

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

Date: December 26, 2018
Time: 5:00 p.m.
Place: Perham Health St. James A Conference Room
Present: Terry Marthaler Dr. Mark Paulson (Sanford)
Jerry Kunza Chuck Hofius
Alisyn Keil Pat Sjolie
Eugene Jahnke Tracy Hendrickx
Ryan Strugar Jim Rieber
Al Berube Beth Ulschmid
Rich Richter Kelly Riepe
Mike Brasel Mark Ebeling
Cyndy Rastedt Dr. Corina Narvaez Jacob
Spencer Schram Amanda Reynolds
Alana VanWatermulen
Thomas Meyer(Teleconference)
Excused: Gil Ebner, Dean Simpson

A. Call to Order

Chair Marthaler called the meeting to order at 5:02 p.m.

B. Introductions

Kelly Riepe, Director of Quality Management effective December 31.

Dr. Corina Narvarez Jacob, Family Medicine Provider

Dr. Jacob exited the meeting. Strugar entered the meeting

C. Changes or Deletions to the Agenda

Education provided by Mark Ebeling, Director of EMS in place of Mary Mayer, Director of Quality Management. Quality in Action has been moved up on the agenda and will follow education.

D. Education

Mark Ebeling, Director of EMS provided education on two recent incidents in the community, a motor vehicle struck by a train and a fire that claimed two buildings in downtown. Both of these incidents were handled well and provided learning opportunities for the future.

Ebeling exited the meeting.

E. Old/Other Business

1. Clinic Expansion Project Update

Rieber provided an update noting the clinic expansion project is 90% complete, and there are only minor finishing items remaining. Staff is in the process of transitioning into the new space and patients will be seen beginning December 28.

2. Sanford Management Agreement Annual Review

The final draft of the Sanford Management Agreement Annual Review has been completed.

A motion was made by Keil, seconded by Strugar to approve the Sanford Management Agreement Annual Review as presented. Motion carried.

F. New Business

1. *Credentialing*

Upon recommendation from the Executive Committee of the Medical Staff, a motion was made by Dr. Mark Paulson, seconded by Kunza, motion to approve medical staff privileges for Dr. Fahd Arafat, Dr. Jon Dangerfield, Dr. Liban Farah, Dr. Craig Holland, Dr. Peter Olsen, Dr. Todd Sekundiak, and Dr. Kerry Stevens until December 31, 2020. Motion Carried.

2. *Nursing Home Project Approval*

Hofius provided a review of the project history noting it was initially approved a year ago but has been put on hold until now. Hendrickx reviewed the proposed bids and alternates while noting approval of the base bid is being sought with the budget for the alternatives. At this time it is anticipated the alternatives will be completed internally.

Upon recommendation of the Finance Committee, a motion was made by Dr. Mark Paulson, seconded by Jahnke, to recommend the Operations Committee approve the Nursing Home Project for \$1,693,431.00 and award Project One their base bid of \$1,208,951.00 as presented. All present voted in favor. Motion carried.

3. *Quality in Action*

Hofius shared a story that occurred including two EMS staff and a family member, with a favorable outcome.

G. Consent Agenda

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

H. Reports

1. *Operating Reports*

a. *Fiscal and Support Services*

November financials were reviewed, stating that November saw a gain from operations of \$22,879, compared to a budgeted gain of \$278,239. Year-to-date income from operations totals \$353,359, compared to budgeted income from operations of \$473,074. With the addition of non-operating income, November finished with an increase in net position of \$426,613, compared to a budgeted increase of \$419,081. The year-to-date increase in net position totals (\$292,493), compared to a budgeted increase of \$759,862.

b. *Patient Services*

No additions to the report.

c. *Long-Term Care*

Hendrickx further explained the employee referral program and thought process behind the implementation.

d. *Ancillary Services*

No additions to the report.

2. *CEO Report*

The final Joint Commission plan of action was submitted, and we are currently awaiting approval.

Mary Mayer, Director of Quality Management, is spending her last week in this role and then will retire but will assist with special projects in the coming year.

3. *Medical Staff Report*

a. *Monthly Update*

No additions to the report.

b. *Recruitment Update*

Dr. Corina Narvaez Jacob began seeing patients on Monday, December 3 and is fitting in well.

An offer has been extended to an internal medicine physician who is interested in doing a combination of hospitalist, urgent care, and covering call. It is anticipated she would start September 2019.

The Family Medicine with OB provider has declined the offer presented due to wanting to be closer to a metro area.

Dr. Todd Sekundiak will start seeing patients in the outreach clinic on January 4, 2019, and begin performing total hip and knee replacements in the spring.

4. *Sanford Report*

The merger with Good Samaritan is going through and will close on January 1, 2019.

Operations at the Sanford Medical Center in Fargo is going well, and modifications continue on the other campuses.

I. Board Comments

Rastedt expressed appreciation for the relationship we have with Sanford and the seamless handoffs she has experienced from being transferred from one location to the other.

Jahnke questioned why Otto Township is not part of the hospital district. Hofius explained the history and annexation process.

J. Items

1. Office Interest and Committee Interest Forms
2. Board Expense Voucher

There being no further business, the meeting adjourned at 6:18 p.m.

Terry Marthaler, Chair

Thomas Meyer, Clerk

Amanda Reynolds, Recorder