

# Meeting Minutes Record

## Meeting: Board of Directors - Virtual Meeting during COVID-19 Pandemic

**Date:** February 24, 2022

**Location:** Virtual Meeting

**Start Time:** 5:02 pm

**End Time:** 7:41 pm

**Board Members Present:** Fred Rogers- Board Chair, Sarah Carlsen- Vice-Chair, Michael Hemesath, CC Linstroth, Charlie Mandile, Robert Morrison, Rhonda Pownell, Jami Reister

**Staff Present:** Steve Underdahl- CEO, Jerry Ehn- COO, Jeff Meland- CMO, Monty Seper, Scott Edin- CFO, Tammy Hayes- CNE, Betsy Spethman- Director of Community Relations, Kelly Velandar (Recorder), Vern Lougheed

**Others Present:** Teresa Knoedler- Legal Counsel, Ben Martig- City Administrator, Jeff Mutz- HR Director

**Board Members Absent:** Rick Estenson

**Staff Absent:**

**Others Absent:**

## Call to Order and Approval of the Agenda

The board meeting was called to order by Fred Rogers at 5:02 p.m.

It was determined that it is not feasible for members of the board of directors to be physically present at the board meeting due to the COVID-19 pandemic. The virtual meeting was held via WebEx.

A closed session will follow the open meeting this evening pursuant to Minn. Stat 13D.05, Subd.3: To evaluate performance of an individual who is subject to the authority of the board.

Items on the consent agenda (available on the portal):

- Meeting minutes (approve)
  - Board Meeting – (January 27, 2022)
- Meeting minutes (accepted)
  - Budget and Finance Committee (January 27, 2022)

**Action: A motion was made by Robert Morrison and seconded by CC Linstroth to approve the regular and consent agendas as presented. Motion carried.**

**Follow-up/Resolution: Closed.**

## **Reports**

### **Hospital Chief of Staff Report**

**Action: No updates provided.**

**Follow-up/Resolution: Closed.**

### **Approval of Applications for Medical Staff Membership/ Privileges**

The medical staff applications from the Credentials Committee were presented for approval.

#### **Appointments:**

- Practitioner 4134: AH:1, Nurse Practitioner-OB

#### **Reappointments:**

- Practitioner 4030: AH:I, Behavioral Health
- Practitioner 3819: AH:I, Behavioral Health
- Practitioner 3822: AH:I, Behavioral Health
- Practitioner 4031: AH:I, Optometry
- Practitioner 7009: Active, FM/EM/Acupuncture
- Practitioner 7102: EM/FM
- Practitioner 4028: AH:D, Physician Assistant
- Practitioner 3829: AH:I, Behavioral Health
- Practitioner 4029: AH:I, Behavioral Health
- Practitioner 3837: AH:I, Behavioral Health

**Action: A motion was made by CC Linstroth and seconded by Sarah Carlsen to accept the recommendations from the Medical Executive Committee as presented. Motion carried.**

**Follow-up/Resolution: Closed.**

## **Presentations/Discussions/Action Items**

### **Pay Equity Report**

Jeff Mutz, Human Resources Director, shared the Pay Equity Report. This report is required to be acknowledged by the board every three years.

**Action: Information only.**

**Follow-up/Resolution: Closed.**

### **Annual City of Northfield Presentation**

Ben Martig, City Administrator, and Mayor Rhonda Pownell presented the annual City of Northfield report. The following items were included in the report.

- 2021-2024 City of Northfield Strategic plan
- The NH+C/City Playbook

**Action: Information only.**

**Follow-up/Resolution: Closed.**

## **Executive and Committee Reports**

### **CEO Report**

Steve Underdahl, CEO, reported on the following:

#### **COVID-19 Update:**

- COVID cases and hospitalizations are down.
- There are new changes to hospital visitation rules.
- We are keeping an eye on the new Omicron COVID variant, BA.2 that is now being seen in the United States and around the world.

#### **Strategic update:**

- NH+C 2026 Visioning retreat went well. Information obtained will be synthesized and be reviewed for next steps in the strategic planning process.
- EHR is moving closer towards go-live.
- The Northfield Urgent Care Clinic continues to make progress and interviews for staff have taken place.
- The NH+C Foundation is ready for a more formal launch in the very near future. Donation options will be made available to both employees and the public. 100% of funds received will be used to grow and enhance our capabilities to better care for those in our communities.

**Operations update:**

- Volumes are down.
- Elko New Market property is now expected to close by the end of April.
- Workforce issues continue to dominate healthcare provider concerns around the state.
- Inflationary pressures are being felt more broadly with regards to the price of stuff, price of talent and the leveling of financial reimbursements.

**Outreach:**

- Steve continues to meet with Angie Craig's healthcare team leaders.
- Steve participated in a WCCO podcast regarding workforce issues.

**Action: Information only.**

**Follow-up/Resolution: Closed.**

**Financial Report**

Scott Edin, CFO, presented the January financial report:

**January Key Drivers:**

- Inpatient Admits were 15% under forecast.
- Emergency Dept visits were 15% under forecast.
- Surgery procedures were 8% over forecast.

**Financial Outcomes:**

- Net Operating Revenues were \$763K under forecast.
- Gross Revenues were \$1.9M under forecast.
- Deductions were \$1.5M under forecast.
- Bad Debt was \$39K under forecast.

**Financial Notes:**

- Recognized \$287K of COVID grants.
- Investment losses were \$1.7M for the month.
- Purchased services of \$158K to Mayo for COVID testing; our purchase of two analyzers has helped reduce this cost.

**Action: Information only.**

**Follow-up/Resolution: Closed.**

## Community Relations Committee Summary

CC Linstroth shared the information from the February 22nd meeting.

- Thankful to be able to offer financial support locally with the grant funds approved.

**Action: Information only.**

**Follow-up/Resolution: Closed.**

## Roundtable, Announcements and Questions

No announcements.

**Action: Information only.**

**Follow-up/Resolution: Closed.**

## Closed Session

Prior to the start of Closed session, everyone was excused from the meeting except board members. At 6:31 pm the Board went into Closed Session pursuant Minn. Stat 13D.05, Subd.3: To evaluate performance of an individual who is subject to the authority of the board.

**Action: Motion made by Robert Morrison and seconded by Jami Reister to move into the closed session. Motion carried.**

**Follow-up/Resolution: Closed.**

## Adjourn

The meeting was adjourned at 7:41pm.

**Action: Motion made by Sarah Carlsen and seconded by Michael Hemesath to adjourn meeting. Motion carried.**

**Follow-up/Resolution: Closed.**