



Northfield Hospital
MEETING MINUTES RECORD

Meeting: Board of Directors

Date: November 19, 2008 Location: Conference Center

Start time: 6:45 p.m. Adjourn time: 9:15 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: Rhonda Pownell, City Council, Annette Sheldon, Ann Reuter, Ken Bank, Mary Crow, Scott Richardson, Roger Stapek, Greig Glover, M.D., David Rainiero, M.D., Bobbi Jenkins, Records

Issue/Problem	Discussion/Conclusions	Action	Follow-up/Resolution
Call to Order	<p>The meeting was called to order by Curt Swenson at 6: 45 p.m.</p> <p>Dixon Bond introduced Rhonda Pownell who is the newly elected At Large City Council member and will be attending the hospital Board meetings as the City Council/Board liaison until further notice.</p>	Information only.	Closed.
Quality and Patient Safety			
<p>1. MHA Patient Safety Excellence Awards</p> <ul style="list-style-type: none"> ➤ Safe Count ➤ Safe from Falls 	<p>Mary Crow reported that Northfield Hospital was one of three hospitals in the state that received patient safety awards from the Minnesota Hospital Association (MHA) for all four of MHA's Patient Safety initiatives:</p> <ul style="list-style-type: none"> ➤ Safe Skin, ➤ Safe Count, ➤ Safe Site ➤ Safe from Falls <p>Annette Sheldon, Director of First Touch Birth Center, presented work done in the birth center related to Safe Count. Sponges and sharps used during vaginal deliveries are counted prior to use and accounted for after delivery. Audits have shown 100% compliance (copy of slides attached).</p> <p>Ann Reuter, Director of Quality, reported on the work done in both the hospital and nursing home on Safe from Falls. MHA focused this program on hospitals, but we extended the work into the nursing home (copy of slides attached).</p>	Information only.	Closed.
2. Safety Committee	Minutes from the 11/04/08 Safety Committee meeting were included in the Board packets (copy attached).	Information only.	Closed.

Issue/Problem	Discussion/Conclusions	Action	Follow-up/Resolution
Action Items			
1. Approval of Minutes of 10/23/08 Board Meeting	Minutes from the 10/23/08 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 to Purchase an Automated Coagulation Analyzer	Mary Crow reviewed the proposal to purchase a replacement automated coagulation analyzer for the clinical laboratory (copy attached). The analyzer was included in the 2008 capital budget for \$50,000.	A motion was made, seconded and unanimously passed to approve the purchase of the Stago STA Compact equipment at a of cost of \$36,000.	Closed.
3. Approval of Board Development Plan	The Governance & Planning Committee reviewed the Board Development Plan at their October meeting. Ken reviewed the recommended changes to the plan (copy attached). There are no Board members completing their final terms in 2008 and are three Board members who are eligible for reappointment. It is the recommendation of the committee that the Mayor reappoint all three. The committee recommended the nomination of John Lundblad to serve as Chairperson and Ken Bank to continue as Secretary/Treasurer. The committee is still evaluating the recommendation for Vice Chairperson and will make that recommendation at a later date.	A motion was made, seconded and unanimously passed to approve the plan as presented.	The Plan will be communicated to the Mayor. The nomination for Vice Chairperson will be brought to the Board at a later date.
4. Approval of Revised Hospital Bylaws	<p>Ken Bank reviewed the Governance & Planning Committee's recommended changes to the Hospital Bylaws (copy attached). The first change is related to how the Board addresses situations where Board members are evidencing excessive unexcused absences or failure to participate in committee assignments. The second change is related to the process for Adoption or Amendment of Bylaws.</p> <p>The Board agreed with the recommendations by the Governance & Planning Committee and also recommended the following additional changes:</p> <ul style="list-style-type: none"> ➤ <u>Article I – Purpose (Section 1 – Services)</u> The wording be changed to "This city owned health care institution shall provide a continuum of patient services and health care programs to <u>Northfield and surrounding areas</u>" instead of "the greater Northfield area". ➤ <u>Article IV – Officers and Committee Chairperson (Section 2 – Chairperson)</u> Delete the last part of the sentence to ensure we don't have five Board members 	A motion was made, seconded and unanimously passed to approve the recommendations from the Governance & Planning Committee, plus the two additional changes noted.	Closed.

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	<p>at a committee meeting, which would constitute a quorum. The sentence should read "The chairperson shall preside at all meetings of the governing board". The words "and shall be, ex-officio, a member of all committees" was deleted.</p>																																																																	
<p>5. Approval of Applications for Medical Staff Membership/Privileges</p>	<p>Dr. Rainiero reviewed the following medical staff applications:</p> <p style="text-align: center;"><u>Appointment</u></p> <table border="0"> <thead> <tr> <th style="text-align: left;"><u>#</u></th> <th style="text-align: left;"><u>Specialty</u></th> <th style="text-align: left;"><u>Category</u></th> </tr> </thead> <tbody> <tr> <td>3605</td> <td>Emergency Medicine</td> <td>Active</td> </tr> </tbody> </table> <p style="text-align: center;"><u>Reappointments</u></p> <table border="0"> <thead> <tr> <th style="text-align: left;"><u>#</u></th> <th style="text-align: left;"><u>Specialty</u></th> <th style="text-align: left;"><u>Category</u></th> </tr> </thead> <tbody> <tr> <td>3366</td> <td>Teleradiology</td> <td>Courtesy</td> </tr> <tr> <td>3331</td> <td>Emergency Medicine</td> <td>Active</td> </tr> <tr> <td>7013</td> <td>Family Practice/ Emergency Med-CCU</td> <td>Active</td> </tr> <tr> <td>7366</td> <td>Cardiology</td> <td>Courtesy</td> </tr> <tr> <td>7198</td> <td>Radiology/ Teleradiology</td> <td>Courtesy</td> </tr> <tr> <td>3341</td> <td>Emergency Medicine</td> <td>Active</td> </tr> <tr> <td>7187</td> <td>Anesthesia</td> <td>Courtesy</td> </tr> <tr> <td>7390</td> <td>Ob/Gyn</td> <td>Active</td> </tr> </tbody> </table> <p style="text-align: center;"><u>Provisional Review</u></p> <table border="0"> <thead> <tr> <th style="text-align: left;"><u>#</u></th> <th style="text-align: left;"><u>Specialty</u></th> <th style="text-align: left;"><u>Advanced</u></th> <th style="text-align: left;"><u>Extended</u></th> </tr> </thead> <tbody> <tr> <td>3539</td> <td>Telerad</td> <td>X</td> <td></td> </tr> <tr> <td>3536</td> <td>Telerad</td> <td>X</td> <td></td> </tr> <tr> <td>3526</td> <td>Telerad</td> <td>X</td> <td></td> </tr> <tr> <td>3506</td> <td>Cardiology</td> <td></td> <td>X</td> </tr> </tbody> </table> <p style="text-align: center;"><u>Additional Privileges</u></p> <table border="0"> <thead> <tr> <th style="text-align: left;"><u>#</u></th> <th style="text-align: left;"><u>Specialty</u></th> <th style="text-align: left;"><u>Privileges</u></th> </tr> </thead> <tbody> <tr> <td>3523</td> <td>Radiology</td> <td>➤ Arthrography ➤ US Biopsy ➤ Hysterosaplingogram</td> </tr> </tbody> </table> <p style="text-align: center;">No Action Required</p> <p style="text-align: center;"><u>Temporary Privileges</u></p> <table border="0"> <thead> <tr> <th style="text-align: left;"><u>#</u></th> <th style="text-align: left;"><u>Specialty</u></th> </tr> </thead> <tbody> <tr> <td>7401</td> <td>Anesthesia (CRNA)</td> </tr> </tbody> </table> <p>Dr. Rainiero reported that the Credentials Committee recommended a three-month vs. two-year reappointment period for practitioner #7390 due to pending results from an issue currently being addressed by the Board of</p>	<u>#</u>	<u>Specialty</u>	<u>Category</u>	3605	Emergency Medicine	Active	<u>#</u>	<u>Specialty</u>	<u>Category</u>	3366	Teleradiology	Courtesy	3331	Emergency Medicine	Active	7013	Family Practice/ Emergency Med-CCU	Active	7366	Cardiology	Courtesy	7198	Radiology/ Teleradiology	Courtesy	3341	Emergency Medicine	Active	7187	Anesthesia	Courtesy	7390	Ob/Gyn	Active	<u>#</u>	<u>Specialty</u>	<u>Advanced</u>	<u>Extended</u>	3539	Telerad	X		3536	Telerad	X		3526	Telerad	X		3506	Cardiology		X	<u>#</u>	<u>Specialty</u>	<u>Privileges</u>	3523	Radiology	➤ Arthrography ➤ US Biopsy ➤ Hysterosaplingogram	<u>#</u>	<u>Specialty</u>	7401	Anesthesia (CRNA)	<p>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, and additional privileges.</p>	<p>Closed.</p>
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	<p>Medical Practice. The MEC discussed and recommended a two-year reappointment, as they felt if any action is required prior to the two-year period it can be dealt with at the time. This way, the file would not need to be reviewed again if no action is required. Dixon Bond questioned the documentation presented to the Board on practitioner #7390 as it shows the recommendation from the Credentials Committee, but not that of the MEC. Following discussion, a copy of the MEC's recommendation was presented to the Board for their review. They agreed with the recommendation from the MEC. In the future, the recommendations from both the Credentials Committee and the MEC will be presented to the Board.</p>		
Discussion Items			
<p>1. Regional Clinics Update</p>	<ul style="list-style-type: none"> ➤ Working on a model to expand urgent care hours at the Northfield and Lakeville clinics. ➤ Work continues on the recruitment of a family practice physician. ➤ A fifth OB physician has been hired and is expected to start next summer. ➤ Have done a lot of work on an IT strategic plan. We are working with the software vendor around improving the information management system used in the clinics. ➤ We have been busy in the clinics in October and November with flu shots ➤ The hospital collected \$20,600 for the United Way this year. This was down from last year, but understandable due to the economic climate. ➤ December 4 from 7:00 a.m. to 9:00 a.m. is the Christmas Sharing Lumberjack Breakfast. Board members are invited to attend. Admission is a toy or cash donation. ➤ The hospital is sponsoring, for the first time, an American Red Cross Blood Drive on December 17 from 8:00 a.m. to 1:00 p.m. in the hospital's conference center. 	<p>Information only.</p>	<p>Closed.</p>
Informational Items			
<p>1. Medical Staff Report</p>	<p>Dr. Rainiero reported on the following:</p> <ul style="list-style-type: none"> ➤ The MEC reviewed the core privileges for internal medicine. They recommended some changes that were referred back to the Credentials Committee. ➤ The MEC continues to work on issues regarding EMTALA regulations related to specialty call in the emergency department. They are currently awaiting 	<p>Information only.</p>	<p>Closed.</p>

Issue/Problem	Discussion/Conclusions	Action	Follow-up/Resolution
	more information from legal counsel. (copy of the 11/17/08 MEC minutes are attached).		
2. Administrative Report			
<ul style="list-style-type: none"> October Statistical Reports 	October revenues were \$554,000 under-budget while deductions from revenue were \$245,000 under-budget and operating expenses were \$413,000 under-budget. Operating income was \$77,000 vs. a budget of (\$35,000), and total net income was \$38,000 vs. a budget of \$83,000.	Information only.	Closed.
<ul style="list-style-type: none"> Operations Report 	There were no additional items to report.	None.	Closed.
<ul style="list-style-type: none"> EMS Call Volumes 	The monthly EMS volumes were included in the Board packets (copy attached).	Information only.	Closed.
3. Committee Reports			
<ul style="list-style-type: none"> Public Relations 	<p>The Public Relations Committee met prior to the Board meeting tonight and:</p> <ul style="list-style-type: none"> ➤ Received an update on the implementation of the new organizational name. ➤ Received an updated on public events and wellness classes ➤ Discussed the cost and benefits of the hospital's annual report. Consideration is being given to putting the annual report on-line and including it in the hospital's magazine rather than separately printing and mailing it. ➤ Exploring a fifth edition to the hospital's magazine each year and then cutting back on some newspaper advertising. 	Information only.	Closed.
<ul style="list-style-type: none"> Governance & Planning 	Minutes from the 10/23/08 and 11/19/08 Governance & Planning Committee meetings were distributed (copies attached).	Information only.	Closed.
<ul style="list-style-type: none"> Budget & Finance 	The Budget & Finance Committee did not meet during the last month.	None.	Closed.
Board Recess	The Board took a short recess before going into Executive Session.	None.	Closed.
Executive Session	Ken Bank requested that Mary Crow and Roger Stapek stay for the Executive Session.	Information only.	Closed.
Public Session	<p>Following the Executive Session, the Board reconvened in Public Session. Ken Bank reported that the Board:</p> <ul style="list-style-type: none"> ➤ Approved the minutes from the 09/25/08 Executive Session ➤ Received a report on a pending legal issue ➤ Received a report on a personnel issue and gave direction on it, and 	Information only.	Closed.

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	➤ Approved a recommendation related to a second personnel issue.		
Adjournment	The meeting was sojourned at 9:15 p.m.	None.	Closed.