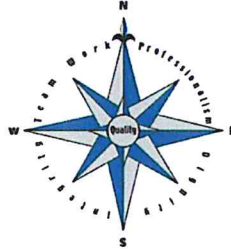


Petersburg Medical Center

PO Box 589

Petersburg, Alaska 99833

Phone: (907) 772-4291 | Fax: (907) 772-3085



Meeting: Medical Center Board Meeting

Date: December 7th, 2017 **Time:** 5:00 p.m.

Board Members Present: Darlene Whitethorn, Tim Koeneman, Marlene Cushing, George Doyle, Jerod Cook, Cindi Lagoudakis

Board Members Absent: None

Staff Members Attending: Liz Woodyard – CEO, Doran Hammett – CFO, Cindy Newman – Human Resources, Matt Pawuk – Quality Specialist, Janet Kvernvik – Medical Records, Elise Kubo – Pharmacy, Cortney Hess – Chief of Staff, Sarah Johnson – CFO Assistant, Margaret Fleming – Dietitian, Shara McMullen – Food Service Manager, Chad Wright – Executive Assistant

Visitors: Ben Muir – Petersburg Pilot, Jeff Meucci – Assembly Member, Joe Viechnicki – KFSK, Dan Neumeister – SEARHC

- I. **CALL TO ORDER:** Member Whitethorn called the meeting to order at 5:01 p.m.
- II. **APPROVAL OF THE AGENDA:** Member Koeneman made a motion to approve the amended agenda. Motion seconded by Member Doyle. Motion passed unanimously.
- III. **APPROVAL OF BOARD MINUTES:** Member Cushing made a motion to approve the minutes from the September 21st, 2017 board meeting. Motion seconded by Member Koeneman. Motion passed unanimously.
- IV. **VISITORS COMMENTS:** No comments.
- V. **BOARD MEMBER COMMENTS:** Member Lagoudakis thanked L. Woodyard for a thorough board orientation and for a tour of the kitchen remodel. Member Whitethorn noted that she appreciated the dinner at the hospital Christmas party last weekend.
- VI. **NEW BUSINESS:**
 - A. **SEARHC Presentation.** Dan Neumeister, Executive Vice President of SEARHC, provided an overview of SEARHC. Discussion followed.

- B. Election of Officers.** Member Doyle made a motion to nominate Member Whitethorn as President. Motion seconded by Member Lagoudakis. Member Koeneman made a motion to nominate Member Doyle as Vice President. Motion seconded by Member Cushing. Member Whitethorn made a motion to nominate Member Cushing as Secretary. Motion seconded by Member Koeneman. Member Cushing made a motion to cast a unanimous ballot. Motion seconded by Member Koeneman. Motion passed unanimously.
- C. CEO Hiring Process.** Member Whitethorn requested to appoint a hiring committee for the next CEO. Suggestions for the committee members were three board members, CFO, Cindy Newman, Chad Wright and a physician. Member Koeneman made a motion to nominate Members Cushing as Chair, Cook, Whitethorn, Koeneman as an alternate for Member Cushing, Doran Hammett, Cortney Hess, Cindy Newman and Chad Wright to the hiring committee. Motion seconded by Member Cook. Member Koeneman withdrew his motion. Member Koeneman made a motion to nominate Members Cushing as Chair, Cook, Whitethorn, Koeneman as an alternate for Member Cushing, Doran Hammett, a doctor, Cindy Newman, Chad Wright and Janet Kvernvik. Motion seconded by Member Cook. Motion passed unanimously.
- D. Financial Feasibility Study.** Member Lagoudakis made a motion to approve the financial feasibility study in the amount not to exceed \$24,000. Motion seconded by Member Koeneman. D. Hammett explained a proposal from BDO for a financial feasibility study. He explained the reason for the study and the process of the study. Discussion followed. Motion passed unanimously.
- E. Amend PMC Bylaws.** Member Cushing made a motion to amend Article III, Section 4 of the PMC Bylaws to the following: Four board members, attending in person, telephonically, or electronically, shall constitute a quorum for the transaction of all business of the board. Motion seconded by Member Lagoudakis. Discussion followed. Motion passed unanimously.

VII. REPORTS:

- A. Long Term Planning.** J. Bryner was not in attendance but the minutes (see copy) from the last long-term planning committee meeting were available for review. Member Cushing clarified that the committee did not mean that a footprint was needed for a stand-alone long term care facility.
- B. Activities.** J. Machalek was not in attendance but her written report (see copy) was available for review.
- C. Case and Swing Bed Management.** E. Hart was not in attendance but her written report (see copy) was available for review.
- D. Chief of Staff.** C. Hess provided a verbal report in addition to her written report (see copy).
- E. Dietary.** S. McMullen was available to answer questions regarding her written report (see copy). Member Whitethorn complemented S. McMullen and her staff for always preparing delicious meals at various hospital events she has attended.
- F. Pharmacy.** E. Kubo was not in attendance but her written report (see copy) was available for review.

- G. Quality.** M. Pawuk was available to answer questions regarding his written report (see copy).
- H. Financial.** D. Hammett reported that the audit is complete and we should receive the signed copy next week. The cost report was completed and filed and shows Medicare owing PMC just over one million dollars. He noted that board designated investments was around \$3 million at the beginning of the year and is currently at \$3.2 million keeping in mind \$300,000 was taken out for the kitchen remodel. He reported that we are in strong financial shape and currently have 166 days cash on hand including investments. Revenue is down 4% and expenses are on budget resulting in a loss of \$17,000 for the year-to-date. He suspects November will show significantly different numbers due to an increase in volumes.
- I. Administrator.** L. Woodyard was available to answer questions regarding her written report (see copy).

VIII. EXECUTIVE SESSION: Member Cushing made a motion that the Board go into Executive Session to discuss Medical Staff appointments and reappointments. Motion seconded by Member Koeneman. Board entered Executive Session at 6:34 p.m. The Board came out of Executive Session at 6:47 p.m.

A. Medical Appointment. Member Cushing made a motion to appoint or reappoint the following to medical staff: Robert Gunderman, MD, Kristofor Sargent, MD, David Tsai, MD and Gregory Wolgamot, MD. Motion seconded by Member Lagoudakis. Motion passed unanimously.

IX. ADJOURNMENT: Member Cushing made a motion to adjourn. Motion was seconded by Member Cook. Motion passed unanimously. The meeting adjourned at 6:48 p.m.

Respectfully submitted,


Marlene Cushing, Board Secretary