

1) **The Regular Board Meeting was called to order on Tuesday November 28, 2023, at 5:01 p.m. via Microsoft Teams.**

2) **Roll Call**

Board Members Present

Liz Dahl – Linden Grove
Shirley Conaway – Camp 5
Eric Pederson - City of Cook
Karen Baxter – Unorganized St. Louis County
Mike Enzmann – Field
Judy Pearson – Beatty
Kathy Weiand - Portage

Marge Hyppa – Owens
Don Potter – Unorganized St. Louis County
Barb Johnson – City of Orr
Theresa Martinson – Angora
John Stegmeir – Kabetogama
Denise Parson – Willow Valley

Board Members Absent

Shirley Sanborn – Crane Lake
Wendy Long – Leiding

Staff Members Present

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

3) **Approval of Minutes – 11/28/2023**

- A **motion** was made by Barb Johnson, seconded by Judy Pearson to approve the October 24, 2023, regular board meeting minutes as presented. All in favor.

Roll Call Vote:

Liz Dahl – Linden Grove
Shirley Conaway – Camp 5
Eric Pederson - City of Cook
Mike Enzmann – Field
Theresa Martinson – Angora
Judy Pearson – Beatty
Kathy Weiand - Portage
The motion passed with 13 in favor

Marge Hyppa – Owens
Don Potter – Unorganized St. Louis County
Barb Johnson – City of Orr
Karen Baxter – Unorganized St. Louis County
John Stegmeir – Kabetogama
Denise Parson – Willow Valley

4) Administrators Report - Teresa Debevec

- A staffing report was provided:
 - We continue to recruit several positions' facility wide, including:
 - Dietary
 - Nursing Assistants
 - RN/LPN
 - Hospital Biller
 - Radiologic Technologist
 - Ultrasound Technologist
 - Senior Leadership has met regarding staffing issues in the Care Center, Nursing Assistants are currently in critical staff and working on an approach for retention and recruitment.
- Next Senior Living asked to meet with Debevec and Lesemann to introduce themselves, get to know the hospital and hopefully gain insight to provide a better partnership.
- The sewer project has been put on hold until Spring due to the weather.
- The Emergency Room radios are currently on back-order, an estimated timeframe for receiving these will be July 2024.
- The Hospital is working on putting together policies and the roll-out of Earned Sick and Safe Time for employees.

5) Committee Reports

- Executive Committee – 11/28/2023 – Liz Dahl
 - Debevec has renewed her contract with the Hospital.
 - The December board meeting will be held on December 19, 2023, rather than the 26th due to the Christmas holiday.
- Finance Committee – 11/28/2023 – Kaylee Hoard – Liz Dahl
 - Financial Report – Kaylee Hoard
 - Hoard provided the October 2023 financial report.
 - Capital – Mike Enzmann
 - A recommendation was made by the Finance committee to approve the following capital items:
 - Traphon2 – Ultrasound probe high level disinfectant– Not to exceed \$10,000.00.

Roll Call Vote:

Liz Dahl – Linden Grove

Shirley Conaway – Camp 5

Eric Pederson - City of Cook

Mike Enzmann – Field

Theresa Martinson – Angora

Judy Pearson – Beatty

Marge Hyppa – Owens

Don Potter – Unorganized St. Louis County

Barb Johnson – City of Orr

Karen Baxter – Unorganized St. Louis County

John Stegmeir – Kabetogama

Denise Parson – Willow Valley

Kathy Weiland - Portage
The motion passed with 13 in favor

- 2024 Budget – Kaylee Hoard – Action Needed
 - The finance committee made a recommendation to pass the 2024 budget with a Net Income of \$412,109.00

Roll Call Vote:

Liz Dahl – Linden Grove
Shirley Conaway – Camp 5
Eric Pederson - City of Cook
Mike Enzmann – Field
Theresa Martinson – Angora
Judy Pearson – Beatty
Kathy Weiland - Portage
The motion passed with 13 in favor

Marge Hyppa – Owens
Don Potter – Unorganized St. Louis County
Barb Johnson – City of Orr
Karen Baxter – Unorganized St. Louis County
John Stegmeir – Kabetogama
Denise Parson – Willow Valley

6) Credentialing Committee – 11/08/2023 – Teresa Debevec – Action Needed

- A recommendation was made by Judy Pearson, seconded by Shirley Conaway to approve the following appointment:
 - Willard C. Hurley, MD

Roll Call Vote:

Liz Dahl – Linden Grove
Shirley Conaway – Camp 5
Eric Pederson - City of Cook
Mike Enzmann – Field
Theresa Martinson – Angora
Judy Pearson – Beatty
Kathy Weiland - Portage
The motion passed with 13 in favor

Marge Hyppa – Owens
Don Potter – Unorganized St. Louis County
Barb Johnson – City of Orr
Karen Baxter – Unorganized St. Louis County
John Stegmeir – Kabetogama
Denise Parson – Willow Valley

7) Hospital QAPI – Marge Hyppa

- Marge reported on the Hospital QAPI meeting, minutes attached.

8) Compliance & Ethics – Liz Dal

- Dahl reported on the Compliance & Ethics meeting.

9) **New Business & Correspondence**

• **ECPN Application – Kaylee Hoard – Action Needed**

- We have chosen to participate in the ECPN, (Equitable cost sharing for publicly owned nursing facilities) with a rate of \$23.27 per resident per day.

A motion to approve the ECPN rate was made by Judy Pearson, seconded by Don Potter.

Roll Call Vote:

Liz Dahl – Linden Grove
Shirley Conaway – Camp 5
Eric Pederson - City of Cook
Mike Enzmann – Field
Theresa Martinson – Angora
Judy Pearson – Beatty
Kathy Weiand - Portage
The motion passed with 13 in favor.

Marge Hyppa – Owens
Don Potter – Unorganized St. Louis County
Barb Johnson – City of Orr
Karen Baxter – Unorganized St. Louis County
John Stegmeir – Kabetogama
Denise Parson – Willow Valley

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

- Resolution to remove Kelly Brodeen effective 12/16/2023 and add Kathryn Hetra effective 11/28/2023 to North Star Credit Union & First National Bank accounts of the Cook Hospital & Care Center.
- Resolution to remove Kelly Brodeen and Laurie Feela effective 11/28/2023 from the Park State Bank accounts of the Cook Hospital & Care Center.

A motion was made to approve the bank resolutions was made by Marge Hyppa, seconded by Eric Pederson.

Roll Call Vote:

Liz Dahl – Linden Grove
Shirley Conaway – Camp 5
Eric Pederson - City of Cook
Mike Enzmann – Field
Theresa Martinson – Angora
Judy Pearson – Beatty
Kathy Weiand – Portage
The motion passed with 13 in favor.

Marge Hyppa – Owens
Don Potter – Unorganized St. Louis County
Barb Johnson – City of Orr
Karen Baxter – Unorganized St. Louis County
John Stegmeir – Kabetogama
Denise Parson – Willow Valley

- **Policy Review – Teresa Debevec – Action Needed**
 - Community Benefit Program – 11/01/2023
 - For any uninsured patient, such patients will automatically be screened for eligibility in the program.
 - Collections Policy – 11/01/2023
 - Collections cannot be started prior to offering the Community Benefit Program to the uninsured patient.
 - Emergency Department/Hospital Patient Care Policies – Annual Review
 - No Changes
 - Organ-Tissue-Eye Donation Policy Review – Annual Review
 - No Changes

A motion was made by Judy Pearson, seconded by Theresa Martinson to approve the reviewed policies.

Roll Call Vote:

Liz Dahl – Linden Grove
Shirley Conaway – Camp 5
Pederson - City of Cook
Mike Enzmann – Field
Theresa Martinson – Angora
Judy Pearson – Beatty
Kathy Weiland – Portage

Marge Hyppa – Owens
Don Potter – Unorganized St. Louis County Eric
Barb Johnson – City of Orr
Karen Baxter – Unorganized St. Louis County
John Stegmeir – Kabetogama
Denise Parson – Willow Valley

The motion passed with 13 in favor.

- Trustee Council Meeting – Liz Dahl
 - Dahl provided information regarding the MHA Winter Conference held in January in Brooklyn Park, MN.
 - Dinner Reception – January 10, 2024
 - Sessions – January 11 – 12, 2024
- **Next Board Meeting – 12/19/2023**
- **Questions or comments**
 - Financials will not be included in the December board packets but will be provided on the board portal due to the meeting being held on the 19th.
- **Board Meeting Evaluations – Liz Dahl**
 - Provide meeting feedback to Debevec or Dahl

- **Adjourn – Liz Dahl**

- At 5:43pm., 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.