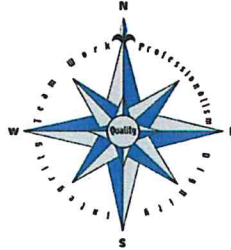


## *Petersburg Medical Center*

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**Meeting:** Medical Center Board Meeting

**Date:** April 26<sup>th</sup>, 2018 **Time:** 5:00 p.m.

**Board Members Present:** Jerod Cook, Marlene Cushing, Jim Roberts, Darlene Whitethorn, George Doyle

**Board Members Absent:** Cindi Lagoudakis, Tim Koeneman

**Staff Members Attending:** Doran Hammett – CFO, Cindy Newman – Human Resources, Liz Bacom – Lab and Imaging Manager, Janet Kvernvik – Medical Records, Matt Pawuk – Quality Specialist, Janna Machalek – Activities Coordinator

**Visitors:** Dennis Sperl

- I. **CALL TO ORDER:** Member Cook called the meeting to order at 5:00 p.m.
- II. **APPROVAL OF THE AGENDA:** Member Roberts made a motion to add Email from Phil Hofstetter and Building Fund to New Business. Member Cushing made a motion to approve the agenda as amended. Motion seconded by Member Whitethorn. Motion passed unanimously.
- III. **APPROVAL OF BOARD MINUTES:** Member Whitethorn made a motion to approve the minutes as presented from March 15<sup>th</sup>, March 21<sup>st</sup>, March 22<sup>nd</sup>, April 2<sup>nd</sup>, April 13<sup>th</sup> and April 16<sup>th</sup>. Motion seconded by Member Cushing. Motion passed unanimously.
- IV. **VISITORS COMMENTS:** L. Bacom thanked the board members for all their hard work in the CEO search. Member Whitethorn noted the staff also did a great job and she is impressed with how it all went. Dennis Sperl commented about how the birds have been a great addition to the hospital. He added that all the staff and residents enjoy them.
- V. **BOARD MEMBER COMMENTS:** Member Cook stated that C. Newman had suggested archiving notes from the hiring search for C. Newman to keep on file in case there is ever a question about the process. Member Cushing stated she would send C. Newman the notes and minutes she has compiled. C. Newman noted that she would also keep the score sheets.

**VI. NEW BUSINESS:**

- A. Hiring Committee.** Member Doyle stated that Phil Hofstetter noted that he was taking a pay cut but he understands that he has to prove himself. He added that Phil's family is excited about coming. Member Cushing reiterated how much help the Board had from the staff and thanked everyone.
- B. Southeast Alaska Independent Living.** Member Whitethorn suggested moving this item to Old Business for the next meeting so Member Lagoudakis could provide more information.
- C. Email from Phil Hofstetter.** Member Roberts stated that he received an email from Phil asking if PMC could pay for his travel to Petersburg in May so that he could spend some time with L. Woodyard. Member Whitethorn made a motion that PMC would fly P. Hofstetter to Petersburg in May in order for him to have training with L. Woodyard. Motion seconded by Member Cushing. Motion passed unanimously.
- D. Building Fund.** Member Roberts inquired about adding a line item to the budget to earmark money for a building fund. He suggested starting with \$500,000 and review it periodically. in D. Hammett stated that he could add a line item to the balance sheet under the designated investments. He added that it could start at \$500,000 but the money won't actually be moved. Member Roberts made a motion to set up a rebuilding fund and to move \$500,000 into it and to review it at the end of every fiscal year to determine how much to put in it. Motion seconded by Member Doyle. Discussion followed whether the funds would come from investments or operations. The decision was made to take the initial \$500,000 from investments and then at the end of every fiscal year to look at the possibility of taking money out of operations. Motion passed unanimously.

**VII. REPORTS:**

- A. Activities.** J. Machalek was available to answer questions regarding her written report (see copy). There was discussion about the requirements volunteers complete.
- B. Home Health.** C. Axmaker was not in attendance but her written report (see copy) was available for review. There was discussion regarding the challenges of getting CNA's to work in Home Health. There was also discussion related to coding, billing and payment.
- C. Pharmacy.** E. Kubo was not in attendance but her written report (see copy) was available for review.
- D. Plant Maintenance.** M. Boggs was not in attendance but his written report (see copy) was available for review.
- E. Rehab Department.** K. DuRoss was not in attendance but her written report (see copy) was available for review.
- F. Quality.** M. Pawuk was available to answer questions regarding his written report (see copy).
- G. Financial.** D. Hammett reviewed the financials from March (see copy) and noted that March was an excellent month and revenue was up. He explained the cause of the variance on the income statement in the pharmacy. He noted that there are only 60 days left in the fiscal year and that the audit will be taking place in August. He reported that he is in the process of refining the budget. He added that all the departments are getting their requests for capital items and the department heads will



be prioritizing the list. The Board also asked that the department heads create a worry list of potential needs they may have in the next three years. D. Hammett stated we are currently at 168 days cash on hand. He then reviewed some graphs (see handout) showing historical data.

**H. Administrator.** L. Woodyard was not in attendance but her written report (see copy) was available for review. J. Kvernvik stated that L. Woodyard asked that she notify the Board that Dr. Hyer's panel has been closed. Member Whitethorn stated that L. Woodyard asked her to announce that Rodney Anderson may possibly join the medical staff. C. Newman informed the Board that two state and two federal surveyors arrived on the 23<sup>rd</sup> and should be leaving on the 27<sup>th</sup>.

**VIII. EXECUTIVE SESSION:** Member Whitethorn made a motion that the Board enter into Executive Session for medical staff reappointments. Motion seconded by Member Roberts. Motion passed unanimously. Board entered Executive Session at 6:18 p.m. The Board came out of Executive Session at 6:20 p.m.

**A. Medical Staff – Appointments/Reappointments.** Member Cushing made a motion to reappoint Catherine Kowalski, RP, Donald Garbett, MD, Jennifer Hyer, MD and Alan Gross, MD to medical staff. Motion seconded by Member Whitethorn. Motion passed unanimously.

**IX. ADJOURNMENT:** Member Cushing made a motion to adjourn. Motion was seconded by Member Roberts. Motion passed unanimously. The meeting adjourned at 6:20 p.m.

Respectfully submitted,

  
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Marlene Cushing, Board Secretary