

1) **The Regular Board Meeting was called to order on Tuesday, December 27, 2022 at 5:00 p.m. – Microsoft Teams Conference Call**

2) **Roll Call**

Board Members Present

Liz Dahl – Linden Grove
Barb Johnson – City of Orr
Don Potter – Unorganized St. Louis County
Eric Pederson - City of Cook
Shirley Sanborn – Crane Lake
John Stegmeir – Kabetogama

Mike Enzmann – Field
Marge Hyppa – Owens
Karen Baxter – Unorganized St. Louis County
Kathy Weiand - Portage
Shirley Conaway – Camp 5

Board Members Absent

Tiffany Briggs – Angora
Denise Parson – Willow Valley
Wendy Long – Leiding
Judy Pearson – Beatty

Staff Members Present

Teresa Debevec – CEO/Administrator
Stephanie Maki – Human Resources Director
Kaylee Hoard - CFO

3) **Pledge of Allegiance – Forgo while virtual**

4) **Approval of Minutes - 12/27/2022**

- A **motion** was made by Barb Johnson, seconded by Eric Pederson to approve the November 15, 2022, regular board meeting minutes as presented.

Roll Call Vote:

Liz Dahl – Linden Grove
Barb Johnson – City of Orr
Don Potter – Unorganized St. Louis County
Eric Pederson - City of Cook
Shirley Sanborn – Crane Lake
John Stegmeir – Kabetogama

Mike Enzmann – Field
Marge Hyppa – Owens
Karen Baxter – Unorganized St. Louis County
Kathy Weiand - Portage
Shirley Conaway – Camp 5

The motion passed with 11 in favor

5) Administrators Report - Teresa Debevec

- Debevec provided a staffing update:
 - We are struggling to recruit several positions throughout the facility, including Imaging, Care Center, Hospital, Lab, and Dietary.
 - Currently we have travel staff in the Care Center, Imaging and Radiology.
- COVID Update:
 - County positivity rates remain in high transmission, masking has not changed.
- Maintenance Garage:
 - Concrete has been completed on the new garage build.
- Marketing:
 - The Hospital is working on the newsletter, this will be sent out in the next couple months.
 - Planning for the Health fair to be held in the fall of 2023.
- The Heiam Foundation has donated \$50.00 gift cards to all employees of the Hospital to celebrate and give thanks during the Holiday Season. They also donated four Keurig coffee pots, 3 will be in the Hospital and 1 in the Clinic.
- The City of Cook Ambulance Director notified us they will be down an ambulance until at least February due to it needing it a new engine.
- MHA will be holding an in-person annual winter trustee conference. The bootcamp will be held on January 12, and the sessions are January 13, 2023. If any board members are interested in attending, please notify Debevec.
- Debevec met with Grant Hauschild providing him with the history and map of the Hospital District and toured the Hospital.
- The Auxiliary held their annual Bazaar, profits totaled \$2000.00 which they donated back to the Activities Department.
- Senior Leadership continues to meet for the CHNA meetings with members of the public.
- A notice was received from Living Design regarding our bird aviary, they will no longer be servicing our area to care for our birds meaning we will no longer have our aviary available to Care Center residents.
- Conflict of Interest forms were sent out to board members, please return to Debevec as soon as possible.
- The Congress Omnibus Spending Bill has passed.

6) Committee Reports

a. Executive Committee – 12/27/2022 – Liz Dahl

- i. Dahl provided an update on the process for electing officials.
- ii. The January Board meeting will be held on the 5th Tuesday (January 31, 2023) rather than the fourth Tuesday to allow additional time for Hoard to complete year end financials.

b. Finance Committee – 12/27/2022 – Kaylee Hoard

i. Financial Report

1. Hoard provided the November 2022 financial report.
2. 2023 Budget – Kaylee Hoard – Action Needed
 - a. The finance committee made a recommendation to pass the 2023 budget with a Net Income of \$643,342.00

Roll Call Vote:

Liz Dahl – Linden Grove	Mike Enzmann – Field
Barb Johnson – City of Orr	Marge Hyppa – Owens
Don Potter – Unorganized St. Louis County	Karen Baxter – Unorganized St. Louis County
Eric Pederson - City of Cook	Kathy Weiand - Portage
Shirley Sanborn – Crane Lake	Shirley Conaway – Camp 5
John Stegmeir – Kabetogama	

The motion passed with 11 in favor

3. Capital – Mike Enzmann – Action Needed
 - A recommendation was made by the Finance committee to approve the following capital items:
 - a. Damper Repairs – Not to exceed \$30,000.00

Roll Call Vote:

Liz Dahl – Linden Grove	Mike Enzmann – Field
Barb Johnson – City of Orr	Marge Hyppa – Owens
Don Potter – Unorganized St. Louis County	Karen Baxter – Unorganized St. Louis County
Eric Pederson - City of Cook	Kathy Weiand - Portage
Shirley Sanborn – Crane Lake	Shirley Conaway – Camp 5
John Stegmeir – Kabetogama	

The motion passed with 11 in favor

7) New Business & Correspondence

a. Conflict of Interest – Teresa Debevec

- i. Debevec reminded board members to mail in their Conflict-of-Interest forms as soon as possible.

b. Facility Assessment Care Center – Teresa Debevec

i. Debevec provided the updates of the Facility Assessment in the Care Center due to new regulations passed in October 2022. Cook Hospital is required to conduct, document, and annual review a facility-wide assessment, which includes both our resident population and the resources we need to care for our residents. This will ensure compliance with (§483.70(e)).

1. Overview of the Assessment Tool:

- a. Resident profile including numbers, diseases/conditions, physical and cognitive disabilities, acuity, and ethnic/cultural/religious factors that impact care
- b. Services and care offered based on resident needs
- c. Facility resources needed to provide competent care for residents, including staff, staffing plan, staff training/education and competencies, education and training, physical environment and building needs, and other resources, including agreements with third parties, health information technology resources and systems, a facility-based and community-based risk assessment, and other information regarding overall care.
- d. Emergency Preparedness Plan and activities including preparation and action plans
- e. Infection Prevention policies and procedure including general IP policies, employee illness, emerging infections response and monitoring and reporting requirements.

c. CAH Regulations – Teresa Debevec

i. Debevec provided an update on the CAH Regulations.

d. Organ-Tissue-Eye Donation Policy – Teresa Debevec – Action Needed

i. A recommendation was made by Margie Hyppa, seconded by Barb Johnson to approve the updates in the Organ-Tissue-Eye Donation Policy.

Roll Call Vote:

Liz Dahl – Linden Grove

Barb Johnson – City of Orr

Don Potter – Unorganized St. Louis County

Eric Pederson - City of Cook

Shirley Sanborn – Crane Lake

John Stegmeir – Kabetogama

Mike Enzmann – Field

Marge Hyppa – Owens

Karen Baxter – Unorganized St. Louis County

Kathy Weiland - Portage

Shirley Conaway – Camp 5

The motion passed with 11 in favor

e. MHA Trustee Council – Liz Dahl

i. Dahl provided feedback regarding the MHA Trustee Council, also recommended board members attend the MHA Winter Trustee Conference on January 12 & 13, 2023.

f. Election of Officers – Liz Dahl

- i. A recommendation was made by Eric Pederson to nominate Liz Dahl as Board Chair for a term of 2 years. Nominations from the floor were presented times 3 with no other nominations.

Roll Call Vote:

Liz Dahl – Linden Grove	Mike Enzmann – Field
Barb Johnson – City of Orr	Marge Hyppa – Owens
Don Potter – Unorganized St. Louis County	Karen Baxter – Unorganized St. Louis County
Eric Pederson - City of Cook	Shirley Sanborn – Crane Lake
Shirley Conaway – Camp 5	John Stegmeir – Kabetogama

The motion passed with 10 in favor

- ii. A recommendation was made by Liz Dahl to nominate Judy Pearson as Board Elect for a term of 2 years. Nominations from the floor were presented times 3 with no other nominations.

Roll Call Vote:

Liz Dahl – Linden Grove	Mike Enzmann – Field
Barb Johnson – City of Orr	Marge Hyppa – Owens
Don Potter – Unorganized St. Louis County	Karen Baxter – Unorganized St. Louis County
Eric Pederson - City of Cook	Shirley Sanborn – Crane Lake
Shirley Conaway – Camp 5	John Stegmeir – Kabetogama

The motion passed with 10 in favor

- iii. A recommendation was made by Mike Enzmann to nominate Eric Pederson as Board Clerk for a term of 2 years. Nominations from the floor were presented times 3 with no other nominations.

Roll Call Vote:

Liz Dahl – Linden Grove	Mike Enzmann – Field
Barb Johnson – City of Orr	Marge Hyppa – Owens
Don Potter – Unorganized St. Louis County	Karen Baxter – Unorganized St. Louis County
Eric Pederson - City of Cook	Shirley Sanborn – Crane Lake
Shirley Conaway – Camp 5	John Stegmeir – Kabetogama

The motion passed with 10 in favor

- iv. A recommendation was made by Barb Johnson to nominate Mike Enzmann as Board Treasurer for a term of 2 years. Nominations from the floor were presented times 3 with no other nominations.

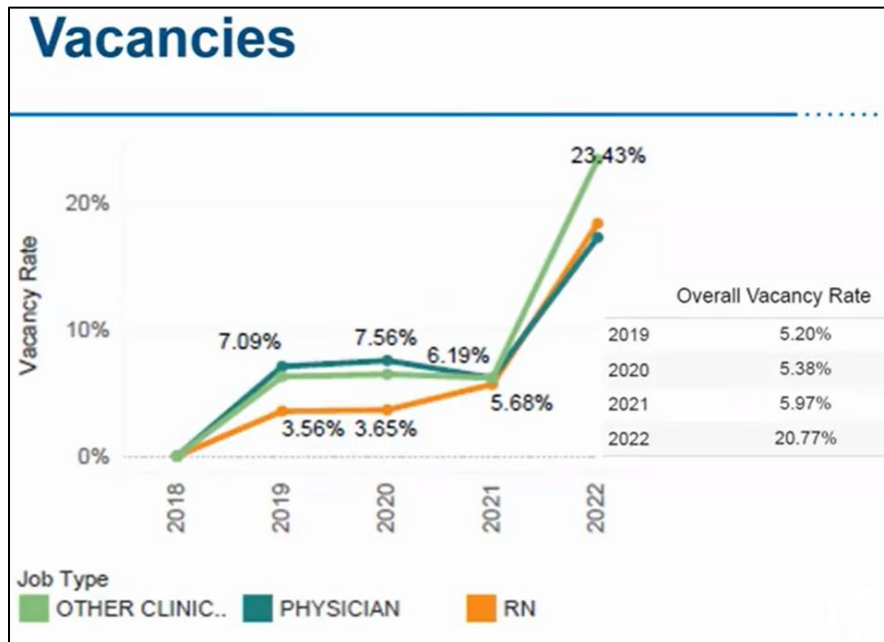
Roll Call Vote:

- | | |
|---|---|
| Liz Dahl – Linden Grove | Mike Enzmann – Field |
| Barb Johnson – City of Orr | Marge Hyppa – Owens |
| Don Potter – Unorganized St. Louis County | Karen Baxter – Unorganized St. Louis County |
| Eric Pederson - City of Cook | Shirley Sanborn – Crane Lake |
| Shirley Conaway – Camp 5 | John Stegmeir – Kabetogama |

The motion passed with 10 in favor

Terms will begin January 1, 2023 and will run until December 31, 2024.

- g. Board Education – Teresa Debevec
 - i. Debevec showed a video presented by Joe Schindler and Blake Chaffee with Minnesota Hospital Association providing insight of the ongoing workforce crisis.
 - ii.



- h. Next Board Meeting – 01/31/2023

- i. Questions or comments

j. **Board Meeting Evaluations – Judy Pearson**

- i. Provide meeting feedback to Debevec or Pearson

k. **Adjourn – Judy Pearson**

- At 5:46pm., a motion to adjourn the meeting was made by Eric Pederson, seconded by Shirley Conaway.

Roll Call Vote:

Liz Dahl – Linden Grove

Barb Johnson – City of Orr

Don Potter – Unorganized St. Louis County

Eric Pederson - City of Cook

Shirley Sanborn – Crane Lake

John Stegmeir – Kabetogama

Mike Enzmann – Field

Marge Hyppa – Owens

Karen Baxter – Unorganized St. Louis County

Kathy Weiand - Portage

Shirley Conaway – Camp 5

The motion passed with 11 in favor

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