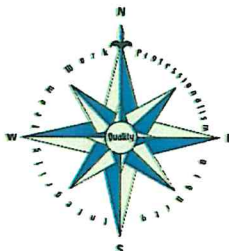


Petersburg Medical Center

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Meeting: Medical Center Board Meeting

Date: October 24th, 2019 **Time:** 5:00 p.m.

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

Board Members Absent:

Staff Members Attending: Phil Hofstetter, Ro Tejera, Carrie Lantiegne, Janet Kvernvik, Chad Wright, Jill Dormer, Cindy Newman, Jennifer Bryner, Liz Bacom, Jennifer Hyer

Visitors: Brian Varela, Bob Lynn

- I. **CALL TO ORDER:** Member Cook called the meeting to order at 5:01 p.m.
- II. **APPROVAL OF THE AGENDA:** Member Lagoudakis made a motion to approve the agenda as presented. Motion seconded by Member Cushing. Motion passed unanimously.
- III. **APPROVAL OF BOARD MINUTES:** Member Lagoudakis made a motion to approve the minutes as presented from the board meeting on September 26th, 2019. Motion seconded by Member Cushing. Motion passed unanimously.
- IV. **VISITORS COMMENTS:** None.
- V. **BOARD MEMBER COMMENTS:** Member Cushing welcomed new board member Stratman and re-elected members Doyle and Lagoudakis.
- VI. **REPORTS:**
Executive Summary. P. Hofstetter provided a verbal report as his written report was accidentally left out of the packet. He noted that there was a high census during the summer months but as expected a downturn has occurred. There has been increased focused on the financials for the last seven months or so to make sure there is an accurate accounting of financial modeling. Particular attention has been on the AR modeling. He stated that there is no update on the USP 800 timeline. He added that Rasmuson funds were applied for and a representative from Rasmuson made a visit. PMC will be notified

in late November if funds will be awarded. The annual manager retreat is tomorrow. The next Community Cafe is November 12th. The Director of Advocacy for AARP will be presenting on aging and healthcare planning. The cafe will be held at the library at 2:00 p.m. and 6:30 p.m. Manager Bootcamp training is ongoing. P. Hofstetter attended ASHNHA meetings with Member Cook. Two awards were received: one was the Mountain Pacific Quality Award for Long Term Care and the other was the Golden Stethoscope for the providers in the Joy Janssen Clinic related to the MAT program. Master planning with NAC is about 80% complete with the final product expected in December. The NAC project manager will be asked to attend the work session with the Borough. Community outreach continues. PMC Live on KFSK occurs monthly. It was noted that plans are for the Resource Committee to start meeting quarterly in January. There will be board training by R. Tejera, C. Brandt and possibly the cost report preparer.

B. Case Management/Swing Bed Management. J. Bryner was available to answer questions related to E. Hart's written report (see copy).

C. Chief of Staff. In addition to her written report (see copy), J. Hyer expressed the importance of empanelment and identifying a primary care provider.

D. Clinic. J. Olsen was not in attendance but her written report (see copy) was available for review.

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

F. Dietary. S. McMullen was not in attendance but her written report (see copy) was available for review. C. Newman noted that L. Wickersham was hired as the Dietary Assistant. Member Cushing congratulated the dietary department for getting a 100% for the DEC inspection.

G. Home Health. C. Axmaker was not in attendance but her written report (see copy) was available for review. P. Hofstetter answered questions related to staffing challenges in that department.

H. Quality. L. Bacom was available to answer questions related to her written report (see copy).

I. Financial. R. Tejera stated the financial department has been busy working with the auditor and the cost report preparer. The auditor will be onsite the week of November 4th and she expects the report to be completed by the end of the month. She added that she would like the Resource Committee to start meeting quarterly in January to talk about investments and budgets. R. Tejera discussed the fixed AR model that will provide a clear picture of what will be written off from the AR and what the contractuals are from revenue. The model will be stable and provide the ability to predict. R. Tejera stated that she feels comfortable with the model and that the financials are accurate. She referenced the deductions to accounts receivable and to the gross revenue on the balance sheet and income statement. She then reviewed the income statement for September. She noted that we were over budget in revenue by 4% mainly due to the inpatient department. We were also over budget in expenses by 10% primarily due to salaries and travelers. There was an operating loss of \$76,200, but net operating revenue of \$48,838 from investments so the net loss was \$27,362 for the month. When depreciation is added there is a positive cash flow of \$35,000 for the month. She then reviewed the cash flow statement. She noted that at the end FY20 there is nearly 8 million in cash. She added there are two checking accounts, investment accounts and mutual funds. Discussion followed regarding fees for

managing investment accounts. R. Tejera reported that days cash on-hand was 165 days. Gross AR days was 83 and Net AR days was 56. The decrease of cash on-hand was due to pre-pays. The net change in cash was \$84,581 which means there was more cash going out than coming in. R. Tejera stated that she would add the capital budget schedule to the monthly financial package.

VII. UNFINISHED BUSINESS:

VIII. NEW BUSINESS:

- A. Election of Officers.** Member Riemer made a motion to nominate Member Cushing to continue to serve as Secretary, Member Doyle to continue to serve as Vice President, and Member Cook to continue to serve as Chair. Motion seconded by Member Lagoudakis. Motion passed unanimously. Member Cushing asked to establish membership on the Resource Committee. Members Cook, Doyle, and Riemer agreed to serve on the Resource Committee. Additionally, Members Roberts, Lagoudakis and Riemer will create a self-assessment for the board. The first step is to develop a timeline.
- B. Assembly/Hospital Work Session.** P. Hofstetter noted that he is trying to firm up a date for the work session with the Assembly and he is hoping to have good representation.
- C. Assembly Liaison.** P. Hofstetter asked the board for input on the assembly liaison. K. Riemer reflected the reason for the liaison was to improve the relationship between the hospital and the Borough. Agreement was to further discuss at the upcoming work session. Liaison Lynn stated that at least four of the Assembly members agree that the liaison position is not necessary due to P. Hofstetter doing a fantastic job of keeping everyone informed by attending Assembly meetings. He added that there have been no surprises. Liaison Lynn urged as many assembly and board members to attend the work session. He stated that there are a lot of new Assembly members and there is a need for increased education. He suggested limiting the topics at the work session, one being the master planning project and another to discuss partnering in any way to make life easier for the hospital and Borough and to keep strong relationships between both groups.

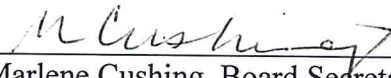
IX. EXECUTIVE SESSION: Member Cushing made a motion that the Board enter into Executive Session to consider medical staff appointments. Motion seconded by Member Doyle. Motion passed unanimously. Board entered Executive Session at 6:07 p.m. Member Riemer made a motion to come out of Executive Session. Motion seconded by Member Lagoudakis. The Board came out of Executive Session at 6:16 p.m.

X. MEDICAL STAFF – REAPPOINTMENTS: After coming out of Executive Session, Member Cushing made a motion to reappoint Riley Bennett-Vockner, PA, Kayla Luhrs, MD, Pat Sessa, LCSW and to appoint Jamie Stevens, MD and Cynthia Rutto, PMH NP to medical staff. Motion seconded by Member Lagoudakis. Motion passed unanimously.

XI. NEXT MEETING: Next regularly scheduled meeting was set for Thursday, November 21, 2019 at 5:00 p.m. in the Dorothy Ingle Conference Room.

- XII. ADJOURNMENT:** Member Riemer made a motion to adjourn. Motion was seconded by Member Lagoudakis. Motion passed unanimously. The meeting adjourned at 6:18 p.m.

Respectfully submitted,



Marlene Cushing, Board Secretary