

**Perham Memorial Hospital and Home
Perham, MN
Board Operations Committee
Minutes**

Date: September 28, 2011
Time: 5:30 p.m.
Place: PMHH Board Room

Present: Kathy Hemmelgarn
Gail Quittschreiber
Terry Marthaler
Eugene Jahnke
Alisyn Keil
Alfred Fresonke
Jane Aschnewitz
Gilbert Ebner
Jerry Kunza
Cal Dockter
Marsh Korman, Sanford
Ellen Cooke, Sanford
Dr. Corey Nyhus, Sanford
Dr. Chuck Breen, Sanford

Chuck Hofius
Brad Wurgler
Katie Lundmark
Dan Peterson
Jill Carlson
Dennis Happel
Bonnie Johnson
Sue VonRuden
Karla Kupfer
Tracy Hendrickx

Excused: Bernice Genoch
Rich Richter
Karen Field
Cyndy Rastedt

A. Call to Order

Chair Hemmelgarn called the board meeting to order at 5:31 p.m. Tracy Hendrickx was introduced as the new Executive Assistant.

B. Additions or Deletions

Add Old/Other Business 2.5- 2011 Salary Plan. Add New Business 1B- Clinic Credentialing for Existing Providers.

C. Board Education

“Sanford 1440” video was viewed.

D. Consent Agenda

Motion by Fresonke, seconded by Korman to approve the consent agenda as presented. Motion passed.

E. Reports

1. Operating Reports

a. Fiscal and Support Services

Brad Wurgler reviewed the financial report for the month. August saw a net gain from operations of \$199,939, compared to a budgeted gain of \$161,113. With the addition of the non-operating income, August finished with a total net gain of \$364,830 compared to a budgeted gain of \$235,980. This brings the facility to a total net gain of \$2,324,649, versus \$1,740,448 for the first ten months of the fiscal year, a positive variance of \$584,201, or 33.6%.

b. Patient Services

No additions to the report.

c. Long Term Care

No additions to the report.

d. Community Services

The PAC drive raised \$1822 from the silent auction and \$761 from the Twins Day event. There was also a \$100 donation. The approximate total funds raised this year are \$2833.

e. Move Consultant Report

Katie has been working with Mitch from Beltmann Moving Company. Plans are progressing as anticipated.

2. CEO Report

Chuck stated that Karen Field has started a new job; however, she remains committed to the board. The EPCN rate notice was received. It is expected to bring in net revenue of \$800,000 per year if occupancy can be maintained. The name change will take place on Friday, September 30. The clinic integration is underway. The clinics will be owned by Perham Hospital as of Saturday, October 1. A temporary increase in accounts receivable is expected following the transition.

3. Medical Staff Report

Dr. Winston has left for Arizona and will be back in the spring. Dr. Studer will begin in November. Dr. Chapman recently started and approximately 75% of his visits have been pediatric.

4. Sanford Report

Board members are encouraged to participate in the Sanford Health Public Policy Summit next year. Bagley Hospital has signed a letter of intent with Sanford. Sanford also anticipates a letter of intent with a clinic in Alexandria.

5. Grievance Policy Update

A motion to was made by Quittschreiber, seconded by Cooke to accept the Grievance Policy as presented. Motion passed.

F. Old/Other Business

1. *Construction Update*

Chuck reviewed the progress of the new hospital construction. The project is moving along as planned, with the exception of the delayed cabinetry and case work.

2. *Clinic Management Council*

A motion was made by Dockter, seconded by Ebner to approve the Clinic Management Council Charter. Motion passed.

3. *Personnel Policy Changes*

A motion was made by Kunza, seconded by Marthaler to accept the recommendation of the Personnel Committee to approve the Personnel Policy Changes with the additional change on all policies of “Johnson” to “Kowitz” and replacing “PMHH” with “Perham Health”. The motion passed.

4. *MNA Contract Agreement*

The MNA Contract has been settled.

G. New Business

1. *Credentialing*

Dr. Khaled Zreik, Surgery, Reappointment until 9-30-13; Dr. George Portilla, Surgery, reappointment until 9-30-13. Motion was made by Dr. Nyhus and seconded by Fresonke to approve Drs. Zreik and Portilla for medical staff credentialing. Motion passed.

1B. *Clinic Credentialing of Existing Providers*

A motion was made by Dockter, seconded by Cooke to approve the clinic privileges for the current providers credentialed by Sanford Health as recommended by the Executive Committee of the Medical Staff. Motion passed.

2. *Preliminary Operating and Capital Budget*

The preliminary operating and capital budget was reviewed.

3. *Medical Staff Bylaw Changes*

A motion was made by Dr. Breen, seconded by Aschnewitz to approve the Medical Staff Bylaw changes with the additional change of adding the word “of” to Section 2: Staff Functions, M. Motion approved.

4. *Birthing Bed Purchase*

With the recommendation of the Finance Committee, a motion was made by Kunza, seconded by Aschnewitz to approve purchase for an Affinity 4 Birthing Bed at a cost of \$16,226.70. Motion passed.

5. *Baby Warmer Purchase*

With the recommendation of the Finance Committee, a motion was made by Kunza, seconded by Quittschreiber to approve purchase for a Panda Warmer for Labor and Deliver at

a cost of \$22,905.15. A roll call vote was taken with all in favor. Motion passed.

6. *Board Comments*

Concerns were expressed by board members after the legal education in August if the Executive Committee was pushing for more integration with Sanford at this time. Kathy told the board that the reason for the education, was that if in the future, further integration was considered, the board would be prepared to act properly on it.

The board expressed their gratitude to Karla Kupfer for all of the work she has done while in the Executive Assistant position.

A motion was made by Dr. Breen, seconded by Keil to adjourn the meeting. Motion passed.

There being no further business, the Operations Committee meeting adjourned at 7:31 p.m.

Katherine A. Hemmelgarn, Chair

Gail Quittschreiber, Clerk

Tracy Hendrickx, Recorder

**District Board Meeting
Minutes**

Present:	Kathy Hemmelgarn	Chuck Hofius
	Gail Quittschreiber	Brad Wurgler
	Terry Marthaler	Dan Peterson
	Eugene Jahnke	Sue Von Ruden
	Alisyn Keil	Jill Carlson
	Alfred Fresonke	Dennis Happel
	Jane Aschnewitz	Bonnie Johnson
	Gilbert Ebner	Karla Kupfer
	Jerry Kunza	Tracy Hendrickx
	Cal Dockter	Dr. Chuck Breen
		Ellen Cooke
		Marsh Korman

Excused: Bernice Genoch
Rich Richter
Karen Field
Cyndy Rastedt

Chair Hemmelgarn called the District Board meeting to order at 7:32 p.m.

A motion was made by Ebner, seconded by Aschnewitz to approve the Medical Staff Bylaw changes with the additional change of adding the word “of” to Section 2: Staff Functions, M. Motion approved.

There being no further business, the meeting was declared adjourned at 7:33 p.m.

Katherine A. Hemmelgarn, Chair

Gail Quittschreiber, Clerk

Tracy Hendrickx, Recorder