

Regular Board Meeting

Tuesday, July 27, 2021

5:00 p.m. – Microsoft Teams Conference Call

Board Members Present

Judy Pearson – Beatty

John Stegmeir – Kabetogama

Karen Baxter – Unorganized St. Louis County.

Marge Hyppa – Owens

Shirley Sanborn – Crane Lake

Eric Pederson - City of Cook

Barb Johnson – City of Orr

Liz Dahl – Linden Grove

Tiffany Briggs – Angora

Denise Parson – Willow Valley

Wendy Long – Leiding

Mike Enzmann – Field

Board Members Excused

Don Potter – Unorganized St. Louis County

Board Members Absent

Kathy Weiand

Shirley Conaway

Staff Members Present

Teresa Debevec – CEO/Administrator

Kaylee Hoard - CFO

Stephanie Maki – Human Resources Director

Julie Lesemann – COO / Assistant Administrator

I. Approval of Minutes 06/22/2021

- A **motion** to approve the June 22, 2021, regular board meeting minutes as presented was made by Liz Dahl, seconded by Eric Pederson.

Roll call vote:

Judy Pearson – Yes

John Stegmeir – Yes

Karen Baxter – Yes

Marge Hyppa – Yes

Shirley Sanborn – Yes

Eric Pederson - Yes

Barb Johnson – Yes

Liz Dahl – Yes

Tiffany Briggs – Yes

Denise Parson – Yes

Wendy Long – Yes

Mike Enzmann – Yes

The motion passed with 12 in favor

II. Administrators Report - Teresa Debevec

- Debevec read a thank you letter the Hospital received from a recent patient.
- The Care Center is in critical staffing and continues to struggle finding Nursing Assistants. Currently, the facility is short 6 Nursing Assistants, Restorative and TMA continue to work the floor to help cover shifts.
- A full-time scheduler and part time central supply assistant have been hired.
- The Hospital will be making some staffing adjustments to support the census.
- Procedures were canceled in Outpatient Services due to CRNA staffing shortages.
- Marketing updates:
 - The committee is discussing a woman's health fair
 - The Hometown focus recently had a Lymphedema article advertising our services.
- An incident recently happened in the Hospital when a patient photographed a nurse and posted it on Facebook with a negative comment, posters were made attempting to prohibit patients from taking pictures or videos in the Hospital.
- The Heiam Event is scheduled for August 14, 2021 and will be located at the Lake Vermilion Fire Brigade.
- Dr. Holmes is now a member of the Heiam Board.
- The Community Health Assessment was mailed out to around 800 households, we are currently at a 17% return rate.
- Senior Leadership has been working on a strategic onboarding plan to increase satisfaction of staff members.
- Minnesota Hospital Association has posted videos on their website for Trustee members.
- Community Education is in the works to provide topics such as vaping, we are currently seeking an educator.

III. Committee Reports

a) Executive Committee – 07/27/2021 Judy Pearson

- The CDC has increased masking guidelines as COVID cases begin to ramp up again.
- Virtual Board Meeting will continue for the August 2021 meeting, however in September we are required to move back to in-person meetings. The Board will continue to meet at 4:00pm for Executive, 4:30pm Finance and 5:00pm for full Board.
 - Masking guidelines will be communicated prior to the meeting.

b) **Finance Committee – 07/27/2021 – Kaylee Hoard**

- Hoard reviewed the June 2021 financial dashboard report.
- Hoard reviewed the 2022 capital budget draft and levy request.
- A **motion** was made by Enzmann for approval of the Capital Budget item:
 - BodiTrak2 - Not to exceed \$10,000.00

Roll call vote:

Judy Pearson – Yes	Barb Johnson – Yes
John Stegmeir – Yes	Liz Dahl – Yes
Karen Baxter – Yes	Tiffany Briggs – Yes
Marge Hyppa – Yes	Denise Parson – Yes
Shirley Sanborn – Yes	Wendy Long – Yes
Eric Pederson - Yes	Mike Enzmann – Yes

The motion passed with 12 in favor

c) **Credentialing Committee Meeting – 06/23/2021 – Teresa Debevec**

- **Appointments:** Mark Erhard, MD, St. Luke’s Telecardiology
 - **Reappointments:** Teleradiology: Amy Brice, MD; Karen Clademeyer, MD; Michael Cobb, MD; Kelcey Elsass, MD; Jonathan Foral, MD; Kevin McDonnell, MD; Marc Paul, MD; Richard Slone, MD; William Zinn, MD; Diane Conley, MD; Toseff Khan, MD
- A motion was made by Barb Johnson to approve the credentialing appointments and reappointments, seconded by Margie Hyppa.

Roll call vote:

Judy Pearson – Yes	Barb Johnson – Yes
John Stegmeir – Yes	Liz Dahl – Yes
Karen Baxter – Yes	Tiffany Briggs – Yes
Marge Hyppa – Yes	Denise Parson – Yes
Shirley Sanborn – Yes	Wendy Long – Yes
Eric Pederson - Yes	Mike Enzmann – Yes

The motion passed with 12 in favor

- **Medical Staff Bylaws** – Debevec presented changes to the Medical Staff Bylaws. Changes included the timeline of expired Basic Life Support certifications, currently members are to maintain their certification within 30 days of expiration by attending a class and/or having a class scheduled. Due to other certifications held by these members, the timeline has requested to change to 90 days. A motion was made by Barb Johnson to approve the Medical Staff Bylaws, seconded by Shirley Sanborn.

Roll call vote:

Judy Pearson – Yes	Barb Johnson – Yes
John Stegmeir – Yes	Liz Dahl – Yes
Karen Baxter – Yes	Tiffany Briggs – Yes
Marge Hyppa – Yes	Denise Parson – Yes
Shirley Sanborn – Yes	Wendy Long – Yes
Eric Pederson - Yes	Mike Enzmann – Yes

The motion passed with 12 in favor

d) **Care Center QAPI Meeting – 07/15/2021 – Marge Hyppa**

- Hyppa reported on the Care Center QAPI Meeting

e) **Employee and Patient Safety Meeting – 07/15/2021 – Liz Dahl**

- Dahl reported on the Safety Meeting

IV. **Old Business**

a) **COVID Update – Julie Lesemann**

- Delta variant spreading rapidly across the country. CDC has come out with new guidelines for general public including recommendation to mask when in areas of high transmission. We are awaiting guidance from MDH to see what /when they are considering “high areas of transmission”.
- St. Louis county went from low transmission to moderate transmission for positive cases in one week. We are now back to wearing eye protection based on the associated risk assessment, at all times in the Care Center. All other hospital areas wear eye protection when encountering or providing patient care/interactions.
- All staff continue to wear masks upon entering the hospital/care center
- Visitors no visiting restrictions at this time, all visitors must continue to be screened upon entry, with continued, limited entry points.
- Reinstalled negative air pressure systems in outpatient services related to immediate need for infusions of monoclonal antibody treatment for positive COVID patients. Three infusions were performed 7/27/21.
- Restarted our COVID 19 briefings for staff and physicians. These will be held every two weeks, unless the need arises to pass on vital information sooner.

- Scenic Rivers Clinic, Cook has reported having at least 5 positive cases over the past few days in Cook.
- Testing continues monthly for unvaccinated care center staff based on the county positivity rate. (Per MDH)

V. **New Business & Correspondence**

a) **MHA Trustee Conference – Liz, Mike, Denise, Karen**

- Board members who attended the MHA Trustee conference provided education to board members on sessions they attended.

b) **Emergency Preparedness Plan – Julie Lesemann**

- The EP Plan has been updated and is now in compliance with the new regulatory requirements. The EP Plan is a plan that has numerous pathways to other EP policies included within it. It includes a comprehensive plan that is available in written and electronic formats and includes everything from preparedness activities, drills, education, hazard vulnerability assessment to specific actions/protocols in certain emergency situations. The plan outlines our collaborative efforts with the community as well as with our NE Regional Healthcare Preparedness coalition for our region. The EP committees' mission and purpose is outlined as is the rapid response guides, emerging infective diseases, emergency contacts, response efforts, Emergency Operations Center activities, tracking of patients/residents/staff, evacuations, Memos of understanding with other agencies in the event of evacuations, our COOP plan, surge plan, and staff contingency plans.

c) **Next Board Meeting – 08/24/2021**

d) **Questions or comments**

- Pearson reminded board members the August board meeting will be held virtual; September will be held in person at the Cook Hospital.

e) **Board Meeting Evaluations – Judy Pearson**

- Provide meeting feedback to Debevec or Pearson.

f) **Adjourn – Judy Pearson**

- At 6:05 p.m., a motion to adjourn the meeting was made by Eric Pederson, seconded by Karen Baxter.

Roll call vote:

Judy Pearson – Yes	Barb Johnson – Yes
John Stegmeir – Yes	Liz Dahl – Yes
Karen Baxter – Yes	Tiffany Briggs – Yes
Marge Hyppa – Yes	Denise Parson – Yes
Shirley Sanborn – Yes	Wendy Long – Yes
Eric Pederson - Yes	Mike Enzmann – Yes

The motion passed with 12 in favor

Minutes respectfully submitted by Stephanie Maki, Human Resources Director – Approved by Teresa Debevec.