

1) **The Regular Board Meeting was called to order on Tuesday March 25, 2025, at 5:17 p.m.**

2) **Roll Call**

Board Members Present

Liz Dahl – Linden Grove
Eric Pederson - City of Cook
Karis Antikainen – City of Orr
Wendy Long – Leiding
Judy Pearson – Beatty
Shirley Conaway – Camp 5

Don Potter – Unorganized St. Louis County
Mike Enzmann – Field
John Stegmeir – Kabetogama
Karen Baxter – Unorganized St. Louis County
Theresa Martinson – Angora

Board Members Excused

Kathy Weiand – Portage
Marge Hyppa – Owens
Jodell Driggs – Crane Lake
Denise Parson – Willow Valley

Staff Members Present

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

3) **Pledge of Allegiance**

4) **Approval of Minutes – 03/25/2025**

- a) A motion to approve February 25, 2025, regular board meeting minutes as presented was made by Wendy Long and seconded by Karen Baxter. The motion was approved unanimously.
The motion passed unanimously

5) **Administrators Report – Teresa Debevec**

a) **Facility Staffing**

- Active recruitment efforts are ongoing for multiple positions throughout the facility.
- The Activities Director has resigned, and recruitment for a replacement is in progress.

b) **Board member Reminder:**

- Board members are reminded that if an employee approaches them regarding any employee/employer relationship matters, they should be directed back to the appropriate administrative personnel for resolution. This ensures that concerns are handled through the proper channels and in accordance with organizational policies.

- c) **Staffing & Clinical Updates:**
 - Debevec continues discussions with our potential Speech Therapist.
 - Matt Knealing, PA, has received excellent feedback from Emergency Room patients.
 - Schedules have been created with our CRNAs to resume procedure days.
- d) **Custom Learning Initiatives:**
 - The SEA group, in collaboration with Custom Learning, has been conducting two-hour training sessions for all staff.
 - Debevec will begin hosting town hall meetings for all staff starting in April.
 - **Swing Bed Academy** – The program has exceeded expectations, leading to an increase in swing bed utilization within the facility.
 - **Accelerated Staffing Fix Program** – Set to launch in May.
- e) **Facility & Operations Updates:**
 - The internal phone tree has been updated, with implementation coming soon.
 - Hoard is working on setting up credit card payment capabilities for the food spot machine.
 - DSGW will be soliciting bids for the scope processing area.
- f) **Community Health Needs Assessment:**
 - Debevec is working with Rural Health Innovations to begin the Community Health Needs Assessment, as part of our ongoing commitment to community health.
- g) **Regulatory & Compliance:**
 - Debevec provided an update on Minnesota Paid Leave, noting the effective date and key provisions.
 - The Nursing Home Workforce Standards Board held a holiday rule hearing on February 20th. A final decision from the judge has not yet been issued but is expected before the next holiday.
- 6) **Committee Reports**
 - a) **Executive Committee – 03/25/2025 – Liz Dahl**
 - Dahl spoke with our auditing firm, and they complimented Kaylee and the leadership team on the fantastic job done during the initial stages of the audit.
 - b) **Legislative Committee – 03/25/2025 – John Stegmeir**
 - **Agenda Creation:**
 - The board discussed the process for creating a structured agenda for future meetings.
 - **Charter Preparation:**
 - The board began developing a formal charter to outline the mission, roles, and meeting guidelines.
 - **Assignment of Duties:**
 - Board members were assigned duties related to engaging with political representatives and key associations.
 - **Legislative Updates:**

- The board reviewed several key legislative updates, including bills related to workplace safety, nurse staffing, and Medicaid reimbursement.

c) **Finance Committee – 03/25/2025**

- Kaylee Hoard – February 2025 financials were provided to the board
- Mike Enzmann – Capital Items
 - No board action was required as both expenditures were below the minimum threshold.
 - Bladder Scan - \$11,271.50
 - Per-Mar IT Equipment - \$9,853.50

7) **Credentialing – 03/19/2025**

- a) A recommendation was made by Judy Pearson, seconded by Wendy Long, to approve the following appointments and reappointments:
 - **Appointments:**
 - Matthew Knealing, PAC
 - **Reappointments:**
 - Delphia M. Clarke, MD
 - Steven W. Davis, MD
 - Leah Dvorak, MD
 - Eric Elleby, MD
 - Janelle Lund, RC
 - Terry Perkins, MD

The motion passed unanimously

8) **New Business & Correspondence**

- a) Policies – Teresa Debevec – Action Needed
 - A motion was made by Mike Enzmann, seconded by Judy Pearson to approve the following policy updates:
 - Vulnerable Adult Maltreatment Plan
 - Risk Management Plan
 - Emergency Preparedness Plan
 - Credentialing & Granting Privileges

The motion passed unanimously

b) AFSCME Union Contracts (Tech, Support & LPN) – Teresa Debevec – Action Needed

- A motion was made by Judy Pearson, seconded by Wendy Long to approve the updates to the Union Contract wages
 - AFSCME Support:
 - 2025: 6.0%, retroactive to 1/1/2025
 - 3% Market Adjustment for Dietary Aide, Cook, Head Cook, & Culinary Chef for 2025 wages
 - 2026: 4.5%
 - 2027: 3.0%
 - AFSCME Tech:
 - 2025: 6.0%, retroactive to 1/1/2025
 - 2026: 5.0%
 - 2027: 4.0%
 - AFSCME LPN:
 - 2025: 6.0%, retroactive to 1/1/2025
 - 3% Market Adjustment for 2025 wages
 - 2026: 5.0%
 - 2027: 4.0%

The motion passed unanimously

c) CAH Annual Review – Teresa Debevec

- Debevec provided the CAH Annual Review in the board mailing and asked board members to review.

d) Potential Report to State Attorney General with regards to referrals – Liz Dahl

- The board discussed concerns regarding patients who, due to the level of care they require at the time, may be referred to another facility, but are being informed that they cannot follow up at our facility for services.
- It was considered whether a report should be made to the State Attorney General.
- The decision was made to instead have the marketing department educate patients and the public about their right to access services at our facility, even after receiving care at another.

e) Education – Teresa Debevec

- Debevec provided a video of MHA members, Mary Krinkie and Joe Schindler regarding MHA's discussion on proposed directed payment program that could potentially boost federal matching dollars for Medicaid reimbursements at state hospitals.

9) Next Board Meeting – 04/22/2025

10) Questions or comments

11) Board Meeting Evaluations – Liz Dahl

- a) Provide meeting feedback to Debevec or Dahl

12) Adjourn – Liz Dahl

- At 6:19, a motion to adjourn the meeting was made by Eric Pederson, seconded by Wendy Long.

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