

**PELICAN VALLEY HEALTH CENTER
MONTHLY BOARD MEETING
APRIL 25, 2016**

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, April 25, 2016, in the PVHC Meeting Room. The meeting was called to order by Vice Chairperson, Shannon Erickson. Other board members present were: Sue Bruggeman, Joan Fouquette, Dave Sloten, Brad Knorr, John Waller, Brian Evenson and Les Rotz. Absent were: Jim McBride and Rich Bratlien. Others present were: Chad Miller, Barbara Axness, Vickie Thompson, Janet Green, Kara Oakes, Christy Peasley and Chandra Eaton.

BOARD ACTION

Shannon requested an addition to the agenda, D. Approve awarding scholarships. Les Rotz requested the addition of Preapproval of mechanical change order as item E. Motion to approve consent agenda including these additions and the minutes of the last meeting was made by Les Rotz and seconded by Joan Fouquette. Motion carried.

REPORTS TO THE BOARD

Chad Miller reported that the changes to the bylaws discussed at the last meeting will be addressed under the administrative report.

The Construction Committee report was presented by Les Rotz. The plywood is on the roof and the shingles will be going on this week. The underground work is done and most of the cement has been poured. Issues with the kitchen have been worked out and the kitchen remodel is moved up into June. The sidewalk is being finished up in front of the building. A request was made by the DOT to put the sidewalk back in. The new generator is online. A change order for mechanical work to combine some items from phase 2 into the current phase has been requested. The committee is asking for approval for up to \$30,000 with final approval at the next meeting in order to keep things moving. We have a new representative from Bremer Bank replacing Matt Kennedy. He has attended the last couple construction meetings. Bremer has to approve any change orders over \$50,000. Les suggested that the Long Range Planning Committee and possibly the Finance Committee look into the next phase now rather than waiting until this phase of the project is finished. He feels we will just be putting money into repairing the old building that we could be using in the new building if we wait to begin the second phase. Janet Green explained that we can do a threshold project. Under this plan, we have to spend more than \$300,000 but less than 1.5 million. The money we put out up front will be recovered in our daily rates. Ecumen is developing a new tool that can help determine how rates are affected by doing a project and how much revenue can be generated by improving the building. A Construction Committee meeting was held prior to the board meeting. The committee agreed on approving the change order and on moving forward into phase 2. Les shared a time line for the project that was presented to the committee by Olaf Anderson Construction.

Kara Oakes, Registered Dietitian at PVHC, talked about pureed diets and situations that call for the use of a pureed diet. Staff is trained to look for symptoms that a resident displays that would warrant the need for a pureed diet. A speech therapist usually does an assessment on the individual and makes a dietary recommendation. The Board and others present sampled different pureed foods and were pleasantly surprised by the good flavor and texture.

Janet Green discussed strategic planning with the group. She reviewed the strategic plan developed in 2007. What goals are still current and what goals have been achieved were discussed. We need to update the goals and continue with the plan. One piece missing from the 2007 strategic plan was the financial piece. The 2007 main goal was to better meet the needs of the community. Many goals have been met and will be met upon completion of the building project. The mission, vision and values should be reviewed and updated. Barbara suggested we focus on senior living services. Barbara will work with department managers and the long range planning committee to review the plan and present their input at next board meeting. Janet shared that the Pinnacle customer satisfaction survey results put PVHC above best in class, above national average and above the corporate average.

Barbara Axness reviewed the financial statements and census for the facilities and explained transactions made affecting the financial statements. She reported a large bad debt account that had been written off was recovered. We have been working hard on staffing at Riverfront Manor. We recently had to pay agency staff. Adjustments are being made to how salaries are hitting the financials at Riverfront on Main and Riverfront Manor. Barbara sent out the minutes from the Quality Improvement meeting just to show the Board what is involved in the process. The by-laws had two changes. One was a typo and the other was to clarify the board member replacement process. The ECPN program notified us of that we had been underpaid and we will be receiving a payment of \$65,000. Our Housing Director resigned and we are advertising for a replacement. A large number of applications have been received. We are seeking approval for a new tub and call light system for the new building. The new addition will need wardrobes and drawers because the Department of Health does not want closets installed. Barbara will have an estimate for the next meeting. Scholarships are being offered. We are reimbursed for what we spend in our rates by DHS. PVHC has budgeted for scholarships. Two scholarship applications were received, reviewed and presented to the Board. There were no public comments expressed at this meeting.

BOARD ACTION

Motion to approve the March financials was made by Les Rotz, seconded by John Waller and carried. Motion to waive the second reading of the by-laws was made by Les Rotz, seconded by John Waller. Motion carried. Motion to approve the by-laws with changes discussed was made by Les Rotz and seconded by Brian Evenson. Motion carried. Motion to approve the purchase of a tub and call lights for the new addition was made by Brad Knorr, seconded by Les Rotz and carried. Motion by Les Rotz, seconded by Brad Knorr to award the two scholarships requested. Motion carried. Motion to preapprove the mechanical change order recommended by the Construction Committee for up to \$30,000 was made by Les Rotz, seconded by John Waller and carried.

ADJOURNMENT

Motion made to adjourn by consensus vote. Meeting adjourned at 7:36 p.m.

Vickie Thompson, Recording Secretary

David Slotten, Secretary