



COOK COUNTY HOSPITAL DISTRICT  
BOARD MINUTES FOR MAY 19, 2016

**Call to Order** –Kay Olson called the meeting of the Cook County Hospital District Board of Directors to order on May 19, 2016 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, Medical Staff Report and Labor Negotiation Update.

**Closed Session Summary** - The Quality Improvement/Peer Review Report and Medical Staff Report from April were reviewed and discussed. An update regarding Labor Negotiation was also provided.

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

**Roll Call**

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

**Others Present:** Kimber Wraalstad, Vera Schumann, Sandra Barkley (p), Casey Bronikowski, Dr. Milan Schmidt (p), Amy James (p), Heidi Doo-Kirk (p), Barb Heideman, Greg Johnson (p), Kelly Swearingen (p), Marcus Dallum (p), Mike Kongsjord (p), Brian Larsen (p), Mike Knudsen (p), Brain Miller (p), Shelly Peterson (p), Jennifer Blatchford (p), Rory Smith (p)

**Approval of Agenda** – J. Mueller made a motion to approve the Agenda, S. Bloomquist 2<sup>nd</sup>. All ayes.

**Public Comments:** Heidi Doo-Kirk provided comments from a prepared statement regarding mammography for women with breast implants and her negative experience.

Kelly Swearingen then addressed the Board thanking them for the opportunity to attend the LeadingAge Leadership Academy. Ms. Swearingen and Bridget Sobieck were nominated and accepted to attend an extensive Leadership Training. Ms. Swearingen went in depth about the benefits of the training and how the lessons will benefit herself and her department, and in return, the facility as a whole.

**Approval of Minutes for April 21, 2016** – J. Mueller made a motion to approve the minutes of April 21, 2016. T. Spence 2<sup>nd</sup>. All ayes..

## Updates:

- **Clinic Board:** No Report.
- **County Board:** Ms. Doo-Kirk stated that the new HR Generalist began her employment with Cook County. Sue Futterer, the Cook County Public Health and Human Services Director, will be retiring in June. Affordable housing is an on-going issue. The Cook County website will be up and running soon, along with a new logo. The website will take online payments for taxes; they will also take electronic checks. Applying for permits will also be online.
- **North Shore Health Care Foundation:** No Report.
- **Board Members:** Kay Olson reported she attended the St. Luke's Retreat. Ms. Olson appreciated the many intelligent speakers. There is a free app called Doctor on Demand where the doctor visits cost \$40.00. There is some talk about virtual visits and also a future in texting your doctor. All of these options must meet HIPAA Regulations. There was a comment noting if you have a high BMI or a high A1C and perhaps even Coumadin use, you may be considered high risk for certain procedures such as a hip replacement. John Strange presented *A World According to John*. 55% of Minnesotans are in Medicare Advantage plans, however if you have a catastrophic event, you are better off with straight Medicare because it provides better coverage.
- **Correspondence:** None

**Board Presentation – Information Technology – Gregory Johnson, Marcus Dallum, Mike Kongsjord.** The presentation began with a slideshow and explanation of IT changes since 2015:

- ❖ Network Move from Sisu to Citon.
- ❖ Meditech Move from SISU to our own ring hosted at St. Luke's Hospital.
- ❖ Meditech Upgrade to version 5.67 on February 9.
- ❖ Initiated an IT Strategic Planning Committee.

These moves allowed our software to be separated from Sisu. We are no longer provided with support by Sisu. We provide our own support with on-site employees Greg Johnson and Pamela Faye, or are provided with support from IT employees at St. Luke's. We have upgraded Meditech to Version to 5.67 in a more timely fashion to meet Meaningful Use. Had we still been with Sisu, that would not be completed as Sisu customers have not moved forward with this upgrade.

Planned changes for the future:

- ❖ Implement Meditech Lab Microbiology
- ❖ "Go Live" with E-Prescribing the first week in December 2016.
- ❖ Community Wide Scheduling (not scheduled.)
- ❖ Considering Patient Discharge Instructions (PDI) as time and dollars permit.
- ❖ Ongoing Meditech operational review and optimizations.

Mr. Kongsjord stated that we have been meeting all of the meaningful use requirements. He stated that Pam Faye is very knowledgeable on every piece and level of Meaningful Use. He also stated that Greg Johnson has been instrumental every step of the way as the on-site IT employee.

IT Projects Completed:

- ❖ Moved the guest network from 768k to 30Mg.
- ❖ Upgraded all Window XP computers to Windows 7.
- ❖ Upgraded Microsoft Office from 2003 to 2007.
- ❖ Replacing old network switches.
- ❖ Replacing old failing servers.
- ❖ Updating our hardware inventory.
- ❖ Moved TimeClockPlus and the 3M Encoder to a new server.
- ❖ Upgraded the phone system.
- ❖ Documentation of Logical Current

#### Future Infrastructure:

- ❖ Moving to our own Vmware.
- ❖ Reviewing wireless upgrades
- ❖ Direct connection to St. Luke's for redundancy in case one line fails. (need to have a backup line to Meditech)
- ❖ Planning for each patient room to have its own device (computer).

The slideshow also included photos of the servers and all of the wiring that it takes to keep the facility running electronically speaking. Mr. Kongsjord commented there is much happening and we can be proud of the many accomplishments. Mr. Spence brought up that it has been mentioned in the past that we are trying to put today's technology into a 1970's age plant. The three IT employees agreed with that sentiment; however, that is changing with the facility project.

#### Old Business

- a. **2015 Strategic Plan Update:** Strategic Initiative 1 – Quality was reviewed and discussed.
- b. **Facility Update:** Kimber Wraalstad stated that a waiver had been requested regarding the installation of a water fountain. A permanent waiver has been granted by the Minnesota Department of Health so a drinking water fountain does not need to be installed in the Care Center. Rex Stromquist from the Minnesota Department of Health is scheduled to be here Tuesday, June 14 to review the Care Center construction. The many surveys required to obtain a Certificate of Occupancy from the Minnesota Department of Health were reviewed. In addition to Mr. Stromquist, we anticipate having surveys from the Fire Marshall and another division of the Health Department. Once the Certificate of Occupancy has been received, the residents can begin their move into their new rooms. A full Construction Update was provided later in the meeting.
- c. **Care Center Transformation Update – Amy James, RN:** Ms. James reviewed the activity since March, 2016. She highlighted the 71 “sneak peek” tours of the construction that were given to residents, family members, community members, employees and anyone else who wanted to see the facility project progress. The checklist for the Road Map of care transition was reviewed in detail. One of the “artifacts” that continues to be on-going is to ask the residents how they want to live. Some of the questions for residents are: What would you like to see out of your window? Who would you like to be your neighbor? What is important to you about your room? Road Map items for April 2016 include working with the architect on FF&E choices and moving plan for residents, Policy and Process Development, Job Description Development, Performance Evaluation Development, and Site visits with Pilot Group – Warroad, I-Falls, Bemidji. Ms. James stated that it was a challenging process to accomplish the trip but when the group toured the other facilities, the message they shared with other employees was “It’s worth it” and the

facilities that have changed to this model, “will never go back.” Road Map items for May 2016 included: Pilot Group for Self-Led Teams finalizing their meetings, working with department managers to identify Team 2 members for Self –Led Teams, attending department staff meetings to provide updates and answer questions/concerns, working with the managers from Housekeeping/Laundry, Dietary, Activities and Social Service. A draft policy & procedure regarding flexible medication pass was reviewed with the Medical Staff. Mr. Spence asked about the general consensus coming from the current Care Center staff as they move toward this model. Ms. James stated that there is some anxiety; however most people are excited to see how the changes will affect their daily duties and positively change the lives of the residents. The Pilot group will pass on to Team 2 the deep understanding and the philosophy behind this culture change. They will also pass on the concepts such as recognizing the need not for just wellness but well-being for folks who are in our home at this stage in their life. The Pilot Group interviewed the coworkers for questions to have answered at the site visits. They came away with approximately 57 questions. The tour guides at the sites had commented that they couldn’t even get their employees to ask those kinds of questions. Ms. James commented she is so excited that we – North Shore Health – are on the cutting edge of Culture Change.

**d. Other:** None

### **Financial Reports**

Vera Schumann presented the April 2016 Executive Summary and Financial Report. There was a loss from operations of \$89,374 for the month of April performing \$4,078 behind budget. Gross hospital patient revenues of \$1,037,608 are \$19,638 or 2% greater than budget. Care Center revenues are 10% greater than budget. With the non-operating income and tax levy monies, there was a net gain of \$379,362 for the month. Non-operating income includes \$400,000 from the Helmsley CT grant funding. April acute patient days of 30 are 3 days or 11% greater than budget with Swing Bed days of 77 running 25 day or 48% ahead of budget. Care Center resident days of 897 are 7% ahead of budget with occupancy of 81%. At or ahead of budget are Colonoscopy 20%, PT/OT modalities 11%, and billable Ambulance Runs 37%. Below budget are Observation 27%, Emergency visits 14%, Laboratory 6%, and CT/MRI 14%. Ms. Schumann provided the Board with education regarding Cash Flow totals, Unrestricted Funds and Restricted Funds.

### **New Business**

- a. **Board Bylaw Revisions:** Proposed revisions to the Bylaws were distributed in the Board packet and were reviewed. T. Spence made a motion to approve the amended and restated Bylaws of Cook County Hospital District. S. Bloomquist 2<sup>nd</sup>. All ayes.
- b. **Other:** None

### **Management Report**

The Lab had the bi-annual inspection from the College of American Pathologist (CAP) on May 3 and 4, 2016. Jennifer Backstrom and her staff had another excellent survey with six citations/deficiencies with two that were identified as corrected on-site. The deficiencies are being addressed and the Lab will receive CAP accreditation for another two years. The CAP Inspector was very complementary of the Lab and personnel. Please congratulate the Lab staff on their excellent survey, the hard work they put in to being prepared and the service they provide daily. The Minnesota Rural Health Conference will be held in Duluth on June 20 & 21. Bridget Sobieck, Jennifer Dowden and Kimber Wraalstad will be

attending the conference this year. The theme of this year's conference is "*Weaving the Threads of Rural Health*". Jeff Thompson, Innovations in Quality, completed all the Employee Education sessions. Approximately 120 employees participated in the education and the comments from the Employees were positive and they appreciated the opportunity to participate in the Employee Leadership sessions. The Management of Aggressive Behavior (MOAB) or de-escalation training has six separate sessions scheduled for May 16 and 17, 2016. Additional training sessions have been scheduled for June and another opportunity for training will be scheduled in early fall. The 2016 Summer Trustee Conference will be held on July 8 – 10, 2016. The theme for this year's conference is *Strategies for Effective Governance*. The Conference will be held at the Arrowwood Resort and Conference Center in Alexandria. Those interested in attending the conference should give their registration forms to Kimber Wraalstad by June 17, 2016.

**Break for Lunch:** 12:12 p.m.

**Reconvene:** 12:25 p.m.

### **Construction Update –**

Brian Miller and Mike Knudsen from Boldt Construction were present to provide a construction update. Mr. Ellingson and Mr. Miller presented the May 2016 Progress Report for the Building Project. The following areas were highlighted and discussed in detail:

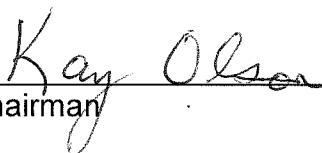
- Safety Risks and Concerns – None this month
- Lost time – None
- Project Update
  - Care Center (southeast)
    - Completed Drywall
    - Started Bathroom Tile
    - Started Painting/Acoustical Ceilings
    - Started Mechanical/Electrical Trim-Out
    - Completed Window Installation
    - Started Siding, Doors and Casework
  - Care Center/Hospital (northwest)
    - Started Bathroom Tile
    - Completed Drywall
    - Completed Window Installation
    - Started Painting/Acoustical Ceilings
    - Poured Replacement Slab On Grade At Activities Level
    - Completed Drywall Lid
    - Completed Mechanical In Wall rough-in
    - Completed Electrical In Wall rough-in
    - Started Mechanical/Electrical Trim-Out
  - Site
    - Completed Electrical Wiring of New Generator
    - Started Foundation Work in the Hospital
  - Mezzanine
    - On-going Mechanical Work
    - On-going Electrical Work
  - Boiler Room
    - Working on Electrical Panels and Transformers

- Planned work
  - Care Center (southeast and northwest)
    - Install Tile Work
    - Painting and Acoustical Ceiling Work
    - Flooring Work
    - Install Casework and Siding
    - Electrical and Mechanical Trim out
  - Site
    - Prepare for New Generator Start-Up
    - Tie-in Sewer at the Care Center
  - Mezzanine
    - Continue Electrical Work
    - Continue Mechanical Work
    - Start-up New Air Handling Unit
    - Remove Existing Air Handling Unit and Tie-in New Unit
  - Boiler Room
    - Continue Electrical Work
  - Phase 1 – Hospital
    - Start Concrete Foundation Work
    - Start Steel Erection
    - Start Earthwork
- RFIs – 70 requests for information to the Architect, 7 RFIs open at this time
- ASIs – Thirteen Architect's Supplemental Instructions
- RFPs – Twenty-two requests for proposals, 11,13 have been submitted and approved, others are waiting for pricing and review
- Submittals – Log reviewed
- Risks/Opportunities – Reviewed
- Field Manpower – Jobsite total – 45
- Equipment Onsite – Reviewed
- Communication plan and blog site – Reviewed
- Financial Update
  - Pay application #9 (04-01-2016 to 04-30-2016) for \$665,592.29 was approved on May 12, 2016.
- Contingency Usage – The contingency log was reviewed in detail

Mr. Miller and Mr. Knudsen noted Rex Stromquist, Engineer with the Minnesota Department of Health, is scheduled to conduct his review on June 14.

**Adjourn**

The regular meeting adjourned at 12:52 p.m.

  
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 Chairwoman

  
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 Clerk