

# MEETING MINUTES RECORD

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

Date: October 29, 2020      Location: Virtual Meeting      Start time: 5:00 pm      Adjourn time: 6:05 pm

Members: Steve O’Neill, Lynn Clayton, CC Linstroth, Charlie Mandile, Pete Sandberg, Sarah Carlsen, Jessica Peterson White, Fred Rogers, Bob Shepley, MD

Members absent:

Staff: Steve Underdahl, Jerry Ehn, Jeff Meland, MD, Scott Edin, Tammy Hayes, Tom Holt, MD, Betsy Spethmann, Bobbi Jenkins (recorder)

Others: Brad Ness (City), David Emery (LWV), Mayor Rhonda Pownell, Ben Martig

Issue/Problem	Discussion/Conclusions	Action	Follow-up/Resolution
<p>I. Call to Order and Approval of the Agenda</p>	<p>The board meeting was called to order by Steve O’Neill at 5:00 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>The board was reminded to mute their microphone when not speaking and to raise their hands for voting, making motions and with any questions.</p> <p>Items on the consent agenda (included on the portal):</p> <ul style="list-style-type: none"> <li>• Meeting minutes (approve) <ul style="list-style-type: none"> <li>✓ Board Meeting – 09/24/20</li> </ul> </li> <li>• Meeting minutes (accept) <ul style="list-style-type: none"> <li>✓ Quality Committee – 09/15/20</li> <li>✓ Budget &amp; Finance Committee – 09/24/20</li> </ul> </li> <li>• Annual Review of Contracted Services</li> </ul>	<p>A motion was made by Lynn Clayton and seconded by Sarah Carlsen to approve the consent and regular agenda as presented. Motion carried</p>	<p>Closed.</p>
<p>II. Reports</p>			
<p>1. Hospital Chief of Staff Report</p>	<p>Dr. Tom Holt: Chief of Staff Report:</p> <ul style="list-style-type: none"> <li>• The medical staff will not be holding an in-person annual medical staff meeting/social this year due to the COVID pandemic.</li> <li>• The hospital and the clinics are seeing an increase in sick patients. At times. It is difficult finding hospitals able to accept patients that need to be transferred due volumes at the metro hospitals. This is an issue all over the state due both to the flu season and COVID. Steve Underdahl added we are very fortunate to have experienced hospitalists on staff at</li> </ul>	<p>Information only.</p>	<p>Closed.</p>

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	NH+C. We also have well-vetted plans to handle a surge of COVID patients if necessary. Currently, we have a good supply of PPE.																																																					
1. Approval of Medical Staff Files	<p>Dr. Holt presented the medical staff applications for membership and privileges (included 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="378 495 935 1671"> <thead> <tr> <th>Prac #</th> <th>Privilege</th> <th>Category</th> </tr> </thead> <tbody> <tr><td>4042</td><td>Family Medicine/ Hospitalist</td><td>Active</td></tr> <tr><td>4044</td><td>Behavioral Health</td><td>AH:I</td></tr> <tr><td>4045</td><td>Behavioral Health</td><td>AH:I</td></tr> <tr><td>4046</td><td>Behavioral Health</td><td>AH:I</td></tr> <tr><td>4047</td><td>Behavioral Health</td><td>AH:I</td></tr> <tr><td>4048</td><td>Behavioral Health</td><td>AH:I</td></tr> <tr><td>4049</td><td>Behavioral Health</td><td>AH:I</td></tr> <tr><td>4050</td><td>Behavioral Health</td><td>AH:I</td></tr> <tr><td>4051</td><td>Behavioral Health</td><td>AH:I</td></tr> <tr><td>4052</td><td>Behavioral Health</td><td>AH:I</td></tr> <tr><td>4053</td><td>Behavioral Health</td><td>AH:I</td></tr> <tr><td>4054</td><td>Behavioral Health</td><td>AH:I</td></tr> <tr><td>4055</td><td>Behavioral Health</td><td>AH:I</td></tr> <tr><td>4056</td><td>Behavioral Health</td><td>AH:I</td></tr> </tbody> </table> <p><u>Reappointments</u></p> <table border="1" data-bbox="378 1713 935 1839"> <thead> <tr> <th>Prac #</th> <th>Privilege</th> <th>Category</th> </tr> </thead> <tbody> <tr><td>3888</td><td>Family Medicine / OB</td><td>Active</td></tr> </tbody> </table> <p><u>Request for additional privileges</u></p>	Prac #	Privilege	Category	4042	Family Medicine/ Hospitalist	Active	4044	Behavioral Health	AH:I	4045	Behavioral Health	AH:I	4046	Behavioral Health	AH:I	4047	Behavioral Health	AH:I	4048	Behavioral Health	AH:I	4049	Behavioral Health	AH:I	4050	Behavioral Health	AH:I	4051	Behavioral Health	AH:I	4052	Behavioral Health	AH:I	4053	Behavioral Health	AH:I	4054	Behavioral Health	AH:I	4055	Behavioral Health	AH:I	4056	Behavioral Health	AH:I	Prac #	Privilege	Category	3888	Family Medicine / OB	Active	A motion was made by CC Linstroth and seconded by Jessica Peterson White to accept the recommendations from the Medical Executive Committee as presented. Motion carried.	Closed.
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III. Presentations/ Discussion / Action Items																	
<ul style="list-style-type: none"> <li>Long Term Care, Home Care and Hospice Annual Quality Update</li> </ul>	<p>Tammy Hayes reported the CMS scores for long term care, home care and hospice on the pillars of performance. These scores are all publicly reported (copy of slides included on packet).</p> <ul style="list-style-type: none"> <li>✓ Long Term Care: Compare Star Rating, Quality of Life, Patient Satisfaction, Annual Infection Rate, Quality of Resident Care and Health Inspections</li> <li>✓ Home Care: Compare Star Rating, Patient Satisfaction, Quality of Care,</li> <li>✓ Hospice: Patient Satisfaction, Evaluation of Grief Support Services and Quality of Care.</li> </ul> <p>The board inquired on what areas we should focus on going forward. Response: A stable workforce could increase our scores. Recruiting for nursing and nursing assistants is challenging in these areas, and staff tend to gravitate to other areas.</p>				Information only.	Closed.											
IV. Executive and Committee Reports																	
<ul style="list-style-type: none"> <li>✓ CEO Report</li> </ul>	<p>Steve Underdahl: CEO report:</p> <ul style="list-style-type: none"> <li>• COVID: Cases are manageable in Northfield and in Minnesota more generally, but the basic trends are moving in the wrong direction.</li> <li>• New visitation rules are in place for Minnesota nursing homes. Restrictions are tied to the county infection rate.</li> </ul> <p><u>Strategic</u></p> <ul style="list-style-type: none"> <li>• Closing in on a formal recommendation for an EHR. Discussion with the Board in November.</li> <li>• Manager is being hired for our Healogics wound care program. Construction documents still awaiting Minnesota Department of Health review. Demolition underway. Target date: Q1 2021.</li> </ul>				Information only.	Closed.											

Issue/Problem	Discussion/Conclusions	Action	Follow-up/Resolution
	<ul style="list-style-type: none"> <li>Foundation Board: Working on refinement of the case statement. Discussion about opportunity for NH+C team to donate as a kick-starter. Thank you to Foundation Board members.</li> <li>Steve will be the lead in reaching out to major employers in the region to better understand their needs and issues regarding healthcare for their employees.</li> </ul> <p><u>Operations</u></p> <ul style="list-style-type: none"> <li>Volumes continue to recover but are still uneven. Clinic practices generally back to expected levels. Surgery volumes are up and down. The hospital is busier but also uneven.</li> <li>The new Birth Center space is open and being used. Very good feedback from patients and families. Phase 2 remodel on target.</li> <li>Recent cybersecurity threats and ransom demands in Minnesota.</li> </ul> <p><u>Policy</u></p> <ul style="list-style-type: none"> <li>Much of healthcare policy will be informed and driven by the results of the election. There will be significant budget challenges for 2021 (particularly with Medicaid).</li> <li>Things to watch: Preexisting conditions, ACA or not, and Medicaid cuts.</li> </ul>		
✓ Financial Report	<p>Scott Edin: CFO report</p> <p><u>September 2020 Key Drivers:</u></p> <ul style="list-style-type: none"> <li>Clinic OP visits were 10% over budget</li> <li>Endo procedures were 16% over budget</li> <li>IP days were 27% under budget</li> <li>Nursing Home days were 17% under budget-</li> <li>ED visits were 13% under budget</li> <li>Surgery cases were 6% under budget</li> </ul> <p><u>September 2020 Financial Outcomes</u></p> <ul style="list-style-type: none"> <li>Net operating revenues were \$253K under budget</li> <li>Operating expenses were \$121 over budget</li> <li>Net operating loss was \$43K vs. a budget of \$331K surplus.</li> </ul> <p><u>Financial notes</u></p>	Information only.	Closed.

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	<ul style="list-style-type: none"> <li>Recognized \$0 this month in other revenue from federal COVID grants.</li> <li>Investment losses were \$494K for September</li> </ul> <u>Capital Expenditures through 09/30/20</u> <ul style="list-style-type: none"> <li>YTD Capital Spend has been \$970K</li> <li>Remaining capital budget = \$2,528,120.</li> <li>YTD expenses for Birthing center &amp; Clinic expansion = \$8,595,728.</li> <li>Remaining strategic project expenses committed = \$4,404,272.</li> </ul>		
✓ Oral Report: Governance and Planning Committee	<p>Steve O' Neill reported on the October 26, 2020 Governance &amp; Planning Committee meeting:</p> <ul style="list-style-type: none"> <li>Received an update from NH+C attorney regarding active litigation.</li> <li>Received a presentation from Ann Reuter, Quality Director, on a root cause analysis on a CMS Long Term Care survey related to infection prevention.</li> <li>Discussed Board officers for 2021. Steve O' Neill will be reaching out to board members regarding interest in a leadership position.</li> <li>Discussed board reappointments for 2021. Board members were sent a gaps analysis from Steve Underdahl with a request to respond with feedback.</li> </ul>	Information only.	Closed.
✓ Board Quality Dashboard Report	Charlie Mandile reviewed the highlights of the board quality dashboard (copy included on the portal)	Information only.	Closed.
V. Roundtable, Announcements and Questions	The Board Retreat is tomorrow, 10/30/20.	Information only.	Closed.
VI. Pending Items	NA	NA	NA
VII. Adjourn	The meeting was adjourned.	A motion was made by Sarah Carlsen and seconded by Jessica Peterson White to adjourn the meeting. Motion carried.	Closed.