

**PELICAN VALLEY HEALTH CENTER
BOARD MEETING MINUTES
OCTOBER 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, October 27, 2014, in the PVHC meeting room. The meeting was called to order by Chairperson Rich Bratlien. Other board members present were: Jim McBride, Sue Bruggeman, Shannon Erickson, Les Rotz, Brad Knorr, Dave Slotten, John Waller and Joan Fouquette. Absent was Dan Oehler. Others present were Barbara Garrity, Vickie Thompson, Carol Kvidt, Tom Opatz, Chad Miller, Lou Hoglund and a group of Pelican Valley employees.

APPROVAL OF CONSENT AGENDA

After removing Project Manager from Board Action, the motion was made by Jim McBride and seconded by Les Rotz to approve the evening's agenda and the minutes of the previous meeting. Motion carried.

REPORTS TO THE BOARD

Chad Miller reviewed the restatement of the Pelican Valley retirement plan and feels it can be approved. Tom Opatz spoke to the board about project management. He explained his practice is to do a market study, determine what you will build and the feasibility and then determine the budget. The architect should draw to that number. Tom explained the different processes that are possible. You can pick your general contractor and subcontractors. Get a good engineer and architect on board. Pelican Valley can take risk on choosing subcontractors for sheet rock, etc., to save money. Construction prices are steadily increasing. Contractors are also having problems getting staff. Tom asked where we are in the process. What does the market study say? A financial model needs to be figured out. How much debt can you take on? It needs to be decided if PVHC should general the project or contract it out. Think about what is feasible. The Board requested a definition of what services Tom would provide? He said he would not work on a financial pro forma. He is not interested in working ala carte. He wants to work start to finish. Tom will define what is included in predevelopment and in development. He will provide a proposal describing his services and his fee. Tom left the meeting following his presentation.

Carol Kvidt, Ecumen Regional Director, reported that Pelican Valley is not alone in the staffing crisis. A two day session is being held at Ecumen at the end of November discussing recruitment and retention. All sites are talking about closing beds. At the Administrator conference in September, it was stated this is just the beginning. Staffing will continue to be an issue and even get worse. Competition for staff is great. CNAs are hard to find. Barbara reported that we have increased our wages to market competitively. Barbara was at a job fair last week in Fergus Falls. She has a meeting with the Workforce Center coming up and has been reaching out to local schools regarding CNA training. The Rothsay School District is interested in discussing CNA training. Barbara reported on the financial statements and occupancy of our campus. Medicare days are way down for September. We have been offering double pay to CNAs to get staffing. Barbara explained service income at the assisted livings. We currently have a nurse consultant at the assisted livings until a replacement RN Manager is hired. The fireplace is now working and a TV has been added above the fireplace at Riverfront Manor. Barbara reviewed the cash and investments. Information has been provided for the market study. We hope to have the results by November's board meeting. Bids for painting were included in the board packet for the NH rooms. Discussion followed. Bids to fix up the freezer space to make it usable according to state regulations were also included in the packet. Closing beds was also discussed. A dietitian, Kara Oakes, has been hired as the new dining director. She will start on November 10th. Renee Evenson, has been

hired as the housing coordinator for Riverfront Manor. She has already made a positive impact in the building. We are still searching for an assisted living RN. The nursing home had a mock survey with positive comments received from the consultant who was here. We will now have a “manager on duty” on weekends based on results of an employee satisfaction survey. Managers will take turns to provide support on weekends. PVHC is working on getting a daycare provider to be based at Riverfront on Main. This would be an inviting benefit for retaining and recruiting staff. Barbara did surveys at PVHC and in the community with a favorable response. There was an issue with the Riverfront Manor elevator today. Some repair expense may be incurred. The restatement of the retirement plan was discussed.

BOARD ACTION/CONCERNS

Motion made by Les Rotz, seconded by Jim McBride to approve the financial statements as presented. Motion carried. Les Rotz made the motion, seconded by John Waller to approve the bid of \$4,358 to fix up the old freezer space. Motion carried. Motion made by Les Rotz, seconded by Jim McBride to table action on the nursing home painting bids. Motion carried. Motion by Jim McBride, seconded by Dave Slotten to approve the retirement plan restatement effective January 1, 2014. Motion carried. A special board meeting will be held on Monday, November 10th, at 6 p.m., to canvass the ballots of the November 4th election. Another special meeting will be held the same evening at 6:15 p.m. to review the market study and discuss project management. Motion to adjourn the meeting was made by Les Rotz and seconded by Joan Fouquette. Motion carried. Meeting adjourned at 7:40 p.m.

Vickie Thompson, Recording Secretary

Joan Fouquette, Secretary