



~Approved 10/3/2017~

**Regular Board Meeting**  
**Tuesday, September 5, 2017**  
**9:00 a.m. – Board Room**

**Board Members Present:** Anne Collins, City of Bigfork; Greg Cook, Koochiching County Unorganized; Chris Horton, City of Big Falls; Matt Hujju, Marcell Township; JoAnn Krickhahn, City of Effie; Marie Lovdahl, Itasca County Unorganized; Kenny Porter, Bigfork Township; Dr. George Rounds, Stokes Township; Larry Salmela, Carpenter Township; Karen Springer, Itasca County At-Large; Heidi Watson, Koochiching County At-Large

**Via Telephone:** None.

**Board Members Absent:** Linnette Davidson, Wirt Township

**Others:** Julie Gerzin, John Licke, Christine Lokken, Nancy Probst, Aaron Saude, Dean Sedgwick, Renee Tower

*Chairman Dr. George Rounds called the regular monthly board meeting to order at 9:00 a.m.*

*The meeting opened with prayer.*

**I. Community Comments**

Kenny Porter expressed concern with the nursing home denying new patients due to staffing shortages.

**II. Approval of Agenda**

A **motion** to approve the agenda as presented was made by Larry Salmela, seconded by Anne Collins. All in favor, motion carried.

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**III. Approval of Regular Board Meeting Minutes 8/1/2017**

A **motion** to approve the August 1, 2017, regular board meeting minutes as presented was made by Greg Cook, seconded by Anne Collins. All in favor, motion carried.

**IV. Information, Discussion and/or Action**

**A. Finance Committee Report**

Dr. George Rounds provided a summary of the finance committee meeting that was held on Tuesday, August 29.

The finance committee recommended the following:

- Acceptance of the financials and accounts payable for the month July.
- Acceptance of CliftonLarsonAllen's proposal to provide auditing and cost report services.
- To set the certificate of proposed 2018 tax levy at \$369,512.50, the same amount established last year.

**B. Financials**

Christine Lokken, CFO, presented the July 2017 financial dashboard report.

Discussion was held regarding loss of patient revenue and staffing shortages.

A **motion** to accept the financial report for the month of July was provided by Anne Collins, seconded by JoAnn Krickhahn. All in favor, motion carried.

**C. Accounts Payable**

A **motion** to ratify the accounts payable for the month of July was made by Matt Huju, seconded by Larry Salmela. All in favor, motion carried.

**D. Financial Audit Firm**

*Anne Collins exited the meeting at 9:39 a.m.*

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As per recommendation of the finance committee, a **motion** to accept CliftonLarsonAllen's proposal to provide auditing and cost report services was made by Matt Huju, seconded by Kenny Porter. All in favor, motion carried.

**E. 2018 Certificate of Proposed Tax Levy**

As per recommendation of the finance committee, Heidi Watson made a **motion** to set the proposed tax levy amount at \$369,512.50, the same amount established last year, seconded by JoAnn Krickhahn. All in favor, motion carried.

**F. Coleraine Property**

Aaron Saude reported that the Coleraine property is in the process of being listed. The property will be listed at the appraised value.

**G. SRHS Clinic Expansion Project**

Aaron Saude provided a progress report on the clinic wing expansion. The expansion project is on schedule and is expected to be completed mid-October. Chelsea Mann, MD, will be starting at SRHS on September 18 and Barrett Myers Wolfson, MD, will be starting at the end of November.

**H. Nursing Home Administrator**

A **motion** to appoint Julie Gerzin as the nursing home administrator was made by JoAnn Krickhahn, seconded by Heidi Watson. All in favor, motion carried.

**I. CEO Report**

Aaron Saude reported that Matt Anderson will facilitate strategic planning October 12-13 at the Marcell Family Center. An Armed Intruder Drill will be held at Bigfork Valley on Thursday, September 7. Dr. Molde, OD, is interested in providing optometry services at Bigfork Valley. Aaron attended a meeting with Blandin concerning transportation services in Itasca County.

**J. Employee Appreciation**

Colleen Pike, Midge Carlson, Brett Ripley, Terry Erickson, George Rahier and Nelly Brinker were nominated to receive employee appreciation certificates for outstanding job performance. A **motion** to

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approve the nominations was made by Greg Cook, seconded by Kenny Porter. All in favor, motion carried.

**K. Governance Committee Report**

Dr. George Rounds provided a summary of the governance committee meeting that was held on Tuesday, August 29.

The governance committee recommended the following:

- Adoption of the Board Travel Policy.
- Approval of the Executive Limitations Policy as written.

Board members wishing to receive the AHA Trustee Magazine were asked to sign up for either a digital copy or print copy.

The governance committee was charged with developing charters for board standing committees.

**L. Board Travel Policy**

As per recommendation of the governance committee, Larry Salmela made a **motion** to adopt the Board Travel Policy, seconded by Heidi Watson. All in favor, motion carried.

**M. Executive Limitations Policy**

As per recommendation of the governance committee, Heidi Watson made a **motion** to approve the Executive Limitations Policy as written, seconded by Matt Huju. All in favor, motion carried.

**N. United Way Grant**

Adult Day Stay has been awarded \$2,975.75 from United Way. The grant agreement requires board approval and the signature of the board chair. A **motion** to approve the United Way grant agreement was made by Heidi Watson, seconded by Karen Springer. All in favor, motion carried.

**O. CEO Performance Evaluation**

CEO performance evaluation packages were provided to board members. Completed CEO performance evaluation forms will be reviewed by the executive evaluation and compensation committee on September 26.

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**P. Board Meeting Survey Results**

Results from the board meeting evaluation survey that board members completed at the August regular board meeting were reviewed.

**Q. Board Self-Evaluation Survey**

Results from the board self-evaluation survey that board members completed at the August regular board meeting were reviewed.

**R. Education**

Aaron provided an overview of MHA's "In the News".

Board members completed the monthly board meeting evaluation survey. Survey results will be tabulated and reviewed at the October regular board meeting.

At 10:37 a.m., a **motion** to adjourn the meeting was made by Larry Salmela, seconded by Kenny Porter. All in favor, motion carried.

Minutes respectfully submitted by Renee Tower,  
Executive Administrative Assistant

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