



COOK COUNTY HOSPITAL DISTRICT
BOARD MINUTES FOR JULY 23, 2020

Call to Order – Kay Olson called the meeting of the Cook County Hospital District Board of Directors to order on July 23, 2020 at 9:15 a.m. on Zoom and in the Board Room.

Adjourn to Closed Session – Steve Nielsen made a motion to adjourn into closed session for the Quality Improvement/Peer Review and Medical Staff Reports. The motion was seconded by Randy Wiitala and the motion carried with all ayes.

Closed Session Summary - The June 17, 2020 Quality Improvement/Peer Review Committee Report and the June 17, 2020 Medical Staff Report were reviewed and discussed.

Reconvene – Kay Olson reconvened the North Shore Health Board in regular session at 9:30 a.m.

Roll Call:

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

Members Absent:

Others Present: Kimber Wraalstad; Paul Goettl; Greg Ruberg; Jennifer Dowden (p); Milan Schmidt, MD (p); Jennifer Backstrom (p)

The members of the Board attended the meeting via Zoom technology. Ms. Wraalstad and Mr. Goettl attended in the Board Room of North Shore Health.

Approval of Agenda: Justin Mueller made a motion to accept the meeting agenda as presented; it was seconded by Randy Wiitala. Motion carried unanimously.

Public Comments: None

Approval of Minutes for June 18, 2020 – Steve Nielsen made a motion to approve the minutes from the June 18, 2020 meeting as presented and the motion was seconded by Sharon Bloomquist. Motion carried unanimously.

Updates:

- a. **Clinic Board:** On behalf of Kate Surbaugh, Dr. Schmidt reported construction on the pharmacy continues. Sawtooth Mountain Clinic continues with TeleHealth visits

however, there are many regular in person visits and patients are being encouraged to continue with their preventative care. With planning for school reopening and the upcoming flu season, the Clinic is preparing for an expanded Respiratory Clinic. The Clinic also continues to collaborate with Cook County Public Health and Human Services for COVID response and other programs.

- b. **County Board:** Commissioner David Mills was not in attendance at the meeting.
- c. **North Shore Health Care Foundation:** The Oral Health Taskforce will transition to Sawtooth Mountain Clinic as of August 1, 2020. The Foundation has moved to office space at the YMCA. The Cook County COVID-19 Medical Response Fund has received donations in the amount \$21,992. With the matching funds from the Foundation, the fund is over \$40,000.
- d. **Board Members:** Ms. Olson discussed the meeting stipend for the Board Members. Since the COVID-19 pandemic has resulted in the transition of the Board meetings to Zoom, the Board Members have not received the meeting stipend. Upon discussion, it was agreed the Board Members will continue to not accept the meeting stipend and to review again in two months. Ms. Olson attended a webinar sponsored by the Minnesota Hospital Association, "Bringing High Reliability to the Workplace and Bedside in the Midst of a Pandemic" and shared information presented. Steve Nielsen commented on the recognition of employees during the Medical Staff meeting. Mr. Nielsen asked how the Board could be publicly supportive of the many efforts of all the North Shore Health employees during these difficult and unusual times. It was asked that Ms. Wraalstad draft a statement on behalf of the Board and consider other ideas to recognize the employees.
- e. **Correspondence:** None.

**Board Presentation – COVID Testing Process – Jennifer Backstrom, MLS (ASCP)^{cm},
Laboratory Director**

Ms. Backstrom shared information regarding the complex process for obtaining COVID-19 testing. North Shore Health completes a rapid screening test, in-house, for those most vulnerable to complications or significant risk of spread (Care Center residents, ER and Hospital patients) and then a send-out confirmatory test is completed. Several reference labs are used and specimens are directed to each lab based on test prioritization and test turn-around-time availability. The need to transport samples to the reference lab plays a significant role in the turn-around-time for samples coming from North Shore Health and all rural hospitals. As a result it is important to monitor turn-around-times. During the last several weeks, the reference lab used by North Shore Health has had increasing turn-around-times. Most commercial and hospital labs are currently struggling due to the significant demands for testing and shortage of reagents and testing materials. Ms. Backstrom reviewed the advisory from the Minnesota Department of Health intended to help with prioritization of testing but not limit testing. However, the United States, including Minnesota, has been greatly impacted by the demand of testing and availability of reagents so testing is limited at this time. Current guidelines indicate testing for symptomatic people and a few groups of asymptomatic people such as with known exposure, PPS testing (LTC), pre-surgical/pre-procedure, or mission-critical workers. At this time, there is not enough availability to test other asymptomatic people. Ms. Backstrom noted that testing is for a point in time. When results are delayed, the value of the test is reduced. As testing is one tool to address COVID, Ms. Backstrom reminded all to continue to practice social distancing, wearing a face covering, hand sanitizing and staying home when ill. The Board Members thanked Ms. Backstrom and the members of her staff in the Laboratory for all their efforts in providing timely and accurate testing during the COVID-19 pandemic.

Financial Reports: Paul Goettl was officially welcomed as the Chief Financial Officer for North Shore Health. Mr. Goettl presented the June 2020 financial statements. Patient days in the Acute Hospital were 1 day or 4% less than budget with inpatient revenue of \$12K/19% over budget. Swing Bed days are 11 days or 52% over budget for the month. Care Center days were 26 days or 2% less than budget with 96.1% occupancy compared to 98.5% budgeted occupancy. The outpatient volumes above budget for the month of June were CT/MRI of 6/7.5% and Laboratory 147/7.1%. The remaining outpatient volumes are behind budget for the month as follows - Observation days of 7/70%, Emergency visits 38/17.8%, Colonoscopy procedures 11/100%, PT/OT modalities 325/31%, Home Health visits 27/20.9%, and Ambulance run 5/16.1%. With areas of significant decreased volume, outpatient revenue was \$249K/20% less than budget for the month. Operating expenses for the month were 1,640K, \$13K/1% over budget. Total deductions from revenue are 61K, \$152K/71% below budget. Year-to-date deductions as a percent of gross revenue are 4.2% compared to 12.5% budget. Outpatient revenue is down \$1,341K from budget for March through June. The process or accounting for CARES Act funding and other grants was reviewed. Year-to-date FTEs are 107.0, 6.9 less than budget. Days' cash on hand increased to 257. The 2020 forecast was reviewed in detail by Mr. Goettl. The updated six month cashflow analysis was also review.

Old Business:

- a) **Other:** None.

New Business:

- a) **Collection Policy Review:** The following collection policies were reviewed:

- Zero Tolerance Policy
- Bad Debt Collection
- Debt Collection Agency Policy
- Debt Collection Litigation/Garnishment
- Patient Financial Responsibility Policy
- Financial Assistance Program

The policies were updated with the 2020 Federal Poverty Guidelines. Annual review and approval of these policies are required by the Board. Ms. Wraalstad noted that North Shore Health uses Professional Service Bureau, Inc. as the collection agency. Steve Nielsen made a motion to approve the policies as presented and the motion was seconded by Justin Mueller. Motion carried unanimously.

- b) **Financial Signatory Resolution:** This resolution will allow Ms. Wraalstad and Mr. Goettl the ability to provide investment and transfer instructions for North Shore Health funds. Steve Nielsen made a motion to adopt the Financial Signatory Resolution and it was seconded by Justin Mueller. Motion carried unanimously.

- c) **Other:** None.

Management Report:

The Management Report for June 2020 included in the Board materials was reviewed. The Focused Infection Control Surveys for Home Care and the Care Center were discussed. Work is beginning on the 2021 operating and capital budgets with the plan to present the preliminary budget to the Board on November 19, 2020. The Levy Request for North Shore Health will need to be submitted by Friday, September 18. The conflict that routinely results in changing the date of the September meeting has been cancelled, therefore it was agreed to hold the September Board of Directors meeting at the routine time of the second to the last Thursday of the month. The September Board meeting will be held on September 17, 2020. This will allow for discussion of the levy request in both August and September. It was

reminded that the filing period for the District 2 and District 4 Hospital Board Members begins on Tuesday, July 28 and ends at 5:00 p.m. on Tuesday, August 11, 2020. The notice has been published in the paper, was posted at the Post Offices in each Cook County community and was put on the North Shore Health webpage and Facebook page.

Adjourn:

A motion to adjourn the meeting was made by Steve Nielsen and seconded by Justin Mueller. The motion carried unanimously. The next regular meeting will be held on August 20, 2020.

The regular meeting adjourned at 11:27 a.m.

Kay Olson
Chair

Theron Bloomquist
Clerk