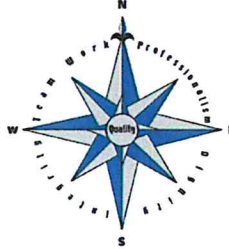


Petersburg Medical Center

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Meeting: Medical Center Board Meeting

Date: January 25th, 2018 **Time:** 5:00 p.m.

Board Members Present: Darlene Whitethorn, Tim Koeneman, George Doyle, Jerod Cook, Jim Roberts, Marlene Cushing (telephonically)

Board Members Absent: Cindi Lagoudakis

Staff Members Attending: Liz Woodyard – CEO, Doran Hammett – CFO, Cindy Newman – Human Resources, Matt Pawuk – Quality Specialist, Liz Bacom – Lab and Imaging Director, Laurie Miller - Lab, Jill Dormer – Director of Fiscal Services/Informatics, Chad Wright – Executive Assistant

Visitors: Rick Dormer

- I. **CALL TO ORDER:** Member Whitethorn called the meeting to order at 5:00 p.m.
- II. **APPROVAL OF THE AGENDA:** Member Koeneman made a motion to approve the agenda. Motion seconded by Member Cook. Member Whitethorn made a motion to add Hiring Committee as E. under New Business to the agenda. Member Koeneman made a motion to approve the amended agenda. Motion seconded by Member Cook. Motion passed unanimously.
- III. **APPROVAL OF BOARD MINUTES:** Member Koeneman made a motion to approve the minutes from the December 7th, 2017 board meeting. Motion seconded by Member Cook. Motion passed unanimously.
- IV. **VISITORS COMMENTS:** Liz Bacom announced the Health Fair is scheduled for April 14th, 2018.
- V. **BOARD MEMBER COMMENTS:** Member Koeneman thanked Member Roberts for the spreadsheets and summary sheets for the CEO applicants.
- VI. **NEW BUSINESS:**
 - A. **Resignation of Board President.** Member Whitethorn submitted a letter informing the board of her resignation as Board President. Member Doyle made a motion to

accept Member Whitethorn's resignation. Motion seconded by Member Roberts. Motion passed unanimously.

- B. Election of Board President.** The decision was made to defer action on this item until absent Member Lagoudakis could attend a meeting to determine if she is possibly interested in serving as President. Vice President Doyle will serve as acting President until a new President is elected.
- C. Chemistry Analyzer.** Member Koeneman made a motion to approve the purchase of a chemistry analyzer in an amount not to exceed \$121,775.16. Motion seconded by member Whitethorn. Discussion followed. Motion passed unanimously.
- D. 2017 Audit Review.** D. Hammett provided the auditor's report (see copy). He noted that the audit did not identify any deficiencies in internal control that are considered to be material weaknesses. Additionally, he stated the results of the tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*. He explained the requirements for reporting the unfunded PERS liability. D. Hammett reported there were no audit adjustments. He thanked the PMC staff for being meticulous and always being prepared when the auditors arrive.
- E. Hiring Committee.** The ad for the CEO position will close Wednesday, January 31st. The hiring committee will submit their list of the top five applicants to C. Wright by Monday, February 5th. It was decided to have a Hiring Committee meeting on Monday, February 12th at 1:00 p.m. to review the compiled list.

VII. REPORTS:

- A. Home Health.** C. Axmaker was not in attendance but her written report (see copy) was available for review.
- B. Human Resources.** C. Newman provided a verbal report in addition to her written report (see copy).
- C. Infection Control.** L. Bacom briefly discussed her written report (see copy).
- D. Quality.** M. Pawuk was available to answer questions regarding his written report (see copy) and he also explained a project he is currently working on.
- E. Financial.** D. Hammett reviewed the financials from November and December (see copies). He noted that cash remains strong and stated there is an expectation Medicare will send us one million dollars which will increase days cash by twenty to twenty-five days. He explained he is continuing to work on improving accounts receivable. He provided a list (see copy) of current CD's currently invested in. He stated the IRS is completing their audit of the 501(c)(3) status but reported that all indications are that everything is in place at this point, particularly the standards for providing financial assistance and having the policy widely available. He then reviewed the balance sheet. Discussion followed regarding accounts receivable.
- F. Administrator.** L. Woodyard highlighted various points from her written report (see copy). Additionally, she invited board members to attend the ASHNSHA CEO and Trustee Patient Safety Summit in Anchorage on Wednesday, April 25th. She informed the Board the lease for the Public Health space ends June 2019 and that she would like to take over that space at that time. She added that if there are no objections she would like to send a letter to the State informing them of her intentions. Upon not hearing any objections, L. Woodyard stated she would notify the State tomorrow.

VIII. EXECUTIVE SESSION: Member Whitethorn made a motion that the Board go into Executive Session to discuss a Medical Staff appointment. Motion seconded by Member Koeneman. Board entered Executive Session at 6:03 p.m. The Board came out of Executive Session at 6:11 p.m.

A. Medical Appointment. Member Whitethorn made a motion to appoint Jessica Blanco, DMD Pediatric Dentist to medical staff. Motion seconded by Member Koeneman. Motion passed unanimously.

IX. ADJOURNMENT: Member Whitethorn made a motion to adjourn. Motion was seconded by Member Koeneman. Motion passed unanimously. The meeting adjourned at 6:12 p.m.

Respectfully submitted,


Marlene Cushing, Board Secretary