised Requirements of Participation for Skilled Nursing Facilities on November 28.

   d. Ancillary Services
      Sjolie stated the Briarwood Roof Repair is complete with the exception of a few minor wall patches. In addition, 387 biomarker screenings were recently completed at the KLN/Shearer's Clinic.

2. *CEO Report*
   The Governance Committee has decided to hold all Board meetings at Perham Health with the exception of one intentional meeting a year being held at Perham Living.

   Hofius congratulated Anderson on her third day in her new role as Vice President of Finance.

3. *Medical Staff Report*
   a. Monthly Update
      Dr. Chapman stated the providers will soon be meeting to discuss the results of the Minnesota Hospital Association Provider Burnout Survey.

   b. Recruitment Update
      Dr. Paulson noted it has been good having Dr. Murrell and Tonya Diggins, CNM with Perham Health. Amanda Houghtaling, NP, is currently a student at Perham Health and will begin employment with us in January upon completion of her program.

4. Sanford Report
   Dr. Paulson reported Sanford Health and the Good Samaritan Society are currently considering a relationship.

5. Quarterly Quality Report
   No additions to the report.

A motion was made by Kunza, seconded by Meyer, to approve the Quarterly Quality report as presented.

H. Comments

Meyer extended gratitude to the Emergency Department after a recent positive experience. In addition, he also noted he had excellent care at the new Fargo Medical Center.

Schram, Dead Lake Township representative introduced himself; as this was his first Board meeting.

I. Information Items

1. Life Tracks (Uploaded to ShareFile)
2. 2017 Winter Trustee Conference: January 12-14
3. Holiday Party – December 8 | Perham Lakeside

There being no further business, the meeting adjourned at 7:19 p.m.

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Terry Marthaler, Chair

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Thomas Meyer, Clerk

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Amanda Reynolds, Recorder

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Perham Hospital District Board
Minutes

Date: November 29, 2017
Time: 7:19 p.m.
Place: Perham Living Board Room
Present: Terry Marthaler
Jerry Kunza
Alisyn Keil
John Halvorson
Eugene Jahnke
Rich Richter
Cyndy Rastedt
Gil Ebner
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Chuck Hofius
Amanda Reynolds

Dr. Mark Paulson (Sanford)
Dr. Joshua Chapman (Sanford)
Paulette Amundson (Sanford)

A. Call to Order

Chair Marthaler called the meeting to order at 7:19 p.m.

B. Certify the Final Tax Levy

Upon recommendation of the Finance Committee, a motion was made by Keil, seconded by Halvorson, to certify the Final Tax Levy for 2018 at $1,022,753.00 per Board Tax Levy Policy. Motion carried.

C. Investment Advisor

Upon recommendation of the Operations Board, a motion was made by Halvorson, seconded by Jahnke, to select Brinker Capital as the Financial Advisor of the Perham Hospital District. Motion Carried.

There being no further business, the meeting adjourned at 7:21 p.m**.**

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Terry Marthaler, Chair

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Thomas Meyer, Clerk

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Amanda Reynolds, Recorder