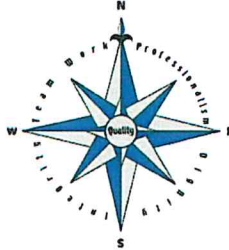


Petersburg Medical Center

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Meeting: Medical Center Board Meeting

Date: October 24th, 2018 **Time:** 5:00 p.m.

Board Members Present: Jerod Cook, Jim Roberts (telephonically), Kathi Riemer, Marlene Cushing, Tim Koeneman, Cindi Lagoudakis

Board Members Absent: George Doyle

Staff Members Attending: Phil Hofstetter – CEO, Doran Hammett – CFO, Cortney Hess – Chief of Staff, 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:** Member Lagoudakis made a motion to approve the agenda as presented. Motion seconded by Member Koeneman. Motion passed unanimously.
- III. **APPROVAL OF BOARD MINUTES:** Member Koeneman made a motion to approve the minutes as presented from the board meeting on September 19th. Motion seconded by Member Cushing. Motion passed unanimously.
- IV. **VISITORS COMMENTS:** None.
- V. **BOARD MEMBER COMMENTS:** Member Cushing apologized for missing the work session with the Borough Assembly and stated that she would like to hear more about what transpired. Member Cook stated that he also missed the work session.
- VI. **NEW BUSINESS:**
 - A. **Election of Officers.** Member Koeneman made a motion that Member Cook remain the board president. Motion seconded by Member Cushing. Motion passed unanimously. Member Koeneman made a motion that Member Doyle remain the board vice-president. Motion seconded by Member Riemer. Motion passed unanimously. Member Lagoudakis made a motion that Member Cushing remain

secretary. Motion seconded by Member Riemer. Motion passed unanimously.

- B. Strategic Plan.** P. Hofstetter stated that he was seeking approval of the strategic plan as written with the understanding it can be modified at any time throughout the year. Member Lagoudakis made a motion to approve the strategic plan. Motion seconded by Member Cushing. Discussion followed with Member Lagoudakis suggesting several edits to the document. Member Lagoudakis withdrew her motion.
- C. Policies.** P. Hofstetter stated that new policies needed to be approved annually. He presented a binder of new policies to be approved. He noted that they were all standard policies and nothing significant that needed special attention. He added that most of the changes were a result of survey results and regulatory changes. Member Koeneman made a motion to approve the annual review of PMC's policy index. Motion seconded by Member Riemer. Motion passed unanimously.
- D. Med Staff amendment.** Member Cushing made a motion to approve the amendments to Article III, Section VIII: Telemedicine Staff and Article IV, Section VII: Telemedicine Credentialing by Proxy of the Medical Staff Bylaws. Motion passed by Member Lagoudakis. Motion passed unanimously.

VII. REPORTS:

- A. Executive Summary.** P. Hofstetter highlighted some points from his written report (see copy).
- B. Home Health.** C. Axmaker was not in attendance but her written report (see copy) was available for review. D. Hammett provided information pertaining to the increased revenue in the home health department and stated that they were working to improve the billing process.
- C. Case Management/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. She discussed locum coverage, physician recruitment, new clinic staff in addition to providing a social worker in the clinic one day a week, and Rodney Anderson providing chiropractic services four days a week. She expects long term care to be full in the near future.
- E. Clinic.** J. Olsen was not in attendance but her written report (see copy) was available for review.
- F. Community Education.** K. Lambe was not in attendance but her written report (see copy) was available for review.
- G. Dietary.** S. McMullen was not in attendance but her written report (see copy) was available for review.
- H. Quality.** M. Pawuk was available to answer questions regarding his written report (see copy). It was noted how remarkable it was that there were zero falls in September.
- I. Financial.** D. Hammett reported that September was a good month, basically break even. He added that we are running ahead of budget on net operating revenue, year-to-date about 6%. Expenses were relatively right on budget. There is an operating profit of about \$80,000 and non-operating revenue of about \$80,000 so \$160,000 year-to-date. Cash continues to hold strong. D. Hammett then provided an overview of the draft audit. He noted that it will be revised once the PERS entry comes in.

- VIII. **EXECUTIVE SESSION:** Member Koeneman made a motion that the Board enter into Executive Session for medical staff appointments. Motion seconded by Member Lagoudakis. Motion passed unanimously. Board entered Executive Session at 6:15 p.m. The Board came out of Executive Session at 6:19 p.m.
- A. **Medical Staff – Appointments/Reappointments.** Member Cushing made a motion to appoint Kayla Luhrs, MD, Kelly Lloyd, MD and Alexander Schabel, MD 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 Riemer. Motion passed unanimously. The meeting adjourned at 6:24 p.m.

Respectfully submitted,



Marlene Cushing, Board Secretary