

MEETING MINUTES RECORD

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

Date: June 24, 2021

Location: Virtual Meeting

Start time: 5:08 pm

Adjourn time: 7:16 pm

Board Members:

- Fred Rogers, Board Chair
- Sarah Carlsen, Vice-Chair
- CC Linstroth
- Charlie Mandile
- Jessica Peterson White
- Bob Shepley, MD
- Rick Estenson

Staff:

- Steve Underdahl, CEO
- Jerry Ehn, COO
- Jeff Meland, MD., CMO
- Monty Seper
- Scott Edin, CFO
- Tammy Hayes, CNE
- 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
- Jeff Mutz, Director of Human Resources

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 5:08 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 – 05/27/21 • Meeting minutes (accepted) <ul style="list-style-type: none"> ✓ None • Revision of Clinic Privilege Form for Family Medicine, OB and Certified Nurse Midwife (approve) 	<p>A motion was made by CC Linstroth and seconded by Sarah Carlsen to approve the regular and consent agendas as presented. Motion carried.</p>	<p>Closed.</p>

Issue/Problem	Discussion/Conclusions	Action	Follow-up/Resolution																																																															
<ul style="list-style-type: none"> Reports 																																																																		
1. Hospital Chief of Staff Report		No updates provided.	Closed																																																															
<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> Appointments</p> <table border="1" data-bbox="378 590 935 768"> <thead> <tr> <th>Prac #</th> <th>Category</th> <th>Privilege</th> </tr> </thead> <tbody> <tr> <td>4087</td> <td>Affiliate</td> <td>Radiology</td> </tr> <tr> <td>4088</td> <td>Telemedicine</td> <td>Teleradiology</td> </tr> <tr> <td>3974</td> <td>Affiliate</td> <td>OB/GYN</td> </tr> </tbody> </table> <p><u>Reappointments</u></p> <table border="1" data-bbox="378 814 935 1661"> <thead> <tr> <th>Prac #</th> <th>Category</th> <th>Privilege</th> </tr> </thead> <tbody> <tr> <td>3427</td> <td>Active</td> <td>Internal Medicine</td> </tr> <tr> <td>3750</td> <td>Active</td> <td>Family Medicine</td> </tr> <tr> <td>3989</td> <td>Telemedicine</td> <td>Teleradiology</td> </tr> <tr> <td>3987</td> <td>Telemedicine</td> <td>Teleradiology</td> </tr> <tr> <td>3919</td> <td>Telemedicine</td> <td>Teleradiology</td> </tr> <tr> <td>2282</td> <td>Active</td> <td>FM/EM</td> </tr> <tr> <td>3748</td> <td>Active</td> <td>Pediatrics</td> </tr> <tr> <td>3752</td> <td>Affiliate</td> <td>Pathology</td> </tr> <tr> <td>3791</td> <td>AH:I</td> <td>NP</td> </tr> <tr> <td>3747</td> <td>Active</td> <td>EM</td> </tr> <tr> <td>3430</td> <td>Telemedicine</td> <td>Teleradiology</td> </tr> <tr> <td>3911</td> <td>Telemedicine</td> <td>Teleradiology</td> </tr> <tr> <td>3653</td> <td>Active</td> <td>Podiatry</td> </tr> <tr> <td>2360</td> <td>Telemedicine</td> <td>Teleradiology</td> </tr> <tr> <td>3655</td> <td>Telemedicine</td> <td>Teleradiology</td> </tr> <tr> <td>3790</td> <td>Active</td> <td>Radiation Oncology</td> </tr> </tbody> </table>	Prac #	Category	Privilege	4087	Affiliate	Radiology	4088	Telemedicine	Teleradiology	3974	Affiliate	OB/GYN	Prac #	Category	Privilege	3427	Active	Internal Medicine	3750	Active	Family Medicine	3989	Telemedicine	Teleradiology	3987	Telemedicine	Teleradiology	3919	Telemedicine	Teleradiology	2282	Active	FM/EM	3748	Active	Pediatrics	3752	Affiliate	Pathology	3791	AH:I	NP	3747	Active	EM	3430	Telemedicine	Teleradiology	3911	Telemedicine	Teleradiology	3653	Active	Podiatry	2360	Telemedicine	Teleradiology	3655	Telemedicine	Teleradiology	3790	Active	Radiation Oncology	<p>A motion was made by Sarah Carlsen and seconded by CC Linstroth to accept the recommendations from the Medical Executive Committee as presented. Motion carried.</p>	Closed
Prac #	Category	Privilege																																																																
4087	Affiliate	Radiology																																																																
4088	Telemedicine	Teleradiology																																																																
3974	Affiliate	OB/GYN																																																																
Prac #	Category	Privilege																																																																
3427	Active	Internal Medicine																																																																
3750	Active	Family Medicine																																																																
3989	Telemedicine	Teleradiology																																																																
3987	Telemedicine	Teleradiology																																																																
3919	Telemedicine	Teleradiology																																																																
2282	Active	FM/EM																																																																
3748	Active	Pediatrics																																																																
3752	Affiliate	Pathology																																																																
3791	AH:I	NP																																																																
3747	Active	EM																																																																
3430	Telemedicine	Teleradiology																																																																
3911	Telemedicine	Teleradiology																																																																
3653	Active	Podiatry																																																																
2360	Telemedicine	Teleradiology																																																																
3655	Telemedicine	Teleradiology																																																																
3790	Active	Radiation Oncology																																																																
<ul style="list-style-type: none"> Presentations/ Discussion / Action Items 																																																																		
1. Diversity, Equity and Inclusion, and Succession Planning	<p>Jeff Mutz, Director of Human Resources spoke about the new efforts taking place around Diversity, Equity and Inclusion. NH+C is committed to bringing awareness to and promoting "DEI" to our employees, patients,</p>	Information only.	Closed.																																																															

Issue/Problem	Discussion/Conclusions	Action	Follow-up/Resolution
	and community in an effort to ensure that NH+C is fair, equitable and inclusive of all people and their needs.		
2. Patient Care Update: Workplace Violence	<p>Tammy Hayes, CNE, shared current injury statistics. There is a notable trend showing an increase in workplace violence incidents.</p> <p>To assist with addressing this concern, NH+C has a Workplace Violence Task force that has completed a “Preventing Violence in Healthcare Gap Analysis”, that will help identify education, analysis tools and resources needed in these situations to ensure a safe work environment.</p>	Information only.	Closed
Executive and Committee Reports			
<ul style="list-style-type: none"> CEO Report 	<p>Steve Underdahl, CEO, reported on the following:</p> <p><u>COVID-19 Update:</u></p> <ul style="list-style-type: none"> Last large hospital vaccination event occurred mid-June. Vaccinations are now provided in our clinic settings. New Delta strain is of some concern. Community and staff support/education continues for those that are still uncertain about receiving the vaccine. <p><u>Strategic update:</u></p> <ul style="list-style-type: none"> Currently in the process of expanding Acute Care Scope of Practice and Digital health services. NH+C continues to explore methods to problem solve upstream in a patient encounter to provide the best patient experience. Work continues to implement a new EHR system in Q1 of 2022. <p><u>Operations update:</u></p> <ul style="list-style-type: none"> Volumes and Revenues continue to stabilize. COVID-19 expenses and unfavorable payor mix have had a negative impact. <p><u>Policy Update:</u></p> <ul style="list-style-type: none"> There is a concern about new utilization management policies from payers. 	Information only.	Closed.
<ul style="list-style-type: none"> Financial Report 	<p>Scott Edin, CFO, presented the May financial report (slides available on portal)</p> <p><u>May Key Drivers</u></p> <ul style="list-style-type: none"> Inpatient Admits were 7% under forecast Emergency Dept visits were 14% over forecast Surgery procedures were 11% over forecast 	Information only.	Closed.

Issue/Problem	Discussion/Conclusions	Action	Follow-up/Resolution
	<p><u>Financial Outcomes</u></p> <ul style="list-style-type: none"> • Net Operating Revenues were \$50K over forecast • Gross Revenues were \$1.7M over forecast • Deductions were \$1.6M over forecast; \$950K of this was due to increased volumes, balance was payer mix • Bad Debt was \$26K over forecast <p><u>Financial Notes</u></p> <ul style="list-style-type: none"> • Recognized \$333K of deferred COVID grants • \$2.2M YTD in 2021 • Investment gains were \$365K for the month • Purchased services of \$91K to Mayo for COVID-19 testing 		
<ul style="list-style-type: none"> • Quality Committee Verbal Report 	<p>Sarah Carlsen reported on the June 16, 2021 Quality metrics.</p> <ul style="list-style-type: none"> • The <i>Color my Meds</i> project continues to assist our patients in prescription education. • <i>EVS Room refreshes</i> in evenings has been well received by both staff and patients. 	Information only.	Closed.
<ul style="list-style-type: none"> • Roundtable, Announcements and Questions 	<ul style="list-style-type: none"> • Steve Underdahl bid farewell to Bobbi Jenkins as she retires as a very valued member of the staff for the past 32 years at Northfield Hospital + Clinics. Her contributions and dedication are not without notice and will greatly be missed. • Steve Underdahl introduced Rick Estenson as a newly appointed board member. Rick is a valuable member of the Northfield Community and serves as the President of 1st National Bank. 	Information only.	Closed.
<ul style="list-style-type: none"> • Closed Session 	<p>Prior to the start of the Closed Session, everyone was excused from the meeting except board members, and the administrative staff. At 7:02 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.</p>		Closed.
<ul style="list-style-type: none"> • Adjourn 	<p>The meeting was adjourned at 7:16 pm.</p>	<p>Motion made by Sarah Carlsen and seconded by Rick Estenson to adjourn meeting. Motion carried.</p>	Closed.