

North Dakota Long Term Care Association

Board Meeting

Monday, September 25, 2023

2:30pm – 4:30pm

Holiday Inn, Fargo

**1. CALL TO ORDER**

Chair, Cindy Tredwell, called the meeting of the North Dakota Long Term Care Association Board to order at 2:37pm on Monday, September 25, 2023.

**2. ROLL CALL**

Tim Kennedy, Secretary/Treasurer took roll call.

**MEMBERS PRESENT:**

Cindy Tredwell Jill Foertsch Amy Kreidt Joyce Linnerud Fowler

Tim Kennedy Jac McTaggart Rick Regner Stephanie Edland

Kiara Tuchscherer Trevor Tompkins

Belinda Moen Kaylene Kitelinger

Gerry Leadbetter

**OTHERS PRESENT:**

Shelly Peterson, NDLTCA President

Nikki Wegner, NDLTCA President

Peggy Krikava, Education Director

Carol Ternes, Executive Assistant

Vanessa Raile, Director of Emergency Planning

Reier Thompson, Chair, NDLTCA-PAC

Anne Stoll, Eide Bailly

**3. CALL FOR OTHER BUSINESS**

Cindy called for other business and there was none.

**4. ANTITRUST AND CONFLICT OF INTEREST POLICY**

Cindy asked all present to read the Antitrust and Conflict of Interest Policy.

No questions or comments regarding policy were asked.

**5. INTRODUCTION OF NIKKI WEGNER**

Cindy welcomed and introduced Nikki Wegner, incoming President of the Association.

**6. 2022 990 REPORT FOR THE ASSOCIATION**

Ann Stoll, Eide Baily, reviewed the 2022 990 for the Association.

**MOTION: EDLAND/MCTAGGART MOVED AND SECONDED TO APPROVE THE 2022 990 REPORT.**

**100% YEAS. 0 NAYS. MOTION CARRIED.**

**7. APPROVAL OF THE JULY 25, 2023 MINUTES**

Cindy called for approval of the July 25, 2023 minutes.

**MOTION: KITELINGER/MOEN MOVED AND SECONDED TO APPROVE THE JULY 25, 2023 MINUTES.**

**100% YEAS. 0 NAYS. MOTION CARRIED.**

**8. 2023 YEAR TO DATE FINANCIALS**

Shelly reviewed the August 2023 Financial Statement

-Financial reports now includes column with budget numbers

-Associate Membership Dues has a negative amount for August, Peggy will research this.

-Recent correction adjustments done to AHCA expense accounts

**MOTION: REGNER/KITELINGER MOVED AND SECONDED TO APPROVE AUGUST FINANCIALS.**

**100% YEAS. 0 NAYS. MOTION CARRIED.**

Shelly reviewed the information provided by Lynnell, Haga Kommer regarding our current funds in Starion accounts. Discussion held regarding moving money to a money market thru Edward Jones to get a higher interest rate.

**MOTION: KREIDT/MCTAGGART MOVED AND SECONDED TO APPROVE MOVING $500,000 OR MORE TO EDWARD JONES BASED ON THEIR RECOMMENDATION.**

**100% YEAS. 0 NAYS. MOTION CARRIED.**

**9. FACILITY MEMBER REQUST FOR DUES REDUCTION DUE TO BED REDUCTION**

Tony Hanson, Administrator of Western Horizon Care Center, reached out requesting a reduction in membership fees due to the facility putting (7) beds in layaway.

The board discussed and agreed to follow the Dues Policy which states “If a member decreases licensed capacity, they may request a reduction in member dues. The request must be submitted prior to the effective date of the bed reduction.” Tony indicated the beds were put into layaway beginning July 1, 2023. His request to the Association for reduction was requested August 14, 2023.

Shelly will contact Tony and let him know that his request is denied.

**10. 2024 ASSOCITATION PROPOSED BUDGET & AHCA DUES INCREASE**

Tim Kennedy reviewed the 2024 Budget with board members.

**MOTION: LEADBETTER/KITELINGER MOVED AND SECONDED TO APPROVE THE 2024 ASSOCIATION BUDGET.**

**100% YEAS. 0 NAYS. MOTION CARRIED.**

**11. ASSOCIATION UPDATE**

Shelly provided updates on several topics:

Basic Care/Assisted Living Study

-RFP sent out to AL/BC members

-Contract will be awarded tomorrow, 9-24

-Collaborative group discussion with AL/BC facilities

-DHHS has verbally committed to working with us

Contract Nursing Study

-State has requested we survey members asking how much contract nursing agencies are charging; for those who received PPP money, was it helpful and how did they spend the money.

Nurse Scholarship Update

-Currently 48 completed applications

-Award Winners will be picked by 3 independent people

-Deadline extended

NF Value Based Purchasing

-Attend session on Wednesday, at 10:30am

-First $4 million will be distributed in June 2024

**12. 2024 BOARD ELECTION UPDATE**

Shelly reviewed the board elections that will take place at the membership meeting on Wednesday, September 26th.

Chair: Amy Kreidt

Vice Chair: Tim Kennedy

Assisted Director-at-Large: Joyce Linnerud Fowler

Basic Care Director-at-Large: Kiara Tuchscherer

Hospital Attached Director-at-Large: Jac McTaggart

Free Standing Nursing Facility Director-at-Large: Stephanie Edland and Nathan Trottier

Region Directors in Region 1, III, V will be elected at upcoming regional meetings.

**13. NDLTCA EMPLOYEE HANDBOOK**

Shelly asked the board to clarify and update 2 sections in the Employee Policies.

Section 6.08 #2 currently reads:

Eligibility: Annual leave is available for use after your 4 months introductory period is complete. Requesting change to read: Annual leave is available upon hire.

Section 6.12 Rest and Meal Periods currently reads:

All breaks and meal periods are considered time worked and you will be paid for these times. Requesting change to remove “and meal periods”.

**MOTION: EDLAND/KITELINGER MOVED AND SECONDED TO APPROVE CHANGES TO EMPLOYEE HANDBOOK.**

**100% YEAS. 0 NAYS. MOTION CARRIED.**

**14. DISTINGUISED SERVICE AWARD**

The board discussed nominations for this award. Further discussion will be held at the December 2023 meeting.

**15. EMERGENCY PREPAREDENSS UPDATE**

Vanessa Raile, Director of Emergency Planning, provided an update.

Facilities should be conducting a full-scale exercise or functional exercise in your facility.

I have been emailing this since the beginning of the year.

The ND HHS EPR section will conduct Evacuation Training with Bus loading with stretchers and wheelchairs with your staff. They will also bring the medsled or stairchair for multi-level evacuation down stairs. Lastly, they will do HC Standard Resident tracking with the mobile app.

This will count as a full-scale exercise.

Since the beginning of the year, the state team has been to 26 facilities and has another 2 scheduled before the end of the year.

The number of staff that have been trained is 1181. These are your employees that have not had this experience at a convention or conference when we have offered evacuation training.

Contact your regional Emergency Preparedness & Response Coordinator with the state. If you are not sure who that is in your region, please contact me. They will also come to your facility and assist you with completing an exercise. Each year you must test a different section of your EOP.

Anytime you have an incident that tests your Emergency Operation Plan, you can use that as an exercise. Get in the habit of documenting these 5 points:

1. Write the scenario – what happened
2. Who all participated
3. What went well
4. What did not go so well
5. What you will do to make it better – the improvement plan

You do not HAVE to use the same form that the state uses – the FEMA form. Just follow the instructions above and label it AAR/IP – After Action Report/Improvement Plan

Tabletop exercises completed during convention or this conference can NO longer serve as the tabletop exercise for your facility that tests your Emergency Operations Plan. I encourage you to continue to attend these training sessions as you can take the entire packet – scenario - back to your facility and lead the discussion.

Over the past month, I have sent twice in the weekly EP Update the document that is included in your packets. HHS DOC Assisted Resident /Patient Evacuation. This handout is to be put with your completed MOA from the state in your Emergency Operations Plan.

This document was created due to CMS federal surveyors coming to your facilities and giving deficiencies because the facility has not shown they have an agreement with another facility that can provide the level of care that they do. Facilities have had the temporary location for evacuation agreements but not a facility agreement. ND does not expect our facilities to name another facility because the state will do a bed availability survey to find where the residents can be placed throughout the state.

New Award Available for staff to Complete Project Firstline online and receive $250 Award. Only 300 awards available. This is for CNA, office, environmental services, maintenance, dietary, activities. Anyone in your facility that does not benefit from getting CEU’s when doing training. NOT Eligible: RN, LPN, and administrators.

Must have a good mailing address & be employed when award is being given.

**16.** **EDUCATION REPORT**

Peggy Krikava, Education Director provided an update.

* Education net income is $104,709 / Fall conference estimate =$40,000)
  + Convention = $53,336 (2022= $36,784)
  + Summer Admin = $19,666(2022 = $3,599)
  + Fall Conference = billing is not done yet but (2022 = $38,259)
  + Webinars = $25,229 (2022 = $11,710)
  + Quality Awards = $831
  + RAC-CT = $8,205 (2022 = $5,554)
* Fall Conference
  + 354 (2022 was 368)
  + Tuesday night is the Expo. We have 25 out of the 33 sponsors attending. Please be sure to stop each of the booths and thank them for their sponsorship.
* Sponsorship Program
  + Currently: 33 Sponsors (7 platinum, 13 gold, 13 gold) = $199,500
    - \*NEW SPONSOR TRI STATE NURSING
    - Maxon Nursing and Health Services Group is past due
  + 2023 Budget: 32 Sponsor (Platinum, 13 Gold, 15 Bronze) = $180,500

**17. NDLTCA-PAC UPDATE**

Reier Thompson, committee chair, provided an update.

-Wednesday, NDLTCA-PAC Shooting Event includes dinner.

-Currently 98 NDLTCA-PAC Members

-2024 Membership Application is in your packet, all are encouraged to join before May 10th and be eligible for one of five $100 Visa Gift Cards to be drawn at the May Convention.

Meeting adjourned at 4:32pm.

Respectfully submitted,

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Tim Kennedy, Secretary/Treasurer