



~Approved 4/29/2025~

Regular Board Meeting

Tuesday, March 25, 2025

9:00 a.m.

Board Room & Teams

Board Members Present:

Greg Anselmo – Itasca County Unorganized
Clinton Cook – Bigfork Township
Greg Cook – Koochiching County Unorganized
Kurt Fredrickson – Stokes Township
Carol Gilbertson – Itasca County At-Large
Dan Heinecke – City of Bigfork
Tom LaMont – City of Effie
Gordon Rahier – Pomroy Township
Larry Salmela – Carpenter Township
Sally Sedgwick – Wirt Township
Dan Sursely – City of Big Falls
Heidi Watson – Koochiching County At-Large

Board Members Remote:

None

Board Members Absent:

Teresa Kittridge – Marcell Township

Staff Members Present:

Darla Anderson, Dr. Ed Anderson, Samantha Beckner, Alex Cleath, Brandon Francisco, Nathan Hough, Jennifer Rissanen, Renee Tower

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.

Staff Members Remote:

Nelly Brinker, Heather Boessel, Kyle Buckingham, Sara Elioﬀ, Katie Gilbertson, Mallory Johnson, Dawn Jourdan, Vance Koppelman, Haley Page, Amanda Niemala, Heidi Powell, Ashlee Snyder, Londa Storlie

Others:

Ellen Bomstad, Bernie Hough, Teresa Kittridge, Gene Rajala, Christopher Virta

Note: Board member Teresa Kittridge joined the meeting online as a community member; Minnesota Statute 13D.02 requirements for remote attendance were not met.

The meeting was called to order at 9:00 a.m. by Chair Clint Cook. The meeting opened with a prayer.

A. Community Comments (3 minutes/speaker)

There were no community comments.

B. Approval of Consent Agenda

1. Agenda
2. Regular Board Meeting Minutes 2/25/2025

A **motion** to approve the consent agenda was made by Heidi Watson, seconded by Greg Anselmo. The motion passed unanimously.

C. Information, Discussion and/or Action

1. Finance Committee Report

Treasurer Kurt Fredrickson summarized the March 18, 2025, Finance Committee meeting. A summary of the financial statement was included on the second page of the financial report, and responses to submitted questions were documented in the committee minutes.

a. Financials

The Finance Committee made a **motion** to accept the financial report for February, seconded by Dan Sursely. The motion passed unanimously.

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.

b. Accounts Payable

Kurt Fredrickson made a **motion** to approve the February accounts payable, seconded by Larry Salmela. The motion passed unanimously.

2. CEO Report

Nathan reported the following updates:

Nursing Home:

- The nursing home census currently stands at 23 residents, with four residents in the Tamarack wing.

Growth & Service Expansions:

- Met with Sanford Wound Care on March 17 to discuss a potential agreement. Sanford expressed interest in renting space for their wound care services, but BVH intends to retain wound care as an internal service. Sanford is evaluating their options.
- Had a meeting with a General and Vascular Surgeon interested in working at BVH. The discussion was unplanned, and the surgeon will provide a curriculum vitae along with a list of potential outpatient services he could offer.
- An on-site visit with Sanford Women's Health and BVH medical staff is planned for April.
- Evaluating a telemedicine agreement for Endocrinology, Infectious Disease, and Nephrology services. This is still in early evaluation stages.
- Recruitment efforts continue for a Psychiatric and a Specialty Care Nurse Practitioner.
- Non-emergency medical transportation (NEMT) service setup is progressing, with rate structures expected to be finalized soon.
- The new front door has been installed.

Electronic Health Records (EHR) System Selection:

Nathan outlined the EHR selection process and progress:

- Vendor Selection – A list of potential vendors was created.
- Review Process – Initial system demonstrations were conducted, followed by department-specific demos.

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.

- Departmental Evaluation – Staff provided feedback using evaluation sheets, and participation across departments was encouraged.
- Cost Analysis – Assessed potential additional costs and cost savings from system-integrated features.
- Leadership Vote – Following comprehensive evaluations, OCHIN EPIC was selected as the preferred EHR vendor.
- No agreement has been signed yet; negotiations are ongoing. The EHR Core Team, alongside department leaders, is reviewing the service package to ensure all necessary components are included.
- Some cost adjustments have been made, leading to a small increase in go-live costs but a \$20K/month reduction in ongoing expenses—a projected \$250K annual savings from the initial quote.
- With OCHIN's integrated features, BVH anticipates up to an additional \$40K/month in savings by eliminating separate software subscriptions currently used, resulting in over \$500K in annual savings post-implementation.
- Loan options are under review, but they are considered a last resort. A meeting with the First State Bank of Bigfork is scheduled to discuss a line of credit as a short-term solution.

Facility & Infrastructure Projects:

Capital Budget Items:

- RO System Water Purification (OR sterilization, meeting AAMI standards) – \$40K
- Nursing Home Air Handling Unit (Tamarack wing heat/AC) – \$300K
- Helipad Lights – \$16,750
- Replacement of Aging Air Handling Units (AHUs) – \$1M
- Geo System Updates (original installation company is no longer in business) – \$85K (under budget)

Upcoming & As-Needed Projects:

- Replacement of Two Older Rooftop AHUs – \$50K
- Little Geo Imaging System Update – Estimated three years of life remaining; \$1,400 service agreement quote received.
- Villa Renovations (windows, patio doors, flooring, HVAC) – \$200K+

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.

- Roofing Repairs – Addressing structural issues at junctions of different-aged buildings.
- Siding Repairs (Above Nursing Home windows and Cedar entrance) – Materials quote: \$5,872.61 (Bigfork Business Revitalization Grant application in process).
- Internal & Door Signage Updates – \$10K

A board member inquired about a potential grant for the helipad project.

Additional Updates

- A thank-you letter from Bigfork Valley Community Foundation was included in the board packet.

3. Executive Evaluation & Compensation Committee Report

A summary of the March 24, 2025, Executive Evaluation & Compensation Committee meeting was provided.

The committee reviewed the CEO Evaluation Survey Averages, noting that all ratings were above 2.0 on a three-point scale. Nathan Hough exceeded expectations in all evaluation areas.

Dan Sursely made a **motion** to implement the 3% cost of living adjustment outlined in the CEO agreement, effective April 1, 2025. Seconded by Larry Salmela. The motion passed unanimously.

Greg Anselmo made a **motion** to approve a \$500 Timberwolf gift certificate as a token of appreciation for Nathan Hough. Seconded by Heidi Watson. The motion passed unanimously.

4. Governance Committee Report

A summary of the February 25, 2025, and March 24, 2025, Governance Committee Meetings was provided.

The committee reviewed and amended the draft Board Governance Policy and draft CEO Job Description (pending further review).

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.

a. Approve Charters

A **motion** to approve committee charters (Executive Evaluation and Compensation, Finance, Governance, and Legislative Education) as presented was made by Greg Anselmo and seconded by Kurt Fredrickson. The motion passed unanimously.

5. Legislative Education Committee Report

Sally Sedgwick summarized the March 18, 2025, Legislative Education Committee meeting.

Board members should not indicate that they represent Bigfork Valley in legislative contacts.

The Quality Patient Care Act moving through the state legislature and its potential impact on BVH was discussed.

Koochiching County's resolution on hospital district precinct alignment will have no impact on Bigfork Valley.

6. Department Introduction: Finance and Accounts Payable

Alex Cleath, Samantha Beckner, and Brandon Francisco provided an overview of BVH's purchasing process and financial controls.

7. Board Meeting Agenda Topics for Next Month

There was discussion on OCHIN financing options (any loan must be approved by the full board).

8. Open Discussion

A request was made for a Billing Department presentation.

There was discussion on the 5% prompt pay discount; the board recommended increasing to 10% and ensuring visibility on billing statements, website, and community updates.

OCHIN implementation is expected to improve billing processes.

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.

With no further business, a **motion** to adjourn the meeting at 10:20 a.m. was made by Larry Salmela, seconded by Greg Cook. The motion passed unanimously.

Minutes respectfully submitted by:

Renee Tower

Executive Administrative Assistant

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.