

Regular Board Meeting

Tuesday, June 22, 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 Conaway – Camp

Wendy Long – Leiding

Eric Pederson - City of Cook

Barb Johnson – City of Orr

Liz Dahl – Linden Grove

Tiffany Briggs – Angora

Don Potter – Unorganized St. Louis County

Shirley Sanborn – Crane Lake

Kathy Weiand – Portage

Board Members Excused

Mike Enzmann – Field

Denise Parson – Willow Valley

Staff Members Present

Teresa Debevec – CEO/Administrator

Kaylee Hoard - CFO

Stephanie Maki – Human Resources Director

Julie Lesemann – COO / Assistant Administrator

I. Approval of Minutes 05/25/2021

- A **motion** to approve the May 25, 2021, regular board meeting minutes as presented was made by Shirley Conaway, seconded by Liz Dahl. The motion passed unanimously.

II. Administrators Report - Teresa Debevec

- Debevec read two positive comments the Hospital received.
- The Care Center is in critical staffing and continues to struggle finding candidates. Currently, we have the Restorative and TMA staff to help cover shifts.
- Our Rehabilitation Department hired a Part Time Temporary Physical Therapy Assistant due to increased numbers seen in Rehab.
- Retirement notice was received by our Accounting/Payroll/Benefits Specialist, interviews are taking place and we expect to hire a new staff member within the next month.
- Marketing updates:
 - Newsletters have been received and bundled for mailing.
 - The Rural Needs Community Needs Assessment will be mailed with the next week.
- The Heiam Event is scheduled to take place on August 14, 2021, at the Lake Vermilion Fire Brigade, this event will be held live this year. A virtual online auction will be held for those who cannot attend.

- The Jordan Family Foundation has generously donated \$60,000.00 towards our new ultrasound equipment.
- The Heiam Foundation has generously donated \$40,000.00 towards our Omnicell project.
- The MHA Trustee Conference will be held on July 15 & 16th, 2021, board members are to let Debevec know if they would like to attend the virtual event.

III. Committee Reports

a) Executive Committee – 06/22/2021 Judy Pearson

- Pearson presented the propane bids received. The Finance Committee recommended a 1-year commitment with Lakes Gas at \$1.11/gallon
 - Lakes Gas
 - 2021-2022 - \$1.11
 - 2022-2023 – Cost +0.05
 - Superior Fuel
 - 2021-2022 - \$1.119
 - 2021-2023 - \$1.119
 - Como
 - 2021-2022 - \$1.1877
 - 2021-2023 - \$1.1677
- **All in Favor**

b) Finance Committee – 05/25/2021 – Kaylee Hoard

- Hoard reviewed the May 2021 financial dashboard report.
- A **motion** was made by Pearson for approval of Capital Budget items:
 - Transport Chairs & misc. patient room furniture
 - Not to exceed \$40,000.00
 - HVAC Training Room
 - Not to exceed \$35,000.00
 - Hospital Windowsill Replacement
 - Not to exceed \$7,500.00
 - Wood Door Replacement
 - Not to exceed \$35,000.00
- **All in Favor**

c) Credentialing Committee Meeting – No Meeting

d) QAPI Meeting – No Meeting

e) Compliance/Ethics Meeting – No Meeting

f) **Employee & Patient Safety – Julie Lesemann**

- Safety- Old Business: cameras for parking lot – OSHA grant has been submitted and we are awaiting a response; parking and rehab patients- patients have been provided with map for street designated patient parking and general gym goers have been updated to park in general parking.
- New topic- radiology working with IT to create a system in Meditech so that they would be alerted when they receive the order for the diagnostic test indicating if the patient is a potential or real danger (mentally incompetent) to the staff so that they can ensure assistance is available.
- New Safety program education- begin using with the new hires in June
- Building/work site safety- The sidewalk outside of the ER and leading up to the helipad is scheduled to be repaired the week of 6/28.
- Employee injuries- one – weeding in the courtyard, stick scratched eye, assessed by MD, no lost time
- Falls/Incidents/AMA/VA reports: nothing reported from Hospital; Care Center- 2 falls in May, goal has been met; one confused resident obtained a pair of scissors from the Nursing Assistant Cabinet at the desk area for staff. Locks have now been installed on all cabinets that staff store supplies in to prevent injury. No injuries from this incident.
- Future training: de-escalation in person when able; committee will determine drills for the remainder of year at the next meeting
- Next meeting: July 13th @ 0930

IV. **Old Business**

a) **COVID Update – Julie Lesemann**

- Screening process has changed- employees will self-screen and have a nurse available if any symptoms or temp elevated, instructed not to enter in these scenarios; All visitors must still have the active screen with the screener present.
- Testing- unvaccinated in LTC continue to be mandated to test; currently due to the county positivity rate this remains at monthly.
- St. Louis county and statewide numbers are decreasing each day.
- State Emergency Operations Center is fully closed now, and we did receive a multitude of PPE supplies as a result of emptying their warehouse.
- Immunization clinics are now complete due to inability to fill appointment times and dosing in vials of vaccine. The clinic has dropped down to holding vaccine clinics only

one afternoon per week. The clinic will assist with any new hires and new residents/patients that want the vaccine going forward.

- Vaccination rate in the Care Center- 75.6%
- Vaccination rate facility wide- 78.6%
- Gym has fully reopened to visitors, without needing to arrange an appt, and relaxed social distancing numbers. Continue to need to wear a mask.

V. **New Business & Correspondence**

a) **MHA Health Care Finance Webinar – Marge Hyppa**

- MHA provided a Health Care Finance Webinar which was held on May 27, 2021, Hyppa and Debevec both attended. The webinar provided insight on how to analyze the financial health of an organization.

b) **Auxiliary Update – Marge Hyppa**

- Hyppa provided background on the Auxiliary Board. The purpose of the organization is to promote and to advance the welfare of the Cook Hospital & Care Center through ways approved by the governing board of the hospital. This purpose shall be accomplished by interpretation of the hospital to the public through service to the hospital, care center and the patient and through fund raising in a manner satisfactory to the hospital governing board.

c) **Next Board Meeting – 07/27/2021**

d) **Questions or comments**

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

- Provide meeting feedback to Debevec or Pearson.

f) **Adjourn – Judy Pearson**

- At 5:41 p.m., a motion to adjourn the meeting was made by Eric Pederson, seconded by Barb Johnson. The motion passed unanimously.

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