



COOK COUNTY
NORTH SHORE
HOSPITAL & CARE CENTER

COOK COUNTY HOSPITAL DISTRICT

BOARD MINUTES FOR FEBRUARY 18, 2016

Call to Order –Kay Olson called the meeting of the Cook County Hospital District Board of Directors to order on February 18, 2016 at 8:59 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, Medical Staff Report and Labor Negotiation Update.

Closed Session Summary - The Quality Improvement/Peer Review Report, Medical Staff Report and Labor Negotiation Update from January were reviewed and discussed.

Reconvene - The Cook County Hospital Board reconvened in regular session at 9:33 a.m.

Roll Call

Members Present: Sharon Bloomquist, Howard Abrahamson, Kay Olson, Tom Spence, and Justin Mueller

Others Present: Kimber Wraalstad, Vera Schumann, Sandra Barkley, Casey Bronikowski, Dr. Milan Schmidt (p), Amy James (p), Jennifer Dowden, Heidi Doo-Kirk (p), Helena Blake (p), Rita Plourde (p), Brian Larsen (p), Shelly Peterson (p), Mike Ellingson (p), Mike Knudsen (p), Chip Jacobs (p), Rebecca Lewis (p)

Approval of Agenda –Tom Spence would like to add Durable Medical Equipment under Old Business. Approved as amended.

Public Comments: None

Approval of Minutes for January 21, 2016 – H. Abrahamson made a motion to approve the minutes of January 21, 2016. S. Bloomquist 2nd. All ayes.

Updates:

- **Clinic Board:** Rita Plourde thanked the CCNSH&CC and employees for participating in the Active Shooter Program that was presented by Mike Marturano from St. Luke's. It was a very informative program and presented very professionally. Ms. Plourde reported that over Christmas, the Clinic put up a Giving Tree in the waiting room and offered an anonymous giving program. People could make donations on the tree, which were then used to purchase gift cards. If a physician feels a patient is in need, they will quietly obtain a gift card and give it to the patient. This program was so successful; the clinic will begin to do this twice a year, once at Christmas, and once in the Spring/Summer. The clinic has just entered their third

year as a certified medical home program. It is Move-it February and there is still time to catch up with the leaders. On March 23, 2016, Sawtooth Mountain Clinic will be hosting "What the Health Summit." This program will be at the Arrowhead Center for the Arts.

- **County Board:** Heidi Doo-Kirk reported many people have reacted to a news article regarding Minnesota Medical Assistance recoupment of Medicaid by putting a lien on property and homes of persons age 55 and older. When a person with Medicaid coverage passes away the state has a lien on homes and property. The State does this to re-coup their costs. Ms. Doo-Kirk reviewed housing projects being supported through the Economic Development Authority.
- **North Shore Health Care Foundation:** The Foundation is sponsoring *Media Madness* featuring Bill Ratner, who offers a comedic, fun and critical look at 21st century electronic media. *Media Madness* will be held on Tuesday, March 8, 2016 at 6:30 p.m. at the Arrowhead Center for the Arts. The program is free and open to the public and is for people "8-80, kids to grandparents".
- **Board Members:** Ms. Olson report that she and Ms. Wraalstad attended a meeting with representatives from the North Shore Health Care Foundation and Sawtooth Mountain Clinic.
- **Correspondence:** None

Board Presentation – Care Center Transformation Update – Amy James, RN

Amy James reviewed the status of the Household Model Transition as of February 4, 2016. The chart she displayed showed a range from 5/7/15 to 8/6/15 to 11/19/15 to the most recent date of 2/4/16. The artifacts are reassessed quarterly. Currently, the Care Center has met 83% of their target goal for Care Practices. They have met 100% for Family and Community. There are other artifacts that they haven't been able to substantially improve on due to uncontrollable circumstances, such as the remodel and the weather. As an example, the Environment domain is currently at 28% of the target goal. Ms. James then presented a roadmap that is being used as we move forward with the Care Transformation.

Old Business

- 2015 Strategic Plan Update:** Strategic Initiative 1. Quality was reviewed and discussed. Jennifer Dowden, Quality Improvement Coordinator, presented the Hospital Consumer Assessment of Healthcare Providers and Systems (HCAHPS) report. The information provided 2013 – 2015 facility information with Minnesota and National average comparison.
- Facility Update:** A full Construction Update was provided later in the meeting.
- Durable Medical Equipment:** Mr. Spence inquired on whether or not the Hospital needs to have durable medical equipment on hand or if it can be ordered and obtained from another location. The discussion primarily focused on home oxygen. At this time, there is not a DME company who is interested in working with our facility to provide home oxygen using oxygen tanks and regulators. Our facility cannot keep oxygen onsite for the purpose of giving to patients because we are not a certified durable medical equipment provider. Ms. Wraalstad, Bridget Sobieck and Mike Flack are attempting to develop other options.
- Other:** None

Financial Reports

Vera Schumann presented the January 2016 Executive Summary and Financial Report. There was a loss in operations of \$19,957 for the month of January, performing \$41,538 ahead of budget. Gross hospital patient revenues of \$976,471 are \$75,758 or 8% less than budget. Care Center revenues are 5% less than budget. With the non-operating income and tax levy monies, there was a Net Gain of \$48,444 for the month. January acute patient days of 16 are 9 days or 36% behind budget with Swing Bed days of 17 running 36 day or 68% behind of budget. Care Center resident days of 871 are .3% ahead of budget with occupancy of 76%. At or ahead of budget are Observation stays 42%, Colonoscopy 30%, and CT/MRI 12%. Below budget are Emergency visits 22%, PT/OT modalities 14%, Laboratory 21%, and billable Ambulance Runs 20%. Ms. Schumann provided the Board with education regarding Medicare Cost Based Reimbursement.

New Business

- a. **Public Health Purchase of Service Contract:** Ms. Wraalstad presented the Public Health Purchase of Service Contract for 2016. With this contract, the County purchases Home Health Care Services for clients who are receiving care on a sliding fee basis. The County will provide payment up to \$25,000. This amount is a \$15,000 or 37.5% reduction from the \$40,000 allowed in 2015. With the exception of the amount, the contract language remains the same as the previous year's contract. Ms. Wraalstad recommended the approval of the Purchase of Service Contract for Home Health Care Services for 2016. A lengthy discussion was held regarding the \$15,000 reduction and the impact of such a reduction. It was recommended this agreement continue for 2016 with detailed information being gathered regarding visits and charges. Ms. Schumann noted the method of billing and charge amount was changed in 2015. It was also suggested a meeting with the Public Health and Human Services Board and County Commissioners be held later this summer as both organizations prepare for budgets and levy discussion. J. Mueller made a motion to approve the Purchase of Service Contract. S. Bloomquist 2nd. S. Bloomquist, K. Olson, T. Spence, J. Mueller ayes. H. Abrahamson nay.
- b. **Other:** T. Spence made a motion to have Ms. Wraalstad draft a resolution thanking Eleanor Waha for her volunteer service and congratulating her on receiving the LeadingAge Minnesota District B Volunteer of the Year award. S. Bloomquist 2nd. All ayes.

Management Report

Ms. Wraalstad announced *Eleanor Waha* was named as LeadingAge Minnesota's District B Volunteer of the Year! Ms. Waha was recognized in the Institute's conference booklet and was to be honored at a private reception on Wednesday, February 10. However, she was not able to attend due to car troubles. She will be honored locally on Thursday, February 25 at 1:30 p.m. in the Care Center Dining Room. Eleanor has been a volunteer for the Cook County North Shore Hospital and Care Center since 1963. She has been baking the birthday cakes for the residents and making sure everyone has a birthday card. At 91 years of age, she touches the lives of both residents and employees and has donated more than 18,000 hours. Congratulations Eleanor! As part of our on-going education about Culture Change and the Household Model of care, we have the opportunity to host Marilyn Oelfke, RN and Culture Change Consultant on February 22 and 23, 2016. Ms. Oelfke will be presenting to the Residents, Physicians, Nursing Assistants,

Activities, Dietary, Housekeeping/Laundry and RNs/LPNs. A Community meeting will be held at 6:30 p.m. on Tuesday, February 22. Family Members, Community Members, Board Members and anyone with an interest in care transformation are invited. The 2015 Minnesota Legislature passed a law that mandates hospitals to design and implement preparedness and incident response plans for acts of violence that occur on their premises, and provide training to their staff. A multidisciplinary team regarding Workplace Violence Prevention was established. The team members include: Sandi Rude, Hospital Nursing; Cathy Nevers, Hospital Nursing; Karlie Avery, Hospital HUC; Robert McGregor, Care Center Nursing; Tina Eich, Care Center NAR; Renae Smith, Dietary; Mike Littfin, Maintenance; Kris Phillips, Registration; Sheila Dianoski, Laboratory; Jenna Draskowski, Radiology; and Bridget Sobieck, Hospital Director of Nursing. The Team completed the gap analysis provided by the Minnesota Department of Health and developed the Violence in the Workplace Policy. Five sessions of Active Shooter Classroom Training were held on February 12, 2016 and an Active Shooter Drill has been scheduled for February 29, 2016. The Team is also making arrangements to schedule Management of Aggressive Behavior (MOAB) training in the near future.

Break for Lunch: 12:12 p.m.

Reconvene: 12:29 p.m.

Construction Update – Shelly Peterson, Mike Ellingson and Mike Knudsen, Boldt; Chip Jacobs, FJJ and Rebecca Lewis, DSGW were present to provide a construction update. Ms. Peterson, Mr. Ellingson and Mr. Knudsen presented the February 2016 Progress Report for the Building Project. The following areas were highlighted:

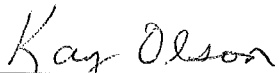
- Safety Risks and Concerns – Icy conditions
- Lost time – None
- Project Update
 - Care Center (southeast)
 - Completed the interior framing
 - Poured concrete slab
 - Finished mechanical rough-in work
 - Completed plumbing/HVAC rough-in
 - Completed electrical rough-in
 - Care Center/Hospital (northwest)
 - Completed exterior walls
 - Completed roof trusses
 - Completed patient lift rough-in
 - Tunnel Work
 - Finished piping and hanger installation
 - Mezzanine
 - Finished setting structural steel
 - Poured concrete floor
 - Boiler Room
 - Completed structural steel for floor grating and stairs
 - Installed new electrical panels
 - Installed permanent water heaters

- Planned work for February/March 2016
 - Care Center (southeast)
 - Install interior door frames
 - Install backing and drywall
 - Set up weather barrier/enclosure
 - Fires sprinkler rough-in
 - Care Center/Hospital (northwest)
 - Prepare/pour concrete floors
 - Begin interior framing
 - Install roof shingles
 - Complete wall sheathing
 - Set up weather barrier/enclosure
 - Fires sprinkler rough-in
 - Site
 - Install new generator
 - Mezzanine
 - Begin framing exterior walls
 - Install roof trusses
 - Complete the housekeeping pads
 - Set air-handling units
 - Boiler Room
 - Set switchgear
 - Install floor drains
 - Complete Owner training of new Boilers
- RFIs – 35 requests for information to the Architect, 3 RFIs open at this time
- ASIs – Nine Architect's Supplemental Instructions
- RFPs – Nine requests for proposals, pricing has been received and reviewed
- Submittals – Log reviewed
- Risks/Opportunities – Reviewed
- Field Manpower – Jobsite total – 30
- Equipment Onsite – Reviewed
- Communication plan and blog site – Reviewed
- Financial Update
 - Pay application #6 (01-01-2016 to 01-31-2016) for \$501,163.30 was approved on February 4, 2016.
- Contingency Usage – The contingency log was reviewed in detail. At the end of January 2016 the amount remaining in the contingency was \$846,210. Two significant RFPs (RFP 4 and RFP 6) were discussed in detail and the RFPs amount to deductions from the contingency of \$135,231 and \$104,392 respectively. Chip Jacobs from FJJ discussed the mechanical and electrical code revisions resulting in the RFPs. A lengthy discussion occurred regarding the timing of the code submissions, response from the state and bids dates. Mr. Spence requested detailed information regarding the dates for the code issues. Mr. Jacobs stated he did not know the information being requested but would research and provide the information. Frustration was expressed regarding the use of the contingency to fund the RFPs. Mr. Ellingson also noted there are three additional RFPs currently being priced. Ms. Peterson highlighted the contract terms for the use of the contingency. "This contingency per the contract is available to cover items not


included in a specific line item or that are the basis of a Change Order. Items such as material and resource costs or availability, subcontract buy-out gaps and shortfalls, normal adverse weather conditions, productivity capacity, punchlist work, overruns in time related and other general conditions costs, acceleration costs not caused by or at the direction of Cook County North Shore Hospital and Care Center." The contingency is included in the \$23,000,000 Guaranteed Maximum Price (GMP) contract between Boldt and CCNSH&CC. Mr. Jacobs will attend the March Board meeting to discuss the code revisions in more detail.

Adjourn

The regular meeting adjourned at 1:40 p.m.



Chairman



Clerk