

**Perham Memorial Hospital and Home  
Perham, MN  
Board of Trustees  
Minutes**

Date: October 27, 2010  
Time: 5:30pm  
Place: PMHH Board Room

Present:

Kathy Hemmelgarn	Chuck Hofius
Gail Quittschreiber	Dan Peterson
Karen Field	Dennis Happel
Terry Marthaler	Karla Kupfer
Eugene Jahnke	Bonnie Johnson
Bernice Genoch	Dr. Corey Nyhus
Alfred Fresonke	Sue Von Ruden
Jane Aschnewitz	Marsh Korman
Jerry Kunza	Julia Bachelder
Cal Dockter	Jan Parta
Gilbert Ebner	Pam Mather
Alisyn Keil	
Rich Richter	
Cyndy Rastedt	

**A. Call to Order**

Chair Hemmelgarn called the meeting to order at 5:30 p.m.

**B. Board Education**

Julia Bachelder and Jan Parta, Blue on Blue Event Coordinators, shared a DVD that was mailed out as an invitation to the Blue on Blue Event to be held on November 20 at Mulligan's. They strongly encouraged board members to attend the annual fundraiser for the Perham Hospital District Foundation.

**C. Additions or Deletions to the Agenda**

Lawrence and Schiller marketing consultants will join the meeting via telehealth at 6:00 p.m. Therefore, the Naming Committee Update (Old/Other Business) item will move to that time.

**D. Consent Agenda**

A motion was made by Dockter, seconded by Fresonke, to approve the consent agenda with the changes as suggested. Motion passed.

**E. Reports**

*1. Operations Reports*

Chuck reviewed the September year-end financials "draft". Acute census was down in September and year to date. Ancillary volumes were up for the year. Occupancy in the nursing home was under budget just over 2 percent. Long term care was close to 100%;

vacancies were in transitional care. The year-end numbers are still being worked on and will likely change before being finalized.

- (a) *Patient Services Report*  
There were no additions to the report.
- (b) *Long Term Care Report*  
There were no additions to the report.
- (c) *Community Services Report*  
There were no additions to the report.

2. *CEO Report*

Because of our vast growth, the day to day nursing home administrator duties have been slowly shifted to Marilyn Oelfke, leaving little time for clinical leadership (DON) duties. Therefore, Chuck has asked Marnie Ammons to serve as Interim Director of Nursing for the next 15 months or so, starting January 11, 2011. At that time, a permanent position will be created. Marilyn's role will continue to be day-to-day administration of the nursing home.

As early as March, Chuck will be hiring a consultant or temporary employee to lead the moving process for the new hospital. The move will be a huge undertaking and will require someone who can help make the process as smooth a transition as possible.

Chuck also asked that the Board strongly consider attending the Blue on Blue event as a lot of time and effort goes into this event by the Committee, and it is the only annual fundraiser to support the Foundation.

3. *Medical Staff Report*

Dr. Nyhus noted that the medical staff are excited about Dr. Josh Chapman signing with Sanford to come to Perham, and also on how valuable Dr. Jane Winston was this summer covering ER. He also stressed how crucial it is that we recruit an additional 2-3 physicians.

4. *New Name for Hospital*

Natalie Eisenberg and Mark Glissendorf joined the meeting via telehealth from Sioux Falls at 6:00 p.m. They shared the pros and cons of each of the five name suggestions, with "Perham Health" being their number one recommendation. The new name would take effect with the opening of new hospital.

A motion was made by Dockter, seconded by Aschnewitz, to endorse "Perham Health" as the new name for the hospital and proceed with marketing the new name and designing a new logo. Motion passed.

Natalie and Mark were excused from the meeting.

5. *Sanford Report*

Marsh Korman reminded the Board of their meeting with Sanford representatives on November 2 in Perham. Sanford will share more about "Who is Sanford?" as well as seek to learn more about Perham. Kathy encouraged the Board to bring any questions they have to the meeting.

6. *Strategic Goal Year-end Report*  
A motion was made by Kunza, seconded by Fresonke, to accept the Strategic Goals Year-end Report as presented. Motion passed.
7. *Quarterly Community Relations Report*  
A motion was made by Ebner, seconded by Genoch, to accept the Quarterly Community Relations Report as presented. Motion passed.

Cyndy Rastedt was excused from the meeting.

8. *Quarterly Personnel Report*  
A motion was made by Marthaler, seconded by Keil, to accept the Quarterly Personnel Report as presented. Motion passed.

#### **F. Old/Other Business**

1. *Hospital Construction Update*  
Chuck provided a brief update on the construction project.
2. *Public Comments*  
Sue Von Ruden reminded the Board of the Just for Women event on Thursday, October 28 at St. Paul's Lutheran Church, starting at 5:30 p.m.

#### **G. New Business**

1. *Credentialing*  
Upon the recommendation of the Medical Staff Executive Committee, a motion was made by Kunza, seconded by Aschnewitz, to approve medical staff privileges for Dr. Steven Sampson, ER Locum, reappointment until 10-31-12. Motion passed.
2. *Confirmation of Sanford Agreements*  
The final draft of the Sanford agreements is not ready yet. Therefore, final approval will be tabled until the November board meeting.
3. *Board Bylaws*  
Dennis Happel drafted changes to the bylaws to reflect the Sanford agreements, if approved. A motion was made by Kunza, seconded by Fresonke, to approve the changes to the Bylaws as suggested. An amended motion was made by Kunza, seconded by Fresonke, to approve the changes to the Bylaws as suggested, pending the approval of the Sanford Agreements. Motion passed.
4. *2011 Capital Budget*  
Chuck reviewed the 2011 Capital Budget. Upon the recommendation of the Finance Committee, a motion was made by Quittschreiber, seconded by Field, to accept the 2011 Capital Budget as presented. Motion passed.
5. *Personnel Policy Changes*  
Chuck summarized the changes made to the Personnel policies. Upon the recommendation of the Personnel Committee, a motion was made by Aschnewitz, seconded by Ebner, to accept the changes to the personnel policies as presented. Motion passed.

6. *Microsoft Exchange License Purchase*  
Three proposals were received from Marco, Zones and Corporate Technologies, with Zones coming in with the lowest bid at \$79,765.63. This bid was not yet available when the Finance Committee met. A motion was made by Quittschreiber, seconded by Ebner, to approve the Zones bid for \$79,765.63. A roll call vote was taken with all voting in favor. Motion passed.

7. *Laparoscopic Camera/Monitor Purchase*  
Pam Mather explained the details of the laparoscopic camera equipment needed for the surgery department.

Upon the recommendation of the Finance Committee, a motion was made by Quittschreiber, seconded by Keil, to purchase the preferred model of the Surgery Department, at an amount not to exceed \$65,665.19. A roll call vote was taken with all voting in favor. Motion passed.

8. *November Board Meeting date*  
Being the regular board meeting falls on the night before Thanksgiving, it was suggested that we move the November board meeting to December 1.

A motion was made by Genoch, seconded by Aschnewitz, to set the November board meeting for December 1, 2010.

9. *Board Comments*  
Gail – read that Wadena was going to the EPIC electronic patient record system.  
Rich – Is there anything new with possible recruits? Not at this time.  
Terry – Is the new physician concerned about the levy vote? Always a concern.  
Jane – Would we ever consider having dialysis here in Perham? Too cost prohibitive and we would need specialized staff to run the equipment.  
Rich – What is the cost of a unit? Could we possibly coop with others in area. Very expensive.  
Bernice – Do we do random drug testing? Yes.  
Jerry – Will we get name plates for the Operations Committee? Yes, when those names are finalized.

A motion was made by Kunza, seconded by Fresonke, to adjourn the meeting. Motion passed.

There being no further business, the meeting was declared adjourned at 7:40 p.m.

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Katherine A. Hemmelgarn, Chair

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Jerry Kunza, Clerk

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Karla Kupfer, Recorder