

# **COOK-ORR HEALTHCARE DISTRICT BOARD OF DIRECTORS' MEETING**

## **January 28, 2020**

The Cook-Orr HealthCare District Board of Directors held its regular meeting at the Cook Hospital Tuesday, January 28, 2020. Liz Dahl, called the meeting to order at 6:09pm.

**PRESENT:** Karen Baxter, Don Potter, Judy Pearson, Jolene Blake, Margie Hyppa, Wendy Long, Shirley Conaway, Barb Johnson, Mike Enzmann, Tiffany Briggs, Eric Pederson, Kathy Weiand, Liz Dahl

**EXCUSED:** John Stegmeir, Shirley Sanborn

**STAFF:** Stephanie Maki, Julie Lesemann

Minutes of the December 17, 2019 regular meeting were approved. **(MCU)**

### **STAFFING UPDATE**

Open positions to include:

- 7 Part Time Nursing Assistant
- 1 Full Time Physical Therapist
- 2 Full Time Radiologic Tech
- 1 Full Time Director of Nursing – Care Center

Travelers:

- 1 Physical Therapist
- 3 Radiology Techs
- 1 Registered Nurse (Care Center)
- 4 C.N.A's (Care Center)

### **ADMINISTRATORS REPORT – Julie Lesemann**

- Lesemann sent a congratulations to Shirley Sanborn for her Advanced Board Certification with the Minnesota Hospital Association.
- Lesemann reported we will be partnering with Scenic Rivers on the billboard located just south of Cook, the new skin will be advertising our logo and services that are offered.
- Lesemann reported the Care Center census was recently down four beds, three have been filled with the last admit hopefully to be early next week.
- Lesemann reported Matt Anderson, previous President and CEO of the Minnesota Hospital Association has resigned. Dr. Rahul Koranne has been named the new MHA President and CEO.
- Lesemann reported Fairview Health Services has committed to provide ultrasound and echo services at our facility two times per week.
- Lesemann reported the facility has purchased a 2018 Chevy Equinox from Ken Waschke Auto Plaza in Cook. This vehicle will be used by Maintenance, Lab and Adult Day Services.
- Lesemann reported the Conflict of Interest declarations were mailed out to all board members in December, these should be handed into Stephanie Maki.
- Lesemann reported 51 turkeys were donated to the Food Shelf.

- Lesemann reported new leaders within Cook Hospital attended Leadership Training with Jeff Thompson.

### **COMMITTEE REPORTS:**

- **Executive Committee: 01/28/2020 – Liz Dahl**
  - Liz reported the Occupational Therapist (Katie Hautman) has been reaching out to the community members in Cook to promote the services that are offered in her department.
- **Finance Committee: 01/28/2020 – Julie Lesemann**
  - Julie reported on financials - For the month Acute patient days were under budget by 9 days, with Swing bed days under budget by 21 days. Emergency Room average level of care increased from November 3.16 to December 3.38. Observation days over budget by 7 day and all other combined outpatient registrations were also over budget for the month. Care Center ADC slightly under budget year to date Net Operating Revenues were \$158k over budget, along with total expenses over budget by \$13k, resulting in the Operating Margin ahead of budget. Adding in Non-Operating Revenue, Net Income was ahead of budget by \$145k. Payor category of Medicare & Other were under budget, with all others over budget for the month.  
Note: AR Days increased from prior month from 43.1 to 49.5. The increase is related to Hospital days in AR.
- **Credentialing Committee:** No applicants
- **Quality Assurance Process Improvement (QAPI): 01/22/2020 - Margie Hyppa**
  - Margie gave report on the QAPI meeting.
- **Compliance and Ethics: 01/22/2020 – Liz Dahl**
  - Liz Dahl reported Julie Lesemann is researching new requirements to ensure compliance in all area of the Hospital & Care Center.
  - Liz reported quality of care measure are in process to streamline a better experience for admissions of the Care Center.
  - Liz reported Tony Menart (Pharmacy Director) is reviewing the medication admission policy and procedures to improve the timeliness to medications distributed to patients.
  - Liz reported Kaylee will be starting the 2019 audit in late February, she is also currently working on several other Audits dating back to 2015.
  - Liz reported on employee screenings within the Hospital. It was stated that each employee who starts with the Hospital is required to have a background screening and OIG (Office of Inspector General) check in order to start employment. If the Minnesota of Department of Human Resources determines the employee is capable of causing harm to others the employer is required to immediately remove said employee. The employee can request reconsideration from the state to continue as an employee. OIG checks are completed monthly by Stephanie in Human Resources.
  - Liz reported the Hospital received its stroke certification.

- Liz reported members of the Cook Hospital drug diversion team are meeting to ensure the process is streamlined to prevent future narcotics from being diverted from the Hospital.
- **Patient and Employee Safety:** No Meeting
- **Board Education –** N/A
- **Governance Committee:** –No Meeting

#### **NEW BUSINESS & CORRESPONDENCE**

- **Trustee Conference**
  - Seven board members attended the Trustee Conference which was held in January 2020.
  - Barb Johnson, Mike Enzmann, Jolene Blake, Eric Pederson, Liz Dahl and Don Potter each gave an overview of topics at the Trustee Conference they felt were important to share.
- **Board Consultation**
  - Julie reported the board consultation meeting will be held on May 2, 2020 from 9:00am – 12:00pm.
- **Next Board Meeting: February 26, 2020**
  - Lesemann reported the February board meeting will need to be rescheduled due to the 2020 Precinct Caucuses being held. Board meetings cannot hold a public meeting after 6:00pm. A vote was held between two dates in February.
  - Per majority vote, the next board meeting will be held on February 26, 2020.
- **Questions or comments:** N/A
- **Please hand in your Board Meeting Evaluations**
- **There being no further business there was a motion to adjourn at 7:05 pm.**

Respectfully submitted,

Stephanie Maki – Recorder

Julie Lesemann, COO