



Northfield Hospital
MEETING MINUTES RECORD

Meeting: Board of Directors

Date: June 25, 2009

Location: Conference Center

Start time: 6:30 p.m. Adjourn time: 9:15 p.m.

Members present: Dixon Bond, Peggy Hoffman, Terry Gilbertson, John Lundblad, Brett Reese, Randy Reister, MD, James Schlichting, Curt Swenson, Gina Franklin

Members excused:

Members absent:

Others present: Ken Bank, Mary Crow, Roger Stapek, Scott Richardson, Tom Holt, MD, Ann Reuter, Bobbi Jenkins (Recorder)

Issue/Problem	Discussion/Conclusions	Action	Follow-up/Resolution
Special Presentation			
1. Annual Report on Voluntary Billing & Collection Agreement	Roger Stapek reported on the hospital's "Voluntary Billing and Collection Agreement" with the Minnesota Attorney General's Office. The agreement requires an annual compliance evaluation report to the Board that addresses: <ul style="list-style-type: none"> ✓ Debt litigation against hospital patients, ✓ Debt collection activity of outside agencies, ✓ Debt collection activities of internal collections, ✓ Hospital compliance with Attorney General Agreement, ✓ Results of the CEO and CFO review of collections activities & agencies, ✓ Results of hospital audits of agencies, and ✓ Hospital charity care practices. The evaluation revealed no violation of the agreement internally or by collection agencies.	Information only.	Closed.
Quality and Patient Safety			
1. Harassment & Intimidating Behavior	Ann Reuter reviewed the context around changes made to the policy on Harassment & Intimidating Behavior. She cited examples of how intimidating behavior can directly impact patient care, how incidents should be reported, corrective action and follow-up. The policy applies to all Northfield Hospital & Clinics (NHC) employees, Board members, volunteers, vendors and persons doing business with NHC. Training for the medical staff occurred at the June quarterly medical staff meeting and training for the hospital and clinics' staff will occur online following completion of training on Just Culture.	The Board will be asked to approve the Harassment & Intimidating Behavior policy later in the agenda.	Closed.

Issue/Problem	Discussion/Conclusions	Action	Follow-up/Resolution
2. Safety Committee	Minutes from the 06/02/09 Safety Committee meeting were included in the packets.	Information only.	Closed.
Call to Order	The meeting was called to order by John Lundblad at 6:55 p.m.	None.	Closed.
Action Items			
1. Approval of Minutes of 05/28/09 Regular Board Meeting	Minutes from the 05/28/09 Board meeting were reviewed. There were no changes noted to the minutes.	A motion was made, seconded and unanimously passed to approve as presented.	Closed.
2. Approval of Policy on Harassment & Intimidating Behavior	A revised copy of the policy on Harassment & Intimidating Behavior was distributed at the meeting (copy attached).	A motion was made, seconded and unanimously passed to approve as presented.	Closed.
3. Approval of Revisions to the Medical Staff Manual	Approval of the Medical Staff Manual was deferred to the July meeting.	Information only.	Defer action on the Medical Staff Manual to the July meeting.
4. Approval of Professional Liability Insurance Limits	<p>The Board is asked to periodically review medical staff requirements for professional liability insurance. Ken Bank reviewed the resolution (copy attached to continue requiring not less than \$1 million per occurrence and \$3 million aggregate. The Credentials Committee and the MEC are recommending we maintain these requirements. This is a common amount for hospitals our size.</p> <p>Dixon Bond recommended the word "said" be removed from line 9 of the statement, or be replaced with the word "that". The Board concurred with replacing the word "said" with "that".</p>	A motion was made, seconded and unanimously passed to approve the professional liability insurance limits with the change noted.	Closed.
5. Approval of Patient Care Minimum	<p>Ken Bank reviewed a resolution for Patient Care Minimums (copy attached). The Credentials Committee and MEC recommended that the minimums be unchanged.</p> <p>Dixon Bond recommended the word "less" on line 9 be changed to "fewer". The Board concurred with this recommendation.</p>	A motion was made, seconded and unanimously passed to approve with the change noted.	Approved.
6. Approval to Purchase Video/Camera System	Mary Crow reviewed the proposal to purchase an additional video/camera system for surgery (copy attached). The system was included in the 2009 capital budget in the amount of \$50,000.	A motion was made, seconded and unanimously passed to approve the purchase of a video/camera system from Linvatec for \$33,535.20.	Closed.

Issue/Problem	Discussion/Conclusions	Action	Follow-up/Resolution																																																																																					
7. Approval of Applications for Medical Staff Membership/Privileges	<p>Dr. Holt reviewed the following medical staff applications:</p> <p style="text-align: center;">Appointments</p> <table border="0"> <thead> <tr> <th style="text-align: center;"><u>#</u></th> <th style="text-align: center;"><u>Specialty</u></th> <th style="text-align: center;"><u>Category</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">3653</td> <td style="text-align: center;">Podiatry</td> <td style="text-align: center;">Allied Health: Independent</td> </tr> <tr> <td style="text-align: center;">3654</td> <td style="text-align: center;">Internal Medicine</td> <td style="text-align: center;">Active</td> </tr> <tr> <td style="text-align: center;">3655</td> <td style="text-align: center;">Teleradiology</td> <td style="text-align: center;">Courtesy</td> </tr> </tbody> </table> <p style="text-align: center;">Reappointments</p> <table border="0"> <thead> <tr> <th style="text-align: center;"><u>#</u></th> <th style="text-align: center;"><u>Specialty</u></th> <th style="text-align: center;"><u>Category</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">7079</td> <td style="text-align: center;">Family Medicine</td> <td style="text-align: center;">Active</td> </tr> <tr> <td style="text-align: center;">7031</td> <td style="text-align: center;">Oncology</td> <td style="text-align: center;">Courtesy</td> </tr> <tr> <td style="text-align: center;">3444</td> <td style="text-align: center;">Radiology</td> <td style="text-align: center;">Active</td> </tr> <tr> <td style="text-align: center;">3437</td> <td style="text-align: center;">Radiology</td> <td style="text-align: center;">Courtesy</td> </tr> <tr> <td style="text-align: center;">3427</td> <td style="text-align: center;">Internal Medicine</td> <td style="text-align: center;">Active</td> </tr> <tr> <td style="text-align: center;">2934</td> <td style="text-align: center;">Ob/Gyn</td> <td style="text-align: center;">Courtesy</td> </tr> <tr> <td style="text-align: center;">3401</td> <td style="text-align: center;">Urology</td> <td style="text-align: center;">Active</td> </tr> <tr> <td style="text-align: center;">3404</td> <td style="text-align: center;">Urology</td> <td style="text-align: center;">Courtesy</td> </tr> <tr> <td style="text-align: center;">3430</td> <td style="text-align: center;">Teleradiology</td> <td style="text-align: center;">Courtesy</td> </tr> <tr> <td style="text-align: center;">3400</td> <td style="text-align: center;">Urology</td> <td style="text-align: center;">Active</td> </tr> <tr> <td style="text-align: center;">3421</td> <td style="text-align: center;">Ob/Gyn</td> <td style="text-align: center;">Courtesy</td> </tr> <tr> <td style="text-align: center;">3397</td> <td style="text-align: center;">Urology</td> <td style="text-align: center;">Courtesy</td> </tr> </tbody> </table> <p style="text-align: center;">Provisional Advanced/Extended</p> <table border="0"> <thead> <tr> <th style="text-align: center;"><u>#</u></th> <th style="text-align: center;"><u>Specialty</u></th> <th style="text-align: center;"><u>Advanced</u></th> <th style="text-align: center;"><u>Extended</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">3401</td> <td style="text-align: center;">Urology</td> <td style="text-align: center;">X</td> <td></td> </tr> <tr> <td style="text-align: center;">3404</td> <td style="text-align: center;">Urology</td> <td style="text-align: center;">X</td> <td></td> </tr> <tr> <td style="text-align: center;">3430</td> <td style="text-align: center;">Teleradiology</td> <td style="text-align: center;">X</td> <td></td> </tr> <tr> <td style="text-align: center;">3400</td> <td style="text-align: center;">Urology</td> <td style="text-align: center;">X</td> <td></td> </tr> <tr> <td style="text-align: center;">3421</td> <td style="text-align: center;">Ob/Gyn</td> <td style="text-align: center;">X</td> <td></td> </tr> <tr> <td style="text-align: center;">3397</td> <td style="text-align: center;">Urology</td> <td style="text-align: center;">X</td> <td></td> </tr> </tbody> </table> <p style="text-align: center;">Voluntary Resignation</p> <table border="0"> <thead> <tr> <th style="text-align: center;"><u>#</u></th> <th style="text-align: center;"><u>Specialty</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">3457</td> <td style="text-align: center;">Nurse Practitioner</td> </tr> </tbody> </table> <p style="text-align: center;">No Action Needed</p> <p style="text-align: center;">Voluntary Resignation</p> <table border="0"> <tbody> <tr> <td style="text-align: center;">3434</td> <td style="text-align: center;">Internal Medicine</td> </tr> </tbody> </table> <p>Practitioner #3653 checked every box on the core privileges form, including special requests. The practitioner also requested additional privileges not listed on the form. The service chief had questions about the practitioner's level of experience for the additional privileges and recommended</p>	<u>#</u>	<u>Specialty</u>	<u>Category</u>	3653	Podiatry	Allied Health: Independent	3654	Internal Medicine	Active	3655	Teleradiology	Courtesy	<u>#</u>	<u>Specialty</u>	<u>Category</u>	7079	Family Medicine	Active	7031	Oncology	Courtesy	3444	Radiology	Active	3437	Radiology	Courtesy	3427	Internal Medicine	Active	2934	Ob/Gyn	Courtesy	3401	Urology	Active	3404	Urology	Courtesy	3430	Teleradiology	Courtesy	3400	Urology	Active	3421	Ob/Gyn	Courtesy	3397	Urology	Courtesy	<u>#</u>	<u>Specialty</u>	<u>Advanced</u>	<u>Extended</u>	3401	Urology	X		3404	Urology	X		3430	Teleradiology	X		3400	Urology	X		3421	Ob/Gyn	X		3397	Urology	X		<u>#</u>	<u>Specialty</u>	3457	Nurse Practitioner	3434	Internal Medicine	<p>A motion was made, seconded and unanimously passed to approve the appointments and reappointments for membership and privileges, as well as the advancements and voluntary resignation as recommended by the Credentials Committee and the MEC. A note of clarification was made in practitioner #3653's file stating that only core privileges were granted.</p>	<p>Closed.</p>
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	<p>granting only core privileges until proof of experience could be verified. The practitioner submitted a new application requesting only core privileges and stated he would request the other privileges at a later time along with proof of his experience/education. The new form was not received until after the Credentials Committee met. The Credentials Committee noted on the review form that they were recommending "core privileges per service chief", which was included in the Board packets. The practitioner's file now contains the revised privilege requests, which are only core privileges so there are no conditions, exceptions or limitations on the practitioner's privileges.</p> <p>The Board discussed and approved core privileges only for practitioner #3653 as recommended by the Credentials Committee and MEC.</p>		
Discussion Items			
1. Revisions to the Medical Staff Manual	Ken Bank reported that approval of revisions to the Medical Staff Manual was deferred to the July Board meeting so that Board members could review copies of the pages of the manual that contain changes.	Information only.	Closed,
Informational Items			
1. Medical Staff Report	<p>A copy of the June MEC minutes was distributed (copy attached). Dr. Holt reported that the MEC spent a great deal of time at their June meeting discussing the Harassment & Intimidating Behavior policy. The medical staff was educated at the quarterly medical staff meeting last week. The next step is to decide the best way to get this information to the medical staff that was not present at the meeting. Another item that generated a great deal of discussion was the policy on Emergency Department Patient Disposition. The result of this discussion is a sub-committee will meet to look at how this policy impacts all physicians. The sub-committee will make recommendations to the MEC on revisions based on discussion/research.</p>	Information only.	Closed.

Issue/Problem	Discussion/Conclusions	Action	Follow-up/Resolution
2. Administrative Report			
➤ May Statistical Reports	<p>May revenues were \$1,375,000 under-budget while deductions from revenue were \$786,000 under-budget and operating expenses were \$348,000 under-budget. Operating income was (\$295,000) vs. a budget of (\$66,000), and total net income was (\$298,000) vs. a budget of \$14,000. Roger Stapek noted that \$104,000 of the \$298,000 loss was due to investments that were devalued.</p> <p>Dixon questioned input on how to respond to community members who ask how the hospital is doing financially in these economic times. Ken noted that our cash flow is still in good shape because we have done a good job of managing expenses in the face of declining revenues.</p>	Information only.	Closed.
➤ EMS Call Volumes	The monthly EMS call volume report was included in the Board packets (copy attached).	Information only.	Closed.
➤ Operations Report	<ul style="list-style-type: none"> ➤ The Minnesota Hospital Association is reconvening the work group focusing on violent patients and the next meeting is scheduled in July. Meetings were delayed during the budget sessions, but are now getting back on track. ➤ The annual employee recognition took place yesterday. 62 staff members received awards with a total of 630 years of employment. There was one employee recognized for 25 years, two for 30 years and one for 40 years. Ken shared some hospital statistical information from a hospital newsletter from 1978. At that time, our volumes for one year were about what we are now doing in one month. 	Information only.	Closed.
➤ Regional Clinics Update	<ul style="list-style-type: none"> ➤ We are currently working on the recruitment of two physicians. ➤ Dr. Kris Matson has been accepted for a fellowship at University of Minnesota in the fall. She may continue some work with Dr. Reznikoff related to drug addiction. ➤ It is at times hard to recruit new physicians due to the amount of call they are required to take. Some physicians have to stay at the hospital over night when on call because they live too far away to be able to respond to call within the appropriate time. Some hospitals do not require physicians to take call and use the services of a hospitalist. 	Information only.	Closed.

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3. Committee Reports			
➤ Public Relations	Minutes from the 05/28/09 Public Relations Committee meeting were included in the Board packets (copy attached).	Information only.	Closed.
➤ Governance & Planning	Confidential minutes from the 05/28/09 and 06/03/09 Governance & Planning meetings were distributed to the Board members. The Governance & Planning Committee met again earlier today in a confidential session. Those minutes will be distributed at the Board Executive Session later tonight.	Information only.	Closed.
➤ Budget & Finance	<p>The Budget & Finance Committee met prior to the Board meeting and discussed the following:</p> <ul style="list-style-type: none"> ➤ Monthly financials ➤ Quarterly trend report for hospital and clinics. ➤ Reviewed a two-year donation request from the YMCA. The committee did not approve the request for year one and will reconsider for the second year depending on financials at the time. ➤ Reviewed a sponsorship request from an organization that is not a 501(c)3, but proceeds go to a 501(c)3. The feeling of the committee is as a public organization, we should stick to a standard of sponsoring only 501(c)3 organizations. ➤ Reviewed the committee job description. Revisions are being made and will be brought back to the next meeting for approval. 	Information only.	Closed.
Roundtable Discussion	One of our strategic planning objectives this year is to ensure the Board stays educated on the changing healthcare environment. Ken continues to look for articles of interest and has been including them in the Board packets. Dixon suggested that these articles be distributed at the Board meetings for Board members to take and read between Board meetings instead of with regular Board meeting materials.	We will try the new distribution method and then re-evaluate.	Closed.
Board Recess	The Board took a short recess before going into Executive Session.	None.	Closed.
Executives Session	Everyone except Board members, Ken Bank, Mary Crow and Roger Stapek were excused from the Executive Session.	None.	Closed.

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Public Session	Following the Executive Session, the Board reconvened in Public Session. Dixon Bond reported that the Board received a report on several meetings related to the hospital and the future of the hospital, and talked about personnel processes.	Information only.	Closed.
Adjournment	The meeting was adjourned at 9:15 p.m.	None.	Closed.