

# MEETING MINUTES RECORD

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

Date: October 28th, 2021 Location: Virtual Meeting

Start time: 5:10 pm Adjourn time: 7:36 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

**Guests:**

- \*Betsy Spethmann, Director of Communications
- \*Julie Nikolai-Sullivan, Director of Marketing
- \*Matt Anderson, UofM Professor

Issue/Problem	Discussion/Conclusions	Action	Follow-up/Resolution
<ul style="list-style-type: none"> <li>• Call to Order and Approval of the Agenda</li> </ul>	<p>The board meeting was called to order by Fred Rogers at 5:10 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"> <li>• Meeting minutes (approve)               <ul style="list-style-type: none"> <li>✓ Board Meeting – 09/30/21</li> </ul> </li> <li>• Meeting minutes (accepted)               <ul style="list-style-type: none"> <li>✓ Quality Committee-9/30/21</li> </ul> </li> <li>• By-laws (approve)</li> <li>• Urgent Care lease terms (approve)</li> </ul>	<p>A motion was made by Jessica Peterson White and seconded by CC Linstroth 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"> <li>• Reports</li> </ul>																																																
1. Hospital Chief of Staff Report		No updates provided.	Closed																																													
<ul style="list-style-type: none"> <li>• Approval of Applications for Medical Staff Membership/ Privileges</li> </ul>	<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="376 514 927 651"> <thead> <tr> <th>Practitioner #</th> <th>Category</th> <th>Privilege</th> </tr> </thead> <tbody> <tr> <td>4095</td> <td>Telemedicine</td> <td>Teleradiology</td> </tr> <tr> <td>4096</td> <td>Telemedicine</td> <td>Teleradiology</td> </tr> <tr> <td>4097</td> <td>Telemedicine</td> <td>Teleradiology</td> </tr> <tr> <td>3804</td> <td>Active</td> <td>FM- Hospitalist</td> </tr> </tbody> </table> <p><u>Reappointments</u></p> <table border="1" data-bbox="376 766 927 1150"> <thead> <tr> <th>Practitioner #</th> <th>Category</th> <th>Privilege</th> </tr> </thead> <tbody> <tr> <td>3809</td> <td>AH:I</td> <td>Anesthesia</td> </tr> <tr> <td>3914</td> <td>Affiliate</td> <td>Physical Med &amp; Rehab</td> </tr> <tr> <td>4018</td> <td>Telemedicine</td> <td>Teleradiology</td> </tr> <tr> <td>3758</td> <td>Telemedicine</td> <td>Teleradiology</td> </tr> <tr> <td>7303</td> <td>Active</td> <td>FM</td> </tr> <tr> <td>3805</td> <td>Telemedicine</td> <td>Teleradiology</td> </tr> <tr> <td>7335</td> <td>Refer and Follow</td> <td>Refer and Follow</td> </tr> <tr> <td>2604</td> <td>Active</td> <td>EM and FM</td> </tr> <tr> <td>3756</td> <td>Telemedicine</td> <td>Teleradiology</td> </tr> </tbody> </table>	Practitioner #	Category	Privilege	4095	Telemedicine	Teleradiology	4096	Telemedicine	Teleradiology	4097	Telemedicine	Teleradiology	3804	Active	FM- Hospitalist	Practitioner #	Category	Privilege	3809	AH:I	Anesthesia	3914	Affiliate	Physical Med & Rehab	4018	Telemedicine	Teleradiology	3758	Telemedicine	Teleradiology	7303	Active	FM	3805	Telemedicine	Teleradiology	7335	Refer and Follow	Refer and Follow	2604	Active	EM and FM	3756	Telemedicine	Teleradiology	<p>A motion was made by CC Linstroth and seconded by Rick Estenson to accept the recommendations from the Medical Executive Committee as presented. Motion carried.</p>	Closed
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1. Marketing and Communications Presentation	<p>Betsy Spethmann and Julie Nikolai-Sullivan presented the Marketing and Communications update. The presentation showcased the many great ways Northfield Hospital and Clinics have expanded in the past year to care for the communities we serve. Some of the changes included the following</p> <ul style="list-style-type: none"> <li>• Birth Center expansion</li> <li>• Wound Healing Center</li> <li>• Farmington Clinic offering morning walk-in hours</li> <li>• E-care and Video visits</li> <li>• Kenyon Clinic opening</li> </ul>	Information only.	Closed.																																													
2. Healthcare Reflection point Presentation	<p>Matt Anderson, University of Minnesota Professor of Public Health shared a presentation to the board with regards to current health trends and provided some strategic building insight.</p>	Information only.	Closed.																																													

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3. Faribault Clinic Proposal	Scott Edin shared the proposal to purchase the existing Faribault Clinic building as previously reviewed by the Board.	A motion was made by CC Linstroth and seconded by Rick Estenson to move forward the process to purchase of the Faribault Clinic site building as presented. Motion carried.	Next steps are to have the proposal added to the consent agenda for the City Council meeting on 11/2/21 to be approved by the City of Northfield.
4. Quality Dashboard Report	Sarah Carlsen shared data with regards to the 3Q Quality Dashboard report.	Information only.	Closed.
Executive and Committee Reports			
<ul style="list-style-type: none"> <li>CEO Report</li> </ul>	<p>Steve Underdahl, CEO, reported on the following:</p> <p><u>COVID-19 Update:</u></p> <ul style="list-style-type: none"> <li>NH+C hospitalizations have been down and up.</li> <li>COVID booster shots are now approved for certain populations.</li> <li>NH+C is preparing to provide vaccinations for children ages 5 to 11 years age</li> <li>NH+C employee vaccination mandate is now in effect</li> </ul> <p><u>Strategic update:</u></p> <ul style="list-style-type: none"> <li>Kenyon Clinic opened on October 18<sup>th</sup> and has been well received.</li> </ul> <p><u>Operations update:</u></p> <ul style="list-style-type: none"> <li>Financial performance for October was good.</li> <li>Workplace and supply chain issues continue to stress Healthcare systems.</li> </ul>	Information only.	Closed.
<ul style="list-style-type: none"> <li>Financial Report</li> </ul>	<p>Scott Edin, CFO, presented the September financial report</p> <p><u>September Key Drivers</u></p> <ul style="list-style-type: none"> <li>Inpatient Admits were 22% over forecast</li> <li>Emergency Dept visits were 19% over forecast</li> <li>Surgery procedures were 6% under forecast</li> </ul> <p><u>Financial Outcomes</u></p> <ul style="list-style-type: none"> <li>Net Operating Revenues were \$680K over forecast</li> <li>Gross Revenues were \$2.9M over forecast</li> <li>Deductions were \$2.0M over forecast</li> <li>Bad Debt was \$65K under forecast</li> </ul> <p><u>Financial Notes</u></p> <ul style="list-style-type: none"> <li>Recognized \$0 of deferred COVID grants <ul style="list-style-type: none"> <li>\$2.5M YTD in 2021 – none remaining</li> </ul> </li> </ul>	Information only.	Closed.

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	<ul style="list-style-type: none"> <li>• Investment losses were \$1.0M for the month</li> <li>• Purchased services of \$180K to Mayo for COVID-19 testing</li> </ul>		
<ul style="list-style-type: none"> <li>• Roundtable, Announcements and Questions</li> </ul>	<ul style="list-style-type: none"> <li>• 2022 Board calendar was shared.</li> </ul>	Information only.	Closed.
<ul style="list-style-type: none"> <li>• Adjourn</li> </ul>	The meeting was adjourned at 7:36 pm.	Motion made by Rick Estenson and seconded by Sarah Carlsen to adjourn meeting. Motion carried.	Closed.