



~Approved 3/25/2025~

Regular Board Meeting

Tuesday, February 25, 2025

9:00 a.m.

Board Room & Teams

Board Members Present:

Greg Anselmo – Itasca County Unorganized
Clinton Cook – Bigfork Township
Greg Cook – Koochiching County Unorganized
Kurt Fredrickson – Stokes Township
Carol Gilbertson – Itasca County At-Large
Dan Heinecke – City of Bigfork
Tom LaMont – City of Effie
Gordon Rahier – Pomroy Township
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:

Teresa Kittridge – Marcell Township

Staff Members Remote:

Heather Boessel, Annette Buckingham, Kyle Buckingham, Katie Gilbertson, Dawn Jourdan, Josh Kinn, Karlee Mann, Haley Page, Amanda Niemala, Ashlee Snyder, Londa Storlie

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Staff Members Present:

Dr. Ed Anderson, Darla Anderson, Samantha Beckner, Alex Cleath, Nathan Hough, Jennifer Rissanen, Renee Tower

Others:

Ellen Bomstad, LaDonna Cole, Bernie Hough, 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 9:01 a.m. by Chair Clint Cook.

The meeting opened with a prayer.

A. Community Comments (3 minutes/speaker)

There were no community comments.

B. Approval of Consent Agenda

1. Agenda
2. Regular Board Meeting Minutes 1/28/2025
3. Employee Appreciation

Names, departments, and titles of employees nominated for employee appreciation will be read aloud at board meetings and included in meeting minutes.

February Employee Appreciation Nominations:

- Gloria Madsen (CNA – Acute Care Hospital)
- Samantha Beckner (Supply Chain Coordinator – Materials Management)
- Chase Jacobson (Maintenance Tech – Plant Operations)
- Londa Storlie (Outreach Lab Supervisor – Laboratory)
- Dawn Johnson (MLT – Laboratory)
- Caci Richards (MLT – Laboratory)

A **motion** to approve the consent agenda was made by Heidi Watson, seconded by Greg Anselmo. The motion passed unanimously.

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C. **Information, Discussion and/or Action**

1. **Finance Committee Report**

Treasurer Kurt Fredrickson summarized the February 18, 2025, Finance Committee meeting.

The financial statement summary and service sector summary will be included on the second page of financial reports moving forward.

Questions and answers submitted to the Finance Committee will be summarized in the Finance Committee minutes.

a. **Financials**

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

A report on segregation of financial duties at Bigfork Valley will be provided next month.

b. **Accounts Payable**

Kurt Fredrickson made a **motion** to approve the January accounts payable, seconded by Tom LaMont. The motion passed unanimously.

2. **Quarterly Strategic Action Plan Update**

Nathan provided an update of activities related to the strategic plan.

3. **CEO Report**

Nathan reported the following updates:

- The Tamarack area LTC renovation project has been completed and will be available for residents on February 28.
- A recent employee satisfaction survey conducted by the third-party organization Align has placed Bigfork Valley Communities among the top workplaces in the state based on employee satisfaction and work environment. As a result, we have been awarded the 2024 Workplace Excellence Award.

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- Last month, I reported that CMS had upgraded our nursing home from a 3-star to a 4-star rating following a recent survey. However, upon re-examination, CMS identified an error in the preliminary rating. We have now received the official documentation, confirming that BVH has achieved a 5-star facility rating.
- We are still actively seeking a Psychiatric Nurse Practitioner and a Specialty Care Nurse Practitioner to join our team.
- As we work towards bringing new specialty providers on board, we are ensuring that all billing will be processed through Bigfork Valley for patient convenience and clarity.
- On Valentine’s Day, we had the privilege of hosting members of the Rural Physician Associate Program (RPAP). The Dean of the University of Minnesota Medical School, along with other program leaders, toured our facility and engaged with staff. RPAP participants also presented their areas of study to medical school professors and leadership in our boardroom.
- Additionally, we welcomed David Beard and Kim Dauner from the University of Minnesota. Kim oversees administrative programs, while David focuses on employee retention, relations, and burnout—particularly during the pandemic. Our discussions covered the potential for U of M students to complete internships in Bigfork, as well as opportunities for remote/distance learning programs and how Bigfork could accommodate the on-the-job training (OJT) and clinical components of these programs. Further developments may follow in the future.
- BVH is currently following CDC guidance on preventing transmission of viral respiratory pathogens in healthcare settings.

A discussion took place regarding the importance of how mask requirements are presented to patients at the door. Additional

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signage about mask-wearing requirements was suggested, along with including this information in the newsletter.

- For the next regular board meeting, members of the Finance and Accounts Payable staff will be in attendance to provide education on the purchasing process and the checks-and-balances system that has been established.

a. **Electronic Medical Record**

Darla Anderson distributed information on electronic health record funding estimates, outlining various funding options.

Nathan reported that Leadership members were polled on EHR system preferences, with the majority favoring OCHIN Epic.

Scenic Rivers Health Services also plans to implement OCHIN Epic.

The estimated startup cost for the new electronic medical record system is \$2.4 million. Funding options discussed included: utilizing Bigfork Valley's investments, securing a loan, applying for grants and Employee Retention Credit (ERC) funds (applied for, pending approval).

It was suggested that we explore a USDA loan through North Itasca Electric.

Dan Heinecke made a **motion** to approve the implementation of OCHIN Epic, authorizing the withdrawal of \$1,201,215.50 (based on current quote) from Bigfork Valley's investments with Baird to cover the first half of the startup costs due upon signing the agreement and to continue seeking additional funding options. Seconded by Carol Gilbertson. The motion passed unanimously.

(A five-minute break was taken at 10:44 a.m.; meeting reconvened at 10:51 a.m.)

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4. Legislative Education Committee Report

Sally Sedgwick summarized the February 18, 2025, Legislative Education Committee meeting.

The committee will meet monthly during the legislative session and then at the call of the chair.

5. Executive Evaluation & Compensation Committee Report

A summary of the February 18, 2025, Executive Evaluation & Compensation Committee meeting was provided.

The committee will meet again in March and will report at the next board meeting. The CEO evaluation survey results were positive.

6. QAPI Committee Report

Dan Sursely and Larry Salmela summarized the January 29, 2025, QAPI Committee meeting.

7. Board Meeting Agenda Topics for Next Month

Committee reports will be included when meetings occur.

An update on infrastructure priorities will be provided next month.

There are currently four candidates on the nursing home waiting list.

8. Open Discussion

There was discussion on the Grand Rapids Area Community Foundation Endowment Fund. A question was asked on conditions of fund withdrawal, Darla will investigate. The board agreed to continue receiving quarterly fund statements.

With no further business, a **motion** to adjourn the meeting at 11:11 a.m. 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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