



COOK COUNTY HOSPITAL DISTRICT
BOARD MINUTES FOR JANUARY 21, 2021

Call to Order – Kay Olson called the meeting of the Cook County Hospital District Board of Directors to order on January 21, 2021 at 9:00 a.m. on Zoom and in the Board Room.

Kim Shepard, Deputy Court Administrator, joined the meeting to administer the Oath of Office to the following Board of Directors elected on November 3, 2020.

Mary Sanders – District 2
Kay Olson – District 4

Adjourn to Closed Session – Mary Sanders made a motion to adjourn into closed session for the Quality Improvement/Peer Review, Medical Staff and Credentials Committee Reports and the negotiation update. The motion was seconded by Sharon Bloomquist and the motion carried with all ayes.

Closed Session Summary - The Quality Improvement/Peer Review Report from December 16, 2020; the Medical Staff Report from December 16, 2020 and the January 20, 2021 Credentials Committee Report were discussed. An update on negotiations with SEIU was provided.

Reconvene - The North Shore Health Board reconvened in regular session at 9:29 a.m.

Roll Call

Members Present: Sharon Bloomquist, Steve Nielsen, Mary Sanders, Kay Olson and Randy Wiitala

Others Present: Kimber Wraalstad; Paul Goettl; Greg Ruberg; Milan Schmidt, MD (p); Doug Sanders (p); Dave Mills (p); Kim Shepard (p); Deidre LaRock-Muggley (p); Andy Andrews (p)

Due to the COVID-19 Pandemic the members of the Board (Kay Olson, Sharon Bloomquist, Steve Nielsen, Mary Sanders and Randy Wiitala); Mr. Ruberg; Dr. Schmidt; Ms. Dowden; Mr. Sanders, Mr. Mills, Ms. Shepard and Ms. LaRock-Muggley attended the meeting via Zoom technology with the ability to hear and see the other participants. Ms. Wraalstad, Mr. Goettl and Mr. Andrews attended in the Board Room of North Shore Health.

Approval of Agenda: Mary Sanders made a motion to accept the meeting agenda as presented; it was seconded by Randy Wiitala. The motion carried unanimously.

Public Comments: None

Reorganization Meeting

a. Election of Officers:

- **Chair** – Mary Sanders nominated Kay Olson to remain as Board Chair and Steve Nielsen seconded the nomination. Ms. Olson was elected as Board Chair with a unanimous vote.
- **Clerk** – Randy Wiitala nominated Mary Sanders to serve as Board Clerk and Steve Nielsen seconded the nomination. Ms. Sanders was elected as Board Clerk with a unanimous vote.
- **Treasurer** – Kay Olson nominated Randy Wiitala to remain as Board Treasurer. Steve Nielsen seconded the nomination and Mr. Wiitala was elected as Board Treasurer with a unanimous vote.

b. **Conflict of Interest Statements:** The Conflict of Interest Statement Policy and 2021 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 to be kept on file.

c. **Assignments:** Currently, Ms. Olson attends the Quality Improvement/Peer Review Committee and Medical Staff Meetings as a Board Liaison. It was agreed she would remain the liaison for 2021.

d. **Meeting Reimbursement Amounts:** It was agreed to maintain the meeting reimbursement at the same amount as 2020. It was also noted that since the beginning of the pandemic in March, the members of the Board have not accepted the Board reimbursement and these funds were 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.

e. **Delegation to Administrator:** Steve Nielsen moved to adopt the Cook County Hospital District dba North Shore Health CEO/Administrator Delegation Policy. Sharon Bloomquist seconded the motion and the motion carried unanimously.

Approval of Minutes for December 17, 2020 – Steve Nielsen made a motion to approve the minutes from the December 17, 2020 meeting as presented and the motion was seconded by Randy Wiitala. The motion carried unanimously.

Updates:

a. **Clinic Board:** Kate Surbaugh was unable to attend the meeting but shared a written summary of activities at Sawtooth Mountain Clinic (SMC). SMC is working closely with Cook County Public Health to support vaccination events. SMC and Public Health have vaccinated Phase 1A individuals who are not affiliated with SMC and North Shore Health. Vaccination events are being planned for teachers, daycare providers and vulnerable elderly. As vaccine is made available, focus will be on those over 65 years old. The SMC Pharmacy is now open in a limited capacity. When all major insurances are able to be adjudicated via the pharmacy, a Grand Opening announcement will be made. The expansion of COVID-19 testing and the addition of a COVID Testing Assistant were shared.

b. **County Board:** Commissioner Mills provided an update on the various personnel changes at the County including the new County Administrator, Highway Engineer and Maintenance Foreman. An error was made in the transposition of spreadsheet data related to the valuation of certain commercial properties resulting in a miscalculation of tax revenues. A decision was made to use money from the fund balance.

Commissioner Mills was congratulated on his election as the Chair of the County Board.

- c. **Board Members:** A letter was submitted by Sharon Bloomquist resigning from the Cook County Hospital District Board at the end of this meeting. Ms. Bloomquist has moved from District 1 to a new home in District 3. She has been a member of the Cook County Hospital District Board since 1988; over 32 years. A motion was made by Steve Nielsen and seconded by Randy Wiitala recognizing and thanking Ms. Bloomquist for her many years of service to the citizens of Cook County and Grand Portage Indian Reservation and for her care and concern for the elders served by North Shore Health. The motion passed unanimously and emphatically.

The process for appointing a Board Member from District 1 was reviewed. The Board of Directors will appointment a member who will serve the remainder of Ms. Bloomquist's term. Ms. Wraalstad has contacted Tribal Chair, Bobby Deschampe, to request suggestions of someone to represent District 1 on the Hospital District Board.

Ms. Bloomquist asked if the stop lights at the corner of 5th Avenue and 5th Street could be removed. It was reported that with the reconstruction of Highway 61 this summer, traffic will again detour past North Shore Health.

- d. **Correspondence:** A thank you note from Heidi Doo for the leadership and support by the North Shore Health Board was shared.

Board Presentation – Monoclonal Antibody Therapy – DeeDee LaRock-Muggley, RPh and Andy Andrews, RN

Ms. LaRock-Muggley shared information regarding Monoclonal Antibody Therapy and the process of adding the option of this therapy to North Shore Health. In November 2020, the Food and Drug Administration (FDA) authorized for emergency use medication to treat COVID-19. Bamlanivimab and Casirivimab/Imdevimab are used to treat mild to moderate symptoms of COVID-19 in non-hospitalized adults and adolescents, who are at high risk for developing severe COVID-19 symptoms or the need for hospitalization. To offer this therapy, Ms. LaRock-Muggley reviewed the actions that needed to be completed, including software build in Meditech and the IV pumps. Because this medication has not yet been approved, LaRock-Muggley needed to work with Medispan to obtain the information needed for the builds. Physician orders were created both in Meditech and on paper. The screening tool to identify appropriate patients was also included as reference for the Physicians. A consent form was developed including patient fact sheets. Information for Nursing was created as well as documentation forms for medication administration, assessments and reassessments. A special emergency medications/ anaphylaxis kit was developed. A process was developed to bring a COVID positive patient into the building. This medication was provided by the Minnesota Department of Health so weekly reporting is required. Mr. Andrews reported this therapy was administered once since it has been received. He has interacted with the patient who reports feeling better following the therapy and did not have progression of COVID symptoms.

Financial Reports: Mr. Goettl presented the December 2020 financial statements with a focus on the unaudited year end financials. Patient days in the Acute Hospital were 28 days or 8.7% more than budget with inpatient revenue \$92K more than budget. Swing Bed days were 34 less than budget with revenue \$84K more than budget. Care Center days were 40 less than budget and revenue \$93K more than budget. Outpatient revenue of \$12,611K is

\$1,651K or 12% less than budget. Net Operating Revenue for the year of \$17,479K is 3% less than budget. Total Operating Expenses of \$19,615K are 2% less than budget. The Net Loss for 2020 of \$287K is \$1,429K better than budget. Deductions from Revenue are \$896K better than budget associated with lower patient revenue, 2018 Medicare Cost Report settlement and lower Community Care and Bad Debt. On January 15, 2021 the Department of Health and Human Services again revised its reporting requirements for Provider Relief Funds. An in-depth analysis will be done with the help of our auditors and then an adjustment will be made to the 2020 financials during the audit. Due to the continued unknown of the accounting rules for the Provider Relief Funds, no additional grant funding was recorded in December. Year-to-date FTEs are 106.0, 7.9 less than budget. Days' cash on hand remains strong at 325 days. Steve Nielsen made a motion to accept the December 2020 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 2020 financial audit from CliftonLarsonAllen was reviewed. The cost of the audit is \$23,000. CLA also bills for expenses (including internal and administrative charges) plus a technology and client support fee of five percent (5%) of all professional fees billed. Steve Nielsen made a motion to engage CliftonLarsonAllen to complete the Fiscal Year Ending 2020 financial audit. The motion was seconded by Randy Wiitala and the motion carried unanimously. The frequency of reviewing RFPs for audit services was discussed.
- 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 institution used by North Shore Health for the deposits of daily receipts is Grand Marais State Bank. The majority of receipts are received electronically and this would not be the time to transition the institution receiving electronic payments. Security State Bank was very responsive in assisting North Shore Health to secure the Paycheck Protection Program loan. As such, Kimber Wraalstad and Paul Goettl recommended two banks serve as the designated bank for North Shore Health in 2021. Kay Olson 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 Mary Sanders and the motion carried unanimously.
- c) **Unbudgeted Capital Equipment – Door Access System and Camera Network:** Ms. Wraalstad presented information regarding the request to purchase a replacement for Door Access System & Camera Network at the cost of \$81,430.99. Steve Nielsen made a motion to approve the purchase of a Door Access System & Camera Network as recommended. The motion was seconded by Mary Sanders and the motion carried unanimously.
- d) **Other:** The plan to update the North Shore Health Strategic Plan was discussed. It is hoped to be able to focus efforts on strategic planning at the end of the summer. It was agreed to wait to schedule plans for the strategic planning process until there is a better sense about the ability to gather together based upon COVID-19 transmission

and restrictions. However, the strategic planning updates will continue with a review of the Care Center. Due to the size and complexity of the Care Center, the review will be provided in three different sections. Mr. Ruberg provided a review of the process for Ms. Wraalstad's annual evaluation.

Management Report:

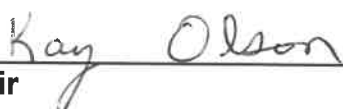
The Management Report for December 2021 included in the Board materials was reviewed. The most significant event over the past month has been the administration of the COVID-19 vaccine. On December 22, 2020, North Shore Health began to administer the COVID-19 vaccine to the employees, volunteers and essential caregivers of North Shore Health, employees of Sawtooth Mountain Clinic, Gunflint Trail Ambulance and other Emergency Medical Responders. Kristi Silence, LPN at the Care Center, was the first person in Cook County to be vaccinated! During the week of December 28, 2020, 35 of our Care Center residents were vaccinated. As of January 13, 2021, 72% of our employees and 95% of our Care Center residents are vaccinated. As more vaccine becomes available, this will be distributed in a joint effort with Sawtooth Mountain Clinic (SMC) and Cook County Public Health and Human Services (PHHS). NSH will offer our support as needed. After the weekly testing on January 11, 2021, NSH will again transition to monthly testing; this is an ever changing situation and our routine testing can range from twice a week, weekly or monthly. The Lab is also completing the installation and validation requirements to allow increased COVID-19 testing in-house rather than relying on Reference Labs. The Care Center is in the 1.0% of Nursing Homes in the State of Minnesota without a case of COVID. This has happened through hard work, sacrifice, and a little bit of luck; and effort is being made to remain in that 1.0%. NSH has also administered a course of remdesivir to a patient and the monoclonal antibody treatment, Bamlanivimab, has been given for the first time in Cook County.

Modifications have been made to the Meditech report needed to "go live" with the 340B Drug Pricing Program working with McKesson and SUNRx. McKesson is finalizing the implementation documentation. Work continues on the program to address the Centers for Medicare & Medicaid Services' (CMS) hospital price transparency final rule. A meeting with the Collaboration Committee for Sawtooth Mountain Clinic and the North Shore Health Board has been scheduled for Thursday, February 4, 2021, using Zoom. The interviews for the shared Public Information Coordinator with Cook County have proceeded. Interviews were held, in a virtual format, with representatives from both North Shore Health and Cook County. The next Joint Elected Boards meeting will be held on Thursday, January 21, 2021 at 5:30 p.m. via Zoom.

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 21, 2021.

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


Chair


Clerk