North Dakota Long Term Care Association
Board Meeting
Tuesday, May 7, 2024
8:30am – 10:30am
Radisson Hotel, Bismarck, ND

1. CALL TO ORDER

Chair, Amy Kreidt, called the meeting of the North Dakota Long Term Care Association Board to order at 8:31am on Tuesday, May 7, 2024.

2. ROLL CALL

Richard Regner, Secretary/Treasurer took roll call.

MEMBERS PRESENT:

Amy Kreidt	Jill Foertsch
Tim Kennedy	Tonie Stoen
Richard Regner	Jac McTaggart
Kiara Tuchscherer	Belinda Moen
Kaylene Kitelinger	Blake Kragnes
Stephanie Edland	

OTHERS PRESENT:

Nikki Wegner, NDLTCA President
Peggy Krikava, Education Director
Carol Ternes, Executive Assistant
Vanessa Raile, Director of Emergency Planning
Reier Thompson, NDLTCA-PAC Chair

3. CALL FOR OTHER BUSINESS

Amy called for other business.
-Nikki added Intuit Primary Admin
-Jill added CMP project

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. 2024 YEAR TO DATE FINANCIALS

Nikki reviewed the March 2024 financials.
-Investments have done great

-Payroll expense decrease due to President change
-Shelly monthly retainer thru December
MOTION: REGNER/KRAGNES MOVED AND SECONDED TO APPROVE THE MARCH 2024 FINANCIALS.
100% YEAS. 0 NAYS. MOTION CARRIED.

Nikki informed the board that we would like to purchase patio furniture for the new deck. The board approved Nikki to use her discretion to purchase the furniture needed.

Internal Control discussion regarding any purchase over $2,500 requires approval from the Board of Directors. Board members approve to change to any purchase over $5,000.

MOTION: MOEN/KITELINGER MOVED AND SECONDED TO APPROVE PURCHASES OVER $5,000 REQUIRES APPROVAL FROM BOARD OF DIRECTORS.
100% YEAS. 0 NAYS. MOTION CARRIED.

6. SINCERI SENIOR LIVING

Nikki informed the board that Minot Lodge Senior Living, a 67 unit assisted living facility in Minot, requested to cancel their membership. Nikki discussed the benefits of membership several times with the Administrator and they still requested cancellation.

Minot Lodge is part of Sinceri Senior Living as well as Hay Creek Lodge, a 48 unit assisted living facility in Bismarck. Although Hay Creek Lodge has indicated they want to stay members, our Bylaws state, facilities owned or managed by a corporation, all facilities must be members of the Association or none shall be members.

Nikki will send a letter to Hay Creek Lodge letting them know their membership will be cancelled.

7. **STRATEGIC PLANNING**

Jon Riewer, CEO, Eventide Senior Living Communities has agreed to facilitate a strategic plan with the board. Jon has been provided with the recent member survey regarding the strategic plan for the Association. Discussion held regarding having the strategic planning meeting at the Administrator Conference in July. The meeting will be held Tuesday, July 23rd, 2pm-5pm in Walker, MN

8. EDWARD JONES INVESTMENT ACCOUNTS YEARLY REVIEW

Troy Nelson, Financial Advisor, Edward Jones presented a yearly review of investment accounts. Troy recommends a rebalance of accounts. Board agreed. No motion necessary.

9. PROPERTY TAX

Andrea Pfenning, Greater North Dakota Chamber, provided a presentation to the board regarding joining a statewide coalition regarding opposing the elimination of property tax or taking a position to oppose.

Board discussion. Board decision to do more research and table this issue to see if it makes it on the ballot.

Also a recent member survey asking basic care and assisted living members if we should pursue a property tax exemption for non-profit BC and AL facilities as NHs have. Half of the members have an exemption and half do not. A couple members who have the exemption asked that we not bring this forward as they are afraid they will lose it. Board decides to leave it alone.

10. 2024 FRANK WEDGE DISTRIBUTIONS

US Bank informed Nikki the distribution for 2024 is $210,000. Th Resident issues Committee met on May 1, 2024 and picked 21 facilities out of a hat. Of the 21 facilities, 10 facilities were remaining facilities from last cycle.

Board discussion if a motion was needed. It was determined since the Resident Issues Committee is tasked with the duty to choose the recipients; no motion is needed from the board.

11. OFFICE MANAGER SEARCH

Nikki informed the board the Office Manager position has been posted and we have several good candidates. Job posting will end May 10th. Interviews will be scheduled for the week of May 13th.

12. 2023 AUDIT RESULTS

Brad DeJong, Edie Bailly, presented the draft audit
-2023 audit went well, no unusual items to report
-Total revenue gains are higher due to investment returns
-Control policies in place are being followed
-Discussion held on the $10,000 still on the books that was set aside for Shelly's retirement. Brad suggested removing this designation.

MOTION: EDLAND/STOEN MOVED AND SECONDED TO APPROVE REMOVING THE ASSETS LIMITED AS TO USE CATEGORY ON BALANCE SHEET.
100% YEAS. 0 NAYS. MOTION CARRIED.

MOTION: MCTAGGART/KENNEDY MOVED AND SECONDED TO APPROVE THE 2023 AUDIT OF THE ASSOCIATON BY EIDE BAILLY.
100% YEAS. 0 NAYS. MOTION CARRIED.

13. CONVENTION REPORT

Sponsors

- 7 Platinum, 11 Gold and 16 Bronze = $198,500. Budgeted $184,000 = $14,500 more
- New sponsors: HTG Architects-Gold, Roers – Gold, Medify Air – Bronze, New Vision Security – Bronze, Pope Design – Bronze, Fusion Workforce Solutions – Bronze
- Essity moved to Platinum

- Did not renew: Health Services Group (finally got paid), Maxon Nursing (still not paid, collections), Pinnacle Quality Insight (restructuring),
- New plaques with years back to 2006: Eide Bailly, Healthcare Academy, Sysco, Thrifty White, US Foods and Vaaler have been sponsors from the beginning.

- Registration:
  - 720 Registered
- Expo:
  - Wednesday from 9:30-2:45 p.m. – All day which is new.
  - 94 vendor's booths at the Expo. Up a little from last year.
  - Please stop by each of the sponsors in Sponsor row and thank them for their support.
  - Be sure to stop by booth 105 and get your professional photo.
- Opening Keynote:
  - 3:15 p.m. on Wednesday. We will have you come up on stage to be recognized and take a photo. We will also recognize our 31 sponsors.
- Gala:
  - Wednesday evening is the Gala Social and Dinner. The social starts at 6:00 p.m. and dinner at 6:30 a.m. at Sixteen03 Main Events (1603 Main Ave). If you are attending, please stop by the Gala Dinner Ticket table and pick up your ticket which will show your meal choice and table number.
- Theme Hospitalities and Dance – Radisson
  - Hospitality Suites 7:00-8:30 p.m. (6 hosts)
  - Dance/Ryhme or Reason at 8:30 p.m. Wristbands are required so please be sure to wear yours.
- Other trainings:
  - Administrator's Conference – July 22-26, 2024. Chase on the Lake, Walker, MN
  - RAC-CT Training – August 6-8, 2024 - TBT
  - Fall Conference – September 23-26, 2024 – Holiday Inn, Fargo, ND
  - Quality Awards Workshops – need to schedule
  - Frontline – need to schedule

14. EMERGENCY PREPAREDENSS UPDATE

Vanessa Raile, Director of Emergency Planning, provided an update to the board.

1. Life Safety Bootcamp – A Success – 72% of Skilled Nursing Facilities sent at least One person from your staff – Thank you for your support! - See Evaluations in your packet
   a. Great Speaker – 9% Excellent
   b. Venue – Not very good – 53% Good and above
   c. Breakfast – Not good – 44% Good and above
   d. Lunch – Taco Bar & Burger Bar – Very Good – 82% and above

The venue was not what our members expected. Comments were that it was rundown, some rooms not clean.We need to find a venue to hold the classroom sessions and a separate hotel that is up to our standards. This isn't as inconvenient as having the sessions and sleeping rooms in the same place, but the tradeoff is more acceptable.
We will look to do similar trainings specific to Maintenance/Environmental services for Life Safety and Emergency Preparedness in the future. It was well accepted.

2. Rolling out Mentorship program for Environmental Services/Maintenance. With the great turnover in these positions, NDESA wants to partner with us in providing this program. We need the names of your maintenance or environmental services supervisors.
    a. NDESA regional directors will develop relationships with administrators
    b. To participate, must be a member of the NDESA

   More details to come to come at the membership meeting from Mike Medrud, Secretary Treasurer of the NDESA.
3. ND HHS EPR (Emergency Preparedness & Response) Coordinators will be attending the June Regional Meetings. They will give information on how they can assist you in your exercises and your actual incidents.
   The state has 8 regions vs. the NDLTCA 6 regions.
   Great opportunity to meet your EPR!
4. NDLTCA Financial MOA for Skilled Nursing Facilities was reviewed by Ron Frei to determine if it needs to be updated due to the recent SNF payment system. Ron found that the MOA does not need to be updated. I have noted in the footnote of the document that it was reviewed this year. NO NEED to sign a new MOA. The one revised in 2019 is still in effect.
   New administrators that have never seen this document and would like to sign for their facility are welcome to do so.
   The NDLTCA Financial MOA for Basic Care will be reviewed after the new payment system is in effect.
5. Workforce – I have been assisting Nikki as I had assisted Shelly on gathering information for facilities.
6. I plan on doing facility visits in June. If I did not meet with your facility last year through the ND HHS EPR unit evacuation exercises, I plan to try to see you this year!

15. NDLTCA-PAC UPDATE/SPRING EVENT

Reier Thompson, NDLTCA-PAC Chair, provided an update to the board.
-Checkbook balance, $39,894.73
-Primary Challenge Donations, $11,000
-Currently 94 members
-PAC Events:
Corks and Canvas – 15 registered
Taste of Bismarck - 79 registered

16. BOARD POICY UPDATES

Nikki informed board members updated copies of board policies are in the handouts.

17. INCITE STRATEGIC PARTNERS, (GPO)

Nik Trankito, INCITE representative, presented to the board.

18. APPROVAL OF THE MARCH 20, 2024 MINUTES

Amy called for approval of the March 20, 2024 minutes.

MOTION: MOEN/REGNER MOVED AND SECONDED TO APPROVE MARCH 20, 2024 MINUTES.
100% YEAS. 0 NAYS. MOTION CARRIED.

13. OTHER BUSINESS

Nikki has been working with Intuit to update the Primary Admin to her name. The board is asked to approve this change.

MOTION: KRAGNES/FOERTSCH MOVED AND SECONDED TO APPROVE PRIMARY ADMIN CHANGE TO NIKKI WEGNER.
100% YEAS. 0 NAYS. MOTION CARRIED.

Jill discussed the CMP project. This is a 3-year project with the goal for North Dakota nursing home culture to become more person-directed. Jill feels this is a good opportunity for facilities, her staff has agreed to participate. The program is looking for 15 facilities to sign up.

Meeting adjourned at 10:41am.

Respectfully submitted,

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Richard Regner, Secretary/Treasurer