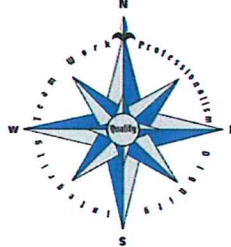


## *Petersburg Medical Center*

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**Meeting:** Medical Center Board Meeting

**Date:** September 19<sup>th</sup>, 2018 **Time:** 5:00 p.m.

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

**Board Members Absent:** Cindi Lagoudakis

**Staff Members Attending:** Phil Hofstetter – CEO, Doran Hammett – CFO (telephonically), Cindy Newman – Human Resources, Jennifer Bryner – CNO, Liz Bacom – Lab and Imaging Manager, Elise Kubo – Pharmacy, Janna Machalek – Activities Coordinator, Mike Boggs – Facilities Manager, Matt Pawuk – Quality, Janet Kvernvik – Health Information Management, Chad Wright – Executive Assistant

**Visitors:** Brian Varela – Petersburg Pilot

- I. **CALL TO ORDER:** Member Cook called the meeting to order at 4:59 p.m.
- II. **APPROVAL OF THE AGENDA:** P. Hofstetter requested to amend the agenda so that D. Hammett can review his Financial Report following Visitors Comments. Motion to approve the amended agenda was made by Member Cushing. Motion seconded by Member Roberts. Motion passed unanimously.
- III. **APPROVAL OF BOARD MINUTES:** Member Whitethorn made a motion to approve the minutes as presented from the board meeting on August 23<sup>rd</sup>. Motion seconded by Member Doyle. Motion passed unanimously.
- IV. **VISITORS COMMENTS:** None.
- VII. **REPORT:**  
**Financial.** D. Hammett reviewed the balance sheet (see copy) and explained the drop in assets. He then reviewed the income statement (see copy) and noted that August was an extremely good month. He explained that the days cash-on-hand dropped primarily due to the money sent back to Medicare after the mid-year review. D. Hammett recommended taking up to \$1.5 million of operating cash from the local bank and putting it in treasury certificates to earn more interest. He estimated it could earn \$30,000 to

\$50,000 a year from that money rather than it sitting in the bank and doing nothing. Following discussion, Member Koeneman made a motion to invest up to \$1.5 million at the discretion of the CEO and CFO in bonds and treasuries. Motion seconded by Member Cushing. Motion passed unanimously.

**V. BOARD MEMBER COMMENTS:** None.

**VI. NEW BUSINESS:**

**A. Strategic Plan.** P. Hofstetter reviewed the Strategic Plan for FY19-FY23 (see attached) that resulted from the board retreat earlier in the month. Additionally, he noted the five goals of the plan are: (1) new facility, (2) integrating patient centered medical home, (3) recruitment, retention and growth, (4) community outreach, education, communication, interaction and (5) financial strength. Due to the fact that not all board members had the opportunity to review the plan, the board decided to wait until the next board meeting to approve the strategic plan.

**VII. REPORTS:**

**A. Executive Summary.** P. Hofstetter highlighted some points from his written report (see copy). J. Bryner also talked about the arrival of influenza in Petersburg last week and how it was handled. Additionally, there was a lot of discussion pertaining to the proposal from DOWL (see copy). Member Cushing made a motion to direct the CEO to form a working document with DOWL for management of the facility project. Motion seconded by Member Koeneman. Motion passed unanimously.

**B. Pharmacy.** E. Kubo was available to answer questions regarding her written report (see copy).

**C. Rehab.** K. DuRoss was not in attendance but her written report (see copy) was available for review.

**D. Plant Maintenance.** M. Boggs was available to answer questions regarding his written report (see copy).

**E. Activities.** J. Machalek was available to answer questions regarding her written report (see copy).

**F. Home Health.** C. Axmaker 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).

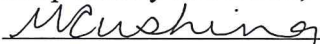
**VIII. EXECUTIVE SESSION:** Member Whitethorn made a motion that the Board enter into Executive Session for medical staff appointments. Motion seconded by Member Roberts. Motion passed unanimously. Board entered Executive Session at 6:02. The Board came out of Executive Session at 6:07 p.m.

**A. Medical Staff – Appointments/Reappointments.** Member Cushing made a motion to appoint Alyse Power, MD and Pat Sessa, LSW to medical staff. Motion seconded by Member Koeneman. Motion passed unanimously.

**IX. ADJOURNMENT:** Member Cushing made a motion to adjourn. Motion was seconded by Member Doyle. Motion passed unanimously. The meeting adjourned at 6:10 p.m.

Our mission is excellence in health care services and the promotion of wellness in our community.

Respectfully submitted,

  
\_\_\_\_\_  
Marlene Cushing, Board Secretary