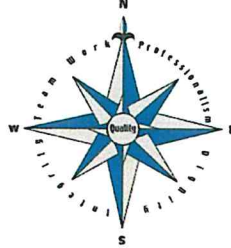


# *Petersburg Medical Center*

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**Meeting:** Medical Center Board Meeting

**Date:** September 26<sup>th</sup>, 2019 **Time:** 5:00 p.m.

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

**Board Members Absent:** Jerod Cook

**Staff Members Attending:** Phil Hofstetter, Ro Tejera, Carrie Lantiegne, Cindy Newman, Janet Kvernvik, Chad Wright, Kaitlin DuRoss, Sarah Wright, Jennifer Hyer

**Visitors:** Brian Varela, Lisa Nilsen, Cynthia Brandt

- I. **CALL TO ORDER:** Member Doyle called the meeting to order at 5:00 p.m.
- II. **APPROVAL OF THE AGENDA:** Member Riemer made a motion to approve the agenda as presented. Motion seconded by Member Koeneman. Motion passed unanimously.
- III. **APPROVAL OF BOARD MINUTES:** Member Roberts made a motion to approve the minutes as presented from the board meeting on August 22<sup>nd</sup>, 2019. Motion seconded by Member Riemer. Motion passed unanimously.
- IV. **VISITORS COMMENTS:** None.
- V. **BOARD MEMBER COMMENTS:** Member Riemer stated that she attended the candidate forum and it is posted on KFSK. She added that it is great there are six candidates looking to fill the three open seats. Member Koeneman stated that he was sorry he missed the August board meeting. He noted that this is his last meeting. Additionally, he thanked the hospital staff, fellow board members and the community for allowing to serve. He noted that it has been rewarding and he hopes to continue seeing more people get involved in the community and in healthcare.

## VI. REPORTS:

**A. Executive Summary.** P. Hofstetter stated he just returned from the ASHNHA conference and board meeting in Girdwood. Member Cook also attended. In addition to his written report, P. Hofstetter referenced the table on page 2 indicating how busy the facility has been. He commended the PMC staff for their teamwork during the extremely high census the past few weeks. Member Riemer asked about the master planning guide on page 3 in his report. P. Hofstetter explained the guide, the steps of the process and where PMC is currently in the process. Member Riemer then asked when the consensus would be made whether to renovate or build new. P. Hofstetter that many questions to answer that question will be a result of the master planning project which should be complete in December at the latest. Additionally, it will depend on what the community wants to do and what kind of funding can be secured. A work session with the Borough will be held to discuss next steps and hear recommendations from NAC. P. Hofstetter then provided an update on the USP 800 project. He noted that public relations is doing an amazing job with the newsletter and promoting wellness activities. He then referenced the graph on page 5 showing significant volumes of outpatient, ER and clinic visits. Bartlett Psychiatry has been onsite this week providing services and will also be providing telepsychiatry. P. Hofstetter has also met with leadership at PeaceHealth in Ketchikan to finalize contracts for services, including OB/GYN. The physicians received a Golden Stethoscope award from ASHNHA for their participation in the MAT program. Member Doyle asked about the impact of how four physicians are handling the workload. P. Hofstetter replied that a mid-level provider may need to be considered to be added to the team to increase access to appointments. P. Hofstetter then acknowledge and thanked Member Koeneman for his years of service on the board.

**B. Pharmacy.** E. Kubo was not in attendance but her written report (see copy) was available for review. Member Koeneman commented that time and space are challenges and should be thought about it when discussing building new or remodeling.

**C. Rehab.** In addition to her written report (see copy), K. DuRoss stated that her department is continuing to expand. She stated that they now have a private treatment room in the Visiting Physician's office. The speech therapist is now using an office in the Visiting Physician's office. Plans are to remodel a room to create a pediatric gym. B. Axmaker will be providing telehealth and onsite services with Metlakatla and Hoonah. J. Baker on staff. A new OT has started. A new lift for the pool that was purchased by the PMC Foundation will be installed soon, so LTC and Mountain View Manor residents will be able to resume visiting the pool. PMC partnered with Parks and Rec so PMC staff could become lifeguard certified. Hopefully more staff will become certified. J. Walker is a new rehab tech and has been working with residents on their exercise programs.

**D. Plant.** M. Boggs was not in attendance but his written report (see copy) was available for review.

**E. Activities.** J. Machalek was not in attendance but her written report (see copy) was available for review. Member Riemer inquired about the Activities Assistant position. C. Newman provided information pertaining to filling that position.

**F. Quality.** L. Bacom was not in attendance but her written report (see copy) was available for review. Member Riemer inquired about the Ethics Committee. P. Hofstetter provided examples of situations that would be discussed and reviewed by the Ethics Committee.

**G. Financial.** R. Tejera reviewed the income statement. She noted that August was a very busy month and it is reflected in the income statement. The gross revenue for inpatient and outpatient was high. The net income ended at \$1.7 million. She stated that expenses were also high. She added that there were almost 900 hours of overtime in August, which was approximately \$40,000. Net operating expenses were \$1.6 million and the net operating gain was \$122,000. Investments lost \$10,000 last month, but they are coming back. Total cash is \$7.7 million, \$4.7 is in the bank account and almost \$3 million in investment account. The negative net change in cash was \$276,000. The average revenue day is \$51,000 and the average expense is around \$48,000. There are 161 days of cash on hand including investments. She is continuing to work on AR. The gross AR days are currently at 82 and the net AR days are at 57. She is working with C. Brandt to prepare for the audit in November. There are two grants that we have not received funds for yet but expect to receive by December. A Rasmuson grant for \$100k has been submitted with hopes of being awarded in November. A telehealth grant for \$120k has also been submitted.

**VII. OLD BUSINESS:**

**A. Medical Staff Bylaws.** Member Koeneman made a motion to approve the Medical Staff Bylaws. Motion seconded by Member Riemer. Motion passed unanimously.

**B. Medical Staff Rules and Regulations.** Member Roberts made a motion to approve the Medical Staff Rules and Regulations. Motion seconded by Member Riemer. Motion passed unanimously.

**VIII. NEW BUSINESS**


**IX. EXECUTIVE SESSION:** Member Riemer made a motion that the Board enter into Executive Session to consider medical staff reappointments. Motion seconded by Member Lagoudakis. Motion passed unanimously. Board entered Executive Session at 5:42 p.m. The Board came out of Executive Session at 5:51 p.m.

**X. MEDICAL STAFF – REAPPOINTMENTS:** After coming out of Executive Session, Member Lagoudakis made a motion to reappoint Joanne Gartenberg, MD, Phil Hofstetter, Au.D., John Kokesh, MD, and Paul L. Wilson, MD to medical staff. Motion seconded by Member Riemer. Motion passed unanimously.

**XI. NEXT MEETING:** Next regularly scheduled meeting was set for Thursday, October 24, 2019 at 5:00 p.m. in the Dorothy Ingle Conference Room.

**XII. ADJOURNMENT:** Member Roberts made a motion to adjourn. Motion was seconded by Member Koeneman. Motion passed unanimously. The meeting adjourned at 5:53 p.m.

Respectfully submitted,

  
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Marlene Cushing, Board Secretary