



COOK COUNTY HOSPITAL DISTRICT  
BOARD MINUTES FOR AUGUST 24, 2017

**Call to Order** – Kay Olson called the meeting of the Cook County Hospital District Board of Directors to order on August 24, 2017 at 9:00 a.m. in the meeting room.

**Adjourn to Closed Session** – The Board recessed from the regular session to a closed session for the Quality Improvement/Peer Review Report and Medical Staff Report.

**Closed Session Summary** - The Quality Improvement/Peer Review Report from July 2017 and the Medical Staff Report from July 2017 were discussed.

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

**Roll Call**

**Members Present:** Justin Mueller, Steve Nielsen, and Kay Olson

**Others Present:** Kimber Wraalstad, Vera Schumann, Casey Bronikowski, Dr. Milan Schmidt (p), Sandra Barkley, Heidi Doo-Kirk (p), Rita Plourde (p), Robert Willis (p), Rory Smith (p), Patrick Loughrin (p), Darrin Pursley (p), Mark Bellesbach (p)

**Approval of Agenda** – J. Mueller made a motion to accept the meeting agenda for August 24, 2017, S. Nielsen 2<sup>nd</sup>, all ayes.

**Public Comments:** None

**Approval of Minutes for July 20, 2017** – S. Nielsen made a motion to approve the minutes for July 20, 2017. J. Mueller 2<sup>nd</sup>, all ayes.

**Updates:**

- a. **Clinic Board:** Rita Plourde began by saying “kudos” to everyone for the work on the facility project. She reported the Clinic was just approved for continuation of Federal Torts Claim malpractice insurance, which needs to be approved annually. The Clinic will be submitting grant requests for additional funds in the areas of quality improvement and behavioral health.
- b. **County Board:** Heidi Doo-Kirk stated that the County is engaging in budget discussion. A County Board representative will be featured tonight, August 24 on WTIP at 7:00 p.m. to discuss these matters. Next week, the County Board representatives will be conducting break-out meetings around the county. They are proposing a 15% budget increase for 2018, 14% increase for 2019 and 13%

increase for 2020. There will be two more meetings prior to the December meeting where the levy will be set.

- c. **North Shore Health Care Foundation:** Steve Nielsen stated that the planning process continues and will be approved in December. The Foundation is in the middle of a grant request cycle.
- d. **Board Members:** Kay Olson stated that she heard many positive comments during the Open House.
- e. **Correspondence:** None

**Board Presentation – MBTI Board Review – Bob Willis:** Mr. Willis provided the Board Member with the Myer's Briggs Type Indicator (MBTI) instrument. The results for those who completed the MBTI were shared. He continued to educate the Board on different dichotomies and explains the differences between the different preferences: Extraversion (E), Introversion (I), Sensing (S), Intuition (N), Thinking (T), Feeling (F), Judging (J) and Perceiving (P). He also presented information on how each type can understand and interact with each other. There was a brief discussion regarding the Leadership Education that Bob is providing to the employees. It was requested that Management develop a Board Development Program similar to that being offered to Leadership. This would assist the Board Members in continuing to effectively interact with Executive Management and each other.

#### Old Business

- a. **2017 Strategic Plan Update:** Updates for Strategic Initiative 1- Quality and 2 - Access were reviewed and discussed.
- b. **Facility Update:** On Wednesday, August 23, 2017, North Shore Health moved into the new hospital rooms and emergency department. In general, the move went relatively well but we are now in the process of settling in. The inspection process was reviewed. A more detailed Facility Update will be provided later in the meeting.  
**Change Order Review:** Change Order 15 was reviewed and discussed.
- c. **Works of Art Project:** Tim Young, who was participating in this project, has resigned so we are currently looking for another facility employee to participate in this project.
- d. **Other:** None

#### New Business

- a. **Interim Emergency Department Medical Director Proposal:** Dr. Milan Schmidt reviewed his proposal to serve as the Interim Emergency Department Medical Director (IEDD). Dr. Schmidt is proposing to serve as the IEDD during our transition process, with the physical transformation of the Emergency Department and associated adjustment to policies and procedures and the implementation of the Avera eEmergency System. K. Olson made a motion to accept this proposal, J. Mueller 2<sup>nd</sup>, all ayes.
- b. **Public Health Purchase of Service Contract:** Ms. Wraalstad reviewed the Cook County Public Health Purchase of Services Contract. This contract allows the County to purchase Home Health Care Services for clients who are receiving care on a sliding fee basis. This is for clients who do not meet the requirements for reimbursement from Medicare or Medicaid. North Shore Home Care bills this sliding fee program only if no other payer is appropriate and it is used as the payer of last resort. The County will provide payment up to \$25,000. There was a discussion regarding the use and the history of the contract. Ms. Wraalstad recommended the

approval of the Purchase of Service Contract as presented. S. Nielsen made a motion to accept the recommendation, J. Mueller 2<sup>nd</sup>, all ayes.

- c. **Levy Request:** The hospital levy history and process was reviewed. Vera Schumann presented a projection of the 2017 income statement compared with the Examined Forecast for 2017 and 2018. Ms. Olson commented the Board previously stated the levy would not increase to finance the construction project. Mr. Nielson asked if the Board should consider a levy increase given the significant uncertainty in health care. There was a lengthy discussion regarding the 2018 levy. K. Olson made a motion to keep the levy request at \$800,000, J. Mueller 2<sup>nd</sup>, two ayes, one nay (Nielson), motion carried.
- d. **25 Questions – How Can Telemedicine Support Patients and Employees?** Telemedicine options, current and potential, were discussed at length. Various telemedicine opportunities given our rural area and the travel time to other healthcare facilities were highlighted and it was noted Avera e-Emergency “went live” on Monday, August 21.
- e. **Other:** None

### Financial Reports

Ms. Schumann presented the July 2017 Executive Summary and Financial Report. North Shore Health generated loss from operations of \$66,211 for the month of July, performing \$104,359 ahead of budget. Gross hospital patient revenues of \$1,341,057 are \$160,954 (14%) ahead of budget. Care Center revenues are \$18,010 (6%) less than budget for the month of July. With the non-operating income and tax levy monies, there was a net gain of \$38,768 for the month. July acute patient days of 20 are 4 or 17% less than budget. Swing bed patient days of 43 are 10 or 19% less than budget. Care Center resident days of 959 are 95 days or 9% less than budgeted with occupancy at 84% compared to budget of 92%. Care Center days were budgeted assuming Care Center phase 2 and 3 would be completed. Completion dates have been significantly delayed. Volumes at or ahead of budget for the month are Emergency 53%, Colonoscopy 0%, Laboratory 0%, CT/MRI 135% and Ambulance 71%. Volumes behind budget are Observation 27%, PT/OT 10%, and Home Care 33%.

### Management Report

The Open House held on Friday, July 28, 2017 was a success with approximately 160 people attending. Tours included the new Ambulance Bay, Emergency Department, Hospital Rooms, and the first Care Center Household. County Commissioners, a representative from IRRRB, a reporter and cameraman from WDIO TV attended. There were many positive comments and much excitement about what has been accomplished so far. The Board Members were asked to thank the members of the Presence in the Community Committee (Marice Zimmer, Hilja Iverson, Belinda Hudler, Casey Bronikowski, Vera Schumann, Becky Frost, and Denise Murray) who worked for several months to plan this event. North Shore Care Center received our annual Medicare inspection of the Nursing Home. The surveyors arrived on Monday, July 31 and left on Thursday afternoon. The Statement of Deficiencies was received on Tuesday, August 15 with two federal tags: F325 (D) – Maintain Nutrition Status. Documentation of the intake of nutritional supplements was not available. F334 (D) – The immunization of Residents with the pneumococcal vaccination with the two different types of vaccination, depending on age was not provided or documented. The Plans of Correction are being developed and will be submitted by August 25. The mammography service of North Shore Health received our FDA Mammography Quality Standards Act inspection on June 15. There were no adverse observations and it was noted North Shore Health meets all key requirements. Congratulations to Caroline Hanford.

## **Construction Update –**

Pat Loughrin and Darrin Pursley from Boldt Construction were present to provide a construction update.

The Construction Progress Report for August 2017 was then presented. The following areas were highlighted and discussed in detail:

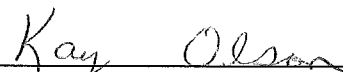
- Safety Risks and Concerns – It was reported a saw stop feature stopped a potentially serious finger injury.
- Lost time – None
- Project Update
  - Phase 1 - Care Center (southeast and northwest)
    - Countertop repair in one bathroom scheduled to complete this week.
  - Phase 2 - Care Center
    - Residents occupied on the Care Center 200 wing on 6-26-17. The remaining areas moved 6-27 through 6-30.
  - Phase 3 - Care Center
    - Installed new shear wall foundations and partial roof framing.
    - Installation of underground plumbing continuing.
    - New slab on grade concrete poured on 8-21-17.
    - Started erection of the new building shell.
  - Phase 1 - Hospital (Inpatient Wing)
    - Zone 1 and 2**
      - Occupancy of the hospital patient bed care and OR area. ( 8-23-17)
  - Phase 2 – Hospital (ER)
    - Siemens installed the CT the week of 8-7.
    - Completed punch list and HVAC testing and balancing.
    - Completed epoxy floor finish in Ambulance Garage.
    - Completed final finishes.
    - Ben Zwart (Public Health Engineer) state inspection was on 8-8-17 with identified open items corrected per 8-11-17 correspondence.
    - James Anderson (Deputy Fire Marshal) was on site 8-1-17 with identified open items corrected per 8-11-17 correspondence.
    - Susan Frericks (Minnesota Department of Health Surveyor) scheduled to be on site on 8-22-17 to survey for occupancy.
    - ED patient occupancy on 8-23-17.
    - Pharmacy Hood CSI certification scheduled for 8-30-17.
    - Pharmacy Department anticipated for early September.
  - **Phase 3H – Hospital (Radiology)**
    - Interior demolition following patient moves.
    - Initial demolition focused on moving south to north.
  - **Phase 4H - (Physical Therapy):**
    - Interior demolition following patient moves.
    - Demolition focused on working south to north.
    - Framing new window openings in the exterior wall areas.
    - Maintaining existing pharmacy area until new pharmacy is certified.

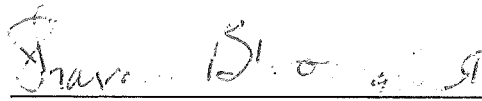
- **Phase 6H – (Lab)**
  - Move hardware and construction storage to vacated ED area.
  - Start interior build-out following water tightness of area.
- Sitework
  - Completed exterior concrete and asphalt paving @ the ED/Ambulance Garage Area.
  - Continuing site grading along south elevation of ED and Patient wings.
  - Completed retaining wall and final grading along 5th street and 5<sup>th</sup> avenue.
  - Complete curbing and install base coarse of asphalt @ parking lot area next week.
  - Completed 80' of retaining wall @ the main entry area.
- Main Entrance
  - Demolition of patient room 7 & 8 and tunnel to allow completion of Main Entry foundations and structure.
  - Continue excavation, site grading and foundation installation.
- RFIs – 187 requests for information to the Architect, 4 RFIs open at this time
- ASIs – Twenty-four Architect's Supplemental Instructions
- RFPs – 102 requests for proposals
- Submittals – Log reviewed
- Risks/Opportunities – Reviewed
- Field Manpower – Jobsite total – 47
- Equipment Onsite – Reviewed
- Financial Update
  - Pay application #24 (07-01-2017 to 07-31-2017) for \$803,526 was approved on August 3, 2017 and is waiting to be paid.
- Change Orders – Fifteen Change Orders have been submitted and approved
- Contingency Usage – The contingency log was reviewed. The contingency amount has been fully used and exceeded.
- Communication Plan – The average Blog Site views continue at 13 per day.

Photos of the project and the project phasing were reviewed.

**Adjourn**

The regular meeting adjourned at 1:04 p.m.

  
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 Chairman

  
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 Clerk