



Northfield Hospital
MEETING MINUTES RECORD

Meeting: Board of Directors

Date: October 23, 2008 Location: Conference Center Start time: 6:45 p.m. Adjourn time: 7:50 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:

Other Present: Ken Bank, Mary Crow, Scott Richardson, Roger Stapek, Greig Glover, M.D., David Rainiero, M.D., Ann Reuter, Bobbi Jenkins (Recorder)

Issue/Problem	Discussion/Conclusions	Action	Follow-up/Resolution
Call to Order	The meeting was called to order at 6:45 p.m. Curt Swenson noted that the Executive Session following the regular Board meeting for tonight has been cancelled.	None.	Closed.
Quality and Patient Safety			
1. Quality Dashboard Report – 1 st & 2 nd Qtrs.	Ann Reuter reviewed the Key Performance Indicator Dashboard for the 1 st and 2 nd quarters of 2008. She noted that the Management of Outpatient Acute MI was an added measure in the second quarter. The Board questioned whether there should be concern with some trends going down. Ann responded that they did not go down enough to be concerned, but we will continue to monitor.	Information only.	Closed.
2. Quality Concerns – 1 st & 2 nd Qtrs.	<p>Ann Reuter reviewed the Quality Concerns Report for the 1st and 2nd quarters in 2008. The following trends were noted and were/are being addresses through performance improvement and peer review:</p> <ul style="list-style-type: none"> ➤ Providing adequate staffing on med/surg ➤ Providing adequate anesthesia coverage for surgery and OB (labor epidurals) ➤ Routing path reports to patients' primary physicians ➤ Ensuring operative reports are written immediately post-op ➤ Developing more efficient process for restocking Code Blue carts <p>Terry Gilbertson commended staff on no injuries in the Long Term Care Center so far this year and inquired about why this may be. It was noted that staff are using new equipment to help lift patients, which may be a major factor.</p>	Information only.	Closed.

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3. Quality Program for 2009	CMS requires that the Board approve the type and frequency of data collection that make up the quality program (copy attached). Ann Reuter reviewed a list of everything monitored categorized by medical committee and organization-wide. She noted that one change was recommended to the Quality Program when the MEC met earlier this week. The word "minutes" was spelled out instead of using a symbol for minutes to alleviate confusion under Code White under Perinatology. A copy of this change was handed out at the Board meeting (copy attached).	Information only.	Closed.
4. Quality & Performance Improvement Framework	Ann Reuter reviewed one minor change made to the Quality & Performance Framework policy related to the organization's Vision, which was revised by the Board earlier this year. In addition, the MEC recommended the word "customer" throughout the document be changed to "patient". The Board discussed and also recommended the word "honor" be removed under the Value "Respect".	Information only.	Closed.
5. Safety Committee	Minutes from the 10/07/08 Safety Committee meeting were included in the Board packets (copy attached).	Information only.	Closed.
Action Items			
1. Approval of Minutes of 09/25/08 Board Meeting	Minutes from the 09/25/08 Board meeting were reviewed (copy attached). There were no changes noted to the minutes.	A motion was made, seconded and unanimously passed to approve the minutes as presented.	Closed.
2. Approval of Quality Program for 2009	See presentation above under Quality and Patient Safety.	A motion was made, seconded and unanimously passed to approve the Quality Program for 2009 as presented.	Closed.
3. Approval of Quality & Performance Framework Policy	See presentation above under Quality and Patient Safety.	A motion was made, seconded and unanimously passed to approve the Quality & Performance Framework policy with the one additional change to the Respect statement under "Values".	Closed.

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4. Approval of Patient Care Contracted Services	<p>The CMS regulations state that the governing body must oversee the services provided through contracted services. A list of our patient care contracted services was distributed for review (copy attached). The only contractor for which quality issues were identified and not resolved is MedSource One, which we use for external medical peer review services. Ann Reuter is currently looking for a new vendor. The MEC made one additional change under Meditech to note that there are some quality issues and PI teams are in place. The "Contact" for Meditech was also changed from Roger Stapek to Mary Crow.</p> <p>The Board questioned how Meditech issues are addressed and resolved. Dr. Glover and Mary Crow noted that we have process improvement teams working with Meditech to get issues resolved. Mary also noted that Meditech is the system that drives everything that happens in the hospital, and LSS is the related clinic system that communicates information to the hospital. This is the portion of the system we have had quality issues with and are working to resolve. There are physicians included on the teams to resolve these issues.</p>	A motion was made, seconded and unanimously passed to approve the patient care contracted services for 2009.	Closed.
5. Approval of ED Core Privileges	Dr. Glover reviewed the revised ED core privileges following the Board's request at the September meeting to add Internal Medicine Board Certification to the threshold criteria for requesting privileges (copy attached). The acronyms were also spelled out the first time they are used on the form. In addition, the MEC recommended the removal of the words "with pediatric experience" in both places in the Board Certification paragraph. They felt it is hard to define experience and felt this should be left to the judgment of the person hiring the physician.	A motion was made, seconded and unanimously passed to approve the ED core privileges as presented.	Closed.
6. Approval of Podiatry Core Privileges	Dr. Glover reviewed the core privileges for podiatry (copy attached).	A motion was made, seconded and unanimously passed to approve the core privileges as presented.	Closed.

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7. Approval of Applications for Medical Staff Membership/ Privileges	<p>Dr. Rainiero reviewed the following medical staff applications:</p> <p style="text-align: center;">Appointments</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: center;"><u>#</u></th> <th style="text-align: center;"><u>Specialty/ Privileges</u></th> <th style="text-align: center;"><u>Category</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">3612</td> <td style="text-align: center;">PA</td> <td style="text-align: center;">AH: I</td> </tr> <tr> <td style="text-align: center;">3599</td> <td style="text-align: center;">FP`</td> <td style="text-align: center;">Active</td> </tr> <tr> <td style="text-align: center;">2621</td> <td style="text-align: center;">Anesthesia</td> <td style="text-align: center;">AH: I</td> </tr> </tbody> </table> <p style="text-align: center;">Reappointments</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: center;"><u>#</u></th> <th style="text-align: center;"><u>Specialty/ Privileges</u></th> <th style="text-align: center;"><u>Category</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">7250</td> <td style="text-align: center;">Optometry</td> <td style="text-align: center;">AH: I</td> </tr> <tr> <td style="text-align: center;">7171</td> <td style="text-align: center;">Anesthesia</td> <td style="text-align: center;">Courtesy</td> </tr> <tr> <td style="text-align: center;">7456</td> <td style="text-align: center;">Ob/Gyn</td> <td style="text-align: center;">Courtesy</td> </tr> <tr> <td style="text-align: center;">7168</td> <td style="text-align: center;">Peds</td> <td style="text-align: center;">Active</td> </tr> </tbody> </table> <p style="text-align: center;">Provisional Review</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: center;"><u>#</u></th> <th style="text-align: center;"><u>Specialty</u></th> <th style="text-align: center;"><u>Advanced</u></th> <th style="text-align: center;"><u>Extended</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">3493</td> <td style="text-align: center;">Ob/Gyn</td> <td></td> <td style="text-align: center;">X</td> </tr> <tr> <td style="text-align: center;">7416</td> <td style="text-align: center;">Telerad</td> <td></td> <td style="text-align: center;">X</td> </tr> <tr> <td style="text-align: center;">3500</td> <td style="text-align: center;">Peds</td> <td style="text-align: center;">X</td> <td></td> </tr> </tbody> </table> <p style="text-align: center;">No Action Required</p> <p style="text-align: center;">Temporary Privileges</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: center;"><u>#</u></th> <th style="text-align: center;"><u>Specialty</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">3605</td> <td style="text-align: center;">Emergency Medicine</td> </tr> <tr> <td style="text-align: center;">7401</td> <td style="text-align: center;">Anesthesia</td> </tr> </tbody> </table> <p>Dr. Rainiero reported that it was the recommendation of the MEC that practitioner #7171 be reappointed to the courtesy category with privileges in anesthesia for a period of one-year instead of two years due to a quality concern identified relating to an incident of disruptive behavior. During the one-year period, the practitioner's behavior will be monitored. It was also noted that Chief of Surgery did meet with practitioner #7171 regarding these concerns.</p>	<u>#</u>	<u>Specialty/ Privileges</u>	<u>Category</u>	3612	PA	AH: I	3599	FP`	Active	2621	Anesthesia	AH: I	<u>#</u>	<u>Specialty/ Privileges</u>	<u>Category</u>	7250	Optometry	AH: I	7171	Anesthesia	Courtesy	7456	Ob/Gyn	Courtesy	7168	Peds	Active	<u>#</u>	<u>Specialty</u>	<u>Advanced</u>	<u>Extended</u>	3493	Ob/Gyn		X	7416	Telerad		X	3500	Peds	X		<u>#</u>	<u>Specialty</u>	3605	Emergency Medicine	7401	Anesthesia	A motion was made, seconded and unanimously passed to approve the appointments, reappointments for membership and privileges as recommended by the MEC, as well as the advancement and extension of provisional status.	Closed.
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Discussion Items																																																				
1. Regional Clinics Update	<p>Mary Crow reported on the following:</p> <ul style="list-style-type: none"> ➤ Dr. Matson is offering extended hours in Northfield Clinic for pediatric patients three days a week from 7:30 a.m. to 7:30 p.m. ➤ The Women's Health Series is underway with the second event taking place this evening at the Northfield Clinic with Dr. Fulco speaking on Breast Health Care at 8:00 p.m. The remaining sessions are: <ul style="list-style-type: none"> ✓ Dr. Christine Braun on Abnormal Pap Smears, 	Information only.	Closed.																																																	

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	<ul style="list-style-type: none"> ✓ Dr. Ann Friedmann on Urinary Incontinence, and ✓ Justine Politz, Nurse Practitioner, on Infertility. ➤ Administration has been spending time reviewing the growth of the clinics. More information on this will be shared with the Board at the Retreat on November 12. ➤ The hospital received a three-year pledge of \$100,000 from the Hospital Auxiliary to help develop a Breast Center at the hospital. The Board acknowledged the Auxiliary's hard work and pledge and suggested a letter be sent thanking them. Scott Richardson noted that this will be the lead story in the next hospital magazine and has been advertised on the radio. 	Administration will draft a letter to the Auxiliary.	
Informational Items			
1. Medical Staff Report	<p>Dr. Rainiero reported on the following from the October MEC meeting:</p> <ul style="list-style-type: none"> ➤ The MEC has had ongoing discussions regarding EMTALA regulations related to specialty call in the emergency department. They are currently awaiting more information from legal counsel. ➤ The committee discussed physician interest in the Medical Staff President-Elect position for 2009-2010. There may be more than one physician interested in this position. The President-Elect serves as the Chairperson of the Credentials Committee during this two-year term before moving into the position as Medical Staff President the following two years. Nominations will take place at the November MEC meeting. 	Information only.	Closed.
2. Administrative Report			
• September Statistical Reports	September revenues were \$87,000 under-budget while deductions from revenue were \$21,000 over-budget and operating expenses were \$99,000 under-budget. Operating income was (\$244,000) vs. a budget of (\$241,000), and total net income was (\$60,000) vs. a budget of (\$148,000).	Information only.	Closed.
• Operations Report	<p>Ken Bank reported on the following:</p> <ul style="list-style-type: none"> ➤ Administration is looking at renovation of CSMR due to the space crunch. A recommendation is expected to come to the Board for action in the near future; however, renovation is not expected to begin until sometime in 2009. 	Information only.	Closed.

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	<ul style="list-style-type: none"> ➤ We are currently in the early stages of design for the addition to OB once volumes increase enough to justify the cost. Roger noted that the addition will address space issues other than just OB since it would be a two-story addition. It is not anticipated to start until some time in 2010. ➤ Home Care will occupy the space previously occupied by Dr. Matson's practice in the Village Drug building. They will officially open at the new location on October 31. 		
<ul style="list-style-type: none"> • EMS Call Volumes 	The monthly EMS volumes were included in the Board packets (copy attached).	Information only.	Closed.
<ul style="list-style-type: none"> • Summary of Strategic & Organizational Objectives – 3rd Qtr. 	A copy of the third quarter strategic and organizational objectives was included in the Board packets (copy attached). There were no questions.	Information only.	Closed.
<ul style="list-style-type: none"> • Capital Purchases Summary – 3rd Qtr. 	A copy of the third quarter capital purchase summary was included in the Board packets (copy attached).	Information only.	Closed.
3. Committee Reports			
<ul style="list-style-type: none"> • Public Relations 	The Public Relations Committee did not meet during the last month.	Information only.	Closed.
<ul style="list-style-type: none"> • Governance & Planning 	<p>The Governance & Planning Committee met prior to the Board meeting tonight and discussed the following four items that will be coming to the Board in November for final approval:</p> <ul style="list-style-type: none"> • Board Development Plan, • Hospital Bylaws, • Succession Plan, and • Benefit Issue (in Executive Session) 	Information only.	Closed.
<ul style="list-style-type: none"> • Budget & Finance 	Minutes from the 09/25/08 Budget & Finance Committee meeting were included in the Board packets (copy attached).	Information only.	Closed.
4. Adjournment	The meeting was adjourned at 7:50 p.m.	None.	Closed.

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