Perham Health
Perham, MN
Operations Committee of the Board
Minutes

Date:	March 25, 2020	
Time:	5:00 p.m.	
Place:	Perham Health St. James A Conference Room	
Present:	Terry Marthaler	Dr. Brett Glawe (Sanford)
	Jerry Kunza (teleconference)	Dr. Mark Paulson (Sanford)
	Eugene Jahnke (teleconference)	Dr. Kailey Witt (Sanford)
	Alisyn Keil	Dan Olson (Sanford) (teleconference)
	Mike Brasel	Justine Anderson
	Al Berube	Pat Sjolie
	Dean Simpson (teleconference)	Tracy Hendrickx (teleconference)
	Spencer Schram (teleconference)	Sonda Tolle
	Ryan Strugar (teleconference)	Sue Von Ruden
	Rich Richter (teleconference)	Beth Ulshmid
	Cyndy Rastedt (teleconference)	Jim Rieber
	Thomas Meyer (teleconference)	Chuck Hofius
	Gil Ebner (teleconference)	Erika Altstadt
	Alana Van Watermulen (teleconference)	
Excused:		
Absent:		

A. <u>Call to Order</u>
Chair Keil called the meeting to order at 5:00 pm.

B. <u>Board Education</u>
COVID-19 Update

Hofius, Tolle, Sjolie, Ulschmid, Von Ruden, Aderson, Hendrickx, and Ferguson gave an update on the Hospital's response to the COVID-19 pandemic. Things have been moving and changing extremely fast with the COVID-19 response. Perham Health is listening to national, state and local experts and implementing guidelines as rapidly as we can. We are leaning heavily on Sanford and taking their lead on all major decisions. Perham Health greatly appreciates their partnership, along with the Minnesota Hospital Association, Minnesota Department of Health, the Centers for Disease Control and others.

Ferguson reported that Perham Health is experiencing a dip in volumes, which is going to lead to low census for some staff and temporary lay-offs for others. Management is asking the Board to consider paying Perham Health's share of those employee's health, dental, and life insurance for the month of April and then re-evaluate at the next Board meeting.

ACTION ITEM: Motion made by Marthaler, seconded by Brasel for Perham Health to pay the employer cost of health, dental, and life insurance for the employees who will be temporarily laid off for the month of April. Roll call vote was done. Motion Carried.

C. Additions or Deletions to the Agenda

None

D. Old/Other Business

1. *Legislative Update*
   No update at this time.
2. *Nursing Home Remodel Project*
   Prairie Knoll is complete. Postponing Transitions remodel for 30 days and will re-evaluate at that time.
3. *Annual Meeting Feedback*
   Please email Chuck or Erika with any direct feedback you received on the Annual Meeting.

E. New Business

1. *Credentialing*

ACTION ITEM: Upon recommendation from the Executive Committee of the Medical Staff, motion made by Paulson, seconded by Berube to approve medical staff privileges for Dr. Todd Sekundiak and Dr. Jeffrey Andersen until March 31, 2022. Roll call vote was done. Motion Carried.

Also upon recommendation of the Executive Committee of the Medical Staff and relying on Sanford Health's approval, motion made by Paulson, seconded by Berube to grant telemedicine privileges for Dr. Warren Albrecht and Allison Harrison, NP. Roll call vote was done. Motion Carried.

2. *Annual Quality Report and 4th Quarter Report*

ACTION ITEM: Motion made by Marthaler, seconded by Berube to accept the 2019 Annual Quality Report as presented. Roll call vote was done. Motion Carried.

3. *Annual Safety Report*

ACTION ITEM: Motion made by Marthaler, seconded by Berube to accept the 2019 Annual Safety Report as presented. Roll call vote was done. Motion Carried.

4. *Capital Purchase – House – 350 8th Ave SW, Perham, MN 56573*

Hofius requested approval of this property to be used in the future for expanded parking.

ACTION ITEM: Upon recommendation of the Finance Committee, motion made by Brasel, seconded by Richter to approve the Capital Purchase of 350 8th Ave SW, Perham, MN 56573 for $152,000.00 as presented. Roll call vote was done. Motion Carried.

5. *Dissolve Home Health Advisory Committee*

Hendrickx reported that due to regulation changes the Home Health Advisory Committee is no longer needed if it's replaced by an internal Quality and Performance Improvement meeting. The current Home Health Advisory Committee members support this motion.

ACTION ITEM: Upon recommendation of the Home Health Advisory Committee, motion made by Paulson, seconded by Glawe to dissolve the committee as of March 2020. Roll call vote was done. Motion Carried.

6. *2015-2019 Strategic Goal Progress Report*
   Hofius gave an update that current Strategic Goal teams have been suspended due to COVID-19 preparedness for 2 months. Also employee evaluations will be optional for any area not required by regulation.

ACTION ITEM: Motion made by Marthaler, seconded by Brasel to accept the 2019 Strategic Goal Progress Report as presented. Roll call vote was done. Motion Carried.

7. *Perham Living Addendum to Strategic Plan*
   Hendrickx reported these were the results of Perham Living's recent Strategic Planning meeting. Hofius asked that these be approved, but timing will again be delayed some due to COVID-19.

ACTION ITEM: Motion made by Marthaler, seconded by Brasel to recommend the approval of the Perham Living Addendum to the Strategic Plan to the District Board. Roll call vote was done. Motion Carried.

8. *Quality in Action*
   COVID-19 was Quality in Action for this month.

F. <u>Consent Agenda</u>

ACTION ITEM: A motion was made by Marthaler, seconded by Berube to approve the consent agenda as presented. Roll call vote was done. Motion Carried.

G. <u>Reports</u>

1. *Operating Reports*
   a. *Fiscal and Support Services*
      Anderson stated that February was a busy month for inpatient activity. There were 51 admissions, over 400 observation hours, and 8 swing bed admissions. 20 babies were born in the month of February. Occupancy at Perham Living increased to 91% and AR days continue to be below the benchmark at 43 days.
   b. *Patient Services*
      No Additions
   c. *Long-Term Care*
      No Additions
   d. *Ancillary Services*
      No Additions
2. *CEO Report*
      No Additions
3. *Medical Staff Report*

a. *Monthly Update*
   Dr. Haugen is set to start mid-September.
b. *Recruitment Update*
   Good news came in that a Canadian resident that we are actively pursuing got matched in the US and will probably be set to come on some rotations here. A surgical candidate has verbally accepted, just waiting for his paperwork. One other resident has a contract and it looks likely she will sign.

4. *Sanford Report*
   Olson provided an update on what Sanford has been doing for COVID-19 preparedness. He wanted to stress that Sanford is in a good situation for PPE and there are no worries about low supplies at this time. The Broadway campus has worked hard to get in line a 49 bed COVID-19 unit.

5. *Partners in Care Annual Report*
   No additions to the report.

H. Comments

1. *Public*
2. *Board*

I. Information Items

1. *2020 CEO Evaluation by Board Members – Please complete Survey Monkey by April 8, 2020. Ask Erika if you prefer a printed out copy.*
2. *Expense Vouchers*
3. *Open Meeting Requirements During a State of Emergency*

J. Adjournment

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

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Alisyn Keil, Chair

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Michael Brasel, Clerk

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Erika Altstadt, Recorder