

**PELICAN VALLEY HOSPITAL DISTRICT
MONTHLY BOARD MEETING
APRIL 15, 2019**

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 15, 2019, in the Pelican Valley meeting room. The meeting was called to order by Richard Bratlien. Other board members present were: Les Rotz, David Slotten, Brian Evenson, Brad Knorr, and Shannon Erickson. Absent were Mark Sjostrom, Mary Williams, John Waller and Sue Bruggeman. Staff present were: Carol Kvidt, Ali Erickson, and Renee Evenson. Others present were: Lindsey Forsgren. Various public were present.

CONSENT AGENDA

Rich added B. Bylaw review and C. Approve to repair sidewalk area on patio at Main in board action. Les asked for Housing Director to be adding to board review and board action. Rich said this is a management company decision. Brian asked if it is a policy change to add or remove a position. Rich said he could not answer that. Rich decided he did not want to add that to board action. A motion was made by Brad, seconded by Shannon to approve the agenda and approve minutes of previous meeting. Motion carried.

REPORTS TO THE BOARD

Lindsey gave the legal report. She said everyone has had time review the bylaws and asked for any corrections or changes. Les brought up some spots to update the year. He also said a policy needed to be changed to state the long-range planning committee cannot have six board members on it, since this is a quorum.

Rich gave a message from Sue commending the staff on all of their teamwork and help for the assisted living move that took place today. He gave the executive committee report. He said the recognition for the memory care facility is scheduled for June 9th. Angie Urman emailed him some signage options. Rich passed these around for the board to see. The location of this sign will be inside the north door on the wall. Shannon clarified that we are not renaming the memory care unit, but are recognizing the donation with a sign. Les asked if we could put the sign above a fireplace. Carol will clarify this with Angie. Brian asked if renaming Main would need to be board action at some point. Rich said he cannot answer that.

Brad gave the report from the buildings and grounds committee. He said they viewed the upgraded carpet and paint. They discussed the vanities and they did not decide to go that direction. The door has been ordered and the sidewalk area needs to be updated for safety reasons. They are proposing a \$5,000-6,000 upgrade to fix that. Les asked if this will get bid out. Brad said Curt did get one bid so far. The drain line going to the street needs to be fixed. The windows and door lock system need to be upgraded. The family room also needs to be spruced up. We also need new signage for room numbers. Les asked if they will be very careful about the noise and dust when putting in the new patio door. Brad said yes. They are aware of this. Dave asked if the parking lot will get fixed with asphalt. That is still up in the air. Les said concrete is more expensive, but will last longer. Brad said Curt will come with more bids for this. Carol asked if furniture and art work were already approved. The consensus was they have not seen anything about artwork or signage and we should hold off on that. Les asked if the lighting had rebates from Otter Tail Power. Brad said yes. Rich said Curt clarified that \$6,000 was the lowest bid for the sidewalk. Shannon said we just need to communicate with the Carlson family about what will not be complete for the June 9th celebration. Rich said we should act on approving the room plaques and sidewalk.

Ali Erickson reviewed the March financials and cash and investment summary. Les noted that since October our financials have been looking grim, even without a Housing Director. Dave Slotten asked about the

updated occupancy at Main/Manor after the move. Renee said Main's occupancy is 25/26. Manor's occupancy is 7/10 on first floor and 0/10 on the top floor. She also said there are prospects.

Carol said QAPI went well. She said Les and Mark were in attendance. She asked Les if he had any input. Les said if anyone has the opportunity they should attend this. Carol said they are advertising for an activity position to split between Main/Manor. She also said the Employee Resource Connector grant is running out in May, but she has had great success for minimizing turnover. Carol said she pays for herself and the hope is to keep her on until September and then get her into the full budget. Les asked if these new positions need to come for board approval. Rich said these do not need to come to the board for approval. Carol said she wasn't asking for permission. She was just informing the board. She said the move to memory care went really well today. There was a lot of family and staff support. The residents had a successful move. She also extended a thank you to Brian and Sue for helping out. Angela Aanenson, the new DON, started today. Les asked how many long term employees have retired lately. Carol said she did not know this answer. Les said they need to be recognized. Carol said we have a party for them at the facility, but she agreed with more formal recognition. Rich said Carol will look into this. Rich said he talked with Angie. They have a few more interviews scheduled for an Executive Director. Rich said he likes KN's idea of seeing who the ED is to see if they have housing experience before hiring a Housing Director. Brian said that may be a good idea, but we have had six months without this. Carol said that is where we failed. She said we need to be more clear about who is doing what to cover this position. Brian said he has participated in the admittance side of assisted living and you have to bounce around to a lot of different people. Carol agreed and said there are holes to fill, but the move has been the priority. Carol said she believes an Executive Director could handle the nursing home and the assisted livings. Shannon said the board needs to understand the information KN is using to make all of these decisions. Carol said they have a plan they are working on that will not require hiring a Housing Director.

PUBLIC COMMENTS

Curt said today couldn't have gone any better. The residents are comfortable in their rooms and are settling in. A member of the public agreed and said it went very well today. A different member of the public asked if there is a timeframe for replacing old windows on the north side. Rich and Curt said no. She said windows cannot be opened and with no air conditioning fresh air would be nice. A member of the public asked about some billing issues. Les asked if the rates from Manor to Main are different. Carol said she cannot answer that. A member of the public said all of the staff today were wonderful and it went so smooth. There were nothing but positive comments.

BOARD ACTION AND CONCERNS

Motion was made by Les, seconded by Dave to approve the financial statements as presented. Motion carried. Motion was made by Les, seconded by Brad to approve the changes to the bylaws. Motion carried. Motion was made by Les, seconded by Brad to approve improving the sidewalk at Main in the amount of \$6,000. Motion carried. Motion was made by Les, seconded by Brad to approve name plaques in the amount of \$4,000. Motion carried.

ADJOURNMENT

Motion was made by Les, seconded by Shannon to adjourn the meeting. Motion carried. Meeting adjourned at 7:16pm.

Ali Erickson, Recording Secretary

David Slotten, Secretary