

**PELICAN VALLEY HOSPITAL DISTRICT BOARD OF TRUSTEES  
MONTHLY BOARD MEETING MINUTES-AUGUST 2023**

The Pelican Valley Health Center Hospital District Board of Trustee's monthly meeting was on August 28th at 6:15 pm via Zoom link and in-person.

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

Board members present via roll call were,

1. Richard Bratlien, Chairperson
2. Dave Sloten, Treasurer
3. Brian Evenson, Secretary
4. Trevor Steeves
5. Shannon Erickson
6. Les Rotz
7. Mark Sjostrom
8. Brad Knorr (via Zoom)

Sue Bruggeman and Patrick Patterson were absent from the meeting.

The PVHC staff present at the meeting were Tyler Ahlf and Alicia Peterson.

Knute Nelson staff present were Angie Urman and Marnie Gugisberg.

**CONSENT AGENDA**

Les motioned to approve the previous month's meeting minutes and the August agenda; Mark seconded the Motion. All board members present approved.

**REPORTS TO THE BOARD**

**Legal Report** - Nothing new to report per Rich.

**Executive Committee Report** - Per Rich, PVSL staff are working with outside counsel to collect a sizeable outstanding debt at one of the Assisted Living Facilities. Our counsel, Chad Miller, agreed to use an outside firm for this specialized process.

**Finance Committee Report** - Dave reported that the Finance Committee met in August to work on setting the Preliminary Budget, the Preliminary Tax Levy, and the Capital Expenditures budgets for FY24. Dave Sloten, Treasurer, and Marnie Gugisberg, CFO from Knute Nelson, presented these numbers to the Board Members Present. There were several questions asked and discussions held by the Board members present on the proposed budget for FY24.

Some of the finance discussions included setting the Tax Levy amount.

The discussion points for the Tax Levy included:

- Increases for all operational costs, including raw food, staff recruitment and retention, utilities, etc.
- Maintaining the ability to serve local community members, including those on Elderly Waiver Services or State Assistance.
- Avoiding a shutdown for any possible catastrophic events due to a major system failure (i.e., boiler, kitchen equipment, HVAC, etc.)
- Maintaining our Cash Covenant requirement with the Bank (90 days of cash-on-hand)
- Delays receiving rates from the State are averaging 24 to 27 months from the date cost reports are submitted.

The Finance Committee recommends leaving the Tax Levy amount unchanged for FY24 (no changes in four years); final approval will be at the September Board meeting.

**Administrative Report** - Alicia presented the July financial statements, highlights, and a Scholarship Request for an HCBS Grant of \$3418.23.

Tyler presented the Operations update, which included census updates across the campus, project status updates, and Gallup Employee Survey results. Tyler also provided status information regarding the Moratorium Exception Application Process.

### **BOARD ACTION AND CONCERNS**

Approval of the monthly financials as presented - Brian motioned to approve the monthly financials; Les seconded the Motion—the Motion carried by a roll call vote of all Board members present.

Approval of the HCBS Scholarship request of \$3418.23 - Les motioned to approve the request; Trevor seconded the Motion—the Motion carried by a roll call vote of all Board Members present.

### **ADJOURNMENT**

Approval to adjourn the meeting at 7:21 pm - Les motioned to adjourn the meeting; Shannon seconded the Motion—the Motion carried by a roll call vote of all board members present.

Alicia Peterson, Recording Secretary