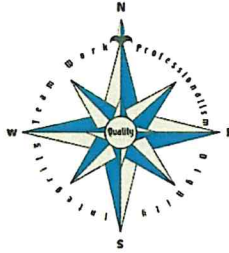


## *Petersburg Medical Center*

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**Meeting:** Medical Center Board Meeting

**Date:** January 24<sup>th</sup>, 2019 **Time:** 5:00 p.m.

**Board Members Present:** Jerod Cook, Jim Roberts, George Doyle, Kathi Riemer (telephonically), Marlene Cushing (telephonically), Cindi Lagoudakis

**Board Members Absent:** Tim Koeneman

**Staff Members Attending:** Phil Hofstetter – CEO, Jennifer Bryner – CNO, Doran Hammett – CFO, Cindy Newman – Human Resources, Janet Kvernvik – Health Information Management, Matt Pawuk – Quality, Liz Bacom – Lab/Imaging Manager, Chad Wright – Executive Assistant

**Visitors:** Brian Varela – Petersburg Pilot; Bob Lynn – Assembly Representative

- I. **CALL TO ORDER:** Member Cook called the meeting to order at 5:00 p.m.
- II. **APPROVAL OF THE AGENDA:** Member Lagoudakis made a motion to approve the agenda as presented. Motion seconded by Member Roberts. Motion passed unanimously.
- III. **APPROVAL OF BOARD MINUTES:** Member Lagoudakis made a motion to approve the minutes as presented from the board meeting on December 20<sup>th</sup>. Motion seconded by Member Doyle. Discussion followed with Member Lagoudakis expressing concerns that the minutes reflect a decision was made in executive session which is not correct. She asked that the minutes be amended to correct that. Member Lagoudakis then made a motion to approve the minutes as amended. Motion seconded by Member Roberts. Motion passed unanimously.
- IV. **VISITORS COMMENTS:** None.
- V. **BOARD MEMBER COMMENTS:** None.
- VI. **NEW BUSINESS:**
  - A. **Financial Audit FY 2018.** D. Hammett reported that the audit was clean and there were no changes in the operational bottom line. He stated that Medicare owes PMC \$475,000 which he expects to receive next month. D. Hammett referenced where the auditors mention in part: "...during our audit we did not identify any deficiencies in

internal control that we consider material weaknesses. The results of our tests disclosed non instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*. ” Member Roberts noted that the audit refers that this Board is over the Foundation, but the Foundation has its own board. D. Hammett said he would look into the auditors changing that language.

**VII. REPORTS:**

- A. Executive Summary.** P. Hofstetter reviewed highlights from his written report (see copy).
- B. Environmental Services.** G. Edfelt was not in attendance but her written report (see copy) was available for review.
- C. Home Health.** C. Axmaker was not in attendance but her written report (see copy) was available for review. Member Riemer questioned whether or not the challenges outlined in the report were being addressed. P. Hofstetter assured her they are all being worked on.
- D. Human Resources.** C. Newman was available to answer questions regarding her written report (see copy). There was discussion about the turnover rate, travel staff and rental units.
- E. Infection Control.** L. Bacom was available to answer questions regarding her written report (see copy).
- F. Quality.** M. Pawuk was available to answer questions regarding his written report (see copy).
- G. Financial.** D. Hammett provided an update on projects in the process of being completed. He then reviewed the balance sheet and income statement (see copies). He also reviewed the cash flow analysis (see copy). Member Riemer noted that the AR is really high and the pharmacy is way over budget. P. Hofstetter explained that the pharmacy is over primarily high due to the cost of chemo drugs. He added that he is currently working with D. Hammett to perform a gap analysis with the goal of reducing the AR. D. Hammett stated that within thirty days he expects to get approximately \$475,000 back from Medicare since the cost report was filed in November. The final audit was received today. D. Hammett will present those findings at the January board meeting.

**VIII. EXECUTIVE SESSION:** Member Roberts made a motion that the Board enter into Executive Session for a personnel update, a legal update and to consider medical staff appointments and reappointments. Motion seconded by Member Doyle. Motion passed unanimously. Board entered Executive Session at 5:37 p.m. The Board came out of Executive Session at 6:09 p.m.

**IX. PERSONNEL UPDATE:** P. Hofstetter provided a personnel update during Executive Session.

**X. LEGAL UPDATE:** P. Hofstetter provided a legal update during Executive Session.

**XI. MEDICAL STAFF – APPOINTMENTS/REAPPOINTMENTS:** After coming out of Executive Session, Member Lagoudakis made a motion to appoint Adam Colton, DO and

Mistee Jefferies, NP and to reappoint Erica Worhatch, RP to medical staff. Motion seconded by Member Roberts. Member Cushing abstained due to being unable to see the files. Motion passed unanimously.

- XII. ADJOURNMENT:** Member Roberts made a motion to adjourn. Motion was seconded by Member Doyle. Motion passed unanimously. The meeting adjourned at 6:16 p.m.

Respectfully submitted,

  
Marlene Cushing, Board Secretary