

**PELICAN VALLEY HEALTH CENTER  
MONTHLY BOARD MEETING  
JUNE 27, 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 June 27, 2016, in the PVHC Meeting Room. The meeting was called to order by Chairperson Richard Bratlien. Other board members present were: Joan Fouquette, Jim McBride, Susan Bruggeman, Dave Sloten, Brad Knorr, Shannon Erickson, Les Rotz, John Waller and Brian Evenson. Others present were: Barbara Axness, Vickie Thompson, Janet Green, Chad Miller and a large group of Pelican Valley staff members.

**CONSENT AGENDA**

Motion made by Jim McBride, seconded by Brad Knorr to accept the consent agenda including the minutes of the May 23, 2016, meeting. Motion carried.

**REPORTS TO THE BOARD**

The Legal Report was given by Chad Miller. Pelican Valley has received a MN Human Rights complaint. The complaint has been reviewed and documents have been prepared and sent in response. In addition, an EEOC investigation has also been opened. Necessary documentation has been submitted to respond to these allegations. It will probably take quite a while before we receive a response. Chad is also reviewing Pelican Valley lease agreements.

Rich reminded the Board members that committee meetings are open to the public and must follow open meeting laws and proper protocol. As Executive Director, Barbara needs to know of all meetings and meetings should be arranged through her.

Sue Bruggeman reported on the Finance Committee meeting. The Committee reviewed wages and made recommendations. The Committee is recommending a two-step wage increase for nursing staff at this time with the first step effective July 1, 2016. We can be reimbursed for the money spent during July, August and September through our rates in the next fiscal year. The second step would be effective October 1, 2016. Additional wage increases for other staff will be addressed during the budget process. Barbara discussed with the Board how we need to increase our revenue at the assisted living facilities in order to increase the wages there. Rental increases are being reviewed. Package pricing is being considered again. Janet Green reported that Ecumen marketing visited with the team here to talk about how to market our services so that we can fill our rooms and apartments. Janet questioned if we should bank beds at the nursing home and save on the surcharge amount. The layaway period has changed so that now you can bring beds back into service after only six months. Janet and Barbara will be attending a meeting in Detroit Lakes in mid-July regarding the cost reports and how to put expenses in the right categories to make sure we capture the reimbursement we should be. The Finance Committee reported that they discussed going into phase two of the building project. They feel we need to step back and finish phase one and make sure we have available cash before we move forward. We also want to get the assisted living facilities running smoothly before moving on. Les Rotz asked what things we can do to bridge the gap between phase one and phase two to keep the building up to par. Discussion followed.

Les Rotz reported on the construction progress. The kitchen should be open again on August 1<sup>st</sup>. Construction is about a month behind basically because the kitchen update was moved up in the project. The brick work is done on the East wing with the West wing is to be finished this week. The

siding is going on starting July 15<sup>th</sup>. The kitchen has been demolished with the floor cut out; piping is being inspected tomorrow. Then the flooring will be put back in place. Asbestos abatement has been done. We are expecting a change order for joists to hold the air handler and a sink that needs to be added. The drywall will start going up mid-July. The project is considered a little over 50% done.

Barbara Axness read a report from Judy Peterson, cook from the dietary department, on how the project is going for the kitchen. The department is excited about getting a new kitchen even though the remodeling has meant lots of disruption, extra work and extra steps for the staff. They are all working together to provide meals without disrupting the residents' routine. Barbara introduced Nancy Salentine, Registered Dietitian, who is covering for Kara Oakes while she is on maternity leave. Nancy commented on the adjustments that have had to be made in order to keep providing dietary services to our clients with the construction in progress. Barbara noted that the recent case mix review went very well and the reviewer was very complimentary of our documentation and charting. Barbara reviewed the financials for the three facilities for May and compared last year's numbers to this year's noting this year's improvement. Occupancy at Riverfront on Main has been good. We are working on staffing for the assisted living. Barbara introduced Keli Cox, new Housing Director. She gave some background information on herself. Barbara reviewed the cash and investments summary. Barbara also shared the results of the recent Pinnacle Customer Satisfaction survey. Janet Green reported that Ecumen is looking at hiring a regional recruiter for nursing. Ecumen is also looking at dividing up and asking different questions on the Pinnacle customer satisfaction survey for memory care clients so we can get better information. In order to work on the upcoming budget, Barbara and Janet will need discussion with the Finance Committee on what the goals and expectations are and how much should be levied for taxes. Nursing education costs were discussed. Costs are rising, but we offer scholarships and loan repayment. Camps are being offered for students to see what it is like to be a nurse. We are able to get reimbursed for money spent for scholarships.

There were no public comments.

#### **BOARD ACTION**

Motion made by Les Rotz, seconded by Jim McBride to approve the financials as presented. Motion carried. Motion by Jim McBride, seconded by John Waller to approve the wage increase for the nursing department as presented by the Finance Committee. Motion carried.

#### **ADJOURNMENT**

Motion by Jim McBride, seconded by Les Rotz to adjourn the meeting. Motion carried. Meeting adjourned at 7:20 p.m.

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Vickie Thompson, Recording Secretary

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David Slotten, Secretary