

**PELICAN VALLEY HOSPITAL DISTRICT  
MONTHLY BOARD MEETING  
FEBRUARY 25, 2019**

The regular monthly meeting of the Pelican Valley Health Center Hospital District Board of Directors was held at 5:30 p.m. on Monday evening, February 25, 2019, in the Pelican Valley meeting room. The meeting was called to order by Richard Bratlien. Other board members present were: Les Rotz, David Slotten, Brian Evenson, Brad Knorr, John Waller, Mark Sjostrom, and Sue Bruggeman. Absent was Shannon Erickson and Mary Williams. Staff present were: Carol Kvdit, Interim Executive Director of PVSL, Ali Erickson, Mark Neu, Chandra Eaton, Curt Cardwell, Megan Mayer, Anna Ostermann, Kaija Hockett, Karen Sjostrom, Kim Richardson, and Renee Evenson. Others present were: Angie Urman, COO Knute Nelson, Mark Anderson, CEO Knute Nelson, Katie Perry, Marketing KN, Chad Miller, Lou Houglund, and other members of the community.

The regular monthly meeting started at 5:30pm with the agenda to meet an Executive Director candidate. Sam Quam was presented to the Board. Angie asked for Sam to tell the board about his educational and leadership background. He went to Concordia and took some long-term care classes. He did an internship at Essentia and at a nursing home. This made him really enjoy long term care and being able to interact with residents. When asked about his accomplishments, he noted receiving a zero-deficiency survey at a his current employer. He also really brought them up to date on the digital side of things to help with marketing. He assisted with opening a new wing at the nursing home. Angie asked what led him to Pelican Valley/KN. Sam said that KN being faith based and a nonprofit really interested him. He said it is intangible working for a nonprofit. He said after looking into Pelican it was easy to see how far Pelican Valley has come and he would love to be a part of that. Angie asked about a time he had success because of good financial planning. Sam said he worked for a place that had rates cut. He had to get creative with staffing to be able to make the profit and loss work. At the end of the year, there was a net increase of \$100,000. Angie asked for a time he coped with change effectively. Sam said he took over at a nursing home where the administrator had been there 30 years. He was able to be consistent and build trust with the board of directors, staff and the community. Angie asked about a time he understood how all departments of a company worked and how he pulled them all together. He said he dealt with this in quality measures and worked with each department to pull together ways to improve. He has been slowly building on this. Angie asked about his long-term goals. Sam said he wants to find a place where he wants to settle down and small towns are appealing to his family. Sam said he is in the Wadena Rotary Club and enjoys giving back to the community. He enjoys seeing people that he works with out in the community. He grew up in New London/Spicer and his comfort level is in small towns. His day to day on the job starts out by meeting up with all departments to see what needs to be done that day. He makes his rounds and is sure to be visible. He said it helps to put things into perspective when you interact with residents. Sam asked of the board what they want to see from the next administrator. Rich said working closely with the staff is important. Being fair and motivating staff is also important. Be apart of the community. Brian said we have a unique situation with the hospital district, board of directors, and managed by KN. He asked if he has any experience with this. Sam said he did report directly to a city board and he learned a lot doing this. Dave asked if he has any experience with a campus of assisted living and skilled nursing. Sam said he has worked with independent living with services and skilled nursing. Les asked if Sam ever worked with a tax levy. Sam said he has not. Les asked why Sam left a past job. Sam said opportunity came up. Les asked if he would be willing to make a long-term commitment here. Sam said yes, the next move is planned to be long term. John asked how long he was at Parkview. Sam said it was a little over a year.

The meeting took a recess for the executive committee meeting to meet at 6pm. It reconvened at 6:15pm for the regular monthly meeting.

### **CONSENT AGENDA**

A motion was made by Les, seconded by Mark to approve the agenda and approve minutes of previous meeting. Motion carried.

### **REPORTS TO THE BOARD**

Katie Perry said tonight is a special night. Pelican Valley is a grateful recipient of a donation from the Howard and Teddy Carlson family. Katie said this family has great passion for Pelican Valley. Howard and Teddy felt so strongly about Pelican Valley that they included them in their community giving. Karen Engler and Carol Schuster, daughters of the Carlson family, spoke. Carol said her parents started financial planning to leave gifts to the Pelican Rapids area. Her mother, Teddy, started to have memory issues. Howard kept her at home for as long as possible. She admitted to the Pelican Valley nursing home and stayed for five years. She said it meant so much to all their family that their mom was able to stay in Pelican Rapids and be taken care of by people in the community. She said she wants to get the message out that we are so fortunate to have such a great facility and campus in our community. She said she recently read in the Press that the staff to resident ratios are a little higher in Pelican and she believes this is what makes it so great. Howard wanted a memory care facility to not be an issue for anyone in Pelican Rapids. With that being said, Howard was hoping to give \$100,000 to Pelican Valley and the daughters were pleased to inform the Board of Directors that they were giving \$163,989.10.

Rich welcomed Carol Kvidt and thanked her for being our interim Administrator.

Chad Miller gave the legal report. He handed out a packet on MN open meeting laws. He said he will be giving board education on legal matters, such as fiduciary duty, open meeting laws, etc. Chad said he was able to find an informative packet that is supported by case law. We are all elected officials. MN Law requires all meetings need to be open to the public. The open meeting law is to be sure we have open, transparent meetings. Things that can allow closed meetings are health record information, labor negotiations, and employee discipline. Even when we close a meeting, we need to keep electronic record. For the most part, we are very limited in instances to close a meeting. Any public can come to these meetings and find out what is going on. Brian asked about committee meetings. Chad said committee meetings are public information. Brian also asked who they contact to post meetings. Chad said to contact Ali Erickson. Chad said there will be a series of "hot topics" for the board in upcoming meetings.

Ali Erickson reported the January financial statements. She noted that we cashed out the \$200,000 CD. Les asked why we are paying for an interim. Angie said PV is responsible for the fee of the administrator. Janet Green consulted and trained Ashley when she started, so there was some double up on expense. Les asked if we cut \$200,000 in staffing if that would affect our Value Based Reimbursement rates. Angie said that is not happening and no staff has been told to cut staff. She said they are not recommending that. Angie clarified that with the audit they compare us to other facilities in the State. John showed a slide show that was given out during the financial committee meeting that noted our high staffing. Angie said those are just observations made by auditors and that plan is not complete. Brian asked if any recommendations were to come forward, would it come to the full board. Angie said this would be addressed during strategic planning. Rich said the whole board will take part in strategic planning in April. Mark said there has been a negative margin for quite some time. They want to put a plan in order

on how we want to take care of people, how we want to look financially, what we do with the levy, and the long-term viability of Pelican Valley. Mark said all the board needs to get together and come up with a plan and be on the same page. He said they would be misguided if they did not take all pieces of information when making decisions. Angie said we will be adding staff to make Assisted Living work. Les said we need to remember the testimonial that came from the Howard Carlson family that we cannot have enough staff to give great care to our residents. Rich said we need to get a strategic planning meeting set. John asked about the Housing Director position. Angie said all the duties were distributed to staff members. Les said inquiring about not filling a Housing Director position is not trying to make day to day operational decisions. It is something that affects the overall budget that was Board approved.

Angie gave the transition update. She said a final Administrator candidate met with the board and staff today. They are hoping to find someone that will stay into the future. Carol Kvidt said Chandra Eaton, DON, put in her notice. There is a plan in place for the interim and interviews are taking place this week. Carol said Chandra brought Pelican Valley nursing department to a great place and everyone is sad to see her leave. Angie said we are still working out software kinks. Carol said the construction at Main is coming along very well. Angie said they will be perfecting their marketing plan for rooms that are available. Brian asked if there is a staff member that has primary marketing staff member. Angie said that is split between a few different staff and KN has a marketing team that is supporting. It was clarified that that used to be a Housing Director duty.

### **PUBLIC COMMENTS**

A member of the public said she is confused. She said she thought Main was going to be memory care. Angie said for the time being assisted living and memory care will be intermingled. Megan said we don't have the staff at Manor to admit 24/7 assisted living yet. She asked what the plan is for when the memory care at Manor move to Main. She asked for vanities in the bathrooms at Main. Angie said this will all take a lot of planning and is still in the works.

### **BOARD ACTION AND CONCERNS**

Motion was made by Brian, seconded by Brad to approve the financial statements as presented. Brian said he thinks it would be good to have a special board meeting to start the process on how to work together as a board and to build cohesiveness. Brian wants to discuss our role as a board together. He wants to know how communication happens between KN and the board. Rich said it is not against any rules, but wants to know the purpose of a special meeting. Brian wants open discussion among board members and what their roles are. Brian sees himself as an advocate for residents and families, staff, and the voting public. He needs to balance all of these to see that this is a successful senior living center. Sue said Chad talked about training and that could help all the board. Les said over the past few years he has watched the board work well together. He said some years ago Dunn and Scambler thought the executive meeting was running the board. Les said there is a feeling there isn't enough transparency between the board, finance committee, and the executive committee. Rich said the role of the executive committee is the liaison from this board to the administration. Rich said there is no business done in that. Chad said he remembers Dunn and Scambler sitting in on the executive committee meeting. Any public can sit in on the executive committee meetings. Dave said he is a member of Dunn and that has taken away that concern. Rich said he can put a special board meeting together. John asked how they are basing how the transition is going with staff. Angie said they are interviewing staff. Curt said it isn't great. Curt said moving the date back put a wrench into things. Chad said we could hire a board

mediator to lead an administrative session if the board is interested in doing that. Brad asked if this is something we would need to get a bid on. Chad said they would need to investigate this. Mark said based on what he is hearing, it may be beneficial to have someone that is outside of the board members to facilitate this. It is very important for everyone here to get on the same page. Mark said we end up with miscommunication when everyone is getting different messages. Brian asked if it is inappropriate to engage with staff and family members. Mark said it would depend on the intent. Kim asked who develops the mission. Mark said the board does that. Chandra said she was told to make \$200,000 of cuts in nursing. This does not show transparency. Angie said she did not give this direction and she did not recommend this. Angie said they would not make changes unless the board wanted them to.

**ADJOURNMENT**

Motion was made by Dave, seconded by Brian to adjourn the meeting. Motion carried. Meeting adjourned at 7:23pm.

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Ali Erickson, Recording Secretary

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David Slotten, Secretary