

MEETING MINUTES RECORD

Meeting: Board of Directors – Hybrid: In-Person/Virtual Meeting

Date: September 26, 2024 Location: Virtual Meeting Start time: 5:10 pm Adjourn time: 8:34 pm

Board Members:

- Sarah Carlsen, Chair
- Michael Hemesath, Vice-Chair
- Rick Estenson
- Katie Lane
- Robert Morrison
- Crystal Mulvihill
- Rhonda Pownell
- Jami Reister
- Fred Rogers

Staff:

- Steve Underdahl, CEO
- Tammy Hayes, COO
- Jeff Meland, MD., CMO
- Ben Flannery, MD (virtual)
- Eric Guth, Interim CFO
- Lisa Bauer, CNE
- Betsy Spethman, Director of Community Relations
- Kelly Velander (Recorder)
- Vern Lougheed, ITS

Others:

- Ben Martig, City Administrator
- Teresa Knoedler, Legal Counsel (virtual)

Guests:

Student, Julie Nikolai Sullivan

Issue/Problem	Discussion/Conclusions	Action	Follow-up/Resolution
<ul style="list-style-type: none"> • Call to Order and Approval of the Agenda and Consent agenda items 	<p>The board meeting was called to order by Sarah Carlsen at 5:10 p.m.</p> <p>Meetings will now take place in hybrid format. Board members that joined virtually were: None</p> <p>The locations of board members attending by electronic means were included in the public notice of the meeting.</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- (8/22/24) • Meeting minutes (accepted) <ul style="list-style-type: none"> ✓ Community Relations Committee (8/20/24) • Policies/Forms/Other (accepted) <ul style="list-style-type: none"> ✓ Quality Improvement Policy and Program 	<p>Motion was made by Katie Lane and seconded by Jami Reister to approve the agenda and consent agenda as presented.</p> <p>With no board members participating virtually, a roll call was not performed.</p> <p>Motion carried.</p>	<p>Closed.</p>
<ul style="list-style-type: none"> • Reports 			
<ul style="list-style-type: none"> 1. Hospital Chief of Staff Report 		<p>No updates provided.</p>	<p>Closed</p>

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<ul style="list-style-type: none"> Approval of Applications for Medical Staff Membership/ Privileges 	<p>The medical staff applications from the Credentials Committee were presented for approval.</p> <p><u>Appointments</u></p> <p><u>Practitioner # Category Privilege</u></p> <p>4311 AH:D Pathology PA-C</p> <p>4312 AH:I Teleradiology (CRL)</p> <p><u>Re-Appointments</u></p> <p><u>Practitioner # Category Privilege</u></p> <p>4148 Affiliate Cardiology</p> <p>3966 Telemedicine Teleradiology</p> <p>3965 Telemedicine Teleradiology</p> <p>7402 Active Emergency Medicine</p> <p>4234 Telemedicine Teleradiology</p> <p>7338 Active Family Medicine</p> <p>3735 Telemedicine Teleradiology</p> <p>3881 AH:I Anesthesia</p> <p>3698 Active Family Medicine</p> <p>3967 Telemedicine Teleradiology</p>	<p>A motion was made by Fred Rogers and seconded by Michael Hemesath to approve the medical staff files as presented.</p> <p>Motion carried.</p>	<p>Closed</p>
<ul style="list-style-type: none"> Presentations 			
<p>Nursing Update</p>	<p>Lisa Bauer provide her quarterly nursing update.</p> <ul style="list-style-type: none"> Received designation as a acute stroke ready hospital. This is done every 3 years. NH+C collaborates with Allina Tele-Stroke program. NH+C is also designated as a level 4 trauma center. This redesignation is also done every 3 years. Our Cancer Center survivorship event went very well last month. 	<p>Information only.</p>	<p>Closed.</p>
<p>Communication/Marketing Update</p>	<p>Julie Nikolai Sullivan, Director of Marketing, and Betsy Spethmann, Director of Communication, provided an update highlighting current ways we are engaging with the populations we serve.</p>	<p>Information only.</p>	<p>Closed.</p>
<p>Proposed Sale of the Old EMS Building</p>	<p>Eric Guth, CFO, provided information regarding the proposed purchase of the former EMS house by the City of Northfield.</p> <p>Eric made the recommendation to the board to accept the purchase offer of \$325,000 and request that the Northfield City Council pass a resolution allowing the sale of the 2nd street house to the City of Northfield.</p>	<p>A motion was made by Fred Rogers and seconded by Katie Lane to approve the recommendation to accept the purchase offer by the city of \$325,000 as presented.</p> <p>Motion carried.</p>	<p>Eric Guth will present at the upcoming City Council meeting.</p>

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Creative Workforce Solutions	<p>Tammy Hayes, COO shared the most recent success of implementing processes performed by a clinical extender intern that aided in the assessment of processes and functions that a showcased how a role like this can help extend the range of our clinical care teams.</p> <p>Having someone in the role will help with chronic workforce shortages, aide in filling the gap of the clinical workforce so they can work to the top of their license, assist in training up functions safely and allow short-term resources that can be impactful.</p> <p>Tammy is working with HR to have this role move from pilot to program in the very near future.</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>Strategic update:</u></p> <ul style="list-style-type: none"> • Mental health tele-med services will now be contracted with Avel comes November. • The Avel tele-health hospitalist group merged with previous group Horizon. • Allina tele-health service will be providing services in November. • NH+C continues to be thankful for the strategic partnerships we have that help extend our care and services to those in our communities. <p><u>Operations</u></p> <ul style="list-style-type: none"> • Still experiencing softer volumes. <p><u>Policy/Outreach</u></p> <ul style="list-style-type: none"> • Little happening from a policy perspective. 	Information only.	Closed.

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<ul style="list-style-type: none"> Financial Report 	<p>Eric Guth, CFO presented the August financial report.</p> <p><u>August Key Drivers</u></p> <ul style="list-style-type: none"> Births were on budget. Surgery cases were on budget. Cancer Care and Infusions were 14% under budget. ED visits were 2% over budget <p><u>Financial Outcomes</u></p> <ul style="list-style-type: none"> Gross Operating Revenues were \$2.3M under budget. Deductions were \$1.1M favorable to budget. Bad Debt was \$168K favorable to budget. Net Revenues were \$1.1M under budget. Operating expenses were \$56K under budget. Net operating loss was \$618K vs. a budgeted income of \$391K. (\$1.0M unfavorable vs budget). 	Information only.	Closed.
<ul style="list-style-type: none"> Quality Committee verbal report 	<ul style="list-style-type: none"> Sarah Carlsen provided a brief update from the recent Quality Committee meeting. 	Information only.	Closed.
<ul style="list-style-type: none"> Roundtable, Announcements and Questions 	<ul style="list-style-type: none"> No announcements shared. 	Information only.	Closed.
<ul style="list-style-type: none"> Closed Session 	<p>A brief break was taken prior to the start of Closed session, everyone was excused from the meeting except board members.</p> <p>At 7:43 pm the board went into Closed Session of the NH+C Board pursuant to Minn. Stat. 144.581, subd.5</p> <p>Marketing: To discuss marketing activity related to the hospitals competitive position with other health care providers that offer similar services.</p>	<p>A motion was made by Michael Hemesath and Robert Morrison to move into Closed Session.</p> <p>Motion carried</p>	Closed.
<ul style="list-style-type: none"> Adjourn 	The meeting was adjourned at 8:34 p.m.	<p>A motion was made by Robert Morrison and seconded by Katie Lane to adjourn the open meeting session.</p> <p>Motion carried.</p>	Closed.