

1) **The Regular Board Meeting was called to order on Tuesday, February 28, 2023, at 5:21 p.m. – Microsoft Teams Conference Call**

2) **Roll Call**

Board Members Present On-Site

Liz Dahl – Linden Grove
Barb Johnson – City of Orr
Don Potter – Unorganized St. Louis County
Eric Pederson - City of Cook
Shirley Conaway – Camp 5
Judy Pearson – Beatty

Mike Enzmann – Field
Marge Hyppa – Owens
Karen Baxter – Unorganized St. Louis County
Shirley Sanborn – Crane Lake
Denise Parson – Willow Valley
Theresa Martinson - Angora

Board Members Remote

John Stegmeir – Kabetogama

Kathy Weiand – Portage

Board Members Absent/Excused

Wendy Long – Leiding

Staff Members Present

Teresa Debevec – CEO/Administrator
Stephanie Maki – Human Resources Director
Kaylee Hoard – CFO
Chris Novak – IT Director

3) **Pledge of Allegiance**

4) **Approval of Minutes – 02/28/2023**

- A **motion** was made by Margie Hyppa, seconded by Judy Pearson to approve the January 31, 2023, regular board meeting minutes as presented. The motion passed unanimously.

5) **Administrators Report - Teresa Debevec**

- Debevec provided a staffing update:
 - The facility continues to struggle recruiting 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.
 - LeadingAge released a survey regarding Nursing Homes facilities across Minnesota, 97 out of 350 Nursing Homes in Minnesota completed the survey. Data shows, vacancies have reached as high as 18,500 total leading to reduced admissions, turnover, and decreased satisfaction among staff members.
 - Senior Leadership is following the MHA workforce Roadmap to assist in recruiting and retention of staff members.

- COVID Update:
 - Masking requirements have remained the same due to decreased COVID positive cases in St. Louis County.
 - Patients/Visitors Hospital:
 - Masks only required if displaying respiratory symptoms, higher risk exposure in the last 10 days, tested positive for COVID in the last 10 days.
 - Staff Hospital:
 - Masks required with direct patient care.
 - Masking required when entering occupied room.
 - Outpatient – Masking required during clinics/procedures.
 - Rehab – Masking required when working with patients. Visitors do not need to wear a mask while working out.
 - Radiology – Masking required when performing exams on patients.
 - Lab – Masking required when drawing patients.
 - Housekeeping – Masking required when entering occupied patient room or when cleaning in patient care areas when patients are present.
 - Staff Care Center:
 - All staff that enter the Care Center are required to wear a mask unless they are in an office/meeting room/area where residents or visitors are not located.
 - Visitors Care Center:
 - Masking required until they enter a resident room. Masks can be removed in resident rooms by visitor.
- The Bird Aviary will remain in the Care Center, the Activities Director found a new company to care for the aviary.
- The Heiam Foundation has donated Keurig Coffee Makers to the Hospital and agreed to supply K-cups for the machines.
- Debevec asked board members to notify her if they would no longer like to receive a board packet in the mail, all information will be available on the portal.
- The MHA Summer Trustee conference has announced details of their summer conference, it will be held in person in Alexandria, MN. Bootcamp, July 13, 2023 - Conference, July 14th – 16th. Board members interested in attending can contact Debevec.

6) Committee Reports

- Executive Committee – 02/28/2023 – Liz Dahl
 - Dahl expressed concern regarding the financial impact caused by lack of permanent staff.
 - The Cook Hospital Health Fair will be held on September 16, 2023, from 9:00am – 12:00pm.

- **Finance Committee – 02/28/2023 – Kaylee Hoard**
 - **Financial Report**
 - Hoard provided the January 2023 financial report.
- **Credentialing Committee 02/09/2023 – Teresa Debevec – Action Needed**
 - **Reappointments:** Edwin Anderson, MD; Eric Scrivner, MD; Monty Seper, MD; Jennifer Fischer, MD
 - **Appointments:** Eira Roth, MD; Jill Wruble, MD; John Mulloy, MD; Steven Gerstler, MD; Colleen Kloehn, CRNA

A motion was made by Judy Pearson, seconded by Eric Pederson to approve the Credentialing Reappointments and Appointments. The motion passed unanimously.

7) **New Business & Correspondence**

- **Cybersecurity Education – Chris Novak**
 - Novak provided education on Cybersecurity.
- **Annual Report – Teresa Debevec**
 - Annual reports were mailed out in each board packet for members to present at township meetings if needed.
- **Resolution for authorized individuals on the bank accounts Kaylee Hoard – Action Needed**
 - Resolution to remove Judith Pearson from the Park State Bank accounts of the Cook Hospital & Care Center and add Elizabeth Dahl, Chair, to these accounts effective February 28, 2023.
 - Resolution to remove Lisa Bedi from all Cook Hospital & Care Center associated accounts with Park State Bank, First National Bank and North Star Credit Union effective March 17, 2023.

A motion was made by Mike Enzmann, seconded by Margie Hyppa to approve resolutions to add and remove individuals from Cook Hospital Bank accounts. The motion carried unanimously.

- **Community Benefit Program Policy – Kaylee Hoard – Action Needed**
 - A motion was made by Judy Pearson, seconded by Karen Baxter to approve the Community Benefit Program Policy changes. The motion passed unanimously.

- **Collections Policy – Kaylee Hoard – Action Needed**
 - A motion was made by Judy Pearson, seconded by Karen Baxter to approve the Collection Policy changes. The motion passed unanimously.
- **CLIA Tower Laboratory Survey – Teresa Debevec**
 - A survey was completed on January 12, 2023, in the Tower Lab. One deficiency was found, action was taken to correct the error and MDH has accepted.
- **Next Board Meeting – 03/28/2023**
- **Questions or comments**
- **Board Meeting Evaluations – Liz Dahl**
 - Provide meeting feedback to Debevec or Dahl
- **Adjourn – Liz Dahl**
 - At 6:19pm., a motion to adjourn the meeting was made by Eric Pederson, seconded by Karen Baxter.

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