

MEETING MINUTES RECORD

Meeting: Board of Directors – **Virtual Meeting during COVID-19 Pandemic**

Date: April 29, 2021

Location: Virtual Meeting

Start time: 5:05 pm

Adjourn time: 8:00 pm

Members: Lynn Clayton, CC Linstroth, Charlie Mandile, Jessica Peterson White, Fred Rogers, Bob Shepley, MD

Members absent: Sarah Carlsen

Staff: Steve Underdahl, Jerry Ehn, Jeff Meland, MD, Scott Edin, Tammy Hayes, Betsy Spethmann, Bobbi Jenkins (recorder), Kelly Velander, Brian Witte (Director of Wound Care Clinic)

Others: Brad Ness (City Council), Mayor Rhonda Pownell, Ben Martig (City Administrator), David Emery (LWV), Sam Wilmes (Northfield News)

Issue/Problem	Discussion/Conclusions	Action	Follow-up/Resolution									
I. Call to Order and Approval of the Agenda	<p>The board meeting was called to order by Fred Rogers at 5:05 p.m.</p> <p>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.</p> <p>Items on the consent agenda (available on the portal):</p> <ul style="list-style-type: none"> • Meeting minutes (approve) <ul style="list-style-type: none"> ✓ Board Meeting – 03/18/21 • Meeting minutes (accepted) <ul style="list-style-type: none"> ✓ Budget & Finance Committee – 03/16/21 ✓ Governance & Planning Committee – 4/13/21 • Employee Events and Recognition policy revision • Ambulance Remount 	<p>A motion was made by Lynn Clayton and seconded by CC Linstroth to approve the regular and consent agendas as presented. Motion carried.</p>	<p>Closed.</p>									
II. Reports												
1. Hospital Chief of Staff Report												
<ul style="list-style-type: none"> • Approval of Applications for Medical Staff Membership/ Privileges 	<p>Dr. Jeff Meland presented the medical staff applications for membership and privileges in Dr. Monty Seper's absence (available on the portal). There were no issues with any of the medical staff files presented.</p> <p><u>Appointments</u></p> <table border="1" data-bbox="378 1703 935 1898"> <thead> <tr> <th data-bbox="378 1703 508 1745">Prac #</th> <th data-bbox="508 1703 732 1745">Category</th> <th data-bbox="732 1703 935 1745">Privilege</th> </tr> </thead> <tbody> <tr> <td data-bbox="378 1745 508 1822">4074</td> <td data-bbox="508 1745 732 1822">AH:I</td> <td data-bbox="732 1745 935 1822">Behavioral Health</td> </tr> <tr> <td data-bbox="378 1822 508 1898">4075</td> <td data-bbox="508 1822 732 1898">AH:I</td> <td data-bbox="732 1822 935 1898">Behavioral Health</td> </tr> </tbody> </table>	Prac #	Category	Privilege	4074	AH:I	Behavioral Health	4075	AH:I	Behavioral Health	<p>A motion was made by CC Linstroth and seconded by Bob Shepley, MD to accept the recommendations from the Medical Executive Committee as presented. Motion carried.</p>	<p>Closed.</p>
Prac #	Category	Privilege										
4074	AH:I	Behavioral Health										
4075	AH:I	Behavioral Health										

Issue/Problem	Discussion/Conclusions			Action	Follow-up/Resolution
	4076	AH:I	Behavioral Health		
	4072	AH:I	NP		
	<u>Reappointments</u>				
	<u>Prac #</u>	<u>Category</u>	<u>Privilege</u>		
	3638	Active	OB/GYN		
	3746	Telemedicine	Teleradiology		
	3092	Telemedicine	Teleradiology		
	7398	Telemedicine	Teleradiology		
	3910	Affiliate	IM/ Cardiology		
	3702	Affiliate	Radiation Oncology		
	3745	AH:I	CRNA/ Anesthesia		
	3740	AH:I	NP/ Oncology		
	3706	Affiliate	Radiology		
	3743	AH:I	CRNA/ Anesthesia		
	7224	Active	EM/FM		
	3744	Telemedicine	Teleradiology		
	<u>Request for additional privileges</u>				
	<u>Prac #</u>	<u>Category</u>	<u>Privilege</u>		
	4007	AH:D	PA		
	7440	AH:D	PA		
	3978	Active	General Surgery		
	<u>No Action Required</u>				
	<u>Voluntary Resignation</u>				
	<u>Prac #</u>	<u>Category</u>	<u>Privilege</u>		
	3890	Affiliate	IM/ Nephrology		
	3632	Active	OB/GYN		
	3860	Telemedicine	Teleradiology		
	III. Presentations/ Discussion / Action Items				
• Wound Healing Clinics	Brian Witte, Wound Healing Clinic Director, presented on the new wound healing services now offered at NH+C. He reviewed clinical practice guidelines, measurements of success, patient stories and how hyperbaric oxygen therapy works			Information only.	Closed.

Issue/Problem	Discussion/Conclusions	Action	Follow-up/Resolution
	to heal wounds (copy of slides available on the BoardEffect portal). We are currently exceeding projections for this service. The board thanked Brian for his work in getting this important program up and running.		
IV. Charter Commission Update	Steve Underdahl updated the board on discussions with colleagues from the Charter Commission regarding draft ordinance language related to the hospital board. Language was developed with input for the hospital and City attorneys. The ordinance articulates specific language that would allow one more board member from outside the city limits, and the potential to appoint an employed physician or other care provider to the board. Steve commented that Charter changes are made in a very considered way and may take time to finalize. This will be discussed further at the May 13 Charter Commission meeting.	The board was supportive of the proposed changes.	Next step: discuss with the Hospital/City Governance Committee.
V. Executive and Committee Reports			
A. CEO Report	<p>Steve Underdahl, CEO, reported on the following:</p> <p><u>COVID-19</u></p> <ul style="list-style-type: none"> We are experiencing record hospitalized numbers this week. So far, we have administered approximately 17,000 vaccinations, and continue to be one of the community medical center leaders in the state. We are moving to twice a week vaccine schedule vs three days. We are also seeing an increase in the number of vaccine appointment no shows. Moving from more demand than vaccine, to more vaccine than demand. Currently producing videos and other materials that include vaccine messages from physicians / providers and stories from individual families to share. <p><u>Strategic</u></p> <ul style="list-style-type: none"> Continue to work on getting to say "Yes" and moving talent to the front. Exploring e-hospitalist/e-ICU and other potential tools to expand our capability to care for people locally. Three work force efforts underway: 	Information only.	Closed.

Issue/Problem	Discussion/Conclusions	Action	Follow-up/Resolution
	<ul style="list-style-type: none"> ✓ Diversity, equity, and inclusion project ✓ Development of an engagement tool that can be used and replicated. ✓ Succession planning framework. • There are a variety of growing rural and adjacent market efforts underway that will be discussed in more detail in the closed session this evening. • Started e-Care visits. <p><u>Operations</u></p> <ul style="list-style-type: none"> • Volumes have rebounded across most service lines. • Financial results for March, and so far in April, are much more promising. • Staffing / labor costs continue to be challenging as we continue our COVID mission and get busier. • Started a new morning walk-in clinic in Farmington, Monday – Friday, 7am to 9am with no appointments necessary. <p><u>Policy</u></p> <ul style="list-style-type: none"> • Federal policy is evolving under a new administration. • An important priority is continuing video and digital care options that were accelerated during the pandemic, and to ensure they are properly reimbursed. • At the state level, there are a number of healthcare issues in the Omnibus Budget Bill. • Broadband access and quality may be the new rural electronic initiative for this country. • An important priority is continuing video and digital care options that were accelerated during the pandemic, and to ensure they are properly reimbursed. <p>There were Board comments related to the importance of forward thinking and diversity, as this is a continued challenge for healthcare, as well as for the community.</p>		
B. Financial Report	<p>Scott Edin, CFO, presented the March financial report (slides available on portal)</p> <p><u>March Key Drivers</u></p> <p>Inpatient admits were 1% under forecast, emergency department visits were 10% under forecast, and surgery procedures were 27% under forecast.</p>	Information only.	Close

Issue/Problem	Discussion/Conclusions	Action	Follow-up/Resolution
	<p><u>Financial Outcomes</u></p> <ul style="list-style-type: none"> • Net operating revenues were \$315 under forecast. • Other operating revenues were \$503K over forecast, as we recognized \$500K of grants. • Operating expenses were \$361K under forecast. • Net operating surplus was \$236K vs. a forecast loss of \$314K. <p><u>Financial Notes</u></p> <ul style="list-style-type: none"> • Recognized \$500K of deferred COVID grants. • Investment gains were \$235K for the month. • Purchased services of \$113% to Mayo for COVID-19 testing. 		
C. Quality Committee Dashboard	Deferred to May.	Information only.	Closed.
D. Governance & Planning Committee Oral Report	Fred Rogers, committee chair, reported on the recent meeting of the Governance & Planning Committee. The main topic of discussion was related to a briefing on marketing which will be discussed during the closed session this evening. The committee also discussed proposed changes to the Charter.	Information only.	Closed.
E. Budget & Finance Committee Oral Report	Charlie Mandile reported on the Budget & Finance Committee meeting that took place earlier this afternoon. Jason Herreid, from Johnson Financial Group, reviewed the investment portfolio and returns. He also shared information on Infinity Q fund, which is a hedge fund in our portfolio. The value of the fund had been overstated by the fund managers, and the SEC froze the assets. The fund has been subsequently liquidated and the remaining assets will be eventually distributed to the shareholders. NH+C had invested \$1.6 million in the fund and it is estimated that our share of the assets will be \$1.2m. The Budget & Finance Committee will continue to explore and keep the board updated as appropriate.	Information only.	Closed.
VI. Roundtable, Announcements and Questions	<ul style="list-style-type: none"> • CC Linstroth commented on the Age Friendly Northfield "Quick Connect" informational guide, which is an easy to understand, reader-friendly format for older adults needing to contact a health care provider during the pandemic. She thanked NH+C for the 	Information only.	Closed.

Issue/Problem	Discussion/Conclusions	Action	Follow-up/Resolution
	<p>donation that helped make this resource available to the community.</p> <ul style="list-style-type: none"> • Steve Underdahl announced that Lynn Clayton will be stepping down as a board member following the May Board meeting. • Steve Underdahl announced that Bobbi Jenkins, Senior Executive Assistant, will be retiring at the end of June. He introduced Kelly Velander, her replacement, who started this week. 		
VII. Closed Session	<p>Prior to the start of the Closed Session, everyone was excused from the meeting except board members, administrative staff, the Mayor and the City Administrator. At 7:40 pm the Board went into Closed Session pursuant to Minn. Stat. 144.581, subd. 5 to discuss Marketing activity related to the hospital's competitive position with other health care providers that offer similar services, and Minn. Stat. 13D.05, subd 3(a) to discuss the CEO evaluation for 2020.</p>	<p>A motion was made by Lynn Clayton and seconded by Jessica Peterson White to move into Closed Session, Motion carried.</p>	<p>Closed.</p>
VIII. Adjourn	<p>The meeting was adjourned at 8:00 pm.</p>	<p>A motion was made by Charlie Mandile and seconded by Jessica Peterson White to adjourn the meeting. Motion carried.</p>	<p>Closed.</p>