

COOK-ORR HEALTHCARE DISTRICT BOARD OF DIRECTORS' MEETING

June 23, 2020

The Cook-Orr HealthCare District Board of Directors held its regular meeting via Microsoft Teams on Tuesday, June 23, 2020. Chair Liz Dahl called the meeting to order at 2:02 PM.

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

EXCUSED: Judy Pearson

ABSENT: Kathy Weiland

STAFF: Teresa Debevec, Kaylee Hoard, Stephanie Maki

APPROVAL OF MINUTES 05/26/2020

Approved: MH/BJ (MCU)

STAFFING UPDATE

- Open positions to include:
 - **Care Center**
 - 1 Part Time Nursing Assistant
 - 1 Part Time Restorative Nurse Aide
 - **Hospital**
 - 1 Part Time Registered Nurse
 - **Housekeeping**
 - 1 Part Time Housekeeper
 - **Radiology**
 - 1 Full Time Radiology Technician
 - **Medical Records**
 - 1 Full Time Medical Records Secretary
 - **Travelers**
 - 1 Rad Tech starting on June 29, 2020

- A Physical Therapist was hired on June 22, 2020.

ADMINISTRATORS REPORT

- Debevec reported on a positive thank you note from a recent hospital patient.
- Debevec reported on recent COVID-19 updates:
 - Scope surgical procedures are set to begin on July 15, 2020
 - ADS and the wellness center will continue to remain closed until further notice.
 - Speech Therapy serviced by Fairview are hopeful to return in July.
 - The Care Center has received guidance on outside visitation for the residents and visitors.
 - Visiting hours will be varied related to the requirement of staff supervision.
 - Visits will take place in the courtyard located between the North and South household.

- Staff members will actively screen all visitors, which include asking a series of COVID-19 questions, a temperature check, and declaring COVID-19 status. Sanitizer will be provided to visitors and masks must be worn at all times.
 - No physical contact between resident and visitor will be allowed.
- Debevec reported it was decided at the Heiam meeting held on 06/22/2020 a virtual auction will be held in lieu of the onsite event due to precautionary measures.
- Debevec reported the Heiam foundation and Auxiliary each donated \$35,000 towards new Hospital beds which will be purchased in the coming months.
- Debevec reported Scenic Rivers recently interviewed a new MD, the clinic is hopeful to have an acceptance from the applicant by the end of the week.
- Debevec reported the Trauma visit that was scheduled on June 4, 2020 was postponed until a later date. All reports of deficiencies were turned in by the Outreach Manager.
- Debevec reported Board members who are up for election will receive an affidavit of candidacy which will need to be submitted within the filing period of July 28, 2020 – August 11, 2020. An ad will also go out in the Cook and Timberjay newspapers.
- Debevec reported due to the fourth of July falling on a Saturday this year, non-contract staff's holiday will fall on Friday - July 3, 2020.
- Debevec reported Julie Lesemann will run the board meeting in her absence for the July meeting.

COMMITTEE REPORTS:

- **Executive Committee: Met 06/23/2020**
 - Dahl encouraged board members to contribute to the Heiam Foundation and Auxillary as they are substantial contributors to the hospital.
 - Dahl reported propane bids were opened and reviewed at the executive committee. The low bid was from Lakes Gas - 2020-2021 at \$.77 The Executive Committee recommends the Low bid be awarded to Lakes Gas for 2020-2021 year at \$0.77 per gallon.
 - **BJ/ME (MC), JB abstained**
- **Finance Committee 05/26/2020 Kaylee Hoard**
 - For the month Acute patient days were under budget by 10 days, along with Swing & Transitional bed days under budget by 13 days. ER visits were under budget by 48 visits. Emergency Room average level of care decreased from 3.63 in April to 3.31 in May Observation days under budget by 3 days. All other combined outpatient registrations were under budget by 278 for the month. Care Center ADC slightly over budget for the month. Net Operating Revenues were \$111k over budget, along with total expenses under budget by \$131k. Within Other Operating Revenue \$310k was recorded from federal funds, due to lost net revenue related to COVID19, which results in the Operating Margin ahead of budget. Adding in Non-Operating Revenue, Net Income was ahead of budget by \$235k. Payor category of Medicare & Medicaid over budget, with all others under budget for the month. Note: AR Days increased from prior month from 45.10 to 52.30. Hospital increased slightly due to COVID19 related claims and infusion/injection claims, which were billed out in June. Days Cash on Hand continues to trend slightly above target
- **Credentialing Committee: No Meeting**

- **Quality Assurance Process Improvement (QAPI):** No Meeting
- **Compliance:** No Meeting
- **Patient and Employee Safety:** No Meeting
- **Governance Committee:** No Meeting

NEW BUSINESS & CORRESPONDENCE

- Debevec reported the Hospital received a deficiency tag (C1206) citing the hospital on the active screening process stating the hospital cannot self-screen although the new screening process had already begun that morning. Denise Forsline (Infection Control) submitted the plan of correction on June 4, 2020.
 - On June 23, 2020 MDH responded asking for reports on our active screening process, they will proceed with a desk audit.
- Debevec reported planning has started for the Care Center to COVID test all staff and residents which will include a baseline, 7-day, and 14-day test. We are waiting on MDH to provide further directives.
- Debevec reported the Care Center received a penalty for inaccurate reporting of the NHSN reporting requirement for Nursing Homes. This report is required for submission of suspected and confirmed COVID-19 infections among residents and staff, total deaths and COVID-19 deaths, PPE and hand hygiene supplies, ventilators, resident beds and census, access to COVID-19 testing while resident is in the facility, staffing shortages, and other information which is specified. The facility must submit the data through the NHSN at least once every seven days.
 - Debevec reported Julie Lesemann was reporting this data on the NHSN site and on time but the CCN on the submissions were incorrect. Lesemann has filed an appeal to open an investigation due to the information being submitted on time.
- Next Board Meeting 07/28/2020
- 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 2:29 p.m.
 - **EP/KB**

Respectfully submitted,
Stephanie Maki – Recorder

Teresa Debevec, Administrator