



Northfield Hospital
MEETING MINUTES RECORD

Meeting: Board of Directors

Date: May 28, 2009 Location: Conference Center Start time: 6:30 p.m. Adjourn time: 8:45 p.m.

Members present: Dixon Bond, Peggy Hoffman, Terry Gilbertson, John Lundblad, Brett Reese, Randy Reister, M.D., James Schlichting, Curt Swenson, Gina Washburn

Members excused:

Members absent:

Others present: Ken Bank, Roger Stapek, Mary Quinn Crow, Scott Richardson, Kathleen Meier, Sandy Mulford, Colleen LaVine, Tom Holt and Vern Lougheed.

Issue/Problem	Discussion/Conclusions	Action	Follow-up/Resolution
Call to Order	The meeting was called to order by John Lundblad at 6:35 p.m.	None	Closed
Quality & Patient Safety			
1. Safe Practices: Infection Prevention	Colleen LaVine, Infection Prevention Coordinator for Northfield Hospital & Clinics, reviewed the safe practices that have been initiated to protect patients and limit person-to-person transmission of disease. She covered the research, monitoring and progress for influenza prevention, surgical site infection prevention, catheter-associated urinary tract infection prevention, central line associated infection prevention, multi-drug resistant organism infection prevention and pandemic readiness. Nationally, 80,000 deaths occur annually because of hospital-acquired infections. Hand hygiene is key to reducing that number.	Information only.	Closed.
2. Safety Committee	Mary Crow briefed the Board on the implementation of the Just Culture initiative, a management tool to standardize the process of taking corrective action with employees. She also discussed an evacuation simulation drill that involved 35 members of the management team.	Information only.	Closed.
Action Items			
1. Approval of Minutes of 04/23/09 Regular Board Meeting	Minutes from the 04/23/09 Board meeting were included in the Board packets (copy attached).	A motion was made, seconded and unanimously passed to approve the minutes as presented.	Closed

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2. Approval of Purchase of PACS/CR System	Sandy Mulford, Director of Medical Imaging, presented an overview of the process leading up to a recommendation to purchase a Computed Radiography and Picture Archive and Communication System. The new system allows for the conversion of analog x-rays to digital, providing more accurate information for diagnoses, more efficient transfer of care and physician consultation and meeting what has now become the standard of care. Staff recommends purchase of a system from Fuji.	A motion was made, seconded and unanimously passed to approve the purchase of the Fiji PACS and CR system at a cost of \$1,157,000, plus \$43,000 for a contingency fund.	Closed																																	
3. Approval to Award Contract for CSMR Expansion	Ken Bank reviewed the proposal to add 6,700 sq/ft and renovate another 6,800 sq/ft at the Center for Sports Medicine & Rehabilitation (copy attached). Staff is recommending the award of contract to low bidder RJ Ryan Construction whose base bid is \$1,435,000 and \$14,390 for Alternative #5. It was noted, however, that new Medicare requirements for provider-based outpatient services may influence how CSMR operates. To keep the project moving, Ken advised the Board to recommend the bid to the City Council subject to legal analysis that clarifies the Medicare requirements.	A motion was made, seconded and unanimously passed to recommend to the City Council award of the contract to RJ Ryan Construction and authorize Ken Bank to execute the required contract documents in the amount of \$1,449,330, subject to clarification of Medicare requirements regarding outpatient hospital services.	Take to the City Council for final approval upon resolution of Medicare question.																																	
4. Approval of Revised Medical Staff Peer Review Policy	Dr. Tom Holt recommended approval of the Medical Staff Peer Review policy (copy attached). The policy has been reviewed and approved by the Medical Executive Committee.	A motion was made, seconded and unanimously passed to approve the policy as presented.	Closed																																	
5. Approval of Applications for Medical Staff Membership/Privileges	Dr. Holt recommended approval of medical staff applications: <u>Appointments</u> <table border="0" data-bbox="430 1291 868 1365"> <tr> <td><u>#</u></td> <td><u>Specialty</u></td> <td><u>Category</u></td> </tr> <tr> <td>3632</td> <td>Ob/Gyn</td> <td>Active</td> </tr> </table> <u>Reappointments</u> <table border="0" data-bbox="430 1417 885 1806"> <tr> <td><u>#</u></td> <td><u>Specialty</u></td> <td><u>Category</u></td> </tr> <tr> <td>3391</td> <td>Pediatrics</td> <td>Active</td> </tr> <tr> <td>7100</td> <td>Family Medicine</td> <td>Courtesy</td> </tr> <tr> <td>7368</td> <td>Psychiatry</td> <td>Courtesy</td> </tr> <tr> <td>3420</td> <td>IM/Cardiology</td> <td>Courtesy</td> </tr> <tr> <td>3410</td> <td>IM/Cardiology</td> <td>Active</td> </tr> <tr> <td>3407</td> <td>Surgery/ENT</td> <td>Courtesy</td> </tr> <tr> <td>3394</td> <td>Ob/Gyn</td> <td>Courtesy</td> </tr> <tr> <td>3417</td> <td>IM/Cardiology</td> <td>Courtesy</td> </tr> </table>	<u>#</u>	<u>Specialty</u>	<u>Category</u>	3632	Ob/Gyn	Active	<u>#</u>	<u>Specialty</u>	<u>Category</u>	3391	Pediatrics	Active	7100	Family Medicine	Courtesy	7368	Psychiatry	Courtesy	3420	IM/Cardiology	Courtesy	3410	IM/Cardiology	Active	3407	Surgery/ENT	Courtesy	3394	Ob/Gyn	Courtesy	3417	IM/Cardiology	Courtesy	A motion was made, seconded and unanimously passed to approve the appointments and reappointments for membership and privileges, as well as the advancement and extension of provisional status, and additional privileges as recommended by the MEC.	Closed
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Discussion Items	None.	None.	Closed.																																										
Informational Items																																													
1. Medical Staff Report	Dr. Holt reported on medical staff discussion surrounding patient safety and infection prevention (copy of MEC minutes attached).	Information only	Closed.																																										
2. Administrative Report																																													
<ul style="list-style-type: none"> • April Statistical Report 	April revenues were \$707,000 under-budget while deductions from revenue were \$552,000 under-budget and operating expenses were \$324,000 under-budget. Operating income was (\$190,000) vs. a budget of (\$367,000), and total net income was (\$111,000) vs. a budget of (\$267,000).	Information only.	Closed																																										
<ul style="list-style-type: none"> • EMS Call Volumes 	EMS call volumes were provided in the packets (copy attached).	Information only.	Closed																																										
<ul style="list-style-type: none"> • Operations Report 	There were no additional items to report.	Information only.	Closed																																										
<ul style="list-style-type: none"> • Regional Clinics Update 	Mary Crow reported that clinics are soon going "live" with the health maintenance module in the electronic medical record. Erik Stroemer, MD, an orthopedic surgeon, is now seeing patients in Lakeville on Thursdays. Saturday extended hours in Lakeville are going well. Dana Olson, MD, an ob-gyn specialist, will be joining Women's Health Center in July. Rhonda Meyer, a nurse practitioner, will be starting in Lonsdale in June.	Information only.	Closed																																										

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3. Committee Reports			
<ul style="list-style-type: none"> Public Relations 	<p>The Public Relations Committee met tonight prior to the Board meeting and discussed the following:</p> <ul style="list-style-type: none"> Implementation of the new hospital logo, An emerging hospital awareness campaign for the Lakeville-Farmington markets, The series of events the clinics have participated in this year, The book sale results, and Cross marketing between Northfield Eye Physicians & Surgeons and River Valley Vision Centers. 	Information only.	Closed.
<ul style="list-style-type: none"> Governance & Planning 	Substance of committee discussion that occurred prior to the Board meeting tonight will be covered in Executive Session.	Information only.	Closed.
<ul style="list-style-type: none"> Budget & Finance 	The Budget & Finance Committee did not meet during the last month.	Information only.	Closed.
Roundtable Discussion	None	None.	Closed.
Board Recess	The Board took a brief recess before going into Executive Session.	None.	Closed.
Executive Session	Everyone except Ken Bank, Mary Crow, Roger Stapek and Board members were excused from Executive Session.	None.	Closed.
Public Session	Following the Executive Session, the Board reconvened in Public Session. John Lundblad reported that the Board addressed a strategic marketing issue and a personnel issue, and gave direction on both.	None.	Closed.
Adjournment	The meeting was adjourned at 8:45 p.m.	Information only.	Closed.