

**PELICAN VALLEY HEALTH CENTER
MONTHLY BOARD MEETING
AUGUST 24, 2015**

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, August 24, 2015, in the PVHC meeting room. The meeting was called to order by Chairperson Rich Bratlien. Other board members present were: Les Rotz, James McBride, Brian Evenson, Dave Slotten, John Waller, Shannon Erickson and Sue Bruggeman. Absent were: Joan Fouquette and Brad Knorr. Others present were: Chad Miller, Barbara Garrity, CJ Holl, Carol Kvidt and Vickie Thompson.

CONSENT AGENDA

Motion by Les Rotz, seconded by Jim McBride to approve the agenda and minutes of the last meeting. Motion carried.

REPORTS TO THE BOARD

The legal report was presented by Chad Miller. He reviewed the lease with Childrens' Corner and noted some changes he felt should be made. He would like to clarify the room names and what spaces and square feet they represent. He also wants to make sure the kitchen space is defined. We need to verify the square footage as we will have to pay property tax on this rented space.

Vickie Thompson, Financial Director, gave the Department Manager report. She has worked at Pelican Valley for a total of 35 years. During that time, she said there have been many changes especially involving technology. Documentation and paperwork have increased and become more challenging. There used to be only three main payer sources to deal with; now there are many, many more. The process for hiring an employee has become extensive and involves three different background studies and a drug screen. Fingerprinting is just around the corner. Coming in October, employees will be paid only through "paperless payroll". Employees will be paid by direct deposit or their earnings will be loaded on a debit card.

The Finance Committee met recently to discuss the budget. Barbara Garrity explained the budget process and how the numbers were determined. She went through the budget explaining the budgeted occupancy and rates for each facility on the campus. Expenses were also reviewed. The biggest expense will be the wage increases for the employees, which will take effect in October. We have budgeted an increase in health insurance and workers' compensation premiums. We do not know if the ECPN program will continue in January but we would like to continue our participation if it does. Construction details are still being worked out. We are hoping our construction project won't affect the occupancy in the nursing home. Olaf Anderson was very considerate during construction at Riverfront Manor with a minimum of disturbance to our tenants. The capital budget was reviewed. The nursing home would like a new Hoyer lift and a carpet cleaner. For Riverfront Manor, new carpeting is needed in a couple apartments. We expect to renovate one more room at Riverfront on Main. Hallway carpeting is needed. The elevator at Main has been inspected and \$35,000 is estimated for an upgrade. We are expecting increased reimbursement for Elderly Waiver clients so revenue at the assisted living facilities may be better than budgeted. The tax levy was budgeted at \$250,000. The preliminary levy was discussed. Considering the project ahead, it was felt that we should have a higher preliminary levy. The consensus was we need to spend some money now to get this project going and provide what we need to care for the people in our district. Considering the project and the wages we need to pay, we need to be able to use the revenue sources we have available to us. A \$350,000 levy was suggested.

Barbara reviewed the financial statements and census of each of the facilities. Case mix was lower this month at the nursing home. Cash and investments were reviewed. A CD was cashed in to pay the amount due on the Riverfront Manor bond. Riverfront Manor remodeling is almost completed. A kitchenette is still needed for the memory care. A very positive response was received from our ads for staff for the memory care. Interviews are now in progress. Pioneer Care is allowing us two spots in their class for CNAs that they will be having in October. We are considering offering our own classes in the future. The day care project is coming along well and enrollment is looking good.

BOARD ACTION/CONCERNS

Motion made by Jim McBride, seconded by Les Rotz to approve the financials as presented. Motion carried. Motion by Les Rotz, seconded by Jim McBride to approve the contract for the day care per legal department review. Motion carried. Motion by Les Rotz, seconded by Dave Slotten to set the 2016 preliminary levy at \$350,000. Discussion followed. A role call vote was taken of those board members present with all voting yes. Motion carried. Upcoming committee meetings were discussed.

ADJOURNMENT

Motion by Les Rotz, seconded by Dave Slotten to adjourn the meeting. Motion carried. Meeting adjourned at 7:09 p.m.

Vickie Thompson, Recording Secretary

David Slotten, Secretary