



~Approved 6/4/2019~

Regular Board Meeting
Tuesday, May 7, 2019
9:00 a.m. – Board Room

Board Members Present: Dianne Bakke, City of Bigfork; Greg Cook, Koochiching County Unorganized; Linnette Davidson, Wirt Township; 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: None

Others: Jeff Aldrich, Lin Cook, Traci Cramer, Dani Donner, John Dosen, Sara Elioff, Karen Ferlaak, Dan Heinecke, Jack Hillstrom, Leo Kern, Angela Kleffman, Heidi Korstad, John Licke, Christine Lokken, Nancy Probst, Aaron Saude, Sally Sedgwick, Renee Tower, 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

Heidi Korstad provided an overview of the World Café process.

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.

The following questions will be asked at the World Café session:

1. What does Bigfork Valley Hospital do well?
2. What do you see as future opportunities for Bigfork Valley Hospital?
3. How can the community be involved in Bigfork Valley Hospital's success?

Karen Ferlaak, hospital district resident, expressed concern with the lack of communication to hospital district citizens. She suggested that Bigfork Valley schedule a series of community meetings to gain support and keep the community informed.

Kenny Porter, board member, apologized for not attending the past few meetings, stating his absence was due to medical reasons.

Lin Cook, hospital district resident, suggested mailing a newsletter or pamphlet to improve communication with the community.

II. Approval of Agenda

George Rounds requested that agenda item Q be removed from the agenda as there were no updates.

A **motion** to approve the agenda as amended was made by Kenny Porter, seconded by Marie Lovdahl. All in favor, motion carried.

III. Approval of Regular Board Meeting Minutes 4/2/2019

A **motion** to approve the April 2, 2019, Regular Board meeting minutes as presented, was made by Dianne Bakke, seconded by Heidi Watson. All in favor, motion carried.

IV. Information, Discussion and/or Action

A. Finance Committee Report

Larry Salmela provided a summary of the Finance Committee meeting that was held on Tuesday, April 30.

Aaron provided an overview of the nursing home cost report for 2015, 2016 and 2017. The tentative amount due to Medicaid based on the

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audit is \$263,000. The overpayment amount must be remitted to Medicaid over the next four months.

Due to a cash shortage, Aaron requested permission to access long term reserves.

The Finance Committee made a **motion** to authorize Aaron to access long term reserves, up to \$500,000, seconded by JoAnn Krickhahn. All in favor, motion carried.

B. Financials

Christine Lokken presented the financial dashboard report.

A **motion** to accept the financial report for the month of March was provided by the Finance Committee, seconded by Greg Cook. All in favor, motion carried.

C. Accounts Payable

A **motion** to ratify the accounts payable for the month of March was made by the Finance Committee, seconded by Matt Huju. All in favor, motion carried.

D. Appoint Nursing Home Administrator

Dani Donner was introduced and welcomed. A **motion** to appoint Dani Donner as the nursing home administrator, beginning May 7, was made by Heidi Watson, seconded by JoAnn Krickhahn. All in favor, motion carried.

Deb Morell, the new nursing home DON, started Monday, April 29.

E. Housing Needs Analysis

The Itasca County Housing Redevelopment Authority is requesting \$600 from Bigfork Valley for the completion of a Comprehensive Housing Study and Needs Analysis. The analysis will be for several cities in Itasca County including the City of Grand Rapids, the City of Bigfork, the City of Cohasset and the City of Nashwauk.

A **motion** to approve \$600 for the analysis was made by JoAnn Krickhahn, seconded by Heidi Watson. All in favor, motion carried.

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F. Strategic Planning Project Committee Report

JoAnn Krickhahn provided a summary of the Strategic Planning Project Committee meetings that were held on April 10 and April 23.

G. Strategic Planning Facilitator Proposals

Aaron reported that RFPs for strategic planning were sent to MedTrend, Jeffrey Thompson and Andrea Pastor. MedTrend was the only company to submit a proposal.

JoAnn Krickhahn reported that there may be an opportunity to receive a grant through the Blandin Foundation for strategic planning. There are three strategic planners to choose from through the Blandin Foundation.

H. World Café Meeting

Heidi Korstad will facilitate the World Café, which will be held in the Bigfork Valley Commons on Thursday, May 23, from 6:00 p.m. to 8:00 p.m. Dinner will be served at 5:30 p.m.

A **motion** to approve hosting the World Café was made by Dianne Bakke, seconded by JoAnn Krickhahn. All in favor, motion carried.

It was suggested that marketing material be emailed to board members and flyers be placed at local businesses.

I. Pharmacy Sterile Compounding Room Remodel Proposals

Dr. Sara Elioff and Leo Kern provided an overview of the new USP 797 and regulations for the pharmacy's sterile compounding room.

Proposals from ARI, HGA and LHB for architectural design services to upgrade the existing sterile compounding room for compliance with USP 797 requirements were presented for consideration.

Aaron Saude recommended selecting the proposal from ARI for architectural design services. After discussion, a **motion** to approve the proposal from ARI was made by Larry Salmela, seconded by JoAnn Krickhahn. All in favor, motion carried.

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J. CEO Report

Aaron Saude reported that there was a safety breakfast to recognize no lost time on April 11. Bigfork Valley has done a good job lowering the mod factor. A presentation on the topic will be provided soon.

Aaron met with the Itasca Economic Development Corporation (IEDC) and Apex to discuss economic development in the area. Tamara Lowney is the new director of IEDC.

Aaron recently attended a school board meeting and met with Pat Medure, ISD 318 board chair, about a community project to add locker rooms, a weight room and bathrooms to the school that will be open to the public. The addition of a weight room is not expected to negatively impact Bigfork Valley's fitness center.

Bigfork Valley has been awarded \$47,000 through the MN Department of Health Rural Hospital Capital Improvement Grant Program for a new hematology analyzer.

SRHS recently added two new physician assistants, a nurse practitioner and a licensed social worker.

Dr. Staci Collison, from Sanford Bemidji, specializes in optometry and will be offering services at Bigfork Valley the first and third Monday of the month.

Aaron is on a committee responsible for interviewing potential CEO candidates for SISU. Bigfork Valley has ownership in SISU.

Informational items provided:

- Wilderness Health Board Update – April 2019
- Bigfork Valley Community Foundation – Thank you for contribution and partnership agreement

K. Community Relations

A Patient Advisory Committee will be created for patient representation, and the World Café is scheduled for May 23.

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L. Nursing Home Survey Results

On March 4-8, 2019, a standard survey of the nursing home was conducted. The results were reviewed.

After discussion, Matt Huju made a **motion** to acknowledge that board members received and reviewed the survey, seconded by JoAnn Krickhahn. All in favor, motion carried.

M. Governance Committee Report

George Rounds provided a summary of the Governance Committee meeting that was held on Tuesday, April 30.

John Licke provided legal clarification concerning Article 16 of the NIHD Bylaws. Article 16 is not required under Minnesota law.

A **motion** to approve the Medical Staff Limitations Policy with no changes was made by the Governance Committee, seconded by Heidi Watson. All in favor, motion carried.

A **motion** to approve the Medical Staff Linkage Policy with no changes was made by the Governance Committee, seconded by Dianne Bakke. All in favor, motion carried.

John Licke provided legal clarification concerning board members participating in meetings by means of telephone. Specific guidelines are required if board members are allowed to participate by telephone. The Governance Committee will discuss the guidelines and make recommendation to the full board.

N. Board Education

A report by the Deloitte Center for Health Solutions was provided for board education.

O. Employee Appreciation

Jodi Cormican was nominated to receive an employee appreciation certificate for outstanding job performance. A **motion** to approve the nomination was made by Meredith Morneau, seconded by JoAnn Krickhahn. All in favor, motion carried.

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The surgery center, imaging department and Scenic Rivers Health Services were commended by Heidi Watson for exceptional patient care.

P. Board Meeting Survey Results

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

Q. Pending Litigation

Item was removed from the agenda.

The Board Self-Evaluation Questionnaire was distributed for board members to complete and return. The results will be reviewed at the June board meeting.

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

At 10:48 a.m., a **motion** to adjourn the meeting was made by Dianne Bakke, seconded by Greg Cook. All in favor, motion carried.

Minutes respectfully submitted by Renee Tower, Executive Administrative Assistant.

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