

1) **The Regular Board Meeting was called to order on Tuesday, March 28, 2023, at 5:02 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
Kathy Weiand – Portage
Theresa Martinson - Angora

Mike Enzmann – Field
Marge Hyppa – Owens
Karen Baxter – Unorganized St. Louis County
Shirley Conaway – Camp 5
Judy Pearson – Beatty

Board Members Absent/Excused

John Stegmeir – Kabetogama
Denise Parson – Willow Valley
Shirley Sanborn – Crane Lake
Wendy Long – Leiding

Staff Members Present

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

3) **Pledge of Allegiance**

4) **Approval of Minutes – 03/28/2023**

- A **motion** was made by Barb Johnson, seconded by Don Potter to approve the February 28, 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, and Dietary.
 - Currently we have travel staff in the Care Center, Imaging, Lab, and Radiology.
 - Lab has hired two Full Time Medical Laboratory Techs; they will both start by early to mid-May.

- COVID Update:
 - Masking requirements have been put back in place for employees due to increased COVID positive cases within the facility.
 - 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 within facility.
 - 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 is required at all times.
- In April, we will be holding a meet and greet with the Scenic Rivers Clinic to promote and provide a refresher on offered services.
- Twin Ports Dermatology will be on-site beginning April 7th, two times per month.
- The Marketing committee continues to plan for the health fair.
- Central Supply will be moving locations within the facility to provide additional much-needed space.
- The Business Office has made changes due to staff turnover; additional job duties were added to existing employees causing a varied schedule for the reception hours.
 - The front desk will be closed from 12:00pm to 1:00pm and closed for the day at 3:30pm.
 - A calling tree will be implemented when external callers dial the main number, allowing direct transfer rather than the receptionist answering each call.
- A contract was signed with Red River Secure Transport, when needed this company provides transport for Mental Health patients if an ambulance is unavailable for transport.
- Effective Monday April 3, 2023, MRI services will be here on Monday as well as an upgrade to the MRI to include bariatric patients.
- Congressionally directed spending requests are being accepted for the Fiscal year of 2024. The purpose of the application is to identify high-impact projects in Minnesota that can reach completion with assistance from the federal government, including our boiler system. Debevec will be moving forward with applying.
- The stroke survey was completed virtually on March 1, 2023, we received 1 minimal tag which has been corrected.
- Cooks second ambulance is back in service.
- Cook News Herald advertised the Health Care Career Exploration program, also known as the Scrubs Camp. This three-day camp allows high school students to attend and learn about a variety of health care services.

6) Committee Reports

- **Executive Committee – 03/28/2023 – Liz Dahl**

- Dahl provided a brief overview of Meditech Expanse.
 - The Hospital’s platform was originally implemented in 1998.
 - Meditech is no longer providing enhancements to the version that the Hospital uses which leaves the Hospital no choice other than to update and purchase Meditech Expanse.

A motion was made by Mike Enzmann, seconded by Kathy Weiand to move forward with signing the Meditech Expanse contract. The motion passed unanimously.

- **Finance Committee – 03/28/2023 – Kaylee Hoard**

- **Financial Report**
 - Hoard provided the February 2023 financial report.
 - Capital – Mike Enzmann – Action Needed
 - a. Combi Oven \$59,000.00

A motion was made by the finance committee to approve the Capital Item, Combi Oven at the amount of \$59,000.00 which includes installation and fees. The motion passed unanimously.

- **Credentialing Committee 03/21/2023 – Teresa Debevec – Action Needed**

- **Reappointments:** Eric Elleby, MD; Aspan Ohson, MD; Delphia Clarke, MD; Eugene Kim, MD; James Turner, MD; Jared Browning, MD; Koreen Potts, MD; Rebecca Magno, MD; Scott Chang, MD; Steven Davis, MD; Vibhu Kapoor, MD
- **Appointments:** Duane Wilson, MD; Glen Ryan, MD; Gregory Parish, MD; Lawrence Ngo, MD; Raquel Walsh Jahnke, DO

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

7) New Business & Correspondence

- **2022 CAH Annual Report – Teresa Debevec**

- Debevec provided an overview of the 2022 CAH Annual Report.

- **Resolution for authorized individuals on the bank accounts Kaylee Hoard – Action Needed**

- A motion was made by Judy Pearson, seconded by Shirley Conaway to add Laurie Feela to NorthStar Credit Union, Northern State Bank, and Park State Bank associated accounts of the Cook Hospital & Care Center effective March 28, 2023. Motion passed unanimously.

- **Education**
 - Education will be provided at the April 2023 board meeting.
- **Next Board Meeting – 04/25/2023**
- **Questions or comments**
- **Board Meeting Evaluations – Liz Dahl**
 - Provide meeting feedback to Debevec or Dahl
- **Adjourn – Liz Dahl**
 - At 5:58 pm., 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.