

1) **The Regular Board Meeting was called to order on Tuesday, June 27, 2023, at 5:21 p.m.**

2) **Roll Call**

Board Members Present

Liz Dahl – Linden Grove

Barb Johnson – City of Orr

Don Potter – Unorganized St. Louis County

John Stegmeir – Kabetogama

Wendy Long – Leiding

Mike Enzmann – Field

Marge Hyppa – Owens

Shirley Conaway – Camp 5

Shirley Sanborn – Crane Lake

Theresa Martinson - Angora

Board Members Absent/Excused

Eric Pederson - City of Cook

Kathy Weiand - Portage

Karen Baxter – Unorganized St. Louis County

Judy Pearson – Beatty

Denise Parson – Willow Valley

Staff Members Present

Teresa Debevec – CEO/Administrator

Stephanie Maki – Human Resources Director

Kaylee Hoard – CFO

3) **Pledge of Allegiance**

4) **Approval of Minutes – 06/27/2023**

- A **motion** was made by Barb Johnson, seconded by Marge Hyppa to approve the May 23, 2023, regular board meeting minutes as presented. All in favor.

The motion passed unanimously.

5) **Administrators Report - Teresa Debevec**

- Debevec provided a staffing update:
 - The facility continues to recruit several positions.
 - Currently we have travel staff in the Care Center, Hospital and Radiology.
 - We have hired a Nurse Manager in the Care Center; she will start in July.
 - OnTrack students attended orientation and will begin training on the floor.
 - We have posted a Revenue Cycle Coordinator position.
- COVID Update – No changes.
- The new maintenance garage is nearing completion.
- The Physician Assistant has begun working in the clinic.

- Our 2023 PIPP plan has been accepted and incentive payments will begin in 2024.
- Minnesota Department of Health completed a survey on June 8, 2023, regarding our OnTrack program. It was found our program has met the requirements.
- Twin Ports Dermatology provided their schedule for 2024, they will be on-site once per month beginning May through October.

6) Committee Reports

- **Executive Committee – 06/27/2023 – Liz Dahl**

- Two bids were received to fill our 500-gallon propane tank with a 1-year term. A recommendation was made by the Executive Committee to accept Como Fuel & Propane at a rate of \$1.479.
 - Como Fuel & Propane - \$1.479
 - Superior Fuel - \$1.499

The motion passed unanimously

- A pharmacy audit was conducted for the 2nd quarter of 2023 by David Salo, all areas are in compliance.
- Due to the upcoming marijuana legalization, Debevec has been in contact with an attorney to create policies and procedures.

- **Finance Committee – 06/27/2023 – Kaylee Hoard – Mike Enzmann**

- Financial Report – Kaylee Hoard
 - Hoard provided the May 2023 financial report.
- Capital – Mike Enzmann
 - A recommendation was made by the Finance committee to approve the capital items:
 - Dietary walk-in refrigerator – Not to exceed \$30,000.00.
 - Care Center Bathtub – Not to exceed \$20,000.00.
 - Per Mar Panic Button upgrade – Not to exceed \$10,000.00.

The motion passed unanimously

- **Credentialing Committee 06/21/2023 – Teresa Debevec – Action Needed**

A motion was made by Wendy Long, seconded by Mike Enzmann to approve the credentialing reappointments.

- Reappointments: Diane Conley, MD; Kelcey Ellass, MD; Kevin McDonnell, MD; Toseef Khan, MD

The motion passed unanimously

7) New Business & Correspondence

- **Facility Assessment – Teresa Debevec**
 - Debevec provided the changes to the Facility Assessment
 - The Director of Nursing was added.
 - Substance use disorder, behavioral health, dementia care, additional training items and specialized skills were added.

- **QAPI Policy – Teresa Debevec**
 - Debevec provided an overview of the QAPI policy.
 - To demonstrate a consistent endeavor to assure delivery of quality of care to all patients and residents.
 - Continuously study and improve our processes and service delivery.
 - Take a proactive approach to improve our performance and focus on improving patient outcomes and the prevention of errors.
 - The Governing Body is responsible and accountable for oversight of the QAPI program.
 - In addition to actively participating, they delegate authority to the COO as the Quality Director and the CEO to establish, maintain and evaluate a QAPI plan.

- **Credentialing – Teresa Debevec**
 - Debevec provided an overview of credentialing.
 - Credentialing is "the process of assessing and confirming the license or certification, education, training, and other qualifications or a licensed or certified healthcare practitioner."
 - Privileging is "the process of authorizing a healthcare practitioner's specific scope and content of patient care services."

- **Next Board Meeting – 07/25/2023**

- **Questions or comments**

- **Board Meeting Evaluations – Liz Dahl**
 - Provide meeting feedback to Debevec or Dahl

- **Adjourn – Liz Dahl**
 - At 5:59pm., a motion to adjourn the meeting was made by Mike Enzmann.

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