

1) **The Regular Board Meeting was called to order on Monday, September 25, 2023, at 5:19 p.m.**

2) **Roll Call**

Board Members Present

Liz Dahl – Linden Grove
Shirley Conaway – Camp 5
Shirley Sanborn – Crane Lake
Judy Pearson – Beatty
Eric Pederson - City of Cook
Barb Johnson – City of Orr

Marge Hyppa – Owens
John Stegmeir – Kabetogama
Wendy Long – Leiding
Don Potter – Unorganized St. Louis County
Denise Parson – Willow Valley

Board Members Absent/Excused

Karen Baxter – Unorganized St. Louis County
Kathy Weiand - Portage
Theresa Martinson – Angora
Mike Enzmann – Field

Staff Members Present

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

3) **Pledge of Allegiance**

4) **Approval of Minutes – 09/25/2023**

- A **motion** was made by Marge Hyppa, seconded by Wendy Long to approve the August 22, 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 and Radiology Departments.
- The Health Fair event went great this year, many thanks for all for the time and energy everyone put into it to make it a success.
- The Care Center is working on a PIPP program relating to fall prevention.
- CMS released guidance on the proposed Care Center staffing dictating staffing ratios for Nursing Assistants and Registered Nurse coverage.

6) Committee Reports

- Executive Committee – 09/25/2023 – Liz Dahl

- The 2023 legislature established the Nursing Facility Workforce Incentive Grant Program to assist nursing facilities with recruiting and retaining eligible workers. The total funding the legislature has provided for nursing facility workforce is \$74,500,000.00, eligible workers may receive up to \$3,000.00 per year depending on position, FTE, and hourly rate.

- Finance Committee – 09/25/2023 – Kaylee Hoard – Liz Dahl

- Financial Report – Kaylee Hoard
 - Hoard provided the August 2023 financial report.
- Capital – Liz Dahl
 - A recommendation was made by the Finance committee to approve the capital item:
 - Radio and Antennae – Not to exceed \$52,000.00.

The motion passed unanimously.

- A recommendation was made by the Finance committee to approve the capital item - sanitary sewer project bid provided by 2EZ dba Jola & Sopp for a total amount of \$190,000.00.
 - 2EZ dba Jola & Sopp - \$160,000.00
 - An additional \$30,000.00 was requested and approved per the replacement driveway (\$15,000.00) and project cost to DSGW (\$15,000.00) was not included in the original bid – Total \$190,000.00
 - Bougalis & Son - \$175,276.00
 - TNT Construction - \$229,300.00
 - Utility System Inc. - \$314,000.00
 - Veit & Company Inc. - \$468,000.00

The motion passed unanimously.

7) Credentialing Committee 09/13/2023 – Teresa Debevec – Action Needed

- Reappointments: Alice Mann, MD; Catherine Roberts, MD; Bruce Thaler, MD; Sushila Kompala, MD; Daniel Courneya
- Appointments: Kent Donelan, MD; Steven Vanderwarf, MD; Blake Carlson, MD

WL/SS (MCU)

8) New Business & Correspondence

- Resolution for Sanitary Sewer Improvement Contract – Liz Dahl – Action Needed
 - A motion was made by Judy Pearson, seconded by Marge Hyppa to approve the Sanitary Sewer resolution. Teresa Debevec is hereby approved as an official representative of the Cook Hospital & Care Center to sign and execute the contract for the Cook Hospital Sanitary Sewer Improvement Project. The resolution was adopted by the Cook Hospital & Care Center Governing Board on September 25, 2023.

JP/MH (MCU)

- Education – Teresa Debevec
 - Debevec provided board education on Minnesota’s 29 Adverse Reportable Health Events.
 - In 2003, Minnesota became the first state in the nation to establish a mandatory health event reporting system that included 27 “never events” and a public report that identified adverse events by facility. The law has since been modified and now includes 29 reportable events.
 - The law requires MDH to track, assess and analyze all incoming reports of adverse events, along with the accompanying root cause analysis and corrective action plans.
 - A hospital or ambulatory surgical center discovers that one of the events has occurred. Within 15 days, they must report the details of the event into a secure, password-protected Web-based registry.
 - The facility is required to convene an internal team to conduct a Root Cause Analysis (RCA), which involves investigating the role of various factors that may have contributed to the event, including communication, equipment, staffing/fatigue, training, policies/procedures and organizational culture.
 - Within 60 days of the event discovery, facilities are required to submit the findings of their RCA and corrective action plan(s).
- Next Board Meeting – 10/24/2023
- Questions or comments
- Board Meeting Evaluations – Liz Dahl
 - Provide meeting feedback to Debevec or Dahl
- Adjourn – Liz Dahl
 - At 5:51pm., a motion to adjourn the meeting was made by Eric Pederson, seconded by Judy Pearson.

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