

1) The Regular Board Meeting was called to order on Tuesday September 24, 2024, at 5:16 p.m.

2) Roll Call

**Board Members Present**

Liz Dahl – Linden Grove

Don Potter – Unorganized St. Louis County

Karen Baxter – Unorganized St. Louis County

Mike Enzmann – Field

Eric Pederson - City of Cook

Marge Hyppa – Owens

Judy Pearson – Beatty

Barb Johnson – City of Orr

John Stegmeir – Kabetogama

Denise Parson – Willow Valley

**Board Members Excused**

Shirley Sanborn – Crane Lake

Kathy Weiand – Portage

Wendy Long – Leiding

Theresa Martinson – Angora

**Board Members Absent**

Shirley Conaway – Camp 5

**Staff Members Present**

Stephanie Maki – Human Resources Director

Kaylee Hoard – CFO

3) Pledge of Allegiance

4) Approval of Minutes – 09/24/2024

- A **motion** was made by Marge Hyppa, seconded by Karen Baxter to approve the August 27, 2024, regular board meeting minutes as presented. All in favor.

**The motion passed unanimously.**

5) Administrators Report – Stephanie Maki

- Staffing Update:  
We continue to recruit several positions through the facility.
- Facility Update:
  - Dorholt was here Monday and Tuesday to remove the carpet and install the plank flooring in the hospital front entrance hallway.
  - The windows that were approved have been ordered, we are waiting for those to come in to schedule installation.

- The ER & hospital kitchenette area countertops have been ordered and are waiting for those to come in to schedule installation.
- The hydronic pumps are on order.
- The Custom Learning focus groups and seminar went well. Senior Leadership has a Teams Meeting scheduled on October 4<sup>th</sup> to review our report. Teresa will update the board members at the October Meeting.
- Breast Cancer Awareness Event – will be held Tuesday, October 1<sup>st</sup> at 4:00pm.
- The Heiam Foundation donated \$1,000 toward the event (Breast Cancer Awareness).
- HCAHPS – The latest report was sent out in the board packets with an overview of the survey.
- Meditech staff are on-site this week as testing continues and Go Live is October 1<sup>st</sup>.
- We have signed up for the Swing Bed Growth Academy through Custom Learning. This will begin on October 4th. This program aims to improve marketing, quality, and patient experience.

#### 6) Committee Reports

- Executive Committee – 09/24/2024 – Liz Dahl
  - Liz provided a report of the Custom Learning session she attended on October 4<sup>th</sup>.
  - The company vehicle needs a new engine due to water damage; Kaylee is working with our insurance company on coverage.
  - Discussions have been had with Scenic Rivers Clinic regarding our Emergency Room using a Physician Assistant, this has not been approved.
- Finance Committee – 09/24/2024 – Kaylee Hoard
  - Hoard presented the August 2024 financials.
  - A proposal was made by Judy Pearson, seconded by Eric Pederson to approve the request of the \$500,000.00 line of credit renewal.
    - JP/EP (MCU)
  - A recommendation was made by the Finance Committee to accept the following capital items:
    - Reverse Osmosis Water System – not to exceed \$45,000.00.
    - Smartlinx – Not to exceed \$35,000.00.
      - (MCU)

#### 7) Credentialing Committee – No Meeting

#### 8) CAH & LSC Survey – Stephanie Maki

- Minnesota Department of Health was on-site August 19<sup>th</sup> to August 22<sup>nd</sup> for our unannounced Critical Access Hospital survey. We received the following tags:
  1. Manual weekly checks of the defibrillator monitor were not completed.
  2. Monthly maintenance checks for the negative air follow rooms for 6 of 8 negative pressure rooms were not completed.
  3. Policies in Dietary and Pharmacy were not reviewed bi-annually.
  4. Dietician consultations were not ordered by the Dietary Manager when required.

- The Fire Marshal was on site August 20<sup>th</sup>. We received the following tags:
    1. Rehab equipment was obstructing the rehab exit door, the pathway must always remain clear.
    2. The exit door by receiving was blocked with a patient walker, the pathway must always remain clear.
    3. The basement maintenance storage room did not have a self-closing device.
    4. July documentation for the battery-operated fire alarm devices could not be found.
    5. Penetration from one smoke compartment to another above doors in six areas. These smoke barriers need to be constructed to a half hour fire resistance rating.
    6. An electrical panel did not have a lock on it.
    7. Extension cords and power strips were not in compliance in three departments.
    8. Oxygen was stored in the X-Ray hallway and was not secured while not in use.
  
  - The Fire Marshal also inspected the Tower Laboratory, while also inspecting the Tower Clinic. We received tags, although the building is not ours. We will be inquiring about this to the Marshal:
    1. Items stored within eighteen inches of the clearance are under sprinkler heads in the dental area.
    2. Portable space heaters are prohibited in or near patient care areas and were found in the dental office area near a patient care area, patient care area near a dental chair and in the oxygen storage area.
    3. Power strips and extension cords are being used where they cannot be.
- 9) **Strategic Planning – Liz Dahl**
- Liz reported the strategic planning session held with Matt Anderson was beneficial to board members and his focus on board member responsibilities.
- 10) **Next Board Meeting – 10/22/2024**
- 11) **Questions or comments**
- 12) **Board Meeting Evaluations – Liz Dahl**
- Provide meeting feedback to Debevec or Dahl
- 13) **Adjourn – Liz Dahl**
- At 5:47pm., a motion to adjourn the meeting was made by Eric Pederson, seconded by Don Potter.

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