



North Dakota Long Term Care Association
Board Meeting
Wednesday, December 13, 2023
9:00am – 11:30am
1900 N 11th Street Bismarck, ND

1. CALL TO ORDER

Incoming Chair, Amy Kriedt, called the meeting of the North Dakota Long Term Care Association Board to order at 9:06am on Wednesday, December 13, 2023.

2. ROLL CALL

Tim Kennedy, Secretary/Treasurer took roll call.

MEMBERS PRESENT:

Cindy Tredwell	Jill Foertsch
Amy Kriedt	Joyce Linnerud Fowler
Tim Kennedy	Jac McTaggart (virtual)
Rick Regner	Kiara Tuchscherer
Trevor Tompkins	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
Casidie Fladeland, Education Assistant
Reier Thompson, Chair, NDLTCA-PAC
Blake Kragnes, incoming Region III Director
Tonie Stoen, incoming Region V Director (virtual)
Linda Volk, Edward Jones
Garth Rydland, Legislative Committee Chair (virtual)

3. CALL FOR OTHER BUSINESS

Amy called for other business and there was none.

4. ANTITRUST AND CONFLICT OF INTEREST POLICY

Amy asked all present to read the Antitrust and Conflict of Interest Policy.
No questions or comments regarding policy were asked.

5. APPROVAL OF THE SEPTEMBER 25, 2023 MINUTES

Amy called for approval of the September 25, 2023 minutes.

MOTION: KITELINGER/REGNER MOVED AND SECONDED TO APPROVE THE SEPTEMBER 25, 2023 MINUTES.

100% YEAS. 0 NAYS. MOTION CARRIED.

6. INTRODUCTION OF NEW/RE-ELECTED BOARD MEMBERS

Cindy introduced the new board members. Blake Kragnes, Administrator at Knife River Care Center, Beulah, is the new Region III Director. Tonie Stoen, Administrator at SMP Health-Ave Maria, Jamestown, is the new Region V Director. Belinda Moen, Administrator at Bethel Lutheran Nursing & Rehab Center, Williston, was re-elected as Region 1 Director.

7. ELECTION OF SECRETARY/TREASURER

Amy informed the board with Tim Kennedy elected to Vice Chair position; the Secretary/Treasurer position is open. Amy nominated Richard Regner for the Secretary/Treasurer position. Richard accepted the nomination.

MOTION: KITELINGER/TOMPKINS MOVED AND SECONDED TO APPROVE RICHARD REGNER AS SECRETARY/TREASURER.

100% YEAS. 0 NAYS. MOTION CARRIED.

8. 2023 YEAR TO DATE FINANCIALS

Shelly informed the board that Haga Kommer, who have been our accounting contract since September 2022, will end contract. We have a verbal agreement with ND Hospital Association for our accounting needs starting December 18, 2024. They are working on a written contract.

The Executive Assistant job description will be updated to include some accounting duties.

Shelly reviewed the October 2023 financial statement.

-Transfer of \$500,000 to Edward Jones to invest took place in October.

-Associate Membership Dues continues to have a negative amount for October, Peggy will research this.

-Quality Awards training, although showing a loss of \$71.09, training was beneficial to members.

-Most of the accrued vacation is Shelly's. She intends to use some vacation days prior to the end of the year. The payout balance will be done in January.

-Association finances continue to be in a good position.

Sign-off on bank reconciliation was discussed. In addition to the accounting person reviewing the bank statement, two board members would also review and sign off monthly. Kaylene Kitelinger and Richard Regner volunteered to review monthly.

NDLTCA Internal Control update was reviewed by board members. It was suggested and approved to change any purchases over \$1,000 require approval to any purchase over \$2,500.

MOTION: KENNEDY/KITELINGER MOVED AND SECONDED TO APPROVE OCTOBER FINANCIALS AND CHANGES TO THE INTERNAL CONTROL MEMO.

100% YEAS. 0 NAYS. MOTION CARRIED.

9. BASIC CARE STUDY UPDATE

Shelly provided an update on the Basic Care Study.

- Guidehouse has been awarded the contract to the basic care rate and payment study
- Association has 2 study groups, payment study and regulations study
- Edgewood has been invited to participate
- A lot will happen in the next 4 months before the April 30th deadline

10. NURSE SCHOLARSHIP UPDATE

Nikki updated the board on the Allan B. Engen Nurse Scholarship.

- 46 scholarships were awarded for the fall semester.
- New applications for the remaining (4) applications must be received by April 1, 2024.

11. LEGISLATIVE COMMITTEE UPDATE

Garth Rydland, Legislative Committee Chair, joined us via virtual and provided an update.

- Staffing Mandate is still a concern for facilities, although a lot of comments were submitted, we don't know the outcome.
- Committee would like to have a database created to ensure members have communication with all legislators. We need to continue to talk to legislators about the concerns we have.
- The state is looking at what changes need to be made to the NF Payment System. The Association will begin our work on this issue on 1-10-24.

12. ASSOCIATION INVESTMENT UPDATE

Linda Volk with Edward Jones provided the board with an update on the Association investment accounts.

13. 2024 BOARD AND MEMBERSHIP MEETING DATES

Handout provided with the 2024 board and membership dates.

14. DISTINGUISHED SERVICE AWARD

Discussion held if there was a nomination for the 2024 Distinguished Service Award. Pete Antonson was nominated.

MOTION: REGNER/KENNEDY MOVED AND SECONDED FOR PETE ANTONSON TO BE AWARDED THE 2024 DISTINGUISHED SERVICE AWARD. 100% YEAS. 0 NAYS. MOTION CARRIED.

15. EDUCATION REPORT

Peggy Krikava, Education Director provided an update.

- Maxon Nursing and Health Services Group is still past due.
- 2024 Sponsorship renewals have been sent.
 - DTN has moved up to Platinum
 - Pinnacle has indicated they will not be renewing their sponsorship

- Convention Change for 2024
 - Radisson Hotel will be location for Theme Hospitality Night
- BOE is under a study of the Labor Commission, next meeting, January 11, 2024

16. EMERGENCY PREPAREDNESS UPDATE

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

This year was a year of getting back to training and exercises!

- a. The state provided Evacuation and HC Standard Mobile Resident Tracking training by providing bus loading for wheelchairs & stretchers along with stair chairs if it was a multiple floor level building as well as hands-on resident tracking with state provided tablets. They went to:
 1. 27 Skilled Nursing Facilities
 2. 1 Basic Care & Assisted living facility
 3. 2 Skilled Nursing Moves to New Facilities

This training was well received by all staff when participating. Some facilities scheduled staff to attend while others left it as an open option for training. With the open option, much less staff participated in the training.

State is pushing that if at least 75% of staff attends, it will not be counted. I don't know if that has been accepted by the EP/Life Safety surveyors.

With my schedule and communication with the state, I was able to attend 15 of these trainings.

- b. The state made the determination that Tabletop exercises attended outside of the facility building did not count as an exercise for the rolling calendar year.
 1. Tabletop Exercises were held at conferences to allow facility members to participate in the scenario discussion to know how to facilitate at their buildings
 2. State continue to offer the tabletops as a training for facilities
 3. Sherry Adams held a "How to plan a tabletop or full scale exercise at the May Convention.

I have only heard bits and pieces of how the state plans to assist with training in 2024 even though I have requested a couple of times. I was planning to call the remaining skilled nursing facilities that have not brought the evacuation training / HC standard Resident Tracking to their facility to try but not received the "approval" from the state to make these calls.

As far as I know, they plan to continue offering this Evacuation / HC Standard Training this upcoming year.

HANDOUT - The CNA Project Firstline training incentive when really well! We had 80 incentive payments given out in May for \$20K. In September, we were given an

additional \$75k, 300 one-time award payments. Our first round, we gave out 57 (2 weeks), October was 150, November was 68 and currently we are at 10 for December. As of today, we have 16 one-time awards available.

Through my Emergency Preparedness committee with AHCA/NCAL, I have learned that with two OIG reports coming out this year that included long term care, there are more than likely some new regulations coming out early in 2024. I am not sure what those involve, but as soon as I get information, I will get it out to you! I have been accepted on the EP/Life Safety Committee for another year. I am honored to participate in that committee to represent the facilities!

With the changes in how the state wants to assist with training, we have changed up the convention training options a bit.

- a. Still will hold tabletop, again, I encourage members to attend to use that information for the scenario for their tabletop to test their EOP
- b. Attend the How to Plan a tabletop/full scale exercise lead by Sherry Adams.
- c. Have as many as possible from your facilities attend the hands-on training for HC Resident Tracking

NDLTCA is offering in April a 2-day Life Safety Bootcamp for all maintenance/environmental services personnel as well as anyone else that may want to attend. We are trying to keep this low cost so that facilities can send as many of their staff as possible. When I told Kenn Daily, the speaker that there were a possible 100 attending from my survey, he said he has NEVER offered it to that many people (many states use this as a money maker but we want to get you the training you need!) With the turnover in your facilities, the environmental services association has been requesting a back to the basics type of training. After Kenn presented at the fall conference with great reception, we felt that he would be a good resource for this training. I have served with Kenn on the AHCA/NCAL EP/Life Safety Committee for years. He also came highly recommended from Peggy's speaker group.

I encourage you to attend the Monthly HPP Call for LTC for Emergency Preparedness & Response that is held the last Thursday of the month. This is held in a similar format of the Monthly COVID call during the pandemic.

I have been asking the state for an increase in my HPP EP Grant so that I can do more travel to facilities. I was denied this current grant year up to June 30, 2024 even though I was trying to get out to facilities when the state was coming for the evacuation/resident tracking training. I first started coming out in June as I was not being made aware that they were holding these trainings in the facilities until then.

I am hoping to make visits to facilities from June 1st to the fall conference in Mid-September once per week.

I finally received the first round of completely signed MOAs on Monday at about noon. I got them all out to facilities by the end of the day. I have requested the remaining and am still waiting. When you get your MOA, make sure to put a copy in your EOP with the document in your packet – HHS DOC Assisted resident/patient evacuation. I should have noted that on the MOAs I sent out.

Lastly, I included the hand out for ICAR visits from the HAI team at the state. This visit is non-regulatory and an opportunity to look at your infection control practices.

17. NDLTCA-PAC UPDATE

Reier Thompson, committee chair, provided an update.

-Goal for annual membership renewal is \$20,000-\$25,000

-Currently 26 2024 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.

-PAC Event plans for Convention include a Wine/Painting event at the Radisson and a Taste of Bismarck.

Meeting adjourned at 10:50pm.

Respectfully submitted,

Tim Kennedy, Secretary/Treasurer