



COOK COUNTY HOSPITAL DISTRICT

BOARD MINUTES FOR SEPTEMBER 14, 2017

Call to Order – Kay Olson called the meeting of the Cook County Hospital District Board of Directors to order on September 14, 2017 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 and Medical Staff Report.

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

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

Roll Call

Members Present: Sharon Bloomquist, Kay Olson, Justin Mueller, and Steve Nielsen

Via Teleconference: Randy Wiitala

Others Present: Kimber Wraalstad, Vera Schumann, Casey Bronikowski, Dr. Milan Schmidt (p), Sandra Barkley, Steve DuChien (p), Jason White (p), Marice Zimmer (p), Mike Flack (p), Josh Kostiuik (p), Darrin Pursley (p), Mark Bellesbach (p), Patrick Loughrin (p) via teleconference

Approval of Agenda – Pop Machine Discussion was added under New Business. S. Nielsen made a motion to accept the meeting agenda with this addition, J. Mueller 2nd, all ayes.

Public Comments: None

Approval of Minutes for August 24, 2017 – Kay Olson inquired about the definition of 'phase 2 – completed final finishes.' S. Nielsen made a motion to approve the minutes for August 24, 2017. J. Mueller 2nd, all ayes.

Updates:

- a. **Clinic Board:** None
- b. **County Board:** None
- c. **North Shore Health Care Foundation:** None
- d. **Board Members:** Ms. Olson reminded the Board Members to notify Ms. Wraalstad by October 5 if they plan to attend the MHA Trustee Conference at St. Luke's on October 17. Ms. Bloomquist stated that she utilized the new ER. The ER bays are private; however, you can still hear the conversation at the nursing station.

e. **Correspondence:** None

Board Presentation – North Shore Health Ambulance – Steve DuChien and Jason White
Steve DuChien, EMT-B, Ambulance Director and Jason White, EMT-P, provided a tour of the new ambulance and demonstrated new features on the unit and the new power cot. Mr. White briefly reviewed his role as the Ambulance Shift Coordinator. As the Shift Coordinator, the Paramedics serve as the first contact for the day to day operation of the ambulance to address staffing issues, operational concerns, etc.

Old Business

- a. **2017 Strategic Plan Update:** Strategic Initiative 3. Community was reviewed and discussed.
- b. **Facility Update:** A brief update was provided. Ms. Wraalstad provided an update on the move into the new Hospital space, quoting Amy Lacina by saying “we are settling in.” More information will follow during the Construction Update.
Change Order Review: The Change Order Log, RFP 16 in particular, was reviewed in detail.
- c. **Works of Art Project:** Tim Young, who was participating in this project, has resigned and is relocating to the East Coast so we are currently looking for another facility employee to participate in this project.
- d. **Other:** None

New Business

- a. **25 Questions – Why should North Shore Health participate in advocacy efforts?** There was a lengthy discussion regarding advocacy including the following: What type of advocacy are we talking about? Are we advocating for our community with the government regarding health care concerns? Are we advocating for the community and making it known that even if they don't see a physician here, there are many procedures and tests that can be performed here? When campaigning for a Board position, what would you advocate for to protect citizens? The importance of advocacy at its many levels was discussed.
- b. **Other – Pop Machine:** Marice Zimmer and Mike Flack presented their proposal regarding revisions to the policy regarding pop. They are requesting to relocate one of the employee-owned pop machines to the employee break room and allow the machine to contain alternate pop options, including pop with sugar, chosen by the employees. Several years ago, representatives from the Medical Staff requested the Board to eliminate the sale of sugared pop from the Hospital. Currently all pop sold from the machines is sugar free only. A consequence of this change is a drastic reduction in sales from the machines. The money earned from the machines, “pop fund”, was used to pay for employee parties, flowers for employees who are ill or had a death in the family, etc. Both pop machines in the building are owned by the employees and they are requesting to make the change to sugared pop only in the machine that will be located in the employee break room. The machine in the public area will continue to sell only sugar free pop. K. Olson made a motion to allow the change for employee soda choices in the employee lounge, J. Mueller 2nd, all ayes.

Financial Reports

Ms. Schumann presented the August 2017 Executive Summary and Financial Report. North Shore Health generated loss from operations of \$8K for the month of August, performing \$141K ahead of budget. Gross hospital patient revenues of \$1,336K are \$155K ahead of budget. Care Center revenues are \$18K less than budget for the month of

August. With the non-operating income and tax levy monies, there was a net gain of \$19,183 for the month. August 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 939 are 115 days or 11% less than budgeted with occupancy at 82% compared to budget of 92%. Care Center days were budgeted assuming Care Center phase 2 and 3 would be completed but the completion dates have been significantly delayed. Volumes at or ahead of budget for the month are Emergency 43%, Colonoscopy 20%, PT/OT 14%, CT/MRI 59% and Ambulance 74%. Volumes behind budget are Observation 64%, Laboratory 3%, and Home Care 17%.

Management Report

North Shore Health went "live" with the Avera e-Emergency System on Monday, August 21, 2017 and has been used several times since. The Cook County Chamber of Commerce and Visit Cook County are busily planning the Fall Gala. The Gala will be held on Tuesday, October 24 at the Summit Chalet on Lutsen Mountains. We are working with Jim Boyd, Executive Director of the Chamber of Commerce, to provide a tour of North Shore Health to officials attending the Gala. Plans are still being arranged but we expect Senator Tom Bakk, Representative Rob Ecklund, and Commissioner Mark Phillips will tour the Hospital and Care Center during the morning of October 25. Senator Al Franken visited Grand Marais on Sunday, August 20 to discuss local concerns. Senator Franken and his staff were gracious with their time and spent approximately an hour with community leaders from Grand Marais, including Ms. Wraalstad. The Minnesota Hospital Association will be holding the Regional Trustee Meeting on Tuesday, October 17, 2017, at St. Luke's in Duluth. The regional meeting will feature a presentation focusing on the Board's role in assuring quality and patient safety by Tania Daniels, MHA's vice president of quality and patient safety. Registration and dinner will be held from 5:30 – 6 p.m., followed by the program and time for questions and answers from 6 – 7 p.m. Those Board Members interested in attending the Trustee Meeting should contact Kimber Wraalstad by Thursday, October 5.

Construction Update –

Josh Kostiuk, Darrin Pursley and Mark Bellesbach from Boldt Construction were present in person and Pat Loughrin was present via the phone to provide a construction update.

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

- Safety Risks and Concerns – None since the previous meeting.
- Lost time – None
- Project Update
 - **Phase 1 - Care Center** (southeast and northwest)
 - Countertop repair in one bathroom still needs to be scheduled with consideration of the resident's preference.
 - **Phase 2 - Care Center**
 - Residents occupied the Care Center 200 wing on 6-26-17 and area is complete.
 - **Phase 3 - Care Center**
 - Completing Building shell framing.
 - Installing roofing and will have a watertight structure this week.
 - Patient Lift support structure was installed.

- Erection of drywall ceiling fire barrier and interior partitions.
 - Installation of MEP rough-ins.
- **Phase 1 - Hospital (Inpatient Wing)
Zone 1 and 2**
 - Occupied hospital patient care and OR area on August 23, 2017.
 - **Phase 2 – Hospital (ER)**
 - The Emergency Department was occupied on August 23, 2017.
 - Board of Pharmacy inspected the new Pharmacy Area on September 12, 2017 and granted occupancy.
 - Pharmacy Department is moving September 13 – 15, 2017.
 - CSI Testing is being scheduled for final certification of the Hazardous Hood.
 - **Phase 3H – Hospital (Radiology)**
 - Interior demolition began on September 5.
 - Removing concrete for underground plumbing and electrical.
 - Installation of roof and x-ray support steel.
 - Installation of interior partition walls.
 - Beginning MEP rough-ins.
 - **Phase 4H - (Physical Therapy):**
 - Completing interior demolition.
 - Maintaining existing pharmacy area until new pharmacy is occupied.
 - Routing temporary ductwork to serve existing Lab and Radiology to allow replacement of AHU # 3.
 - Replace the existing AHU # 3 with a new AHU.
 - Framing and installation of the new window openings in the exterior wall areas.
 - Start interior partitions and the MEP rough-in.
 - **Phase 6H – (Lab)**
 - Begin interior partition build-out and MEP rough-in following water tightness of the area.
 - Lab analyzer equipment scheduled for installation starting October 24.
 - **Sitework**
 - Continuing site grading and seeding along north elevation of ED and Patient wings.
 - Completed signage foundations and landscaping along 5th street and 5th avenue.
 - Completed curbing and asphalt paving @ south parking lot area.
 - **Main Entrance**
 - Completing demolition of patient room 7 & 8 and tunnel to allow completion of Main Entry foundations and structure.
 - Continuing excavation, site grading and foundation installation.
 - Erecting the remainder of the steel structure, roof sheathing and roof tie-ins.
 - Proceeding with exterior enclosure framing.
 - Continuing the retaining wall installation.

- Targeting completion of curbs and asphalt paving by October 22.
- RFIs – 196 requests for information to the Architect, 4 RFIs open at this time
- ASIs – Twenty-five Architect's Supplemental Instructions
- RFPs – 105 requests for proposals
- Submittals – Log reviewed
- Risks/Opportunities – Reviewed
- Field Manpower – Jobsite total – 62
- Equipment Onsite – Reviewed
- Financial Update
 - Pay application #25 (08-01-2017 to 08-31-2017) for \$1,417,778 was approved on September 6, 2017 and is waiting to be paid.
- Change Orders – Sixteen 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 are 14 per day.

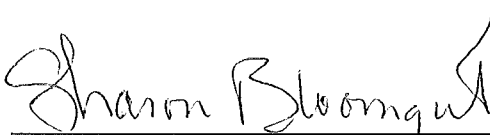
Photos of the project and the project phasing were reviewed.

Adjourn

The regular meeting adjourned at 12:08 p.m.



Chairman



Clerk