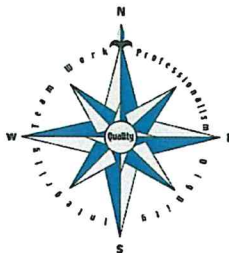


Petersburg Medical Center

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Meeting: Medical Center Board Meeting

Date: May 23rd, 2019 **Time:** 5:00 p.m.

Board Members Present: Jerod Cook, Cindi Lagoudakis, Jim Roberts (joined telephonically at 5:13 pm), George Doyle, Kathi Riemer, Marlene Cushing, Tim Koeneman

Board Members Absent: None

Staff Members Attending: Phil Hofstetter – CEO, Doran Hammett – CFO, Ro Tejera – Controller, Sarah Wright – Accounts Payable, Carrie Lantiegne – Business Office Manager, Dr. Hyer – Chief of Staff, Cindy Newman – Human Resources, Liz Bacom – Infection Prevention and Quality, Chad Wright – Executive Assistant

Visitors: Cynthia Brandt, Brian Varela, Jeff Meucci, Lisa Nilsen, Yancy Nilsen, Sage Hanson

- I. **CALL TO ORDER:** Member Cook called the meeting to order at 5:00 p.m.
- II. **APPROVAL OF THE AGENDA:** Member Cook made a motion to amend the agenda to add Personnel Issue to the Executive Session. Member Riemer made a motion to approve the agenda as amended. Motion seconded by Member Cushing. Motion passed unanimously.
- III. **APPROVAL OF BOARD MINUTES:** Member Koeneman made a motion to approve the minutes as presented from the board meeting on April 25th, 2019. Motion seconded by Member Cushing. Motion passed unanimously.
- IV. **VISITORS COMMENTS:** D. Hammett announced his last day will be Friday, May 31st, 2019.
- V. **BOARD MEMBER COMMENTS:** None
- VI. **OLD BUSINESS:**
 - A. **Hilltop Securities Resolution.** After R. Tejera explained the purpose of the resolution and answered questions relating to the resolution, Member Cushing made a

motion to approve the resolution as written. Motion seconded by Member Lagoudakis. Motion passed unanimously.

VII. NEW BUSINESS:

A. Healthcare Accounting Technology Gap Analysis & Financial Reporting

Package. P. Hofstetter introduced Cynthia Brandt. C. Brandt explained her role as a financial analyst. She added that her analysis has three parts: (1) an assessment of where we are currently versus where we could be based on standards and best practices, (2) provide training to R. Tejera, S. Wright and other department heads, and (3) provide mentoring and guidance. Specifically, she has been reviewing the revenue cycle which include accounts receivable. Additionally, she has been looking at how the books are closed on a monthly basis and if the financial package provides information needed to manage the budgeting process. She is also diving into how things are categorized in the budgeting process. C. Brandt noted that there may be some estimates that are in the current financials that may need to be adjusted. She will continue to focus on that as well as budgeting. She will be providing a detailed report of the assessment identifying areas of opportunity and recommendations for implementation.

B. Master Planning Proposal. P. Hofstetter stated that he put this item on the agenda with the hopeful intent the proposal would be ready for approval but the proposal just arrived today. He requested a special meeting be set after the board has had an opportunity to review the proposal. The board scheduled a special meeting on Thursday, May 30th at 5:00 p.m.

C. Deferred Compensation Resolution. Member Koeneman made a motion to approve the deferred compensation resolution. Motion seconded by Member Riemer. Discussion followed. Motion passed unanimously.

VIII. REPORTS:

A. Executive Summary. P. Hofstetter answered questions related to his written report (see copy) and highlighted various points, particularly health insurance rates and the 3% Medicaid rate cut on long term care. He then discussed providing therapy services in the schools in Metlakatla and Petersburg. P. Hofstetter also mentioned recently meeting with Senator Sullivan and giving him a tour of the facility.

B. Case Management/Swing Bed Management. E. Hart was not in attendance but her written report (see copy) was available for review.

C. Chief of Staff. In addition to her written report (see copy), Dr. Hyer highlighted that the clinic is fully staffed with four permanent full-time physicians. She also commented on all the teaching happening in the clinic with medical students, a physician assistant student and two local nurse practitioner students. She hopes to improve the pipeline of services to rural Alaska and maybe eventually coming back to Petersburg.

D. Clinic. J. Olsen was not in attendance but her written report (see copy) was available for review and Dr. Hyer was able to answer questions pertaining to team-based care and explain how it will improve the continuity of care.

E. Community Education. K. Lambe was not in attendance but her written report (see copy) was available for review.

F. Dietitian. M. Fleming 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. L. Bacom was available to answer questions pertaining to her written report (see copy).

I. Financial. R. Tejera reviewed the financials for April (see copies).

- IX. EXECUTIVE SESSION:** Member Lagoudakis made a motion that the Board enter into Executive Session to consider medical staff appointments and reappointments and to discuss a personnel issue. Motion seconded by Member Doyle. Motion passed unanimously. Board entered Executive Session at 5:59 p.m. The Board came out of Executive Session at 6:57 p.m.
- X. MEDICAL STAFF – APPOINTMENTS/REAPPOINTMENTS:** After coming out of Executive Session, Member Cushing made a motion to appoint Julie Conyers, MD and to reappoint Scott Chatterley, MD to medical staff. Motion seconded by Member Lagoudakis. Motion passed unanimously.
- XI. PERSONNEL ISSUE.**
- XII. NEXT MEETING:** Special meeting was scheduled for Thursday, May 30, 2019 at 5:00 p.m. in the Dorothy Ingle Conference Room. Next regularly schedule meeting was scheduled for Thursday, June 27, 2019 at 5:00 p.m. in the Dorothy Ingle Conference Room.
- XIII. ADJOURNMENT:** Member Riemer made a motion to adjourn. Motion was seconded by Member Koeneman. Motion passed unanimously. The meeting adjourned at 6:59 p.m.

Respectfully submitted,


Marlene Cushing, Board Secretary