

**Regular Board Meeting**

**Tuesday, July 26, 2022**

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

**Board Members Present**

Judy Pearson – Beatty

Barb Johnson – City of Orr

Marge Hyppa – Owens

Eric Pederson - City of Cook

Kathy Weiand - Portage

Shirley Conaway – Camp 5

Mike Enzmann – Field

Denise Parson – Willow Valley

Liz Dahl – Linden Grove

Don Potter – Unorganized St. Louis County

Karen Baxter – Unorganized St. Louis County

Tiffany Briggs – Angora

Wendy Long – Leiding

John Stegmeir – Kabetogama

**Board Members Absent**

Shirley Sanborn – Crane Lake

**Staff Members Present**

Teresa Debevec – CEO/Administrator

Stephanie Maki – Human Resources Director

Kaylee Hoard – CFO

Julie Lesemann – COO/CNO

**I. Approval of Minutes 06/28/2022**

- A **motion** to approve the June 28, 2022, regular board meeting minutes as presented was made by Barb Johnson, seconded by Eric Pederson.

Denise Parson – Willow Valley

Barb Johnson – City of Orr

Marge Hyppa – Owens

Karen Baxter – Unorganized St. Louis County

Tiffany Briggs – Angora

Wendy Long – Leiding

Mike Enzmann – Field

Liz Dahl – Linden Grove

Eric Pederson - City of Cook

Kathy Weiand - Portage

Shirley Conaway – Camp 5

The motion passed with 11 in favor

**II. Administrators Report - Teresa Debevec**

- Staffing Update:
  - The Care Center currently has one travel LPN and no travel Nursing Assistants, we have two posted to prepare for students going back to school.

- Currently short 2 MLT positions in the lab, we have a travel MLT starting 08/08/22. A retired staff member has agreed to contract with the lab to help out in the Tower Lab a few days a week.
- Environmental Services is short two full time Housekeepers and one full time Laundry Aide. Maki is waiting on Service Master to provide a quote for housekeeping services.
- All Departments in the facility are short staffed, struggling to recruit most positions.
- We are working with the Union on different ideas to retain and recruit new staff.
- COVID Update:
  - Staff have signed the Screening Attestation form, meaning they will no longer need to log in each day they arrive at work. They agree to not present to work if they have symptoms of COVID.
  - County positivity rates continue to require staff with exemptions to test either twice weekly or once weekly.
  - Due to higher COVID transmission rates, Hospital patients are only allowed to have one visitor per day.
- MRI Services are now on Wednesday each week.
- Senior Leadership continues with CHNA planning, we are focusing on three areas. Invites have been sent out to community members to attend our next meeting.
- We have partnered with the United Way of Northeastern Minnesota in the “Feed the Children” program. Volunteers from the Hospital will provide bagged lunches to children, age 1-18 on Tuesdays throughout the summer.
- Minnesota Hospital Association has developed a series of 10-minute board education videos on a variety of important topics for hospital trustees.
- A reminder the next board meeting is on August 23, 2022, which is the 4<sup>th</sup> Tuesday in August.

### III. Committee Reports

#### a) Executive Committee – 07/26/2022 - Judy Pearson

- The garage building planning is still in progress.

#### b) Finance Committee – 07/26/2022 – Kaylee Hoard

- Hoard reviewed the June 2022 financial dashboard report.
- Enzmann reviewed the capital items:
  - A recommendation was made by the Margie Hyppa to approve the capital items:
    - Laboratory Refrigerator
      - ii. Not to exceed \$10,000.00
    - Mop Sink Repair
      - ii. Not to exceed \$7,000.00
    - Fire Door Replacement
      - ii. Not to exceed \$15,000.00
    - Wheelchair Washer

ii. Not to exceed \$22,000.00

Roll Call Vote:

Judy Pearson – Beatty  
Barb Johnson – City of Orr  
Marge Hyppa – Owens  
Eric Pederson - City of Cook  
Kathy Weiand - Portage  
Shirley Conaway – Camp 5  
Mike Enzmann – Field

Denise Parson – Willow Valley  
Liz Dahl – Linden Grove  
Don Potter – Unorganized St. Louis County  
Karen Baxter – Unorganized St. Louis County  
Tiffany Briggs – Angora  
Wendy Long – Leiding  
John Stegmeir – Kabetogama

The motion passed with 14 in favor.

c) **QAPI Care Center – Margie Hyppa**

- Hyppa reviewed the QAPI Care Center Meeting.

IV. **Old Business**

a) **Board members up for election – Teresa Debevec**

- A final reminder was given to the board members up for election this year, please notify Debevec or Pearson if any member does not plan on renewing their term. Letters were also sent out to board members.
  - Judy Pearson
  - Mike Enzmann
  - Wendy Long
  - Liz Dahl
  - Shirley Conaway
  - John Stegmeir

V. **New Business & Correspondence**

a) **Emergency Preparedness Plan – Teresa Debevec – Action Needed**

- No changes were made to the Emergency Preparedness Plan

Roll Call Vote:

Judy Pearson – Beatty  
Barb Johnson – City of Orr  
Marge Hyppa – Owens  
Eric Pederson - City of Cook  
Kathy Weiand - Portage  
Shirley Conaway – Camp 5  
Mike Enzmann – Field

Denise Parson – Willow Valley  
Liz Dahl – Linden Grove  
Don Potter – Unorganized St. Louis County  
Karen Baxter – Unorganized St. Louis County  
Tiffany Briggs – Angora  
Wendy Long – Leiding  
John Stegmeir – Kabetogama

The motion passed with 14 in favor.

b) **MHA Trustee Conference – Liz Dahl & Mike Enzmann**

- Dahl and Enzmann provided an update to the MHA Trustee conference held in July 2022.

a) **Next Board Meeting – 08/23/2022**

b) **Questions or comments**

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

- Provide meeting feedback to Debevec or Pearson

d) **Adjourn – Judy Pearson**

- At 5:41 pm., a motion to adjourn the meeting was made by Eric Pederson, seconded by Judy Pearson.

Roll Call Vote:

Judy Pearson – Beatty

Barb Johnson – City of Orr

Marge Hyppa – Owens

Eric Pederson - City of Cook

Kathy Weiand - Portage

Shirley Conaway – Camp 5

Mike Enzmann – Field

Denise Parson – Willow Valley

Liz Dahl – Linden Grove

Don Potter – Unorganized St. Louis County

Karen Baxter – Unorganized St. Louis County

Tiffany Briggs – Angora

Wendy Long – Leiding

John Stegmeir – Kabetogama

The motion passed with 14 in favor.

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