



~Approved 5/28/2024~

Regular Board Meeting

Tuesday, May 7, 2024

9:00 a.m.

Board Room & Microsoft Teams Conference Call

Board Members Present:

Clinton Cook – Bigfork Township
Greg Cook – Koochiching County Unorganized
Kurt Fredrickson – Stokes Township
Carol Gilbertson – Itasca County At-Large
Tom LaMont – City of Effie
Marie Lovdahl – Itasca County Unorganized
Gordon Rahier – Pomroy Township
Larry Salmela – Carpenter Township
Sally Sedgwick – Wirt Township
Dan Sursely – City of Big Falls

Board Members Remote:

Teresa Kittridge – Marcell Township
Heidi Watson – Koochiching County At-Large

Board Members Absent:

City of Bigfork – Vacant

Staff Members: Darla Anderson, Nelly Becker, Samantha Beckner, Heather Boessel, Annette Buckingham, Kyle Buckingham, Alex Cleath, Sara Elioff, Katie Gilbertson, Nathan Hough, Dawn Jourdan, Josh Kinn, Amanda Niemala, Heidi Powell, Jennifer Rissanen, Londa Storlie, Renee Tower

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Others: Ellen Bomstad, Linda Buckingham, Dan Heinecke, Jack Hillstrom, Dawn Kern, Ted Lovdahl, Barb Rahier, Gene Rajala, Viola Johnson, Christopher Virta

Chairman Clinton Cook called the regular monthly board meeting to order at 9:00 a.m.

The meeting opened with prayer.

A. Community Comments

Jack Hillstrom, community member, introduced himself and welcomed new CEO Nathan Hough. Jack recommended Gene Rajala for the open City of Bigfork board seat and requested that Nathan and the Board consider a method to regularly inform the citizens of the hospital district of the affairs of Bigfork Valley successfully.

B. Approval of Agenda

A **motion** to move items 7 and 8 to the beginning of the agenda was made by Carol Gilbertson, seconded by Greg Cook. The motion passed unanimously.

A **motion** to approve the agenda as amended was made by Larry Salmela, seconded by Carol Gilbertson. The motion passed unanimously.

C. Approval of Regular Board Meeting Minutes 3/26/2024

A **motion** to approve the March 26, 2024, Regular Board meeting minutes as presented was made by Sally Sedgwick, seconded by Gordon Rahier. The motion passed unanimously.

D. Acceptance of Medical Staff Meeting Minutes 1/23/2024

A **motion** to accept the January 23, 2024, Medical Staff meeting minutes was made by Greg Cook, seconded by Dan Sursely. The motion passed unanimously.

E. Information, Discussion and/or Action

1. Appoint City of Bigfork Board Member

Nate Compo, Gene Rajala, and Kelly Snow submitted letters of interest for the vacant City of Bigfork board seat.

The board voted by ballot. Gene Rajala received the highest number of votes.

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Gene Rajala signed the Oath of Office, then took his seat as a new member, representing the City of Bigfork. Gene Rajala's term of office will run until December 31, 2024. At the next regular Hospital District election, the City of Bigfork board position will be open for general election.

2. Board Member Funds for Electronic Device/Internet

A **motion** to disburse \$500 to Gene Rajala to purchase a personal electronic device for accessing board meeting materials and for conducting board business including the cost of connecting to the internet was made by Dan Sursely, seconded by Larry Salmela. The motion passed unanimously.

3. Finance Committee Report

The Finance Committee meeting was held on Tuesday, April 23.

Nathan and Darla are working on a way to convey to the Board and community how the organization is doing in a snapshot.

4. Financials

Darla Anderson presented the financials and accounts payable for March 2024.

It was noted that "Observation Days" was added to the dashboard.

The laundromat is in use and a termination letter has been sent to Aramark for linen services.

A **motion** to accept the financial report for the month of March was provided by the Finance Committee, seconded by Dan Sursely. The motion passed unanimously.

5. Accounts Payable

A **motion** to ratify the accounts payable for the month of March was made by the Finance Committee, seconded by Kurt Fredrickson. The motion passed unanimously.

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6. **MN High Value Network Update**

Nathan Hough reported that he attended the MN High Value Network's (Headwaters Network) strategy meeting April 28 – April 30, 2024, in Arizona.

Nathan provided a brief overview of the Headwaters Network. The network wants another \$25,000 to participate through the end of the year. Nathan does not think Bigfork Valley is in a position to benefit from participating at this time.

Teresa Kittridge joined the meeting at 9:43 a.m.

7. **Villa/Nursing Home Busing Update**

Nathan Hough reported that transportation to church is available to residents. The bus will be out of use for a few days to get new tires.

8. **Bank Resolution/Investments**

Carol Gilbertson made a **motion** to add Nathan Hough, CEO to the following bank resolutions: First State Bank of Bigfork, National Bank of Commerce, and Northview Bank Floodwood. Nathan Hough, CEO; Darla Anderson, CFO; Amanda Niemala, director of revenue cycle; Jennifer Rissanen, director of nursing; Clinton Cook, board chairman; and Larry Salmela, board treasurer, are authorized to exercise all powers listed in the resolutions. Two signatures are required to exercise each power at First State Bank of Bigfork and Northview Bank Floodwood. National Bank of Commerce does not monitor two signatures. Heidi Powell and Alexandra Cleath have permission to receive information on all accounts and Renee Tower has authority to enter any safe deposit boxes at First State Bank of Bigfork. The motion was seconded by Gordy Rahier. The motion passed unanimously.

9. **MHA Summer Trustee Conference**

The 2024 MHA Summer Trustee Conference will take place on July 31 – August 2, 2024, at Breezy Point Resort.

After discussion, Dan Sursely made a **motion** to approve participation, including expense reimbursement, for any board member wishing to attend the conference, seconded by Sally Sedgwick. The motion passed unanimously.

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10. Credentialing

Nathan Hough presented the following credentialing applications for consideration:

Privileges with a 6-month provisional status:

- Michael Klajda, MD (Essentia Health - Cardiology)

Privileges without a provisional status:

- Steven Ciabattoni, MD (vRad)
- Matthew Knealing, PA (SRHS)
- Jill Kreimeyer, LPCC (Senior Life Solutions)

Dan Sursely made a **motion** to accept the applications as presented, seconded by Larry Salmela. The motion passed unanimously.

11. Governance Committee Report

Carol Gilbertson provided an overview of the Governance Committee meeting that was held on Tuesday, April 23.

The Governance Committee is in the process of reviewing the board governance policies for redundancies and transferring important points to the CEO Job Description and Code of Conduct.

12. Department Introduction – Radiology

Katie Gilbertson, manager of radiology, provided an overview of the radiology department.

Services provided: chronic pain injections, lumbar punctures/myelograms, para and thoracentesis, diagnostic mammograms, x-ray, CT, mammography, dexa, ultrasound, EKG, c-arm/surgery, echocardiogram, MRI, nuclear medicine, and interventional procedure/injections.

Bigfork Valley was awarded \$110,000 through the MDH Rural Hospital Capital Improvement Grant. These funds will be used to make updates to the imaging department.

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13. CEO Report

Nathan Hough reported that Bigfork Valley was awarded \$15,000 through the MDH Rural Hospital Planning and Transition Grant for strategic planning.

The hospital and long term care were both recognized by the Minnesota Department of Health for receiving the 2024-2025 Gold Award for antibiotic stewardship.

Nathan has been granted both the Nursing Home Administrator and Assisted Living Director licenses in Minnesota.

Sally Sedgwick made a **motion** to appoint Nathan Hough as the Nursing Home Administrator and Assisted Living Director, seconded by Carol Gilbertson. The motion passed unanimously.

Nathan is working on staffing and updating rooms in the nursing home to increase the occupancy. Bigfork Valley is currently licensed for 40 beds and there are 24 individuals on the wait list. The current nursing home census is 18.

Starting this week, the Scenic Rivers Floodwood and Northome clinics will be open Monday through Thursday and closed on Fridays for the foreseeable future. This will impact Bigfork Valley's lab services to these locations. Nathan is working with Scenic Rivers on lab services provided to Eveleth.

Nathan has a meeting on May 8 with Brandon Mickelson, CPA at CliftonLarsonAllen, regarding the financial audit.

The Daisy Award will be presented to one of Bigfork Valley's nurses today at 2:00 p.m. Board members were invited to attend the ceremony.

Nursing Home Week will be celebrated on Wednesday, May 15, with music, a food truck, and an ice cream truck. The event is open to the public, staff, and board members.

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Nathan asked the board for ideas to effectively communicate what is happening at Bigfork Valley to the community. Discussion ensued.

There was discussion about establishing a Patient Family Advisory Council. It would be an opportunity for the community, board members, and staff to come together.

Staff participated in an armed intruder drill on April 26.

14. Employee Appreciation

Beth Danielson, Heather Bibeau, Kyle Buckingham, Stephen Pater, Becky Stangland, Belford Olson, and Alexander Griffith were nominated to receive employee appreciation gift certificates for outstanding job performance. A **motion** to approve the nominations was made by Greg Cook, seconded by Sally Sedgwick. The motion passed unanimously.

15. Strategic Discussion

Nathan will contact consultant Robert Stevens to schedule strategic planning dates.

16. Board Meeting Agenda Topics for Next Month

Nathan will provide an update about the chapel at the next meeting. The space is currently being used for CNA classes and testing.

17. Open Discussion

Board member phone numbers will be added to Bigfork Valley's website.

There was discussion about the possibility of combining a welcoming reception for the new CEO with an annual meeting.

Kurt Fredrikson asked about the process for getting updates on action items from the previous month's meetings. Topics can be added to the agenda during the approval of the agenda.

Nathan is working with Heidi Powell on potentially letting staff wear jeans on Fridays for \$1. The money would go into a fund to help staff members that are in need.

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The meeting was recessed for lunch at 11:09 a.m. and it reconvened at 11:43 a.m.

At 11:43 a.m., there being no further business a **motion** to adjourn the meeting was made by Larry Salmela, seconded by Carol Gilbertson. The motion passed unanimously.

Minutes respectfully submitted by Renee Tower, Executive Administrative Assistant.

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