

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

The regular monthly meeting of the Pelican Valley Health Center Hospital District Board of Directors was held at 6:15 p.m. on Monday evening, March 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, Sue Bruggeman, Shannon Erickson and Mary Williams. Staff present were: Ali Erickson, Curt Cardwell, and Renee Evenson. Others present were: Angie Urman, COO Knute Nelson. Various public were present.

CONSENT AGENDA

After adding to approve a scholarship to board action, A motion was made by Les, seconded by Brad to approve the agenda and approve minutes of previous meeting. Motion carried. Les asked for discussion about a housing director. Brian asked for discussion on a special meeting. Rich said these would be added in the operational report.

REPORTS TO THE BOARD

Chad Miller said he researched some names for recommended facilitators. The names that came up were from Teamworks and two from West Central Initiative. Ali will inquire about the availability and the cost for each of these. Brian said he thinks this should be a conversational meeting, not confrontational. Chad said it would be conversational and they would lead the meeting. Angie said the minimum time to set aside for that meeting would be about 5 hours. Chad said it would be a special board meeting. Les asked if it was strategic planning or working out differences. Chad said both. He also said it is bylaws review time. Everyone needs to pull their bylaws and we will review them at the next two meetings.

Rich reported from the Executive Committee. The Finance Committee will meet in the next few weeks. Rich would like Building and Grounds to meet in the next few weeks as well. They should cover what needs to be done and check on adding vanities at Main. He also said we will need to move the April board meeting to April 15th due to the Easter holiday and the May board meeting to May 20th due to Memorial Day. Rich added the search for the Executive Director is still on. Brian asked why two people turned down this position. Angie said they increased their original offer, but it is a struggle with open positions and wages. There is an interview scheduled for Wednesday.

Ali Erickson reviewed the financials and cash position for February. Les asked if the construction bids were approved by the board. He wants to see the bids. Rich said Building and Grounds will look at this. He said there were bids, the board just did not see them all for the construction at Main. He also said it was approved when the move to memory care was approved. Curt Cardwell said he received three bids for the upcoming patio door. It will take six to eight weeks to order the door. Angie said there is money from the Carlson donation to pay for this. Curt said it was about \$60,000 for windows. Ali also proposed a scholarship request in the amount of \$6,900. The board previously decided to cap scholarships to \$4,000/semester. Dave asked for a breakdown on the renovations happening at Main. Angie Urman reported the MDH survey. She said it was a great survey. There were three deficiencies. The deficiencies were paper compliance, range of motion, and infection control. Angie said the life safety survey was minor and there were no monetary penalties. Angie said they are still searching for an Administrator. They will try to bring any final candidate to the board and staff. A new DON was hired, Angela Aanenson. She will start April 15th. Angie said they have been meeting with the housing staff quite a bit to make the transition smoother. KN staff has been helping with a lot of housing billing. There is a housing meeting on Wednesday to go over the lease and handbooks. There will be more training on the HR platform as well. Angie said there needs to be discussion to decide the date for the memory care move. Angie suggested April 17th. She said staff approved this date. Les asked if the

residents were happy with that. Angie said we need to move forward at some point. Brian asked if we could ask the family members that are present. Kate Andrews asked if the work at Main will be done by the proposed move date. Angie said most of it is complete, except for the patio door. The public asked if there needs to be a thirty-day notice issued. Angie said they just need to give notice, since the thirty days has already been given. Family members said they would like more notice to ask for time off work to help family move. Brian asked what the plan for that day looks like. Angie said they would gather staff and some outside help. This still needs to be planned with Carol Kvidt. It would start in the morning and hopefully be accomplished in one day. A family member asked if residents can be taken over to Main multiple times before the move to get acquainted with it. Angie said that is a great idea. Angie said we will tentatively plan on April 17th for the move to Main. A family member asked if extra staff will be at Main right away in case some residents take the move hard. Angie said she will look into this and see if any staff would volunteer to be extra hands on deck. Mark asked if the same staff that worked with memory care are moving to Main. Angie said she believes so. Les said we need a housing director. He thinks it would help the billing issues and definitely help marketing. He thinks we could do adult day care, expand child day care, people could stay the winters here, and current residents could get a referral bonus. Angie said she will talk to HR at PVSL to address this. Les said he is not trying to belittle staff, but he thinks a housing director could really help with all the issues. Sue said it could be addressed at strategic planning. Rich said we are only a 33-bed skilled care center, the Executive Director would have the means and time to also oversee the housing side. Angie said it is not crazy to think one person could handle all of it. Dave said we need to see who we get for an Executive Director. Rich said KN has great marketing resources. Angie said Carol has been on vacation, but KN's Administrator has been up here to help staff. Moving forward, she will help longer if needed. Carol will help through the end of April.

PUBLIC COMMENTS

A family member asked if a letter will be sent out to memory care residents about the day and process of the move. They do not want to tell their loved ones the day before the move. Angie said there will be a letter explaining the move to family members when a finalized plan is in place. Kate Andrews asked what will happen with staff at Manor. She said there is currently a float from memory care. Angie said there is more staff hired to cover this. Kate asked what positions they are. Angie said homemaker, RA, RN, CNA. They asked how many RAs will be at Main. Angie said three during the day and two at night. There are also various roles that will be support.

BOARD ACTION AND CONCERNS

Motion was made by Sue, seconded by Shannon to approve the financial statements as presented. Motion carried. Motion was made by Brian, seconded by Les to approve date change of the April meeting to April 15th due to the Easter holiday and the May meeting to May 20th due to Memorial Day. A motion was made by Les, seconded by Brad to approve a scholarship in the amount of \$4,000. Motion carried. An emergency motion was made to order a patio door up to \$20,000 by Dave, seconded by Les. Motion carried.

ADJOURNMENT

Motion was made by Les, seconded by Mary to adjourn the meeting. Motion carried. Meeting adjourned at 6:57pm.

Ali Erickson, Recording Secretary

David Slotten, Secretary