



~Approved 3/5/2019~

Regular Board Meeting
Tuesday, February 5, 2019
9:00 a.m. – Board Room

Board Members Present: Dianne Bakke, City of Bigfork; Greg Cook, Koochiching County Unorganized; Matt Huju, Marcell Township; JoAnn Krickhahn, City of Effie; Marie Lovdahl, Itasca County Unorganized; Meredith Morneau, Itasca County At-Large; Kenny Porter, Bigfork Township; George Rounds, Stokes Township; Larry Salmela, Carpenter Township; Casey Sursely, City of Big Falls; Heidi Watson, Koochiching County At-Large

Via Telephone: None

Board Members Absent: Linnette Davidson, Wirt Township

Others: Dr. Ed Anderson, Lin Cook, Julie Gerzin, Dan Heinecke, Kristin Huot, Tim Johnson, Dawn Kern, Angela Kleffman, John Licke, Christine Lokken, Amanda Niemala, Nancy Probst, Barb Quade, Tim Rice, Cecilia Riedman, Aaron Saude, Sally Sedgwick, Renee Tower, Pat Vann, Nanci Zeine

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
None.

The mission of Bigfork Valley is to provide a continuum of quality health care and community services rooted in excellence and delivered with skill and compassion.

II. Approval of Agenda

A **motion** to approve the agenda was made by Kenny Porter, seconded by Greg Cook. All in favor, motion carried.

III. Approval of Regular Board Meeting Minutes 1/8/2019

A **motion** to approve the January 8, 2019, regular board meeting minutes as presented, was made by Dianne Bakke, seconded by Matt Huju. All in favor, motion carried.

Heidi Watson entered the meeting at 9:02 a.m.

IV. Acceptance of Medical Staff Meeting Minutes 11/21/2018

A **motion** to accept the November 21, 2018, medical staff meeting minutes as presented, was made by Matt Huju, seconded by Marie Lovdahl. All in favor, motion carried.

V. Information, Discussion and/or Action

A. Tim Rice, CEO of Lakewood Health System in Staples

President and CEO of Lakewood Health System (LHS), Tim Rice, provided an overview of the governance history and current structure of LHS. Mr. Rice explained why LHS converted to a 501C3 and the benefits.

Mr. Rice exited the meeting at 9:37 a.m.

B. Finance Committee Report

Christine Lokken presented the December 2018 financial dashboard report.

C. Financials

A **motion** to accept the financial report for the month of December was provided by the Finance Committee, seconded by JoAnn Krickhahn. All in favor, motion carried.

D. Accounts Payable

A **motion** to ratify the accounts payable for the month of December was made by the Finance Committee, seconded by Marie Lovdahl. All in favor, motion carried.

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E. Credentialing

Dr. Ed Anderson presented the following credentialing applications for consideration:

Privileges with a 6 month provisional status:

- Shenjing Li, MD Sanford Cardiology
- Eamonn Quinn, MD vRad
- Jennifer Knutsen, MD vRad

Full privileges without a provisional status:

- Mark Gustafson, MD Essentia Weight Loss
- Jamie Aminsharifi, MD vRad
- Tina Islam, MD vRad
- Alan Pratt, MD vRad
- Nathan Opland, CRNA
- Kari Hitchen, CRNA

A **motion** to approve the applications was made by Larry Salmela, seconded by Heidi Watson. All in favor, motion carried.

F. Bigfork Valley Community Foundation Partnership Agreement

Bigfork Valley Community Foundation's (BVCF), Tim Johnson, fund development coordinator, and Kristen Huot, donations coordinator, provided a summary of BVCF's mission, background, projects funded for Bigfork Valley, and material assets displayed at Bigfork Valley.

Bigfork Valley Hospital will be the recipient of the donation proceeds from the 2019 BVCF annual fundraiser.

BVCF requested that the Board authorize a multi-year Partnership Agreement.

After discussion, JoAnn Krickhahn made a **motion** to approve a two-year Partnership Agreement at the annual rate of \$32,500, seconded by Heidi Watson. All in favor, motion carried. Meredith Morneau abstained from voting.

Dr. Ed Anderson exited the meeting at 10:01 a.m.

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G. Gift Nest

Christine Lokken presented financial information for three different management options for the Gift Nest (current management structure, volunteer run structure, and retail pharmacy gift shop).

A **motion** to close the Gift Nest and move it to the Retail Pharmacy was made by the Finance Committee, seconded by Matt Huju. The motion carried with nine in favor and one opposed. The vacant space will be devoted to administration for a meeting space or employee gathering area.

H. Layaway Nursing Home Beds

A **motion** to table “Layaway Nursing Home Beds” was made by Matt Huju, seconded by Kenny Porter. All in favor, motion carried. Julie Gerzin will present information next month.

I. CEO Report

Aaron reported that three Community Health Needs Assessment (CHNA) committees were formed to focus on the following areas: chronic disease, specialty services and mental health.

High school students from the Health Care Core Curriculum class at Itasca Community College visited Bigfork Valley this month. The students were from Nashwauk, Deer River and Greenway.

Aaron will be contacting potential facilitators for strategic planning. The options will be presented to the board.

Informational items provided:

- Wilderness Health Board Update – Summary of Activity for 2018
- CliftonLarsonAllen letter regarding the financial statement audit for the year ended December 31, 2018

J. Employee Appreciation

Andrew Francisco, Randy Nei, Terry Erickson, Becki Pederson, Brenda Smith and Sam Custer were nominated to receive employee appreciation certificates for outstanding job performance. A **motion** to

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approve the nominations was made by JoAnn Krickhahn, seconded by Meredith Morneau. All in favor, motion carried.

K. Governance Committee Report

Chairman Rounds provided a summary of the governance committee meeting that was held on Tuesday, January 29, 2019.

A **motion** to approve the Acceptable Use of Mobile Devices Policy with no changes was made by the Governance Committee, seconded by JoAnn Krickhahn. All in favor, motion carried.

The Governance Processes Policy was not presented for approval. The board is waiting for Vaaler Insurance to verify surety bond coverage for the treasurer.

The Governance Committee made a **motion** to approve the Investment Policy with no changes, seconded by Heidi Watson. All in favor, motion carried.

The Governance Committee made a **motion** to approve the Investment Procedure with changing the title of Executive Director of Finance to Chief Financial Officer. All in favor, motion carried.

The governance committee is in the process of developing a tool for board member self-evaluation and a policy for board member attendance by telephone.

L. Charters

A **motion** to approve the Executive Evaluation and Compensation Committee Charter with no changes was made by the Governance Committee, seconded by Casey Sursely. All in favor, motion carried.

John Licke recommended that individual names be removed from the “Members” section of the Finance Committee and Governance Committee charters and that a certain number of members and categories be listed.

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The Governance Committee made a **motion** to approve the Finance Committee Charter with the amendment to the “Members” section, seconded by Matt Huju. All in favor, motion carried.

The Governance Committee made a **motion** to approve the Governance Committee Charter with the amendment to the “Members” section, seconded by JoAnn Krickhahn. All in favor, motion carried.

The Governance Committee made a **motion** to approve the Legislative Education Committee Charter with no changes, seconded by Dianne Bakke. All in favor, motion carried.

M. Community Relations

Chairman Rounds suggested using the World Café process to discuss ways the community could be more involved and help with the hospital. Rounds recommended planning the event for April or May.

N. Facility Abuse Prevention Plan

Julie Gerzin, director of senior services, presented the Facility Abuse Prevention Plan for consideration. After review, a **motion** to approve the Facility Abuse Prevention Plan as presented was made by Matt Huju, seconded by Kenny Porter. All in favor, motion carried.

O. MHA Winter Trustee Conference Report

Chairman Rounds provided a summary of the MHA Winter Trustee Conference that board members Dianne Bakke, JoAnn Krickhahn, Meredith Morneau, Kenny Porter, George Rounds, Larry Salmela and Casey Sursely attended January 11-13.

P. Board Meeting Survey Results

Results from the January regular board meeting evaluation survey were reviewed.

Q. Board Education

The American Hospital Association’s 2019 Environmental Scan was provided for education.

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Discussion was held regarding Tim Rice's presentation on the 501C3 governance structure. It was recommended that a list of the pros and cons of converting to a 501C3 be developed for comparison.

Kenny Porter exited the meeting at 11:15 a.m.

R. Pending Litigation

At 11:18 a.m., Chairman Rounds closed the meeting to the public for pending litigation and attorney client privilege. Due to attorney client privilege, minutes were not taken, and the proceedings were not tape recorded.

At 11:51 a.m., Larry Salmela made a **motion** to reopen the meeting, seconded by Matt Huju. All in favor, motion carried.

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

At 11:52 a.m., a **motion** to adjourn the meeting was made by Dianne Bakke, seconded by Larry Salmela. All in favor, motion carried.

Minutes respectfully submitted by Renee Tower, Executive Administrative Assistant.

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