Perham Health
Perham, MN
Operations Committee of the Board
Minutes

Date:	July 25, 2018	
Time:	5:00 p.m.	
Place:	Perham Health St. James A Conference Room	
Present:	Terry Marthaler	Cyndy Rastedt (teleconference)
	Jerry Kunza	Brett Glawe (Sanfrod)
	Alisyn Keil	Chuck Hofius
	Eugene Jahnke	Justine Anderson
	Thomas Meyer	Pat Sjolie
	Ryan Strugar	Sonda Tolle
	John Halvorson	Jim Rieber
	Spencer Schram	Sue Von Ruden
	Gil Ebner	Beth Ulschmid
	Al Berube	Amanda Reynolds
	Dean Simpson	
	Rich Richter	
	Mike Brasel	
Excused:	Dr. Mark Paulson (Sanford), Dan Olson (Sanfrod)	

A. Call to Order

Chair Marthaler called the meeting to order at 5:01 p.m.

B. Board Education

Sue Von Ruden, Director of Community Relations presented on the Community Relations Department and all the different areas the department includes.

C. Old/Other Business

1. *Clinic Expansion Project Update*

   Rieber provided an update on the clinic expansion project noting the steel was just erected over the weekend and the completion date is still anticipated for the beginning of November.

D. New Business

1. *Credentialing*

   Upon recommendation from the Executive Committee of the Medical Staff, a motion was made by Dr. Glawe, seconded by Kunza, to approve medical staff privileges for Tracy Huntington, CRNA, and Dr. Timothy Studer until July 31, 2020. Motion carried.

2. *2019 Strategic Goals*

   Hofius stated the proposed 2019 Strategic Goals are the same as were presented at the June board meeting, with the exception of two additional goals. One being "Expanding Hours for the Same Day Clinic" and the other being "Perham Health App". The measures will be recommended by the teams and presented to the Board at a later date.

   Upon recommendation from the Executive Committee, a motion was made by Keil, seconded by Strugar, to recommend the 2019 Strategic Goals to the District Board as presented. Motion carried.

3. *Board Bylaws and Policies Review*

Hofius stated the Governance Committee reviewed changes recommended by Management, which were minor in nature and updates to current language to reflect current terminology and processes.

Both the Annual Hospital District Levy Policy and Investment Policy will be revisited by the Governance Committee in the fall.

Upon recommendation of the Governance Committee, a motion was made by Jahnke, seconded by Meyer, to recommend the District Board adopt the Board Bylaws and Board Policies as presented.

4. *FY 2019 Budget Update*
   Anderson provided an update on the FY 2019 Capital and Operating budgets noting these will be finalized and presented to the Board at the August meeting for approval.
5. *2017 Financial Condition of Minnesota's Nursing Facilities*
   Hofius presented a report prepared by Clifton Larson Allen. The main conclusion of the report is nursing homes across the state are struggling financially and operating at a loss on average. In addition, both occupancy and the number of beds is decreasing.
6. *Quality in Action*
   Tolle shared a story that occurred in the Med/Surg Unit with a swingbed patient and what was learned from the experience. All action will be taken to improve safety.

E. <u>Consent Agenda</u>

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

F. <u>Reports</u>

1. *Operating Reports*
   a. *Fiscal and Support Services*
      Anderson reviewed the June financials, stating that June saw a net gain from operations of $107,964, compared to a budgeted gain of $176,782. With the addition of non-operating income, June finished with a gain of $209,692, compared to a budgeted gain of $286,637. This brings the facility to a total net gain of $2,752,263 for the first nine months of the fiscal year, versus a budgeted gain of $2,722,886, a positive gain of $29,377.

      Anderson also reviewed quarterly benchmarks including Accounts Receivable days, Days Cash on Hand, Operating Margin, and Operating EBIDA. These will be presented quarterly with a few adjustments as requested by the committee.
   b. *Patient Services*
      Brenda Lorentz has been hired as the Clinical Informatics Resoucre Nurse.
   c. *Long-Term Care*
      Tracy Hendricks, Vice President of Long-Term-Care will be returning from leave on August 15.
   d. *Ancillary Services*
      Sjole noted the new CT scanner was succesfuly installed and the providers are happy with the improved process and quality of the image.

      An official lab accreditation letter was received from the Joint Commission and is vaild for two years.

2. *CEO Report*
   There are currently two fundraisers, a kayak raffle and silent auction, that support the Political Action Committees and encouraged all to participate.

   The annual compensation review is underway and leadership is working diligently to ensure the organization is within the market.

   Dr. Steinmetz has begun performing dental procedures at Perham Health in the surgery department.

   Rockin' the Lot, the end of summer community picnic hosted in partnership with The Boys and Girls Club and Perham Health will be held on Tuesday, August 8 on the Perham Living campus.
3. *Medical Staff Report*
   a. *Monthly Update*
      Hofius stated, for the third year, Perham Health is participating in the Minnesota Hospital Association Provider Burnout Survey. Results from this survey have been helpful in combating burnout at Perham Health.
   b. *Recruitment Update*
      Dr. Corina Narvaez Jacob has signed and will start around December 1. Dr. Narvaez Jacob has been practicing in Mankato, MN in the Mayo system.

      There have been recruitment discussions with a husband and wife who are both family medicine providers, and she does OB in addition. They have not yet committed to a visit.

      Very early discussions have been had with an orthopedic surgeon but nothing serious thus far.

      Keil provided a referral of a medical student who will be meeting with Ulschmid for a visit and to discuss the possibility of clinical rotations.
4. *Sanford Report*
   Halvorson inquired on the status of the Sanford Chip program. Ulschimd responded noting it was launched later than anticipated but is currently up and running and patients with Sanford Mychart should be presented with the opportunity to participate in the month of their birthday.
5. *Quarterly Community Relations Report*
   No additions
6. *Quarterly Strategic Goals Report*
   A motion was made by Jahnke, seconded by Simpson, to accept the Quarterly Strategic Goal Report as presented.

G. <u>Comments</u>

1. Board

Kunza noted the Minnesota Hospital Association will be releasing new videos in August that would be beneficial to use in the future for board education.

H. <u>Information Items</u>

1. MHA Strengthening Healthy Communities Campaign Update

2. CEO Evaluation Survey Monkey https://www.surveymonkey.com/r/G5PV3TX | Please complete by Thursday, August 9
3. The filing period for the Perham Hospital District Board of Directors is from July 31 through August 14. Candidates must file an affidavit of candidacy with their city or township clerk.

There being no further business, the meeting adjourned at 6:22 p.m.

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Terry Marthaler, Chair

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Thomas Meyer, Clerk

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Amanda Reynolds, Recorder

Perham Health
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Perham Hospital District Board
Minutes

Date:	July 25, 2018	
Time:	6:23 p.m.	
Place:	Perham Health St. James A Conference Room	
Present:	Terry Marthaler	Rich Richter
	Jerry Kunza	Al Berube,
	Alisyn Keil	Dean Simpson
	Eugene Jahnke	Mike Brasel
	Thomas Meyer	Cyndy Rastedt (via teleconference)
	Ryan Strugar	Rich Richter
	John Halvorson	Chuck Hofius
	Staci Malikowski	Sonda Tolle
	Spencer Schram	Amanda Reynolds
	Gil Ebner	
Excused:	Dan Olson	

A. Call to Order
Chair Marthaler called the meeting to order at 6:23 p.m.

B. 2019 Strategic Goal
Upon recommendation of the Operations Committee, a motion was made by Berube, seconded by Richter to approve the 2019 Strategic Goals as presented. Motion carried.

C. <u>Board Bylaws and Policy Changes</u>

Upon recommendation of the Operations Committee, a motion was made by Strugar, seconded by Kunza, to adopt the Board Bylaws and Policy changes as presented.

There being no further business, the meeting adjourned at 6:43 p.m.

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Terry Marthaler, Chair

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Thomas Meyer, Clerk

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Amanda Reynolds, Recorder