



COOK COUNTY HOSPITAL DISTRICT

BOARD MINUTES FOR JANUARY 20, 2022

Call to Order – Kay Olson, Chair, called the meeting of the Cook County Hospital District Board of Directors to order on January 20, 2022 at 9:15 a.m. on Zoom and in the Board Room.

Adjourn to Closed Session – Steve Nielsen made a motion to adjourn into closed session for the Quality Improvement, Medical Staff and Credentials Committee Reports and Litigation update. Mary Sanders seconded the motion and the motion carried unanimously.

Closed Session Summary - The Quality Improvement/Peer Review Report from December 17, 2021; the December 17, 2021 Medical Staff Report; the January 19, 2022 Credentials Committee Report, negotiation update and litigation update were reviewed.

Reconvene - The North Shore Health Board reconvened in regular session at 9:30 a.m.

Roll Call

Members Present: Steve Nielsen, Kay Olson, Mary Sanders, Randy Wiitala, and Patty Winchell-Dahl

Members Absent:

Others Present: Kimber Wraalstad; Paul Goettl; Greg Ruberg; Milan Schmidt, MD (p); Troy Batchelor, RN (p); David Mills (p)

Due to the COVID-19 Pandemic members of the Board (Steve Nielsen, Kay Olson, Mary Sanders and Randy Wiitala); Greg Ruberg, and Dave Mills attended the meeting via Zoom technology with the ability to hear and see the other participants. Patty Winchell-Dahl, Kimber Wraalstad, Paul Goettl, and Troy Batchelor attended the meeting at North Shore Health.

Approval of Agenda: Steve Nielsen made a motion to accept the meeting agenda as presented; it was seconded by Patty Winchell-Dahl. The motion carried unanimously.

Public Comments: There were no public comments.

Reorganization Meeting:

- a. **Election of Officers:** A nomination to maintain the same Board Officers with Kay Olson serving as Board Chair, Mary Sanders serving as Board Clerk and Randy Wiitala serving as Board Treasurer was made by Patty Winchell –Dahl and seconded by Steve Nielsen. Motion carried unanimously.
- b. **Conflict of Interest Statements:** The Conflict of Interest Statement Policy and 2022 Conflict of Interest Statements were distributed to Board Members. The Members will complete the Conflict of Interest statements and return them to Ms. Wraalstad for review and they will be maintained on file.

- c. **Assignments:** Currently, Ms. Olson attends the Quality Improvement/Peer Review Committee and Medical Staff meetings when they are not held virtually as a Board Liaison. It was agreed she would remain the liaison for 2022.
- d. **Closed Meeting Resolution:** The resolution detailing the responsibility of the Board of Directors for Quality Improvement/Peer Review activities and identifying that while conducting those responsibilities the Board will meet in closed session was reviewed. A motion to again adopt the resolution was made by Steve Nielsen and seconded by Mary Sanders. The motion carried unanimously.
- e. **Meeting Reimbursement Amounts:** It was agreed to maintain the meeting reimbursement at the current rate. It was also noted that since the beginning of the pandemic in March 2020, the members of the Board have not accepted the Board reimbursement and these funds were previously used to recognize and thank employees for their service during the COVID-19 pandemic. It was the consensus of the Board Members to continue to defer acceptance of the meeting reimbursement and reassess again in the future. It was requested Ms. Wraalstad and Mr. Goettl obtain thank you cards and gift certificates to again distribute to employees.
- f. **Delegation to Administrator:** Mary Sanders moved to adopt the Cook County Hospital District dba North Shore Health CEO/Administrator Delegation Policy. Steve Nielsen seconded the motion and the motion carried unanimously.

Approval of Minutes from December 22, 2021 – Steve Nielsen made a motion to approve the minutes from the December 22, 2021 meeting as presented and the motion was seconded by Patty Winchell -Dahl. The motion carried unanimously.

Updates:

- a. **Clinic Board:** Due to a conflicting meeting, Kate Surbaugh was unable to join the meeting. She provided a written update about Sawtooth Mountain Clinic activities. Preparation for the Omicron surge was reviewed. The pharmacy has temporarily reduced hours due to short-staffing. Many staff have returned to work from-home status. The Clinic is prioritizing physician hospitalist services, clinical urgent care services and vaccination events if further contingencies are needed. The Clinic is in full compliance with the CMS vaccine mandate. COVID vaccination events continue at the Community Center in partnership with Public Health. Sawtooth Mountain Clinic is beginning their strategic planning process. Input from community stakeholders, including North Shore Health, will be incorporated into their planning process.
- b. **County Board:** Commissioner Mills reported supply chain issues are impacting Cook County; an example of the new plow truck was shared. Commissioner Mills noted there was enough of a change in population within Cook County to require the redistricting of the commissioner districts. A committee including Commissioner Mills, Commissioner Hawkins and Auditor Braidy Powers will be developing the proposed revisions. This will affect Cook County Hospital District as the Board Members are elected to represent the same districts as the County Commissioners. It is anticipated this redistricting work will be completed by mid-May.
- c. **Board Members:** Ms. Sanders shared information from the Minnesota Hospital Association Trustee conference. Minnesota Department of Health Commission Malcolm provided the keynote address and discussed the continuing State response to COVID-19.
- d. **Correspondence:** Ms. Wraalstad thanked the Board for their expressions of sympathy and purchase of a Serenity Garden paver following the death of her mother.

Board Presentation – Oxygen Delivery Alternatives – Troy Batchelor, RN, Hospital Director of Nursing

Troy Batchelor, North Shore Health Director of Nursing, demonstrated the Neptune oxygen delivery device. North Shore Health purchased two Neptune devices to support the oxygen needs of COVID-19 patients. These are high flow oxygen delivery devices; they can deliver up to 60/lpm of oxygen compared with conventional nasal cannulas and masks that deliver up to 15/lpm. These devices are used rather than intubating a patient; as intubation is the treatment of last resort. These devices have been used for patients at North Shore Health. Mr. Batchelor noted North Shore Health has quadrupled the inventory of oxygen because when using the Neptune device a large tank of oxygen is used per hour. North Shore Health also has three ventilators for use prior to transfer and a BiPap/CPAP device. The ventilators are available for use if an accepting facility has been obtained prior to intubation.

Financial Reports:

December 2021 Financial Report: Mr. Goettl presented the December 2021 financial statements and noted these are the preliminary year-end statements. Patient days in the Acute Hospital were 14 days or 233.3% more than budget with inpatient revenue for the month being \$180K more than budget. Swing Bed days were 58 more than budget with revenue \$55K more than budget. Care Center days were 43 less than budget and revenue was \$3K less than budget. Mr. Goettl reported the temporary pause on admissions to the Care Center continues. Outpatient revenue of \$1,384K is \$290K or 26% more than budget. Net Operating Revenue of \$1,992K is 43.0% more than budget. Deductions from Revenue are \$86K less than budget; as a percent of Gross Patient Revenue, Contractual Adjustments are 9.4%. Total Operating Expenses of \$1,874K are 2.0% less than budget. The Net Income for the month of December 2021 of \$117K is \$488K more than budget. The year-to-date Loss from Operations is \$1,150K, which is \$857K better than budget. Gross Patient Revenue is \$2,263K higher than budget year-to-date. The year-to-date Net Gain is \$3,320K, \$4,512K more than the budgeted loss. Year-to-date FTEs are 102.7 and days' cash on hand increased by 4 days to 294 days. The current ratio is 4.21 and the YTD payer mix is slightly more favorable with commercial being up 3.0% while Medicare is down 4.0%. Mr. Goettl reminded the Board that the statements are preliminary until the audit has been completed.

Patty Winchell-Dahl made a motion to accept the December 2021 financial statements. The motion was seconded by Randy Wiitala and the motion carried unanimously.

Old Business:

- a) **Other:** None.

New Business:

- a) **Audit Engagement Letter:** The engagement letter for the Fiscal Year Ending 2021 financial audit from CliftonLarsonAllen was discussed. The cost of the audit is \$40,300 compared to last year's rate of \$23,000. With the requirement for the single audit due to the multiple grant funds provided by both the Federal and State Government, it was decided that 2021 would not be the year to solicit proposals for the audit. The details associated with the single audit will require additional time from Management staff. Rather than add the additional work needed when there might be a possible transition to a new auditor, it was decided to delay the requests for proposals until 2022. It is anticipated that the representatives from CLA will complete their field work virtually during the first two weeks of March. Steve Nielsen made a motion to engage CliftonLarsonAllen to complete the Fiscal Year Ending 2021 financial audit. The motion was seconded by Patty Winchell-Dahl and the motion carried unanimously.
- b) **Bank Designation:** The Board annually designates a financial institution to be used for routine banking actions such as the deposits of daily receipts and the withdrawal of accounts payable and payroll expenses. The current financial institutions used by North Shore Health are Grand Marais State Bank and Security State Bank. Kimber Wraalstad and Paul Goettl are recommending the two banks continue to serve as the designated banks for North Shore

Health in 2021. Mary Sander made a motion to use Grand Marais State Bank and Security State Bank as the designated banks for North Shore Health. The motion was seconded by Steve Nielsen and the motion carried unanimously.

c) **Other:** None.

Management Report: The Management Report for January 2022 included in the Board materials was reviewed.

As of January 12, 2022, there have been five hundred fifty-four (554) confirmed cases of COVID-19 affiliated with Cook County; an increase of 102 cases in six days. It has been difficult to almost impossible to transfer patients. On December 27, in the late afternoon, the Centers for Disease Control and Prevention (CDC) announced a major update in its recommended isolation and quarantine periods for COVID-19-positive individuals. The Minnesota Department of Health (MDH) adopted the new quarantine guidance on January 11. The CDC also updated guidance for health care workers who have COVID-19 or have high-risk contacts. The self-administered over the counter antigen tests ordered by North Shore Health were all sold. Public Health received a shipment of antigen tests from the Minnesota Department of Health that were given to Sawtooth Mountain Clinic and North Shore Health to distribute. Sawtooth Mountain Clinic also received antigen tests from the Federal government. Rather than direct people who enter the building to other locations, both Public Health and Sawtooth Mountain Clinic provided antigen tests to North Shore Health to distribute. These tests are free of charge but are being limited. Minnesota Governor Tim Walz and the Minnesota Department of Human Services (DHS) have developed a plan to distribute American Rescue Plan funds to Care Centers. This funding is to be used to provide recruitment and retention bonuses to staff in recognition of the staffing shortages that are having a significant impact on Care Centers statewide. The amount distributed to each facility is based on Nursing Home Medicaid days from the 2020 cost report. North Shore Health is distributing the bonus funds within the guidelines provided by DHS based upon hours worked. Care Center Nursing Assistants, TMAs, LPNs, RNs; HUCs, Activities, Housekeeping and Dietary will receiving \$3.25 for every hour worked in the months of January, February and March and all other North Shore Health employees will receive \$0.50 for every hour worked in the months of January, February and March.

Work continues with regard to North Shore Health requested legislation that will allow our bed capacity to increase from 16 to 25. The Physical Therapy Department hosted a Fall Prevention and Screening Day on Tuesday, January 11, 2022. The next Screening Day will be held on March 8, 2022. Ms. Olson stated she participated in the screening and encouraged others to take advantage of the opportunity. Currently 84% of NSH employees have received their influenza vaccination. The 2021 year-end reflections from the Minnesota Hospital Association was included with the Board material.

The members of the Board reiterated they appreciated the discussion with the Sawtooth Mountain Clinic Collaborative Committee and look forward to future meetings.

Greg Ruberg commented that the process of the 2022 CEO evaluation is beginning.

Adjourn:

A motion to adjourn the meeting was made by Steve Nielsen and seconded by Randy Wiitala. The motion carried unanimously. The next regular meeting will be held on February 17, 2022.

The regular meeting adjourned at 11:21 a.m.


Chair


Clerk