

# COOK-ORR HEALTHCARE DISTRICT BOARD OF DIRECTORS' MEETING

## April 28, 2020

The Cook-Orr HealthCare District Board of Directors held its regular meeting via Microsoft Teams on Tuesday, April 28, 2020. Chair Liz Dahl called the meeting to order at 2:01 PM.

PRESENT: Liz Dahl, Don Potter, Jolene Blake, Barb Johnson, Mike Enzmann, Eric Pederson, Tiffany Briggs, Wendy Long, John Stegmeir, Shirley Conaway, Judy Pearson, Marge Hyppa, Karen Baxter

EXCUSED: Kathy Weiand, Shirley Sanborn

ABSENT:

STAFF: Teresa Debevec, Kaylee Hoard, Stephanie Maki

Minutes of the February 26, 2020 regular meeting were approved. **MH/BJ (MCU)**

### **STAFFING UPDATE**

Open positions to include:

- 9 – FT & PT CNA's
- 1 – FT Director of Nursing – Care Center
- 2 – FT Imaging Tech
- 1 – FT Health Information Manager
- 1 – FT Physical Therapist

Travelers:

- Tracey Mohammed – NAR/Care Center
- Beth Spence – Radiologic Technologist

The Dietary Manager resigned effective April 25, 2020 and transferred to the floor as Dietary Aide/Cook. We recently had her position (Dietary Manager) posted and have filled it with a new candidate with several years of experience.

Per CMS guidelines facilities can hire a basic aide in the Care Center to help during this pandemic, these aides do not need to be certified as a Nursing Assistant. Currently we have 5 additional staff who will be working as aides.

### **ADMINISTRATORS REPORT**

- Debevec reported we have received several donations at our facility:
  - Bois Forte: 495 N95 masks
  - Heiam Family: Pasties for staff
  - Anonymous: \$500.00 gift of money, we used to purchase box lunches for all staff
  - Lori Potter: Generous leader of a group to make and donate masks
  - Heiam Foundation: \$50.00 gift card to each staff member
  - Several members of the community and surrounding areas have donated masks
- Debevec reported the Nurse Practitioners from the clinic will be following the Doctors in the ER in the event they are needed.
- Debevec reported several board members are up for re-election, once Debevec receives information from the county she will distribute to those who are up for election.

## **COMMITTEE REPORTS:**

- **Executive Committee: Met 4/23/19**

- Dahl reported RSM presented the audit at the executive/finance committee meeting. Hoard will give a brief presentation and a vote will be held to approve the audit.
- Dahl reported the COO annual evaluation process was started for Lesemann. The process began with a face to face meeting with Stephanie Maki (Human Resources). Maki received input from managers and relayed information to Dahl to be placed in her evaluation. Dahl and Lesemann planned a face to face meeting on April 15, 2020 however this meeting was canceled and will be held at a future date.
- Dahl reported the 2020 Minneapolis Trustee meeting was held via zoom on April 20, 2020.
- Dahl reported the 2021 MHA Winter Trustee Conference will be held January 8-10, 2021 in Brooklyn Park, MN at the Minneapolis Marriott Northwest.

- **Finance Committee 6/25/19 Kaylee Hoard**

- For the month Acute patient days were under budget by 13 days, with Swing & Transitional bed days over budget by 25 days. ER visits were over budget by 3 visits. Emergency Room average level of care increased from February at 2.44 to 3.09 in March. Observation days under budget by 6 days. All other combined outpatient registrations were slightly under Care Center ADC slightly under budget for the month. Net Operating Revenues were \$50k under budget, along with total expenses under budget by \$18k, resulting in the Operating Margin behind budget. Adding in Non-Operating Revenue, Net Income was behind budget by \$40k. Payor category of Medicare & Medicaid over budget, with all others under budget for the month. Note: AR Days increased from prior month from 44.5 to 46.10. Hospital increased slightly, while Care Center decreased. Days Cash on Hand continues to trend slightly above target.
- Capital Budget: All requests are on hold.
- RSM Audit
  - Audit presentation was presented in the Finance & Executive Committee by Tim Balthazor, Senior Manager
  - No issues reported between Cook Hospital management and RSM

## Auditor's communication to the Executive and Finance Committee (continued)

### Income (loss) from operations

	2019	2018	Increase (Decrease)	
			Amount	Percent
Loss from operations, before tax levy revenue:				
Hospital	\$ 554,948	\$ 1,106,275	\$ (551,327)	(49.8)
Care Center	(1,323,064)	(1,512,305)	189,241	12.5
	<u>\$ (768,116)</u>	<u>\$ (406,030)</u>	<u>\$ (362,086)</u>	<u>(89.2)</u>
Income (loss) from operations, including tax levy revenue:				
Hospital	\$ 1,467,599	\$ 1,996,643	\$ (529,044)	(26.5)
Care Center	(991,855)	(1,158,305)	166,450	14.4
	<u>\$ 475,744</u>	<u>\$ 838,338</u>	<u>\$ (362,594)</u>	<u>(43.3)</u>

## Auditor's communication to the Executive and Finance Committee (continued)

### Summary of audit and year-end adjustments

	Amount
Increase in net position per internal financial statements prior to audit	\$ 675,439
Adjustments provided to us by management subsequent to receiving the trial balance	6,220
Audit adjustments:	
Adjust for third-party payor (Medicare) settlements	52,391
<b>Increase in net position per the audited financial statements</b>	<u>\$ 734,050</u>

- **JP/MH (MCU)**
- **Credentialing Committee:** 03/11/2020
  - **Reappointments:** Lisa Leedham, PA, Kyle Menzel, MD, Patrick Hall, MD
    - **JP/ME (MCU)**
- **Quality Assurance Process Improvement (QAPI): Marge Hyppa**
  - Hyppa reported on QAPI, no meeting was held in the first quarter of 2020 however each manager sent the required information to prepare minutes.
- **Compliance:** No Meeting
- **Patient and Employee Safety:** No Meeting
- **Governance Committee:** – No Meeting

### NEW BUSINESS & CORRESPONDENCE

- **Board Education: MDH Care Center Survey – Teresa Debevec**
  - Debevec reported MDH was onsite to perform an infection control survey. The Care Center received 1 tag, during mealtime it was found residents were not

seated six feet or more apart. Staff have been educated to advise to policies/procedures at all times. Lesemann will submit the correction to MDH.

- Paycheck Protection Program: Dahl reported this program is intended to provide loans to businesses to guarantee eight weeks of payroll and other costs. 100% of the loan could be forgiven as long as all eligibility requirements are met. Debevec has applied for this loan on April 22, 2020 and has been approved.
  - **ME/DP (MCU)**
- Authorization to apply for funding:
  - Resolution to add Teresa Debevec as an approved sole signer/non-owner of the American Bank account and authorized to sign for the PPP (Payment Protection Program) loan was made April 22, 2020 and effective this date, at the regular Board meeting of the Cook Hospital & Care Center.
    - **JP/BJ (MCU)**
- COVID – 19 Updates – Teresa Debevec
  - Visitor restrictions are in place. All visitors must wear a mask when entering the facility. They will also be asked questions prior to entering.
  - Staff – check temp and answer questions daily upon arrival to the facility. They must wear a mask at all times.
  - COVID Surge Plan – is in place. All the rooms in the OP area are negative air pressure (pulls the air from outdoors rather than filtering back into the hospital). Supplies are stocked. Teresa applied for the license increase and is still waiting to hear back from MDH>
  - The Triage protocol for the community continues to be published in the weekly Cook News-Herald and Timberjay.
  - We activated our Emergency Operation Center (EOC)
  - We continue to perform Lab, Imaging and Physical Therapy services as needed.
  - PPE – staff now need to wear eye protection for any cares they are providing.
  - Testing continues to be an issue. The State of Minnesota entered into an agreement with Mayo and the U. They have established a Testing Group. Our region rep is the Grand Marais Lab Manager.
  - The clinic is seeing about 25% of their patients via telehealth. They continue to have more patients wanting to have an in-person appointment. They have spaced their seating in the lobbies and nursing rooms the patient as soon as possible.
- Next Board Meeting 05/26/2020
- Questions or comments: N/A
- Board Meeting Evaluations – Email Debevec, Maki or Dahl with any feedback regarding the board meeting.
- There being no further business there was a motion to adjourn at 2: p.m.
  - **EP/JP**

Respectfully submitted,  
Stephanie Maki – Recorder

Teresa Debevec, Administrator