

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

Date: August 28, 2019
Time: 5:00 p.m.
Place: Perham Health St. James A Conference Room
Present: Terry Marthaler, Jerry Kunza, Eugene Jahnke, Cyndy Rastedt, Alana VanWatermulen, Alisyn Keil, Dean Simpson, Specer Schram, Ryan Strugar, Mike Brasel, Al Berube, Gil Ebner, Rich Richter, Dr. Brett Glawe (Sanford), Chuck Hofius, Justin Anderson, Pat Sjolie, Tracy Hendrickx, Sonda Tolle, Sue VonRuden, Linda Hendrickx, Kelly Riepe, Leigh Shebeck, Staci Malikowski, Tammy Strudeviant, Dennis Happel, Kenny Nelson, Pamela Tyler, Jennifer Doll, Erika Altstadt, Amanda Reynolds
Excused: Dan Olson (Sanford). Dr. Mark Paulson (Sanford), Thomas Meyer

A. Call to Order

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

B. Board Education

Linda Hendrickx, Congregate Housing Coordinator, Jennifer Doll, Director of Home Care, and Pamela Tyler Clinical Coordinator for Home Health Care were introduced.

Tracy Hendrickx, VP of Long Term Care, provided an overview of St. James Manor, Briarwood, and Catered Living along with the services they provide. Justine Anderson presented on the financial and statistical aspects of the services.

Doll and Tyler exited the meeting.

C. Additions or Deletions to the Agenda

PACC/HUB Project was moved to the first agenda item.

D. Old/Other Business

1. Perham Living Refresh Project

Hendrickx provided an update stating construction has begun in Pine Harbor and completion is anticipated for the end of October. Construction will then begin in Harvest Glenn.

2. PACC/HUB Project

Leigh Shebeck, Staci Malikowski, Tammy Sturdeviant, Dennis Happel, and Kenny Nelson were present and gave an overview of the PACC/HUB project and discussed needs for funding.

Richter entered the meeting.

Sjolie, Happel, Malikowski, Nelson, Shebeck, and Sturdeviant exited the meeting.

E. New Business

1. Credentialing

Upon recommendation from the Executive Committee of the Medical Staff, a motion was made by Dr. Brett Glawe, seconded by Jahnke, to approve medical staff privileges for Dr. Andrew Johnson, Dr. Josephine McIntosh, and Dr. Carlos Moscoso, until August 31, 2021. Motion carried.

2. 2019 Salary Program

Ferguson reviewed the salary program noting efforts are made to remain competitive with the market and explained the step system and processes used to determine the compensation program.

3. Same Day Clinic Strategic Team

Hofius presented the findings of the strategic team that researched the Same Day Clinic strategy. They recommend that we do not expand hours this year and focus on family medicine recruitment. Rastedt stated she feels we should be able to provide expanded hours to be competitive with neighboring facilities. Discussion followed. Strugar exited the meeting.

4. *Quality in Action*

Sonda Tolle, Vice President of Ancillary Services, shared a story that occurred in the Emergency Department and what was learned from the experience. Hendrickx, share a story of an individual that received coordinated care through Briarwood, Home Care and Northwinds.

5. *2020 Draft Strategic Goals*

Hofius presented FY 2020 Draft Strategic Goals.

6. *FY 2020 Operating Budget*

Anderson presented the FY 2020 Operating Budget.

Upon recommendation of the Finance Committee, a motion was made by Richter, seconded by Brasel, to recommend approval of the FY 2020 Operating Budget to the District Board. Motion carried.

7. *FY 2020 Capital Budget*

Anderson presented the FY 2020 Capital Budget.

Upon recommendation of the Finance Committee, a motion was made by Marthaler, seconded by Richter, to recommend approval of the FY 2020 Capital Budget to the District Board. Motion carried.

8. *Provision of Care Policy Updates*

Tolle stated the policy is updated annually with minimal edits.

A motion was made by Kunza, seconded by Berube, to approve the changes to the Provision of Care Policy as presented. Motion carried.

F. Consent Agenda

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

G. Reports

1. *Operating Reports*

a. *Fiscal and Support Services*

Anderson reviewed the July financials, stating that July saw income from operations of (\$425,000) compared to a budgeted gain of \$287,000. Year-to-date income from operations totals \$460,000 compared to budgeted income from operations of \$2,634,000. With the addition of non-operating income, July finished with a decrease in net position of (\$248,000) compared to a budgeted increase of \$433,000. Year-to-date increase in net position totals \$2,100,000 compared to a budgeted increase of \$4,000,000.

b. *Patient Services*

No additions to the report.

c. *Long-Term Care*

Hendrickx stated we are conducting a feasibility study regarding the potential purchase of an additional assisted living facility.

d. *Ancillary Services*

No additions to the report.

e. *CEO Report*

Hofius congratulated Reynolds on her promotion to Registration Services Manager. Along with Altstadt on her promoting to Executive Assistant.

2. *Medical Staff Report*

a. *Monthly Update*

No additions.

b. *Recruitment Update*

Dr. Matthew Haugen Family Practice Physician with OB will be joining Perham Health around August of 2020.

There is a visit scheduled in September with a Family Medicine provider and have been multiple phone interviews this past month.

Richter inquired about recruitment services and tactics.

3. *Sanford Report*

No additions.

4. *Quarterly Quality Report*

No additions to the report.

A motion was made by Jahnke, seconded by VanWatermulen, to approve the Quarterly Quality Report as presented. Motion carried.

5. *MHA Trustee Conference Reports*

H. Information Items

1. *Blue at the Barn | Sunday, September 15 | 4:00 – 7:00 p.m.*

There being no further business, the meeting adjourned at 7:36 p.m.

Alisyn Keil, Chair

Michael Brasel, Clerk

Amanda Reynolds, Recorder

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

Date: August 28, 2019

Time: 7:37 p.m.

Place: Perham Health St. James A Conference Room

Present: Terry Marthaler, Jerry Kunza, Eugene Jahnke, Cyndy Rastedt, Rich Richter, Alana VanWatermulen, Alisyn Keil, Dean Simpson, Spencer Schram, Mike Brasel, Al Berube, Gil Ebner, Chuck Hofius, Erika Altstadt, Amanda Reynolds

Excused: Thomas Meyer, Ryan Strugar

A. Call to Order

Chair Keil called the meeting to order at 7:37 p.m.

B. 2020 Tax Levy

Upon recommendation of the Finance Committee, a motion was made by Jahnke, seconded by Brasel, to certify the Initial 2020 Tax Levy at \$1,022,753.00. Motion carried.

C. FY 2020 Operating Budget

Upon recommendation of the Operations Committee, a motion was made by Berube, seconded by Marthaler, to approve the FY 2020 Operating Budget as presented. Motion carried.

D. FY 2020 Capital Budget

Upon recommendation of the Operations Committee, a motion was made by Marthaler, seconded by VanWatermulen, to approve the FY 2020 Capital Budget as presented. Motion carried.

There being no further business, the meeting adjourned at 7:42 p.m.

Alisyn Keil, Chair

Michael Brasel, Clerk

Amanda Reynolds, Recorder