

**PELICAN VALLEY HOSPITAL DISTRICT BOARD OF TRUSTEES  
MONTHLY BOARD MEETING MINUTES  
DECEMBER 26<sup>TH</sup>, 2022, 6:15 pm**

The Pelican Valley Health Center Hospital District Board of Trustees monthly meeting was held at 6:15 pm In-person on Monday, December 26<sup>th</sup>, 2022.

Richard Bratlien, Chairperson, called the meeting to order at 6:15 pm.

Board members present via roll call were,

1. Richard Bratlien, Chairperson
2. Mark Sjostrom, Vice-Chairperson
3. Dave Slotten, Treasurer
4. Brad Knorr
5. Les Rotz
6. Shannon Erickson
7. Trevor Steeves

Absent from the meeting were Mary Williams, Brian Evenson, Sue Bruggeman, and Tyler Ahlf  
Also absent was Chad Miller, Krekelberg Law Firm  
Alicia Peterson was present from PVHC.  
Angie Urman represented Knute Nelson.

**CONSENT AGENDA**

A motion was made by Les and seconded by Mark to approve the previous month's meeting minutes and the Board Meeting Agenda for December. The motion carried.

**REPORTS TO THE BOARD**

**Legal Report** - Nothing to report.

**Executive Committee Report** - Rich noted that PVHC Administration is working with Krekelberg Law Firm on a few sizable account collections. The administration will continue to look at all options and assist families or residents where they can.

**Administrative Report** - Alicia presented the November financial highlights and statements.

Alicia and Angie presented the Operations Report, which included a discussion on the items below.

- Riverfront Manor and Riverfront on Main continue to have high occupancies. The biggest challenge across the campus remains staffing at the Care Center; the staffing issue has limited admissions and contributed to a lower census at the Care Center. PVHC signed a contract with a staffing agency in December, and that agency has a CNA that will start at the end of December. The Director of Nursing and the Scheduler offer various incentives for staff to pick up additional shifts.
- Management implemented a new HRIS (Human Resource Information System) for the pay period starting on December 25<sup>th</sup>, 2022. The new system, called UKG, will take the place of at least two systems the facility has been using for timekeeping, scheduling, and HR records. All staff was trained on the new system in December. Angie from Knute Nelson

will report the cost difference per person to the Board of Directors and if there is a cost-saving with the new system.

- PVHC continues to look at in-house Childcare options for staff; this could help with staff recruitment and retention. The meetings and business plan modeling continue next month with a County walkthrough of the potential space.

### **BOARD ACTION AND CONCERNS**

Approval of the monthly financials as presented - A motion was made by Les and seconded by Dave to approve the monthly financials. The motion carried.

Approval for the Door Opener at Sanford Clinic as presented - A motion was made by Brad and seconded by Les to approve the new door opener request as presented. The motion carried.

### **ADJOURNMENT**

Approval to adjourn the meeting at 6:50 pm - A motion was made by Trevor and seconded by Les to adjourn the meeting. The motion carried.

Alicia Peterson, Recording Secretary