

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

Date: July 29, 2020  
Time: 5:00 p.m.  
Place: Virtual via Webex (everyone)  
Present: Terry Marthaler Dan Olson (Sanford)  
Eugene Jahnke Justine Anderson  
Alisyn Keil Pat Sjolie  
Mike Brasel Tracy Hendrickx  
Al Berube Austin Ver Steeg  
Dean Simpson Sue Von Ruden  
Ryan Strugar Pat Ferguson  
Rich Richter Beth Ulshmid  
Cyndy Rastedt Sarah Fulton  
Gil Ebner Jim Rieber  
Alana Van Watermulen Chuck Hofius  
Spencer Schram Erika Altstadt  
Dr. Mark Paulson (Sanford)  
Dr. Kailey Witt (Sanford)  
Excused: Sonda Tolle, Dr. Brett Glawe (Sanford), Jerry Kunza, Tom Meyer  
Absent:

**A. Call to Order**

Chair Keil called the meeting to order at 5:04 pm.

**B. Board Education**

Sue Von Ruden, Director of Community Relations, provided education on the Community Relations department.

Sarah Fulton, Clinic Supervisor, provided education on the process for COVID testing.

**C. Additions or Deletions to the Agenda**

None

**D. Old/Other Business**

*1. Property Tax Update*

Hofius reported that this month the attorneys have had to submit their stipulation of facts, exhibit lists, witness lists, and pretrial briefs. If all parties agree to a virtual trial, that would happen sometime this fall. If an in-person trial is required, it will be in early 2021. Olson entered the meeting.

*2. Perham Living Refresh Project*

Hendrickx reported the Transitions remodel is now complete. Construction is moving onto the private dining rooms and sunrooms. Overall construction is going smoothly and ahead of schedule.

## **E. New Business**

### *1. Credentialing*

**ACTION ITEM: Upon recommendation from the Executive Committee of the Medical Staff, motion made by Dr. Witt, seconded by Dr. Paulson to approve medical staff privileges for Tracy Huntington, CRNA, Dr. Joseph Keenan, Brittany Schmidt, CRNA, and Dr. Timothy Studer until July 31, 2022. Medical staff privileges will be approved for Dr. Kerry Kuffenkam until July 31, 2021 with quarterly reviews. Motion Carried. Roll call vote was done. All in favor.**

**Also upon recommendation of the Executive Committee of the Medical Staff and relying on Sanford Health's approval, motion made by Dr. Witt, seconded by Dr. Paulson, to grant telemedicine privileges for Megan Hanson, LICSW, Dr. Brenda Thurlow, Dr. Andrew Osburn, Dr. Luis Casas, and Andrea Hanson, APRN-CNP, NP-C. Motion Carried. Roll call vote was done. All in favor.**

### *2. Medical Staff Bylaws*

It has been almost 20 years since Perham Health has completed an outside end to end review of the Bylaws. Trends have changed and our lawyers are suggesting we move several items from the policies and rules and regulations, back into the Bylaws. The categories have been cleaned up and APP's are now all consistently treated the same. Inconsistencies in the termination of privileges, appeals, and fair hearing process have also been cleaned up. Medical Staff has approved these Bylaws and forwarded for your approval.

**ACTION ITEM: Motion made by Dr. Paulson, seconded by Van Watermulen, to adopt the updates to the Medical Staff Bylaws as recommended by the Medical Staff. Motion Carried. Roll call vote was done. All in favor.**

### *3. Budget Update*

Anderson reported that she is close to finalizing the budget. She will meet with Hofius next week to review and then it will come to Board for approval in August. At this time she is estimating that we will be ending 2020 with a 2-2.5 margin. We would continue this goal for 2021, ideally we would like a 3 or higher, but with COVID it just may not be realistic. Currently working on carving out some capital budget requests as we have requests totaling \$1.5 million and we want to keep it at or under \$1 million. We anticipate reserving approximately \$2.5 million of Cares Act funds for a potential surge or continued COVID impacts in the next fiscal year.

### *4. Capital Purchase – Meeting Room Upgrades*

Hofius stated that one of the many COVID-19 lessons learned thus far is the reliance on technology. The fiscal year 2020 capital budget already included conference room technology upgrades, but the importance of this request was highlighted by our increased

use of aging technology. The quotes included are for all conference rooms on our campuses – St. James A, B, and C, Administration, Clinic, and Perham Living Board Room. This new equipment will provide us the new technology and control equipment on the new platforms such as Webex and Zoom. It will integrate the conference calling into the meeting which so often has bottlenecks currently.

**ACTION ITEM: Upon recommendation of the Finance Committee, motion made by Marthaler, seconded by Richter, to approve the capital purchase of Meeting Room Upgrades for \$80,707.53 as presented. Motion Carried. Roll call vote was done. All in favor.**

5. *Quality in Action*

No updates at this time, Sonda Tolle was absent.

**F. Consent Agenda**

**ACTION ITEM: A motion was made by Dr. Paulson, seconded by Simpson, to approve the consent agenda as presented. Motion carried. Roll call vote was done. All in favor.**

**G. Reports**

1. *Operating Reports*

a. *Fiscal and Support Services*

Anderson stated June was a great month. Income from operations was almost \$500,000, with revenue up 10% and expenses down 5% from budget. There were 14 babies born in June, ancillary services continue to be busy and had one of their best months ever. We are on track to close 2020 with a positive operating margin which is great considering our last few months. July is looking equally busy, if not busier.

b. *Patient Services*

Hofius stated that Brittany Schmidt, CRNA will be starting August 3. Rafael Pichardo, BSN started as Director of Surgery on July 20.

c. *Long-Term Care*

Hendrickx stated that Perham Living had its first employees test positive for COVID. That sets a number of things into action including applying for point prevalence testing (blanket testing of staff and residents in Perham Living). The application will be submitted soon. Because of our two positive employees, we are required to put a hold on our essential caregiver plan for at least 28 days.

d. *Ancillary Services*

Sjolie reported that we did receive our COVID testing machine a while ago. Lab was scheduled to receive training, but then Joint Commission showed up on Tuesday, July 21. The survey went well. There are 11 elements of performance that need to be improved upon, all minor, 6 were fixed while they were here. Education and proficiency testing for the new COVID testing machine will now take place the end of this week.

2. *CEO Report*

Hofius stated that he wants to commend lab staff on doing an excellent job on their survey. Dr. Malek, a new General Surgeon for Detroit Lakes Sanford will be doing some surgery coverage in Perham and will be here for orientation next week. Yesterday we reached an oral agreement on the last house that Perham Health is interested in buying on the block of houses across from Perham Living. The agreement was settled at \$125,000 and this will be brought to the Board in August. The house will need a new roof and windows this year as well, this is not included in the \$125,000. We also just submitted a joint application to the City of Perham with A Place to Belong, to be able to use one of our houses for their activity center. There will be a hearing in August and it will go to the City Council in September.

3. *Medical Staff Report*

a. *Monthly Update*

Medical staff will be discussing soon what to do with sick children this fall and when we do COVID testing. If they are going back to school, they predict they may see an influx in sickness, and want to be ready with a plan.

b. *Recruitment Update*

A lot of recruitment activity has been happening. Many interviews for the pediatrician opening have been conducted. There are two site visits planned in August. Will be keeping the recruitment dinners small due to COVID, but are continuing to have them.

4. *Sanford Report*

Olson reported that the Fargo region had a good June and is expected to have a good July. Everyone has been doing well at controlling expenses. There has been a recent backlog with COVID testing, which increase turnaround times. Two more analyzers, which were ordered back in March, just arrived and were up and running today. Hoping this helps improve response time. A big concern from staff at this time is school and what the fall is going to look like. There are also some big planned retirements coming up at the end of the year.

5. *Quarterly Community Relations Report*

No additional updates

**H. Comments**

1. *Public*
2. *Board*

**I. Information Items**

1. To view the PAC Silent Auction [click here](#). The silent auction will run from Friday, July 24 @ 10:00 AM to Friday, July 31 @ 12:00 PM

**J. Adjournment**

There being no further business, the meeting adjourned at 6:27.

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Alisyn Keil, Chair

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Michael Brasel, Clerk

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Erika Altstadt, Recorder