



~Approved as Amended 10/29/2024~

Regular Board Meeting

Tuesday, September 24, 2024

9:00 a.m.

Board Room & Teams

Board Members Present:

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

Board Members Remote:

None

Board Members Absent:

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

Staff Members: Darla Anderson, Sam Beckner, Alex Cleath, Kyle Buckingham, Sara Elioff, Katie Gilbertson, Nathan Hough, Amanda Niemala, Jennifer Rissanen, Ashlee Snyder, Renee Tower

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Others: LaDonna Cole, Dan Heinecke, Bernie Hough, Ted Lovdahl, Jeanette Pangburn, Bruce Sampson, Christopher Virta, Heidi Watson

Note: Board member Heidi Watson joined the meeting online as a community member. Minnesota Statute 13D.02 requires in part that all the locations of all remote participants be published three days in advance of the meeting, and there was insufficient time to comply.

The meeting was called to order at 9:02 a.m. by Chair Clinton Cook.

The meeting began with a prayer.

A. Community Comments (3 minutes/speaker)

Bruce Sampson reported that after speaking with community members, he found opinions regarding the hospital tax levy to be divided. He noted that people do not want to lose the hospital, and the purchase of the laundromat remains a point of contention.

B. Approval of Agenda

A **motion** to approve the agenda as amended was made by Kurt Fredrickson, seconded by Greg Cook. The motion passed unanimously.

Amendment: Addition of item 9A, "December Board Meeting Date."

C. Approval of Regular Board Meeting Minutes 8/27/2024

A **motion** to approve the minutes of the August 27, 2024, Regular Board Meeting as presented was made by Larry Salmela, seconded by Gene Rajala. The motion passed unanimously.

D. Information, Discussion and/or Action

1. Finance Committee Report

The Finance Committee met on Tuesday, September 17, 2024, and reviewed the financials in detail. Gordon Rahier provided a summary of the meeting, stating that the goal for next year is to reduce the tax levy.

2. Financials

Darla Anderson provided a summary of the financials for August 2024.

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The average net accounts receivable days stand at 78, with the hospital at 65 days and long-term care at 147 days. Some long-term care accounts will be referred to a LeadingAge attorney for collections, which may impact the net income.

It was noted that the hospital employs about 230 people.

The preliminary budget will be reviewed at the Finance Committee meeting on November 19, and the final budget will be presented for approval in December.

The Finance Committee made a **motion** to accept the financial report for August, seconded by Tom LaMont. The motion passed unanimously.

3. Accounts Payable

The Finance Committee made a **motion** to ratify the accounts payable for August, which was seconded by Dan Sursely. The motion passed unanimously.

Darla reported a case of check fraud in which the vendor's name was altered on a check, though the amount (\$11,000) remained unchanged. First State Bank of Bigfork covered the loss, and the incident has been added to quality improvement.

4. 2025 Tax Levy

Nathan did not recommend increasing the 2025 tax levy from \$1 million.

Larry Salmela recommended that the auditors give a presentation to the board on the concept of "age of plant" and its significance. He stressed that gaining a deeper understanding of this metric would be valuable for the board's decision-making.

Darla noted that her goal is to grow Bigfork Valley's investments to 6 million, at which point she would feel comfortable withdrawing funds.

The current projected year-end net income for the period ending December 2024 is \$96,320.

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After discussion, a **motion** to set the 2025 tax levy at \$975,000 was made by Sally Sedgwick, seconded by Marie Lovdahl. The motion passed with eight in favor and three opposed.

5. **Financial Audit Firm**

A **motion** to direct Nathan Hough to seek Request for Proposals (RFPs) for audit and reporting services was made by Larry Salmela, seconded by Gordon Rahier. The motion passed unanimously.

6. **CEO Report**

Nathan Hough provided updates on various topics:

- Tamarack renovations are on schedule, with heating system updates completed and room renovations targeted for completion by November 1.
- A portion of the Villa's exterior was stained on September 19 and the work will continue October 24.
- Discussions are ongoing with Dr. Helterbrand (diabetes specialist) regarding a potential agreement, which may also include face-to-face visits from a diabetic educator in Bigfork.
- Initial talks with Sanford for OB/GYN and general surgery services are underway.
- Wound care service options are being reviewed, with a strong proposal from Healogics.
- Senior Life Solutions has been given a termination notice, but discussions regarding the contract are ongoing.
- Electronic Health Records (EHR) options are being explored, with quotes requested from Meditech, OCHIN, and Sanford.
- Essentia Health will no longer accept Medicare Advantage plans from United Health and Humana as of January 1, 2025.
- Fair Day in long-term care was well attended, and the Staff Olympics took place on August 28.
- Positive feedback was received regarding the Annual Meeting on September 12.
- The Bigfork Valley Community Foundation's annual fundraiser on September 15 was well attended.
- Volunteers are working on reopening the Gift Nest (hospital gift shop) at no cost to the organization.

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- The leadership team will meet on October 2 to complete a list of winter preparation tasks provided by the maintenance department.

7. **6-Month CEO Evaluation (per Employment Agreement)**

As per the CEO's employment agreement, a 6-month evaluation will be conducted. Sample evaluations and the CEO's job description will be included in next month's packet.

8. **BoardPaq**

Nathan reported that after exploring software options, BoardEffect is recommended as the best upgrade.

9. **Employee Appreciation**

Jessica Anderson and Billy Olson were nominated to receive employee appreciation gift certificates for outstanding job performance. A **motion** to approve the nominations was made by Sally Sedgwick, seconded by Greg Cook. The motion passed unanimously.

9A. **December Board Meeting Date**

Due to the regularly scheduled December Board meeting falling on New Year's Eve, a **motion** to reschedule the meeting to Tuesday, December 17, 2024, at 9:00 a.m., was made by Larry Salmela, seconded by Sally Sedgwick. The motion passed unanimously. There will be no Finance Committee meeting in December.

10. **Board Meeting Agenda Topics for Next Month**

The CEO Evaluation will be added to the end of next month's agenda.

11. **Open Discussion**

There were no additional comments or discussion.

At 10:57 a.m., with no further business, a **motion** to adjourn the meeting was made by Larry Salmela and seconded by Carol Gilbertson. The motion passed unanimously.

Minutes respectfully submitted by Renee Tower, Executive Administrative Assistant.

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