

MEETING MINUTES RECORD

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

Date: May 27, 2021

Location: Virtual Meeting

Start time: 5:02 pm

Adjourn time: 7:05 pm

Board Members:

- Fred Rogers, Board Chair
- Sarah Carlsen, Vice-Chair
- Lynn Clayton

- CC Linstroth
- Charlie Mandile
- Jessica Peterson White

- Bob Shepley, MD

Staff:

- Steve Underdahl, CEO
- Jerry Ehn, COO
- Jeff Meland, MD., CMO

- Scott Edin, CFO
- Tammy Hayes, CNO
- Betsy Spethman, Director of Community Relations
- Kelly Velander (Recorder)
- Bobbi Jenkins

Others:

- Rhonda Pownell, Mayor
- Ben Martig, City Administrator
- Teresa Knoedler, Legal Counsel
- David Emery, LWV

Issue/Problem	Discussion/Conclusions	Action	Follow-up/Resolution
<ul style="list-style-type: none"> • Call to Order and Approval of the Agenda 	<p>The board meeting was called to order by Fred Rogers at 5:02 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>A closed session will follow the open meeting this evening 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.</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 – 04/29/21 • Meeting minutes (accepted) <ul style="list-style-type: none"> ✓ Budget & Finance Committee – 04/29/21 • Summary of April Board Closed Session • Medical Staff Manual Revision 	<p>A motion was made by CC Linstroth and seconded by Jessica Peterson White to approve the regular and consent agendas as presented. Motion carried.</p>	<p>Closed.</p>

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<ul style="list-style-type: none"> • Reports 																																																																																
1. Hospital Chief of Staff Report																																																																																
<ul style="list-style-type: none"> • Approval of Applications for Medical Staff Membership/ Privileges 	<p>Dr. Monty Seper presented the medical staff applications for membership and privileges. There were no issues with any of the medical staff files presented.</p> <p><u>Appointments</u></p> <table border="1" data-bbox="378 512 935 1079"> <thead> <tr> <th>Prac #</th> <th>Category</th> <th>Privilege</th> </tr> </thead> <tbody> <tr> <td>4078</td> <td>Telemedicine</td> <td>Teleradiology</td> </tr> <tr> <td>4079</td> <td>Telemedicine</td> <td>Teleradiology</td> </tr> <tr> <td>4080</td> <td>AH:I</td> <td>Behavioral Health</td> </tr> <tr> <td>4081</td> <td>AH:I</td> <td>Behavioral Health</td> </tr> <tr> <td>3823</td> <td>AH:I</td> <td>Behavioral Health</td> </tr> <tr> <td>4082</td> <td>AH:I</td> <td>Behavioral Health</td> </tr> <tr> <td>4086</td> <td>AH:I</td> <td>Behavioral Health</td> </tr> <tr> <td>4085</td> <td>AH:I</td> <td>Behavioral Health</td> </tr> </tbody> </table> <p><u>Reappointments</u></p> <table border="1" data-bbox="378 1121 935 1661"> <thead> <tr> <th>Prac #</th> <th>Category</th> <th>Privilege</th> </tr> </thead> <tbody> <tr> <td>3391</td> <td>Active</td> <td>Pediatrics</td> </tr> <tr> <td>3991</td> <td>AH:I</td> <td>Perinatology</td> </tr> <tr> <td>3710</td> <td>Active</td> <td>Pediatrics</td> </tr> <tr> <td>3741</td> <td>AH:I</td> <td>Neonatology</td> </tr> <tr> <td>3896</td> <td>Active</td> <td>OB/GYN</td> </tr> <tr> <td>3407</td> <td>Active</td> <td>Otolaryngology</td> </tr> <tr> <td>3903</td> <td>Telemedicine</td> <td>Teleradiology</td> </tr> <tr> <td>3913</td> <td>AH:I</td> <td>Behavioral Health</td> </tr> <tr> <td>3711</td> <td>Telemedicine</td> <td>Teleradiology</td> </tr> <tr> <td>3909</td> <td>Telemedicine</td> <td>Teleradiology</td> </tr> <tr> <td>3447</td> <td>Telemedicine</td> <td>Teleradiology</td> </tr> </tbody> </table> <p><u>Provisional Status</u></p> <table border="1" data-bbox="378 1703 935 1772"> <thead> <tr> <th>Prac #</th> <th>Privilege</th> <th>Adv</th> <th>Ext</th> </tr> </thead> <tbody> <tr> <td>4034</td> <td>PA- Oncology</td> <td></td> <td>X</td> </tr> </tbody> </table> <p><u>Request for additional privileges</u></p> <table border="1" data-bbox="378 1814 935 1925"> <thead> <tr> <th>Prac #</th> <th>Category</th> <th>Privilege</th> </tr> </thead> <tbody> <tr> <td>4001</td> <td>Active</td> <td>General Surgery</td> </tr> </tbody> </table>	Prac #	Category	Privilege	4078	Telemedicine	Teleradiology	4079	Telemedicine	Teleradiology	4080	AH:I	Behavioral Health	4081	AH:I	Behavioral Health	3823	AH:I	Behavioral Health	4082	AH:I	Behavioral Health	4086	AH:I	Behavioral Health	4085	AH:I	Behavioral Health	Prac #	Category	Privilege	3391	Active	Pediatrics	3991	AH:I	Perinatology	3710	Active	Pediatrics	3741	AH:I	Neonatology	3896	Active	OB/GYN	3407	Active	Otolaryngology	3903	Telemedicine	Teleradiology	3913	AH:I	Behavioral Health	3711	Telemedicine	Teleradiology	3909	Telemedicine	Teleradiology	3447	Telemedicine	Teleradiology	Prac #	Privilege	Adv	Ext	4034	PA- Oncology		X	Prac #	Category	Privilege	4001	Active	General Surgery	<p>A motion was made by Lynn Clayton and seconded by Sarah Carlsen to accept the recommendations from the Medical Executive Committee as presented. Motion carried.</p>	<p>Closed.</p>
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	3769	Active	General Surgery		
	No Action Required Voluntary Resignation				
	<u>Prac #</u>	<u>Category</u>	<u>Privilege</u>		
	7100	Refer & Follow	Refer & Follow		
	4054	AH:I	Behavioral Health		
<ul style="list-style-type: none"> Presentations/ Discussion / Action Items 					
1. Hospital Asphalt Replacement Project	Scott Edin, COO, presented the Capital request for the Hospital Asphalt Replacement in the amount of \$125,087.00.			A motion was made by CC Linstroth and seconded by Bob Shepley, MD to approve the Capital Request for the Asphalt Project as presented. Motion carried.	Closed.
2. Revision to Capital Expenditure Policy	Steve Underdahl and Fred Rogers presented the current Capital Expenditure Policy that states that capital items over \$100,000 need be approved by the board. Proposed changes to this policy would change that amount from \$100,000 to \$250,000 or more.			A motion was made by Fred Rogers and seconded by Sarah Carlsen to accept the changes to the amount of capital requests needing board approval to \$250,000 or more as presented. Motion carried.	Closed
3. Charter Commission Update	Steve Underdahl presented a brief update on the Charter Commission changes. The Charter Commission met last week to review proposed changes made by both NH+C and the City. Of those changes in review were to add a board member that is an employed Physician of the Hospital and to add another member that could reside outside of city limits but within the Northfield school district. These two changes were approved, others to be discussed at the next Charter Commission meeting. These items will to the next June 15 th City meeting for action and will require a 7-0 vote.			Information only.	Next Step: City Council meets on June 15 th and then the July 6 th meeting as well and changes will take effect 90 days from that date.
Executive and Committee Reports					
<ul style="list-style-type: none"> CEO Report 	Steve Underdahl, CEO, reported on the following: <u>COVID-19</u>			Information only.	Closed.

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	<ul style="list-style-type: none"> • We have moved away from Hospital based vaccination clinics to Clinic this last week. • NH+C has begun vaccinating the 12+ age group now as well. • Four obstacles have been identified by author Sema Sgair as written in the New York Times in May: Skeptics, Cost anxious, System distrusters, and the Watchful. • Hospital continues to look for ways to help those still not vaccinated by offering convenience and understanding of people’s fears to offer any support they might need in order to become vaccinated. • The Hospital has provided videos of stories of employees and their COVID-19 journey sharing personal messages about getting the vaccine, These videos are being shared on the NH+C website, Social media and have also shared within the community on their media outlets to share the message. <p><u>Strategic</u></p> <ul style="list-style-type: none"> • Farmington clinic now offers early morning times for better convenience. Continuation of the “Say Yes” message NH+C shares to the communities we serve. • Women’s Health Clinic continues to work on process improvements to better serve those we care for and have a more productive work environment. • Diversity, equity and inclusion and succession planning efforts are under way. More to come at the June board meeting. <p><u>Operations</u></p> <ul style="list-style-type: none"> • Volumes and financial results continue to trend up. Commonly being seen around the state. Increased comfort in visiting medical facilities, languishing health conditions and a recovering economy are likely contributors to this change. <p><u>Policy</u></p> <ul style="list-style-type: none"> • Couple of issues continue to be on the forefront. We oppose unfunded essential work paid lead leave mandate and pose it could be funded with Federal monies received by the State. • We support making permanent the expansion of Telehealth services. 		
<ul style="list-style-type: none"> • Financial Report 	<p>Scott Edin, CFO, presented the April financial report (slides available on portal)</p> <p><u>April Key Drivers</u></p> <ul style="list-style-type: none"> • Inpatient Admits were 100% of forecast. • ED visits were 15% over forecast. 	Information only.	Closed.

Issue/Problem	Discussion/Conclusions	Action	Follow-up/Resolution
	<ul style="list-style-type: none"> • Surgery procedures were 11% over forecast. <p><u>Financial Outcomes</u></p> <ul style="list-style-type: none"> • Net Operating Revenues were \$586k over forecast. • Other Operating revenues were \$7k over forecast. • Operating Expenses were \$788k over forecast. • Net Operating Surplus was \$216 vs a forecast surplus of \$428k. <p><u>Financial Notes</u></p> <ul style="list-style-type: none"> • Recognized \$333k of deferred COVID grants. • Investment gains were \$1.2M for the month • Purchases services of \$178k to Mayo for COVID-19 testing. 		
<ul style="list-style-type: none"> • Quality Committee Dashboard 	Sarah Carlsen reported on the March 16, 2021 Quality metrics.	Information only.	Closed.
<ul style="list-style-type: none"> • Community Relations Committee Oral Report 	CC Linstroth shared that they are reviewing the health assessment reports supplied to them to offer ways to offer more services and to improve existing services using this evidence based information.	Information only.	Closed.
<ul style="list-style-type: none"> • Roundtable, Announcements and Questions 	<ul style="list-style-type: none"> • CC Linstroth shared her appreciation and thanks to NH+C for their part in offering space and assistance to the Elderly Support group for Seniors. • CC Linstroth also thanked Healthfinders for all they offer to surrounding communities. 	Information only.	Closed.
<ul style="list-style-type: none"> • Closed Session 	Prior to the start of the Closed Session, everyone was excused from the meeting except board members, and the administrative staff. At 6:16 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.		Closed.
<ul style="list-style-type: none"> • Adjourn 	The meeting was adjourned at 7:05 pm.	Motion made by CC Linstroth and seconded by Sarah Carlsen to adjourn meeting. Motion carried.	Closed.