



# Meeting Minutes Record

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

**Date:** May 26, 2022

**Location:** Virtual Meeting

**Start Time:** 5:11pm

**End Time:** 6:53pm

**Board Members Present:** Fred Rogers- Board Chair, Rick Estenson, CC Linstroth, Robert Morrison, Rhonda Pownell, Jami Reister

**Staff Present:** Steve Underdahl- CEO, Jerry Ehn- COO, Jeff Meland- CMO, Monty Seper, Betsy Spethman- Director of Community Relations, Kelly Velander (Recorder), Vern Lougheed

**Others Present:** Teresa Knoedler- Legal Counsel

**Board Members Absent:** Sarah Carlsen- Vice-Chair, Michael Hemesath, Charlie Mandile

**Staff Absent:** Scott Edin- CFO, Tammy Hayes- CNE

**Others Absent:** Ben Martig- City Administrator

### Call to Order and Approval of the Agenda

The board meeting was called to order by Steve Underdahl, CEO who was given permission by board members in the absence of board chair, Fred Rogers at 5:11 p.m.

At 5:14 p.m., board chair, Fred Rogers joined the meeting and resumed as chair.

It was determined that it is was 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.

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

- Meeting minutes (approve)
  - Board Meeting (April 28, 2022)
- Meeting minutes (accepted)
  - Governance and Planning Committee (May 10, 2022)

**Action:** A motion was made by Rick Estenson and seconded by Robert Morrison 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:

- 4136: Telemedicine, Teleradiology
- 4135: Affiliate, Radiology
- 4133: Affiliate, Internal Medicine

#### Provisional Status:

- 4060: AH:I, Anesthesia/CRNA
- 4062: Affiliate, Internal Medicine/Cardiology
- 4061: Affiliate, Internal medicine/Cardiology

#### Reappointments:

- 3728: Telemedicine, Teleradiology
- 7433: Affiliate, Internal Medicine
- 3770: Telemedicine, Teleradiology
- 3680: Telemedicine, Teleradiology
- 3947: Telemedicine, Teleradiology
- 3958: Telemedicine, Teleradiology
- 3194: Affiliate, Otolaryngology
- 3726: Telemedicine, Teleradiology
- 3954: AH:I, CRNA

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

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

# Executive and Committee Reports

## CEO Report

Steve Underdahl, CEO, reported on the following:

### COVID-19 Update:

- The pandemic is not over.
- COVID hospitalization rates have risen significantly over the past two weeks.
- NH+C has experienced an increase in staff out ill with COVID and as a result, surgeries continue to be monitored daily and transfer to other facilities and nursing home has been challenging.
- These trends are similar within the state and nation.

### Strategic update:

- NH+C continues implementing paths out of the pandemic by working on reconnecting with staff, continuing succession planning within the organization and refining a future workforce plan.
- The NH+C Urgent Care target date is late summer.
- The implementation of the new EHR (Electronic Health Record) software is on target for the end of June. This process can be both a bit disruptive for patients and staff and will take a few months to normalize. Your care may be a slower as our staff gets familiar with the new system. Know and trust that you will receive the same personal care- always safe, always thorough. If you need care today, your options are Urgent Care and eCare, if it's an emergency, the ED or call 911.
- A multi-disciplinary team is being assembled to help identify social determinants of health priorities and tactics.

### Operations update:

- The first few months of the year continue to be demanding, both clinically and financially.
- Financial concerns are trending state-wide for healthcare organizations.
- The cost of talent/people, increase in cost of medical supplies/drugs, energy/fuel and payer mix are all contributing factors to these financial constraints.
- NH+C continues to be impacted by not being able to transfers patients to nursing homes, mental health facilities, or to other tertiary and academic medical centers.
- NH+C's PERA pension plan (Public Employees Retirement Association) is also causing unique pressures financially. It is trending to make recruiting more difficult on the front end as well as adding approximately \$1.5 M more in contributions to the bottom line versus regular defined contribution type pension plans.
- Mitigation strategies and tactics are being developed as a result of all these financial driver factors.

### Policy:

- Steve is continuing to let policy makers know that impact of the pandemic continues, and that a strong health infrastructure is crucial to each of our communities.

**Action: Information only.**

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

## **Financial Report**

Scott Edin, CFO presented the March financial report in Scott Edin's absence.

### **April Key Drivers**

- Inpatient Admits were 7% under forecast
- Emergency Dept visits were 3% over forecast
- Surgery procedures were 1% under forecast

### **Financial Outcomes:**

- Gross Revenues were \$360K under forecast
- Deductions were \$614K over forecast
- Bad Debt was \$345K under forecast
- Net Revenues were \$622K under forecast
- Operating expenses were \$34k over forecast
- Resulting in a Net Operating Loss of \$1.15M

**Action: Information only.**

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

## **Community Relations Verbal Report**

CC Linstroth shared that the Auxiliary bookfair had both record number of attendance, books and revenue this year.

The committee also reviewed the job description to assure that they are finding meaningful ways to support well being of the communities we support.

**Action: Information only.**

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

## **Roundtable, Announcements and Questions**

- The MHA Summer Trustee conference information was shared with board members.

- The Growing Up Healthy, HCI -supported program, information was shared with those in attendance.
- The NH+C Foundation has received great contributions since it began in May already. Contributions can be made by clicking this link <https://www.northfieldhospital.org/northfield-hospital-foundation>

**Action: Information only.**

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

## **Adjourn**

The meeting was adjourned at 6:53 p.m.

**Action: Motion made by Robert Morrison and seconded by Rick Estenson to adjourn meeting. Motion carried.**

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