

MEETING MINUTES RECORD

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

Date: August 26, 2021

Location: Virtual Meeting

Start time: 5:06 pm

Adjourn time: 6:52 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)
- Vern Lougheed

Others:

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

- David Emery, LWV
- Brad Ness

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 5:06 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 – 07/29/21 • Meeting minutes (accepted) <ul style="list-style-type: none"> ✓ Budget and Finance Committee- 7/29/21 ✓ Governance and Planning Committee minutes- 7/27/21 ✓ Community Relations Committee- 8/24/21 • Trauma Team Activation Policy/TTA (approve) 	<p>A motion was made by Sarah Carlsen and seconded by CC Linstroth 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></p> <table border="1" data-bbox="378 552 933 852"> <thead> <tr> <th>Prac #</th> <th>Category</th> <th>Privilege</th> </tr> </thead> <tbody> <tr><td>4090</td><td>AH:I</td><td>Behavioral Health</td></tr> <tr><td>3833</td><td>AH:I</td><td>Behavioral Health</td></tr> <tr><td>3816</td><td>AH:I</td><td>Behavioral Health</td></tr> <tr><td>3831</td><td>AH:I</td><td>Behavioral Health</td></tr> <tr><td>3912</td><td>AH:I</td><td>Behavioral Health</td></tr> <tr><td>4091</td><td>AH:I</td><td>Behavioral Health</td></tr> <tr><td>4093</td><td>AH:I</td><td>Behavioral Health</td></tr> </tbody> </table> <p><u>Reappointments</u></p> <table border="1" data-bbox="378 936 933 1291"> <thead> <tr> <th>Prac #</th> <th>Category</th> <th>Privilege</th> </tr> </thead> <tbody> <tr><td>3470</td><td>Active</td><td>Family Medicine</td></tr> <tr><td>3753</td><td>Active</td><td>Orthopedic Surgery</td></tr> <tr><td>4001</td><td>Active</td><td>General Surgery</td></tr> <tr><td>3789</td><td>Active</td><td>OBGYN</td></tr> <tr><td>3785</td><td>Affiliate</td><td>Family Medicine</td></tr> <tr><td>4006</td><td>Affiliate</td><td>Urology</td></tr> <tr><td>3872</td><td>AH:I</td><td>Behavioral Health</td></tr> <tr><td>3995</td><td>AH:I</td><td>Behavioral Health</td></tr> </tbody> </table>	Prac #	Category	Privilege	4090	AH:I	Behavioral Health	3833	AH:I	Behavioral Health	3816	AH:I	Behavioral Health	3831	AH:I	Behavioral Health	3912	AH:I	Behavioral Health	4091	AH:I	Behavioral Health	4093	AH:I	Behavioral Health	Prac #	Category	Privilege	3470	Active	Family Medicine	3753	Active	Orthopedic Surgery	4001	Active	General Surgery	3789	Active	OBGYN	3785	Affiliate	Family Medicine	4006	Affiliate	Urology	3872	AH:I	Behavioral Health	3995	AH:I	Behavioral Health	<p>A motion was made by Rick Estenson and seconded by CC Linstroth to accept the recommendations from the Medical Executive Committee as presented. Motion carried.</p>	Closed
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<ul style="list-style-type: none"> • Presentations/ Discussion / Action Items 																																																						
1. Home Care & Hospice Quality Report	<p>Tammy Hayes presented the Home care & Hospice Quality report.</p> <ul style="list-style-type: none"> • This report is reviewed by the board annually. • The Home care quality data includes complaints, feedback, vulnerable adult reports, incident reports, medication errors, infection surveillance, chart audits, results of MDH surveys, home health care CAHPS data, OASIS measure and high risk, high volume or problem-prone areas that are identified. • Home Care at NH+C is above national and state trends for care and service. • Home Care improvement projects include documentation improvements, timely 	Information only.	Closed.																																																			

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	<p>initiation of care and education, medication including the Color my Meds project and ambulation/transferring education by rehab staff.</p> <ul style="list-style-type: none"> Hospice quality data shows complaints, feedback, vulnerable adult reports, incident reports, medication errors, infection surveillance, chart audits, results of MDH surveys, Hospice CAHPA data to include Evaluation of Grief support services data, HIS measures and high-risk, high volume or problem-prone areas that are identified. 1st quarter Hospice data indicates NH+C is at or above state and national trends. Hospice current improvement projects include documentation projects and training of family. 		
<p>2. Capital Request: Radiology systems for Northfield, Kenyon and Lakeville clinics</p>	<p>Jerry Ehn presented the capital request for radiology systems for Northfield, Kenyon and Lakeville clinics</p> <ul style="list-style-type: none"> Current imaging equipment at the Northfield and Lakeville clinics are experiencing an increase in repairs and the need to update system software as a result of aged equipment installed in 2007. To improve patient experience by having procedures be more comfortable, along with providing a reduced radiation exposure, the transition from CR (computed radiography) to DR (direct radiography) equipment is being suggested for replacement. The capital budget for 2021 included the replacement cost of both Northfield and Lakeville clinics at an estimated cost of \$360,000. With the opening of the Kenyon clinic and assessment of imaging needs, an updated bid was obtained to include this project as well. A bundled package quote now reflects the total capital budget request to not exceed \$430,000 for all three clinic locations for imaging equipment replacement upgrades. 	<p>A motion was made by Robert Shepley, MD and seconded by Rick Estenson to approve the capital expense for imaging equipment for the Northfield, Lakeville and Kenyon clinics as presented. Motion carried.</p>	<p>Closed.</p>
<p>Executive and Committee Reports</p>			
<ul style="list-style-type: none"> CEO Report 	<p>Steve Underdahl, CEO, reported on the following: <u>COVID-19 Update:</u></p> <ul style="list-style-type: none"> Delta variant is surging across the country and has spread dramatically across the United States as predicted by scientist last spring. With data supporting complicating factors such as this variant being more highly transmittable and the increase in younger 	<p>Information only.</p>	<p>Closed.</p>

Issue/Problem	Discussion/Conclusions	Action	Follow-up/Resolution
	<p>individuals and children, there is another push to have more people vaccinated.</p> <ul style="list-style-type: none"> • NH+C is now beginning to see a steady stream of COVID-19 positive patients after weeks of very little activity with patients sick with COVID. • Current vaccinated staff rate is approximately 80%. • NH+C has set in place a vaccination policy as of August 9th that addresses a requirement that all employees be vaccinated with COVID-19 and influenza. Employees must have completed their COVID-19 vaccine series by October 31st and influenza by November 30th. This requirement is a condition of employment. Exemptions for medical and religious causes will be reviewed. • Masking of all staff in all areas has now been reinstated. • The FDA approved the Pfizer COVID-19 vaccine. • NH+C has extended support to the Northfield Public Schools requiring masks be worn on their campuses. <p><u>Strategic update:</u></p> <ul style="list-style-type: none"> • The Kenyon clinic lease was approved by the City Council. • Plans to open the Kenyon clinic are set for October. • NH+C has named an outstanding provider for the Kenyon clinic practice. Chris Werner, CNP, APRN welcomes this great opportunity to provide care for the Kenyon, and surrounding communities. • The new EHR implementation process continues. <p><u>Operations update:</u></p> <ul style="list-style-type: none"> • July volumes and financials are encouraging. • Higher than anticipated government payor ratios had a negative impact on net income. • There is a steady and growing demand for non-COVID care. <p><u>Visioning Exercise:</u></p> <ul style="list-style-type: none"> • Plans to begin envisioning what Northfield Hospital & Clinics might look like in 2026 will begin taking place this fall with the hospital board committee. 		
<ul style="list-style-type: none"> • Financial Report 	<p>Scott Edin, CFO, presented the July financial report</p> <p><u>July Key Drivers</u></p> <ul style="list-style-type: none"> • Inpatient Admits were 19% over forecast • Emergency Dept visits were 3% over forecast 	Information only.	Closed.

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	<ul style="list-style-type: none"> • Surgery procedures were 13% over forecast <p><u>Financial Outcomes</u></p> <ul style="list-style-type: none"> • Net Operating Revenues were \$8K over forecast • Gross Revenues were \$1.8M over forecast • Deductions were \$2.1M over forecast • Bad Debt was \$321K under forecast <p><u>Financial Notes</u></p> <ul style="list-style-type: none"> • Recognized \$0 of deferred COVID grants <ul style="list-style-type: none"> ○ \$2.5M YTD in 2021 – none remaining • Investment gains were \$337K for the month • Purchased services of \$49K to Mayo for COVID-19 testing • \$147K of additional one-time expenses related to EHR upgrade 		
<ul style="list-style-type: none"> • Quality Dashboard 	<ul style="list-style-type: none"> • Sarah Carlsen reported on the Quality metrics report reviewed by the Quality Committee. 	Information only.	Closed.
<ul style="list-style-type: none"> • Community Relations Committee 	<ul style="list-style-type: none"> • CC Linstroth spoke of all the great work NH+C is sharing with our community. 	Informational only.	Closed.
<ul style="list-style-type: none"> • Roundtable, Announcements and Questions 	<ul style="list-style-type: none"> • City/Hospital Governance Committee met in August and continues work to communicate quarterly on issues to better collaborate. 	Information only.	Closed.
<ul style="list-style-type: none"> • Adjourn 	The meeting was adjourned at 6:52 pm.	Motion made by CC Linstroth and seconded by Sarah Carlsen to adjourn meeting. Motion carried.	Closed.