



COOK COUNTY HOSPITAL DISTRICT
BOARD MINUTES FOR NOVEMBER 17, 2016

Call to Order –Kay Olson called the meeting of the Cook County Hospital District Board of Directors to order on November 17, 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, Labor Negotiation Update and Administrator Evaluation.

Closed Session Summary - The Quality Improvement/Peer Review Report from October 2016 and Medical Staff Reports from October 2016 were reviewed and discussed. The status of MNA Labor Negotiations was also provided. The evaluation of Kimber Wraalstad, Administrator, was conducted and reviewed.

Reconvene - The North Shore Health Board reconvened in regular session at 9:31 a.m.

Roll Call

Members Present: Sharon Bloomquist, Kay Olson, Justin Mueller and Randy Wiitala

Others Present: Kimber Wraalstad, Vera Schumann, Casey Bronikowski, Sandra Barkley, Dr. Milan Schmidt (p), Howard Hedstrom (p), Mary Somnis (p).

Approval of Agenda – R. Wiitala made a motion to approve the Agenda, J. Mueller 2nd, all ayes.

Public Comments: None

Approval of Minutes for October 20, 2016 – J. Mueller made a motion to approve the minutes for October 20, 2016, R. Wiitala 2nd, all ayes.

Updates:

- a. **Clinic Board:** Dr. Schmidt stated that the Clinic did very well during their site survey conducted by Health Resources and Services Administration, the federal agency that provides the Clinic's funding.
- b. **County Board:** No report.
- c. **North Shore Health Care Foundation:** No report.
- d. **Board Members:** None.
- e. **Correspondence:** None.

Board Presentation – Mary Somnis, Director – Cook County Economic Development Authority and Howard Hedstrom, President – Cook County Economic Development Authority. Mr. Hedstrom provided the Board with a review of the current actions being taken to determine the need for an Assisted Living Facility in Grand Marais and the status of various housing projects. During the last five years, many community groups have assessed why our community is stagnating and not growing. The report that came to fruition from this stated that the largest impediment to growth is affordable housing. The Cook County Economic Development Authority (CCEDA) is currently working on 16 affordable rental units in Lutsen. To date, the CCEDA has secured \$600,000 in grants from various entities including IRRRB. Mr. Hedstrom discussed the role of the CCEDA concerning an Assisted Living project. CCEDA will not be the owner/operator of an Assisted Living facility or Affordable Housing units. Mr. Hedstrom commented it is the desire of the CCEDA for an Assisted Living Facility to be collaborative and not competitive with North Shore Health.

Old Business

- a. **2016 Strategic Plan Update:** Strategic Initiative 3 – Community was reviewed and discussed.
- b. **Facility Update:** Ms. Wraalstad commented about work proceeding in the kitchen and the hallways surrounding that area. Greater detail will be discussed during the construction update with Boldt and DSGW.
- c. **Works of Art Project:** Ms. Wraalstad sent the Works of Art plan to Amy Demmer for her review and comment. If we aren't looking to initiate this project until July or August of 2017, Ms. Demmer stated that it might be too early to put out Requests for Art. This item will continue to remain on the agenda.
- d. **Other:** None

Financial Reports

Vera Schumann provided the Board with the October 2016 Executive Summary and Financial Report. North Shore Health experienced a loss from operations of \$55,800 performing \$25,688 ahead of budget. Gross hospital patient revenues of \$1,294,550 are \$242,659 or 23% greater than budget. Care Center revenues are at 5% ahead of budget. With the non-operating income and tax levy monies, there was a net loss of \$10,434 for the month. October acute patient days of 22 are 6 days or 21% behind budget with swing bed patient days of 61 running 8 days or 15% ahead of budget. Care Center resident days of 939 are 8% ahead of budget with occupancy of 82%. At or ahead of budget are Observation 27%, Emergency visits 19%, PT/OT 12%, Lab 26%, CT/MRI 42%, and Ambulance 68%. Behind budget are Colonoscopy 10% and Home Health 29%. Operating expenses are \$51,972 or 4% greater than budget. Areas with budget variances greater than 10% or in an amount greater than \$5,000 were reviewed. Year-to-date October 2016 loss from operations of \$116,423 is \$684,451 or 85% ahead of budget and 73% ahead of October 2015 YTD loss of \$438,724.

New Business

- a. **Election Results:** Justin Mueller was reelected for District 2 with 98.82% of the vote. Kay Olson was reelected for District 4 with 98.18% of the vote.
- b. **Board Resignation – Howard Abrahamson:** The Board recognized the resignation of Howard Abrahamson from the Cook County Hospital District Board. It was agreed the Board will host a tea to recognize Mr. Abrahamson for his many years of dedicated service to the North Shore Health Board. The event will be held on January 19, 2017 from 1:00 p.m. – 3:00 p.m. which will follow the scheduled

Board Meeting. Information about the open Board position will be placed on Boreal and on the North Shore Health website.

- c. **Election of Treasurer:** Mr. Abrahamson is currently identified as the Treasurer of North Shore Health. With his resignation, a new Treasurer is needed. K. Olson made a motion to nominate Randy Wiitala as Board Treasurer. J. Mueller 2nd, all ayes.
- d. **Other:** None.

Management Report

Bridget Sobieck, RN, Director of Nursing/Chief Nursing Officer has announced her resignation from North Shore Health effective December 1, 2016. Bridget has served as the Director of Nursing since April 2008 and began her nursing career at North Shore Health in June 2003. Ms. Olson requested a letter be developed thanking Ms. Sobieck for her years of service. A comprehensive discussion was held concerning the employment of the Director of Nursing by St. Luke's. With this addition, the executive management team will be St. Luke's employees. The 2017 Capital budget draft has been finalized. Ms. Schumann reviewed, in detail, the budgeted volumes and a preliminary draft of the operating budget. Vera Schumann is continuing to work with the Department Managers and Leaders to refine the revenue, expenses, and FTE budget drafts for 2017. The capital budget was also reviewed in detail. Ms. Wraalstad briefly reviewed the other items in the Management Report. The 2017 Minnesota Hospital Association Winter Trustee Conference is scheduled for January 6 – 8, 2017 in Brooklyn Park. The theme for the conference is *Governance through Partnerships* and a variety of topics and speakers will be highlighted during the meeting. Those Board Members interested in attending should provide their registration form to Ms. Wraalstad by Friday, December 2. Ginny Adams, the Risk Management Consultant from Coverys, visited North Shore Health on Friday, October 21. Amy Lacina, Jennifer Dowden, and Kathy Bernier spent time with Ms. Adams as she conducted a full assessment of the Emergency Department. The meeting dates for 2017 were reviewed. It was agreed the meetings will be as published with the exception of September, with will be held on September 14.

Construction Update –

Josh Christiansen and Josh Kostick from Boldt Construction and John Geissler from DSGW were present to provide a construction update. The Construction Progress Report for October 2016 was presented. The following areas were highlighted and discussed in detail:

- Safety Risks and Concerns – One reportable first aide for a shoulder strain.
- Lost time – None
- Project Update
 - Phase 1 - Care Center (southeast and northwest)
 - Continue with Punchlist Items
 - Phase 2 - Care Center
 - Completed installation of exterior wall framing and sheathing
 - Completed installation of trusses
 - Completed installation of roof sheathing and shingles
 - Completed installation of air vapor barrier
 - Completed installation of exterior windows
 - Completed installation of draft truss drywall
 - Completed installation of drywall sub ceiling
 - Phase 1 - Hospital (Inpatient Wing)

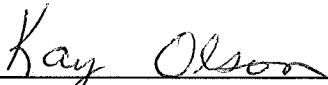
- Completed roofing installations for Phase 1H
 - Set Air Handling Unit #1
 - Continued mechanical, electrical and plumbing in-wall rough-ins
 - Continued in-wall blocking installations
 - Started framing out bathroom ceilings
 - Started drywall installations
 - Installed exterior windows
 - Completed exterior framing adjacent to Grid Line E
 - Completed installation of patient lift supports in In-Patient Rooms
 - Started demolition of existing exterior wall
- Phase 1 – Hospital (Kitchen)
 - Installed air handling units 2 and 5
 - Completed roofing installations for Phase 1H
 - Installed walk-in cooler/freezer
 - Installed new kitchen exhaust hood
 - Completed quarry tile installations within the new walk-in cooler/freezer
 - Completed quarry tile installations within new kitchen
 - Substantially complete with FRP installations
 - Completed taping installations on Corridor South of kitchen
 - Completed demolition of existing exterior wall to the North and East of kitchen
 - Started installation of interior wall framing and drywall for new North Corridor
 - Started wall framing for new East Corridor
 - Completed drywall installations for Salon and Janitorial closet
 - Completed interior wall framing for Clean Utility room
- Planned work
 - Phase 1 - Care Center (southeast and northwest)
 - Continue Puchlist Items
 - Phase 2 - Care Center
 - Complete interior wall framing
 - Start mechanical, electrical & plumbing in-wall rough-ins
 - Start in-wall backing installations
 - Phase 3 – Care Center:
 - Complete demolition of existing roof adjacent to mezzanine
 - Install new roof trusses from Mezzanine to flat roof
 - Phase 1 – Hospital
 - **Zone 1:**
 - Complete mechanical, electrical and plumbing in-wall rough-ins
 - Complete drywall installations
 - Start taping, finishing and painting installations
 - Start bathroom ceramic tile installations
 - Start above ceiling mechanical, electrical and plumbing rough-ins

- Start ceiling grid installations
- **Zone 2:**
 - Continue demolition activities
 - Start layout and interior wall framing installations
- **Zone 3:**
 - Layout and install interior stud walls
 - Complete mechanical, electrical and plumbing rough-ins
 - Complete in-wall backing installations
- Phase 1 – Hospital (Kitchen)
 - Complete ceiling grid and ceiling tile installations.
 - Install new kitchen equipment
 - Complete new Clean Utility Room
 - Complete new Janitorial Closet
 - Complete new Salon
 - Start finish installations in new Corridor to the North of the new kitchen
 - Start finish installations in new Corridor to the East of the new kitchen
 - Complete new Multipurpose Room
- RFIs – 120 requests for information to the Architect, 4 RFIs open at this time
- ASIs – Eighteen Architect's Supplemental Instructions
- RFPs – 54 requests for proposals
- Submittals – Log reviewed
- Risks/Opportunities – Reviewed
- Field Manpower – Jobsite total – 53
- Equipment Onsite – Reviewed
- Financial Update
 - Pay application #15 (10-01-2016 to 10-30-2016) for \$1,002,696.62 was approved on November 3, 2016 and is waiting to be paid.
- Contingency Usage – The contingency log was reviewed in detail and it was noted the contingency amount has been fully used and exceeded.
- Communication Plan – 24 Notes from Boldt have been sent and the average Blog Site views are 17.5 per day.

Photos of the project and the project phasing were reviewed.

Adjourn

The regular meeting adjourned at 1:00 p.m.



 Chairman



 Clerk