**PELICAN VALLEY HEALTH CENTER**

**MONTHLY BOARD MEETING**

**JANUARY 27, 2014**

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, January 27, 2014, in the PVHC meeting Room. The meeting was called to order by Chairperson Richard Bratlien. Other board members present were: Joan Fouquette, Jim McBride, Sue Bruggeman, Dave Slotten, Dan Oehler, Shannon Erickson and Les Rotz. Absent were: Steve Berg and Brad Knorr. Others present were: Mel Oelfke, Chad Miller, Vickie Thompson, Barbara Garrity and Carol Kvidt.

Rich Bratlien read a letter from Steve Berg submitting his resignation from his position as the board member from Pelican Township because he travels for his job and isn’t able to attend meetings.

**ELECTION OF OFFICERS**

On behalf of the nominating committee, Dave Slotten reported that all existing officers agreed to remain in office for another year. No further nominations were presented and the motion was made by Dave Slotten, seconded by Jim McBride that nominations cease. Motion carried. Motion by Jim McBride, seconded by Dan Oehler to re-elect the current slate of officers. Motion carried. Officers will remain as Chairperson Richard Bratlien, Vice Chairperson Shannon Erickson, Treasurer Sue Bruggeman and Secretary Joan Fouquette.

**APPROVAL OF CONSENT AGENDA**

Motion by Jim McBride, seconded by Les Rotz, to approve the consent agenda including the minutes of the December 23, 2013, meeting. Motion carried.

**REPORTS TO THE BOARD**

Chad Miller reported that he is reviewing the updated employee handbook. Chad left the meeting at this time.

Darryn McGarvey from CliftonLarsonAllen, who was in charge of the PVHC Hospital District audit for Fiscal 2013, reviewed the Audit Results and Report to the Board of Directors documents by teleconference. He reported a clean audit and a very favorable report was given showing Pelican Valley Health Center in good financial condition. Darryn reviewed industry trends. He noted that HIPAA compliance requirements regarding information security are becoming more stringent.

Barbara Garrity reviewed the December statistics, financials and census. Expenses were reviewed. The elevator is still non-operating. Higher than normal expenses and low census caused a poor month financially. January expenses have been high also; not expecting a very good month for January either. Collection procedures were discussed. Cash and investments were reviewed. The proposal for the transition to Paid Personal Leave was reviewed and discussed. Vickie Thompson explained the Pay Equity Report and bad debt write-off request. Maria Stokka, Director of Nursing, is retiring after 35 years of service at PVHC. A community farewell party is planned. Ads have been placed for her replacement and there are some good applicants. A new RN Homecare Manager has been hired for Housing. Mel Oelfke, Housing Director, was introduced. Mel talked about what has been happening at the assisted living facilities. She is planning to do some marketing by visiting local facilities. An Activities Coordinator has been hired and positive feedback has been received. She has been having success collecting outstanding receivables. Mel has put together some marketing packets. Some of the service packages have been changed. Barbara reviewed the pro forma and information received on the bond financing from Stephen Rosholt at Faegre Baker Daniels LLP. It was determined that the bond financing on Riverfront Manor will not hinder us from pursuing financing for the NH project. Barbara talked about using the ECPN money. On average, our nursing home has the lowest rates in the area. Barbara presented options for a new addition and a total project with new construction and remodeling. Possible expenses that may come up at Riverfront on Main were discussed. Carol Kvidt, Ecumen Regional Director, commented that Ecumen has been working on many of the recommendations that were made by the auditor regarding the future of long term care. Regionally, a team of Carol Kvidt, Margo Isabrand, RN, and a Human Resources person will work as a team in our area to be resources for PVHC staff. Ecumen has also hired a medical director as a resource. PVHC received exceptionally high scores on their customer satisfaction surveys.

**BOARD ACTION AND CONCERNS**

Motion made by Jim McBride, seconded by Les Rotz to approve the December financial statements. Motion carried. Motion by Jim McBride, seconded by Dave Slotten to approve the Fiscal 2013 audit report as presented. Motion carried. Motion made by Les Rotz, seconded by Dan Oehler to approve the transition to Personal Paid Leave. Motion carried. Motion by Les Rotz, seconded by Sue Bruggeman to approve the Pay Equity report prepared by Vickie Thompson. Motion carried. Motion by Sue Bruggeman, seconded by Les Rotz to approve the request for the bad debt write-off presented. Motion carried. Motion to accept the resignation of Steve Berg was made by Jim McBride and seconded by Les Rotz. Motion carried. Rich Bratlien appointed a Search Committee of Shannon Erickson, chairperson, Joan Fouquette and Dan Oehler to pursue a replacement for Steve Berg as board member for Pelican Township. Vickie will place an ad in the Pelican Press.

**ADJOURNMENT**

Motion to adjourn the meeting was made by Les Rotz and seconded by Dave Slotten. Motion carried. Meeting adjourned at 7:58 p.m.

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Vickie Thompson, Recording Secretary Joan Fouquette, Secretary