



~Approved 11/12/2024~

Regular Board Meeting

Tuesday, October 29, 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
Teresa Kittridge – Marcell Township
Tom LaMont – City of Effie
Gordon Rahier – Pomroy Township
Eugene Rajala – City of Bigfork
Larry Salmela – Carpenter Township
Sally Sedgwick – Wirt Township
Dan Sursely – City of Big Falls
Heidi Watson – Koochiching County At-Large

Board Members Remote:

None

Board Members Absent:

Marie Lovdahl – Itasca County At-Large

Staff Members: Darla Anderson, Sam Beckner, Heather Boessel, Alex Cleath, Sara Elioff, Brandon Francisco, Nathan Hough, Dawn Jourdan, Karlee Mann, Amanda Niemala, Haley Page, Heidi Powell, Jennifer Rissanen, Ashlee Snyder, Renee Tower

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Others: Greg Anselmo, LaDonna Cole, Dan Heinecke, John Holsman, Bernie Hough, Brandon Navara, Bruce Sampson, Colin Surges, Christopher Virta

The meeting was called to order at 9:00 a.m. by Chair Clinton Cook.

The meeting opened with a reading of the mission, vision and values statement, followed by a prayer.

A. Community Comments (3 minutes/speaker)
Bruce Sampson commended the board, expressing confidence in the board's direction.

B. Approval of Agenda
A **motion** to approve the agenda as amended was made by Clinton Cook and seconded by Gordon Rahier. The motion passed unanimously.

Amendment: moving Item 8 up to Item 2.

C. Approval of Regular Board Meeting Minutes 9/24/2024
A **motion** to approve the minutes of the September 24, 2024, Regular Board Meeting as amended was made by Carol Gilbertson, seconded by Heidi Watson. The motion passed unanimously.

D. Information, Discussion and/or Action

1. Baird

Investment advisors Brandon Navara and Colin Surges presented Bigfork Valley's portfolio performance, recommending an asset rebalancing to a 50/50 Equities and Fixed Income target and amendments to the Investment Policy Statement (IPS).

Baird will send a fee schedule and IPS draft for the Finance Committee's review and recommendation to the full board.

2. CEO Report

Nathan Hough provided updates on various topics:

- **Tamarack Wing Completion:** The Tamarack wing is on schedule for completion by November 1. Deb Morell is coordinating a placement plan for residents, and additional furniture will be

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purchased for the new rooms. The long-term care census currently stands at 17 residents.

- **Leadership Winter Preparation Day:** On October 2, the Leadership Team participated in a winter preparation day. Team members repainted the landing zone and ER parking lines, made significant progress on the exterior painting of the Villa, and worked on moving and refileing medical records.
- **Villa Exterior Painting:** On October 24, a crew from Togo completed work on the exterior trim of the Villa.
- **Food and Beverage Updates:** Nelly Becker has added more variety to meals and snacks in the Wanigan, including a new selection of specialty coffee.
- **ER and Assisted Living Repairs:** Concrete repairs in front of the ER and Assisted Living entrances are now complete.
- **Facility Door and Entrance Updates:** Some exterior doors on the Villa are scheduled for upgrades soon, and the installation of a new main hospital entrance door is tentatively planned for the second week of November. During this installation, the fitness center entrance will serve as an alternate entrance, with clear signage provided.
- **Waiting Room Furniture:** New waiting room furniture will soon be ordered, with input from the Physical Therapy department to ensure patient comfort.
- **IV Fluid Supply Chain:** While Bigfork Valley's services remain unaffected by the national IV fluid supply shortage, there may be some increase in costs.
- **Gift Shop Revitalization:** The Gift Nest is undergoing revitalization with the goal of reopening for Christmas shopping.
- **Senior Life Solutions (SLS) Contract:** Following discussions with Paul Smith, CEO of SLS, a compromise was reached to

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expand the population served by SLS. Patients who do not meet Senior Life Solutions' criteria will be served through the specialty clinic.

- **Electronic Health Records (EHR) Update:** Quotes for a new EHR system have been received from Meditech, Sanford Epic, and OCHIN/Epic. Nathan held a direct meeting with Epic to explore options suitable for smaller hospitals, with a recommendation to pursue an access agreement with a current Epic user facility.
- **Changes in Managed Care Plan Acceptance:** Starting January 1, Essentia and Sanford will no longer accept Humana and United Managed Care Insurance plans. Haley Page is offering appointments for community members and will hold a workshop on October 30 to educate Villa residents on these changes.
- **Managed Care Plan Negotiations:** Nathan has reached out to Aroris to discuss renegotiation of managed Medicare and Medicaid plans in light of regional changes in managed care acceptance.
- **Diabetic Specialty Services:** Bigfork Valley has signed an agreement with Dr. Christina Helterbrand to provide diabetic specialty services, with credentialing underway and a planned start date in January.
- **Women's Health Services:** Work is ongoing with Sanford Bemidji to offer women's health/OB-GYN services, labor and delivery is not planned to be included.
- **Additional Specialty Services:** Further specialty services are being considered.
- **Long-Term Care Survey:** A recent long-term care survey was conducted with positive feedback during the exit meeting. A few minor items were noted, but the survey team had no significant concerns and praised the staff's efforts. A positive adjustment in the facility's star rating is anticipated.

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Jenni Rissanen distributed information and application forms for the newly established Patient Family Advisory Committee. Jenni plans to hold the first committee meeting in January, with quarterly meetings to follow.

Nathan reported that no residents have yet been moved from Aspen to the Tamarack wing. The Tamarack rooms are scheduled for completion by November 1, with the goal of transitioning residents by December 1.

3. **Finance Committee Report**

The Finance Committee reviewed the financials on Tuesday, October 22, 2024.

A preliminary budget will be reviewed at the Finance Committee meeting on November 19, with the final budget scheduled for approval in December.

4. **Financials**

Darla Anderson provided a summary of the September 2024 financials.

It was noted that there will be long-term care patient account write-offs before year-end, which will impact the income statement.

Nathan Hough reported a shortage of physical therapists in the rehab department for November.

The Grand Rapids Area Community Foundation endowment fund is not reflected in the financial statements.

The Finance Committee made a **motion** to accept the financial report for September, seconded by Greg Cook. The motion passed unanimously.

5. **Accounts Payable**

The Finance Committee made a **motion** to ratify September accounts payable, seconded by Heidi Watson. The motion passed unanimously.

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6. **Financial Audit Firm**

Bigfork Valley received proposals from CliftonLarsonAllen, Casey Peterson, and Eide Bailly.

The Finance Committee will review the proposals and provide a recommendation.

Larry Salmela clarified that selecting an audit firm is the responsibility of the board, while the cost report falls under management's responsibilities.

7. **Credentialing**

Nathan Hough reported that the following providers were recommended for appointment by the medical staff:

Privileges with a 6-month provisional status:

- Matthew A. Fox, MD (vRad)

Privileges without a provisional status:

- Michael Klajda, MD (Essentia Health – Cardiology)

A **motion** to accept the medical staff recommendation was made by Carol Gilbertson, seconded by Dan Sursely. The motion passed unanimously.

8. **Department Introduction – Infection Control/Dawn Jourdan**

Nathan exited the meeting at 10:36 a.m. to meet with staff members from U.S. Senator Tina Smith's Office.

Dawn Jourdan provided an introduction and overview of her role as Infection Control nurse.

9. **Employee Appreciation**

Brandon Francisco, Jerry Denny, Alan Dettmer, Sherrill Jaryszak, Josh Kinn, and Justin Hill were nominated for \$25 employee appreciation gift certificates for outstanding job performance. A **motion** to approve the nominations was made by Larry Salmela, seconded by Greg Cook. The motion passed unanimously.

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It was noted that Josh Kinn received 4 nominations.

The Governance Committee will review guidelines for multiple nominations and provide a recommendation.

10. Strategic Discussion

There was no discussion.

11. Board Meeting Agenda Topics for Next Month

Topics for the November meeting will include Legislative Priorities and Canvass Election Results.

An invitation will be extended to the Minnesota Hospital Association (MHA) to discuss their representation of Bigfork Valley.

A link to MHA's post-election webinar will be sent to board members.

12. Open Discussion

Sally Sedgwick recommended initiating a discussion on the impact of the Minnesota Open Meeting Law on board operations. She suggested exploring potential conversations with legislators regarding any available exceptions or waivers that could benefit the board.

Attorney Christopher Virta will review the Minnesota Open Meeting Law to determine if there is flexibility or any applicable policies that could be implemented. He will report his findings to the board.

Sally requested that the board receive a copy of the preliminary budget at the same time it is provided to the Finance Committee.

13. CEO Evaluation

Two sample CEO evaluation tools, along with the CEO job description, were provided in the board packets for review. The Governance Committee will evaluate tools and recommend an appropriate evaluation process to the full board.

The Governance Committee will meet on Tuesday, November 19, following the Finance Committee meeting at 4:30 p.m.

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With no further business, a **motion** to adjourn the meeting at 11:38 a.m. was made by Larry Salmela, seconded by Tom LaMont. The motion passed unanimously.

Minutes respectfully submitted by Renee Tower, Executive Administrative Assistant.

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