



Northfield Hospital  
**MEETING MINUTES RECORD**

Meeting: Board of Directors

Date: Jan 22, 2009

Location: Conference Center

Start time: 6:45 p.m.

Adjourn time: 9:20 p.m.

Members present: : Dixon Bond, Peggy Hoffman, Randy Reister, M.D., James Schlichting, Curt Swenson, Gina Washburn

Members excused: John Lundblad, Terry Gilbertson, Brett Reese

Members absent:

Others present Greig Glover, M.D., John Denison (City Council Liaison), Judi Malecha, Kevin Johnson, Kathleen Meier, Karen Geiger, Deb Maestri. Ken Bank, Mary Crow, Roger Stapek, Scott Richardson, Bobbi Jenkins (Recorder)

Issue/Problem	Discussion/Conclusions	Action	Follow-up/Resolution
Call to Order	<p>The meeting was called to order by Curt Swenson at 6:45 p.m. Curt introduced Jon Denison as the new City Council/Hospital Liaison.</p> <p>Jon reported that he is leading an eleven-member City Council Task Force to explore options, site locations and a financial model for a Safety Center. They are interested in a representative from the hospital or EMS, and requested that nominations be submitted to Jon Denison, Kris Vohs or Mayor Rossing. Task Force members will be announced at the first City Council meeting in February.</p>	Administration will make a nomination to the City Council.	Closed.
<b>Special Presentation</b>			
1. CSMR Project	<p>Mary Crow introduced, Kathleen Meier, Judi Malecha and Kevin Johnson who presented the need for a renovation/expansion project of CSMR in Northfield. Copies of letters of recommendation from Dr. Wille and Dr. Shepley from the Orthopaedic &amp; Fracture Clinic, and Dr. Koehler, Medical Director, were distributed to the Board, as well as a copy of an ROI on the proposed project (copies attached).</p> <p>The Board discussed the different services offered at CSMR and the growing need for space for these services. The Board inquired about the possibility of offering cardiopulmonary rehab. Mary Crow noted that there are specific compliance requirements related to physician oversight that we did not meet in the past but are currently re-evaluating with the addition of the on-site clinic. This service would be offered at the hospital.</p> <p>The Board also inquired about whether consideration was given to moving CSMR to the hospital site. Ken reported that this option was considered, but it would require construction of the Specialty Services Clinic, which is too costly to be feasible right now. It was felt that the current location is good and</p>	Information only.	The Board will be asked to approve this project later in the agenda.

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	<p>easily accessed by patients, specifically those patients who need to be seen several times a week.</p> <p>Ken Bank reported that this project was presented to the Planning Commission, including a requested variance in parking to expand capacity. The Planning Commission requested more data than we had at the time before they can consider the part of the additional parking we requested. We have to pursue this further before the project starts.</p> <p>James Schlichting questioned how long it would take before we outgrow this space again. Roger Stapek commented that if we continue to grow at the same pace, we would have a space need again in about ten years, at which time we might choose to move on-campus.</p>		
<b>Quality and Patient Safety</b>			
1. MHA Patient Safety Excellence Awards			
✓ Safe Site	<p>Karen Geiger and Deb Maestri summarized work done to achieve a patient safety award from the Minnesota Hospital Association on "Safe Site". The ED and Surgery departments partnered on this endeavor and have created house-wide protocols to ensure that the right surgeries/procedures are performed on the right patients. The team has been meeting for over one year. Physicians and staff have been very receptive to changes made, which helped make the program successful (copy of slides attached).</p>	Information only.	Closed,
2. Summary of Strategic & Organizational Objectives- 4 <sup>th</sup> Qtr.	<p>A copy of the fourth quarter Summary of Strategic &amp; Organizational objectives was sent to the Board members (copy attached). Ken Bank noted that we were able to complete almost everything, with the exception of a few objectives that were carried over because they were multi-year objectives. Ken Bank suggested the Board review and any questions can be addressed at the February meeting.</p>	Information only.	Discuss at the February Board meeting.
3. Safety Committee	<p>Minutes from the 01/06/09 Safety Committee meeting were included in the Board packets (copy attached).</p>	Information only.	Closed,

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<b>Action Items</b>			
1. Approval of Minutes of 12/22/08 Regular Board Meeting	<p>The minutes from the 12/22/08 Board meeting were reviewed (copy attached). The following changes were noted:</p> <ol style="list-style-type: none"> <li>1. <u>Approval of 2008 Audit Proposal</u> (page 2, #4 under "Action Items") A dollar sign (\$) was missing before 24,000 in the last sentence of the first paragraph.</li> <li>2. <u>Approval to Increase Medical Staff Dues</u> (page 3, #8 under "Action Items") Second sentence – the word "than" should be "that"</li> <li>3. <u>CSMR Addition</u> (page 5, #2 under "Discussion Items") Follow-up/Resolution should be changed from "Closed" to "Open".</li> </ol>	A motion was made, seconded and unanimously passed to approve the minutes with the changes noted.	Closed.
2. Nomination of Board Officers	<p>The Governance &amp; Planning Committee, acting as the nominating committee, nominated John Lundblad as Board Chairperson, Dixon Bond for Vice Chairperson and Ken Bank as Secretary/Treasurer for 2009.</p> <p>Ken Bank noted that Governance &amp; Planning Committee identified four Board members who would be qualified to serve as Vice Chairperson based on current Board tenure and future eligibility for membership. Each of these members was considered to be qualified and each has voiced interest in the position. Following a lengthy discussion, the committee concluded that Dixon Bond would bring a unique set of experiences and expertise to this role with regard to the issues that the hospital is likely to face over the next two years. The Board was asked to accept these nominations.</p>	<ul style="list-style-type: none"> <li>➤ A motion was made, seconded and unanimously passed to accept the nominations.</li> <li>➤ The floor was opened to additional nominations but none were forthcoming. Nominations were closed.</li> </ul>	The Board will vote on Board Officers at the February Board meeting.
3. Approval of CSMR Project	<p>The proposal for the expansion of the Center for Sports Medicine and Rehabilitation facility was reviewed (copy attached). Ken Bank noted that the goal is to move forward as quickly as possible so construction can start early in the spring. The addition is expected to be done by the end of 2009, and the renovation in the first quarter of 2010.</p> <p>The Board questioned if there was an issue with the timing of the lease for the building that currently occupies Children's Therapy and Speech related to the conclusion of the project. It was determined that this is not an issue.</p>	A motion was made, seconded and unanimously passed to approve the expansion/remodeling project at CSMR at an expected cost of approximately \$2.2 million, which will be funded out of retained earnings.	Take to the City Council for final approval.

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4. Approval of Pediatric Core Privileges	<p>Ken Bank reviewed the core privileges for pediatrics (copy attached). The privileges have been reviewed and recommended for approval by the Credentials Committee, General Medical Committee and the MEC.</p> <p>Dixon Bond noted one change under "Special Requests" - Intravenous cutdown. The "c" in cutown should be capitalized.</p>	A motion was made, seconded and unanimously passed to approve the core privileges with the one change noted.	Closed.																																																				
5. Approval of Applications for Medical Staff Membership/ Privileges	<p>Ken Bank reviewed the following medical staff applications:</p> <p style="text-align: center;"><b>Appointment</b></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>#</u></th> <th style="text-align: left;"><u>Specialty</u></th> <th style="text-align: left;"><u>Category</u></th> </tr> </thead> <tbody> <tr> <td>3619</td> <td>Radiology</td> <td>Courtesy</td> </tr> </tbody> </table> <p style="text-align: center;"><b>Reappointments</b></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>#</u></th> <th style="text-align: left;"><u>Specialty</u></th> <th style="text-align: left;"><u>Category</u></th> </tr> </thead> <tbody> <tr> <td>7202</td> <td>Plastic Surgery</td> <td>Courtesy</td> </tr> <tr> <td>7234</td> <td>Radiology</td> <td>Courtesy</td> </tr> <tr> <td>7440</td> <td>Physician Assistant - Orthopedic</td> <td>AH: Dependent</td> </tr> <tr> <td>7431</td> <td>Orthopedic Assistant</td> <td>AH: Dependent</td> </tr> <tr> <td>7252</td> <td>Teleradiology</td> <td>Courtesy</td> </tr> <tr> <td>7453</td> <td>Teleradiology</td> <td>Courtesy</td> </tr> <tr> <td>7454</td> <td>Teleradiology</td> <td>Courtesy</td> </tr> <tr> <td>7183</td> <td>Teleradiology</td> <td>Courtesy</td> </tr> <tr> <td>7398</td> <td>Teleradiology</td> <td>Courtesy</td> </tr> </tbody> </table> <p style="text-align: center;"><b>Advancement from Provisional</b></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>#</u></th> <th style="text-align: left;"><u>Specialty</u></th> </tr> </thead> <tbody> <tr> <td>3543</td> <td>Internal Medicine</td> </tr> <tr> <td>2739</td> <td>Ophthalmology</td> </tr> </tbody> </table> <p style="text-align: center;"><b>Extension of Provisional</b></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>#</u></th> <th style="text-align: left;"><u>Specialty</u></th> </tr> </thead> <tbody> <tr> <td>3529</td> <td>Optometry</td> </tr> </tbody> </table> <p style="text-align: center;"><b>Resignation (No Action Required)</b></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>#</u></th> <th style="text-align: left;"><u>Specialty</u></th> <th style="text-align: left;"><u>Category</u></th> </tr> </thead> <tbody> <tr> <td>7462</td> <td>General Surgery</td> <td>Courtesy</td> </tr> </tbody> </table>	<u>#</u>	<u>Specialty</u>	<u>Category</u>	3619	Radiology	Courtesy	<u>#</u>	<u>Specialty</u>	<u>Category</u>	7202	Plastic Surgery	Courtesy	7234	Radiology	Courtesy	7440	Physician Assistant - Orthopedic	AH: Dependent	7431	Orthopedic Assistant	AH: Dependent	7252	Teleradiology	Courtesy	7453	Teleradiology	Courtesy	7454	Teleradiology	Courtesy	7183	Teleradiology	Courtesy	7398	Teleradiology	Courtesy	<u>#</u>	<u>Specialty</u>	3543	Internal Medicine	2739	Ophthalmology	<u>#</u>	<u>Specialty</u>	3529	Optometry	<u>#</u>	<u>Specialty</u>	<u>Category</u>	7462	General Surgery	Courtesy	A motion was made, seconded and unanimously passed to approve the appointment and reappointments for membership and privileges as recommended by the MEC, as well as the advancement and extension of provisional status.	Closed.
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<b>Discussion Items</b>			
1. 2009 Board Committee Assignments	Ken Bank reported that the Governance & Planning Committee met and reviewed Board committee requests for 2009. All Board members indicated they would like to either continue to serve on their existing committee or be appointed to another committee at the Board Chairperson's choice. It was decided that the committee assignments should remain the same. Ken also noted that John Lundblad, as Board Chairperson, automatically serves as the as the Chairperson of the Governance & Planning Committee and cannot chair two committees. A new chairperson for the Public Relations Committee will be chosen at their next meeting.	Information only.	Closed.
2. Regional Clinics Updates	<p>Mary Crow reported on the following:</p> <ul style="list-style-type: none"> <li>✓ Dr. Faber (Peds/Internal Medicine) will be moving from Lonsdale to Farmington to fill the vacancy left by Dr. Glover's departure. He is currently working one day a week in Farmington and is well-liked by patients and staff. Letters were sent to all of Dr. Glover's patients letting them know that he is leaving and Dr. Faber will be there full-time.</li> <li>✓ An interview took place with a female family practice physician who lives in Northfield. She appears to be interested in working with this medical group and available to start soon.</li> <li>✓ A sub-committee is working on updating the job description for the Medical Director position. There has been some interest in this position from internal physicians. We hope to start interviewing soon. Dr Melanie Dixon is serving as the interim director.</li> </ul> <p>The Board thanked Dr. Glover for all he has contributed during the time he has served as our medical director and wished him the best in his new position at the Cannon Falls Hospital.</p> <ul style="list-style-type: none"> <li>✓ The Lakeville clinic is getting somewhat busier, but is still slow. Urgent care on Saturdays is going well.</li> </ul> <p>Scott Richardson summarized various community events that are taking place over the next few weeks, including a senior center health fair in Lakeville and Elko Speedway collaboration.</p>	Information only.	Closed.

Issue/Problem	Discussion/Conclusions	Action	Follow-up/Resolution
3. Mayor's Questionnaire	<p>Ken Bank reported that Mayor Rossing has asked all Northfield Boards and Commissions to complete a questionnaire and return to the City by February 2. Ken reviewed a response he drafted for the Board's consideration (copy attached).</p> <p>Dixon Bond suggested language be added to question #4 regarding the hospital's contribution to the City related to PERA refunds that were inadvertently remitted to the City instead of the hospital. It was felt that this information should be added to the response as new City Council members may not be aware that this occurred.</p>	Ken Bank will add language to the questionnaire related to PERA and submit to the Mayor.	Closed.
<b>Informational Items</b>			
1. Medical Staff Report	<p>Ken Bank reported on the following in Dr. Holt's absence (copy of MEC minutes attached):</p> <ul style="list-style-type: none"> <li>✓ The MEC continues to work on resolving issues related to EMTALA regulations and specialty call in the emergency department.</li> <li>✓ The laboratory is getting new equipment that will allow more local testing.</li> <li>✓ An expansion of the pharmacy department is occurring due to Board of Pharmacy regs that require a prep room for processing certain cancer medications.</li> <li>✓ PACS vendor demonstrations are taking place this week. PACS is a picture archiving system for imaging studies online instead of viewing a film. After the four demonstrations, we plan to choose two to do site visits before selecting the final one.</li> <li>✓ The MEC discussed ongoing physician education sessions offered at the hospital.</li> </ul>	Information only.	Closed.
2. Administrative Report			
<ul style="list-style-type: none"> <li>• December Statistical Reports</li> </ul>	<p>December revenues were \$401,000 over-budget while deductions from revenue were \$124,000 under-budget and operating expenses were \$58,000 over-budget. Operating income was \$401,000 vs. a budget of (\$75,000), and total net income was \$1,213,000 vs. a budget of \$13,000.</p> <p>Roger Stapek reported that in November and December the market value of our investments went up because interest rates went down. We also booked Medicare and Blue Cross</p>	Information only.	Closed.

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	settlements at the end of 2008. The annual audit is scheduled to take place the week of February 2.		
<ul style="list-style-type: none"> <li>Operations Report</li> </ul>	<ul style="list-style-type: none"> <li>Ken Bank and Mary Crow attended the first meeting as members of MHA Task Force to work with the MDH on statewide guidelines for dealing with violent patients. At this point, there is no law enforcement or physician membership on the task force. It appears that the task force will be meeting for several months before coming up with an accepted plan.</li> <li>Dr. Holt, Medical Staff President, will begin attending Board meetings starting in February.</li> </ul>	Information only.	Closed.
<ul style="list-style-type: none"> <li>Year-end EMS Call Volumes</li> </ul>	A copy of the year-end EMS call volumes was included in the Board packets (copy attached).	Information only.	Closed.
<ul style="list-style-type: none"> <li>Year-end Surgery Volumes</li> </ul>	<p>A copy of the year-end surgery volumes was included in the Board packets (copy attached). Volumes started to increase in July, which is most likely attributed to additional ophthalmology surgeries by Dr, Michele Muench and Dr. Anthony Novak.</p> <p>It was noted that December and the first two weeks of January were very busy months for surgery. The second half of January has been considerably slower.</p>	Information only.	Closed.
4. Committee Reports			
<ul style="list-style-type: none"> <li>Public Relations</li> </ul>	The Public Relations Committee did not meet during the last month.	None.	Closed.
<ul style="list-style-type: none"> <li>Governance &amp; Planning</li> </ul>	Minutes from the 01/10/09 Governance & Planning Committee were included in the Board packets (copy attached).	Information only.	Closed.
<ul style="list-style-type: none"> <li>Budget &amp; Finance</li> </ul>	<p>Minutes from the 12/18/08 Budget &amp; Finance Committee meeting were included in the Board packets (copy attached).</p> <p>Dixon Bond shared a story with the Board about a gentlemen who approached him at the recent MHA Trustee Conference and commended Northfield Hospital for the excellent service he received while he was a patient with an emergency surgery over the Christmas holidays.</p>		
Board Recess	The Board took a short recess before going into Executive Session.	None.	Closed.
Executive Session	Ken Bank requested that Mary Crow and Roger Stapek stay for the Executive Session.	Information only.	Closed.

Issue/Problem	Discussion/Conclusions	Action	Follow-up/Resolution
Public Session	<p>Following the Executive Session, the Board reconvened in Public Session. Ken Bank reported that the Board:</p> <ul style="list-style-type: none"> <li>➤ Approved the minutes from the 11/19/08 Executive Session with one minor correction.</li> <li>➤ Discussed a series of strategic marketing issues, and received direction from the Board.</li> </ul>	Information only.	Closed.

<b>Issue/Problem</b>	<b>Discussion/Conclusions</b>	<b>Action</b>	<b>Follow-up/Resolution</b>