



~Approved 1/28/2025~

Regular Board Meeting

Tuesday, December 17, 2024

9:00 a.m.

Board Room & Teams

Board Members Present:

Greg Cook – Koochiching County Unorganized

Carol Gilbertson – Itasca County At-Large

Kurt Fredrickson – Stokes 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

Board Members Remote:

None

Board Members Absent:

Clinton Cook – Bigfork Township

Teresa Kittridge – Marcell Township

Marie Lovdahl – Itasca County At-Large

Heidi Watson – Koochiching County At-Large

Staff Members:

Dr. Ed Anderson, Darla Anderson, Samantha Beckner, Heather Boessel, Kyle Buckingham, Alex Cleath, Katie Gilbertson, Nathan Hough, Dawn Jourdan, Karlee Mann, Amanda Niemala, Haley Page, Heidi Powell, Jennifer Rissanen, Ashlee Snyder, Renee Tower

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Others:

Ellen Bomstad, LaDonna Cole, Dan Heinecke, Jack Hillstrom, Dawn Kern, Teresa Kittridge, Christopher Virta

Note: Board member Teresa Kittridge joined the meeting online as a community member; Minnesota Statute 13D.02 requirements for remote attendance were not met.

The meeting was called to order at 9:02 a.m. by Vice Chair Carol Gilbertson.

The meeting opened with a prayer.

A. Community Comments (3 minutes/speaker)

Jack Hillstrom provided a community comment addressing topics including the capital budget, tax levy income, Baird, and the financial audit proposal. His questions were addressed to his satisfaction during the meeting agenda.

B. Approval of Consent Agenda

1. Agenda
2. Regular Board Meeting Minutes 11/12/2024
3. Amended Regular Board Meeting Minutes 9/24/2024
4. Employee Appreciation

Item #3, "Amended Regular Board Meeting Minutes 9/24/2024," was removed for separate consideration.

The board requested that future Employee Appreciation nomination lists include the department the employee works in.

A **motion** to approve the amended consent agenda was made by Sally Sedgwick, seconded by Kurt Fredrickson. The motion passed unanimously.

C. Information, Discussion and/or Action

Dr. Anderson provided a brief overview of the Rural Physician Associate Program (RPAP).

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1. **Amended Regular Board Meeting Minutes 9/24/2024**

Sally Sedgwick made a **motion** to amend the minutes to include: “It was later reported that the First State Bank of Bigfork did not incur any loss from this fraudulent activity,” and continue with the next paragraph. Seconded by Kurt Fredrickson. The motion passed unanimously.

2. **Finance Committee Report**

Kurt Fredrickson summarized the November 19, 2024, Finance Committee meeting.

The October financial reports were reviewed, but November reports were not.

The committee has an opening; interested board members should contact Clinton Cook.

3. **Financials**

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

Darla Anderson provided a summary of November financials.

A **motion** to accept the financial report for November was made by Larry Salmela, seconded by Gordon Rahier. The motion passed unanimously.

4. **Accounts Payable**

The Finance Committee made a **motion** to approve the October accounts payable, seconded by Greg Cook. The motion passed unanimously.

After review, a **motion** to approve November accounts payable was made by Larry Salmela, seconded by Dan Sursely. The motion passed unanimously.

The board requested that the credit card activity be titled appropriately on future accounts payable reports.

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5. **2025 Final Budget**

Nathan Hough and Darla Anderson provided an overview of the 2025 budget, including the income statement and 2025-2028 capital budget.

After review, a **motion** to approve the 2025 budget was made by Larry Salmela, seconded by Sally Sedgwick. The motion passed unanimously.

A **motion** to approve the 2025-2028 capital budget was made by Larry Salmela, seconded by Greg Cook. The motion passed unanimously.

6. **2025 Financial Audit Firm**

Greg Cook made a **motion** to select CliftonLarsonAllen for audit services, seconded by Sally Sedgwick. The motion passed unanimously.

7. **Baird – Investment Policy Statement**

A **motion** to approve Baird’s Investment Policy Statement (IPS) as presented was made by the Finance Committee and seconded by Tom LaMont. The motion passed unanimously.

8. **Bank Resolutions**

Gordon Rahier made a **motion** to remove Larry Salmela and authorize the following individuals on the resolutions at the First State Bank of Bigfork and the National Bank of Commerce:

- Nathan Hough, CEO
- Darla Anderson, CFO
- Amanda Niemala, Director of Revenue Cycle
- Jennifer Rissanen, Director of Nursing
- Clinton Cook, Board Chairman
- Kurt Fredrickson, Board Treasurer

These individuals are authorized to exercise all powers listed in the resolutions. Two signatures are required to exercise each power at the First State Bank of Bigfork, while the National Bank of Commerce does not monitor two-signature requirements.

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Additionally, Heidi Powell and Alexandra Cleath are granted permission to receive information on all accounts, and Renee Tower is authorized to access any safe deposit boxes at the First State Bank of Bigfork.

The motion was seconded by Sally Sedgwick and passed unanimously.

A **motion** was made to approve the closure of existing accounts at the First State Bank of Bigfork and the National Bank of Commerce and the opening of new accounts to replace the closed ones as a was made by Gordon Rahier, seconded by Dan Sursely. The motion passed unanimously.

9. GRACF Endowment Distribution

Nathan reported that the amount available for 2025 distribution is \$21,052.

Sally Sedgwick made a **motion** to withdraw \$21,052 and apply it to the general fund, with a non-binding recommendation that it goes to quality of life, seconded by Kurt Fredrickson. The motion passed unanimously.

10. Board Member Funds for Electronic Device/Internet

Gordon Rahier made a **motion** to approve the disbursement of \$500.00 to each board member beginning their term for device/internet costs. Seconded by Larry Salmela. The motion passed unanimously.

11. Governance Committee Report

Carol Gilbertson and Sally Sedgwick summarized the November 19, 2024, Governance Committee meeting.

12. CEO Evaluation Process/Tool

Board members were provided with CEO evaluation forms to complete and submit by the January board meeting. The 6-month evaluation is based on the current CEO job description.

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13. CEO Report

Nathan reported the following updates:

- **Gift Nest:**

The Gift Nest opened on December 2, receiving positive feedback from staff and community members. Thanks were extended to LaDonna and Bernie for their efforts. The Gift Nest is open from 10:00 a.m. to 4:00 p.m., Monday through Friday, and is seeking volunteers.

- **Craft Fair:**

The craft fair held on December 12 was well-attended and appreciated by the community.

- **Villa:**

The updated Villa “Report Card” from the Minnesota Department of Human Services and Minnesota Board of Aging was released in November and was included in the board packet. Every item in the Resident Quality of Life Survey scored above the state average.

Kootasca Community Action inspected the assisted living facility and found no deficiencies.

On December 12, community members served pudding and sang Christmas carols for Villa residents.

- **Nursing Home Survey:**

The state accepted the LTC survey plan of correction, requiring no follow-up visit due to simple fixes identified in the tags.

The current nursing home census is 19.

Plans to populate the Tamarack wing were delayed due to external factors. Efforts are underway to relocate activities and the CNA class to revitalize the chapel space for its intended use. Completion is expected in the coming weeks.

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Deb Morell, Director of Nursing in LTC, will retire on February 28 but plans to continue part-time, focusing on infection control and the CNA training program.

A staff member completing nursing home administrator training will assume an interim role as Senior Services Director.

- **Updates:**

Replacement of the main entrance door has been delayed. A technician rebuilt the door mechanism free of charge. The next scheduled installation date is January.

- **Growth:**

Discussions are underway with Sanford to bring Cardiology and OB/GYN visiting specialists to Bigfork, with a meet-and-greet tentatively planned for next month.

Dr. Helterbrand, a diabetes specialist, will begin seeing patients in mid-January.

Interviews are ongoing for the Nurse Practitioner vacancy left by Jeff Temple.

Talks with Dr. Broadway, a spine neurosurgeon, are continuing.

A search for a Speech Therapist is underway to expand service offerings.

- **Electronic Health Record (EHR):**

Evaluation of EHR systems continues, with three vendors – OCHIN Epic, Meditech Expanse, and Sanford Epic. Department-specific demonstrations are ongoing, with a decision expected by the end of January.

- **Open Enrollment:**

Haley Page provided education on managed Medicare coverage, assisting 100 individuals, couples, and families with their coverage choices. She also conducted group sessions, including one at Bigfork Villa.

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Plans are in place to set up an information table near the main entrance for visitors.

MHA will attend the January board meeting virtually.

14. Bigfork Business Revitalization Grant

Itasca Economic Development Corporation (IEDC), in conjunction with, North Itasca Electric Coop, The City of Bigfork, Bigfork School, Bigfork Valley Hospital and the Bigfork Improvement Group established the Bigfork Business Revitalization Grant Program to help boost the local economy through the appearance of our small business community. Information was provided in the board packets.

Bigfork Valley is considering applying for funds for bay window coverings. Additionally, it was suggested that funds could be sought to update the Bigfork Valley banner panel on its Main Street sign.

15. MHA Winter Trustee Conference

Larry Salmela made A **motion** to approve the costs associated with attending the conference, including travel and lodging, for any board members who wish to participate, seconded by Sally Sedgwick. The motion passed unanimously.

16. Strategic Discussion

“Strategic Discussion” will be moved to a quarterly agenda item.

17. Board Meeting Agenda Topics for Next Month

The January board meeting agenda will include “Introduction of New Board Members”.

18. Open Discussion

Condolences were shared for Johanne Buck’s passing.

Concerns about the atrium’s cleanliness were noted.

Dan Heinecke provided an update on dental services in Bigfork.

Attorney Christopher Virta clarified Minnesota Open Meeting Law:

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- Board members participating remotely must have their location published at least three days before the meeting unless an exception applies.
- Exceptions include medical reasons or military deployment, limited to three uses per year.
- Without notice of location, board members may attend remotely but cannot vote, participate, or be considered present.

With no further business, a **motion** to adjourn the meeting at 11:21 a.m. was made by Larry Salmela, seconded by Dan Sursely. The motion passed unanimously.

Minutes respectfully submitted by Renee Tower, Executive Administrative Assistant.

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