

**SOUTH PENINSULA HOSPITAL, INC.
REGULAR BOARD MEETING**

SPH Conference Rooms

February 28, 2018

1. Call to Order

The BOD went into Executive Session to discuss personnel and financial matters prior to the start of the regular meeting.

*******Into Executive Session – 5:18 p.m.*******

*******Out of Executive Session – 6:54 p.m.*******

*******Regular Session – 7:01 p.m.*******

*******Return to Executive Session – 8:50 p.m.*******

*******Out of Executive Session – 9:50 p.m.*******

*******Return to Regular Session – 9:52*******

Vice President Tom Clark called the Regular Meeting to order at 7:01 p.m.

2. Roll Call

Present:	Matt Hambrick	Vickey Hodnik
	Tom Clark	Matt North
	Lane Chesley	Bernadette Wilson
	Julie Woodworth	

Excused: David Groesbeck

Also Present: Joseph Woodin, CEO
Holly Torres, CFO, Interim Administrator
Clyde Boyer, Service Area Board representative
Willy Dunne, Kenai Peninsula Borough Assembly
Derotha Ferraro, PR & Business Development Director
Von Kilpatrick, Chief Nursing Officer
Helen McGraw, LTC Administrator
Cindy McMorris, Revenue Cycle Director
Katie Ostrom, MD, Chief of Staff
Glenn Radeke, Support Services
Mike Dinges, Human Resources
Sue Shover, Quality Improvement Specialist
Maria Soto, Materials Management
Kim Greer, RN

Keri-Ann Baker, SAB President, Homer Chamber of
Commerce President
Sarah Bollwitt
Barb Radowsky
Ginny Espenshade
Mary Fries, RN
Nancy Chastain, Recording Secretary

A quorum was present.

3. Reflect on Living our Values

Vice President Clark called on Kim Greer, RN, to speak on the hospital's "Values and Actions." Ms. Greer discussed how a patient offered specific directions on assessing local needs in the community and gave several other helpful suggestions, particularly for patients who will be spending a long time at the hospital. Her information was well appreciated.

4./5. Welcome Guests and Audience/Announcements

Mr. Clark welcomed everyone. He asked those wishing to speak to sign up on the sign-in sheet, and referenced the "Rules for Participating in a Public Meeting." He introduced Joseph Woodin, new CEO, and welcomed him to his first Board meeting. Mr. Woodin said he was very happy to be here.

Mr. Clark explained the process of decision making during the meeting. Mr. Hambrick read aloud the "Rules for Participating in a Public Meeting." Mr. Clark explained the first opportunity for public comment would be on agenda item 9, and reminded those who want to speak to sign the list of speakers.

6. Approval of the Agenda

Ms. Woodworth moved to approve the agenda as written. Mr. Hambrick seconded. There was no dissent and the agenda was approved as written.

7. Approval of the Consent Calendar

Hambrick/Chesley moved/seconded:

Consideration to Approve the Consent Calendar as written:

Discussion: Ms. Wilson read the items on the consent calendar into the record:

- a. Consideration to Approve the minutes of the January 2018 Board of Directors meeting.
- b. Consideration to Approve SPH Resolution 2018-02, approving Reallocation of Funds for Obligated Fund Balance to the Unobligated Fund Balance
- c. Consideration to Approve SPH Resolution 2018-03, Approving the Capital Budget for FY 2019.
- d. Consideration to Approve Updated Respiratory Plan.
- e. Consideration to Approve Forwarding Proposed Revision of Purchasing Authority Policy to the Contract Administrator.
- f. Review 2nd Quarter Update for FY 18 Strategic Action Items.
- g. Review Patient Centered Care Quality Committee minutes.

h. Completion of Annual CMS form.
Discussion: None further.
Motion carried.

8. Presentations:

- a. Proclamation Recognizing Mary Fries for 31 Years of Service.
Mr. Clark read the proclamation honoring Ms. Fries, and the Board and guests congratulated her, and wished her well.

- b. iProtean – Competency Based Succession Planning (12 minutes)
Part II of the iProtean presentation was shown on the screen.

Ms. Wilson reminded everyone that this iProtean presentation was the second half of what was presented last month.

9. Public Comments on Items Not Appearing on the Agenda

Keri-Ann Baker, Service Area Board Chair, welcomed Mr. Woodin to the meeting. As Chamber of Commerce President, she also offered him the appointed position on the Chamber of Commerce, which he accepted. She praised staff working on the Homer Opioid Task Force. She briefly discussed a presentation from the Rural Health Care Conference, and presented the Board with a copy of that presentation for information. Mr. Clark thanked her.

Sarah Bollwitt was invited to attend an Executive Session immediately following the regular meeting to air her concerns.

Barb Radowsky thanked hospital and staff for Walk with a Doc. She gave a rundown on picking up drug debris on the beach. Mr. Clark thanked her for her comments.

Maria Soto prefaced her talk with reference to the hospital's values. She stated that many staff, even those she does not represent, are coming to her with concerns of not feeling secure in their jobs. This is a level of concern she has never seen/heard before. She feels a course correction needs to be made. She also welcomed Mr. Woodin, and was hopeful that the leadership would lead the organization in a new direction.

Assemblyman Willy Dunne welcomed Mr. Woodin, saying he looked forward to working with him. He thanked the Board for operating the hospital on behalf of the Borough. He thanked Ms. Torres for her recent quarterly update at the Borough Assembly meeting. He spoke of addiction and misuse problems, saying a single location for people to get help social services paperwork would be useful, and hoped for a local inpatient treatment facility one day.

Ginny Espenshade applauded the staff she works with, in the community, her job, and as a volunteer. She volunteered to be on a hostile workplace committee if one is formed.

There were no further comments or questions.

10. Unfinished Business

a. Confirmation of Approval of Home Health Administrator plan as approved in December 2017.

Discussion: Mr. Chesley read into the record the printed background from the packet explaining the recommended motion:

“In December 2017, a memo was prepared to share some of the new Home Health Conditions of Participation (COP) with the Board of Directors.

“The new COP require the Board of Directors to take an increased role in Home Health and required a new role for the Home Health Administrator / Director. It was determined in December 2017 that Ivy Betts-Stuart would be our Home Health Administrator/Director as she is involved in the day-to-day operations and activities of Homer Health.

“An additional role to be filled, per these new requirements, is the Clinical Coordinator role who Ivy recommends to be Sheila Maupin, a Home Health nurse. It is also proposed that the Clinical Coordinator position be the back-up Administrator. Much of this new requirement is just a change in titles and assigning accountability.”

Woodworth/Hambrick moved/seconded: To Confirm December 20, 2017 Board Approval of Ivy Betts-Stuart as Home Health Administrator and Sheila Maupin as Home Health Clinical Coordinator and back-up Administrator.

Discussion: None further
Motion carried.

11. New Business:

a. 2nd Reading of Board By-Laws Proposed change

Ms. Woodworth read aloud the proposed by-laws amendment.

“Hospital Board members will receive a stipend *according to a schedule adopted by the board and outlined in Board Policy SM-12 Board Member Stipends.*

Mr. Clark confirmed this this was the second reading. The third reading will take place at the April meeting, and action will be taken at that time.

12. Reports:

a. Chief of Staff

Dr. Ostrom said Dr Hough and Dr. Tortora will do “Walk with a Doc” in March. There is a lot of interest in the program. She mentioned the upcoming open house for Homer Medical Center. She also said there are about 17 moms ready to deliver in March.

There were no questions or comments.

b. Service Area Board Representative

Mr. Boyer mentioned the upcoming SAB meeting Monday, 3/5/18, 1:00 pm, in the hospital conference room with Borough Mayor Pierce to discuss the 2.5% fee proposal for the budget. Foundation Board of the hospital is donating a painting to the HMC entry.

There were no questions or comments.

c. Interim Administrator

Ms. Torres' report was in the packet. She mentioned:

- Electronic Medical Record (EMR) is well underway hospital-wide, with updates going in the operating room and emergency room.
- There are new physician candidates, with hopes to have new docs on board this summer.
- 3 new Advanced Nurse Practitioners (ANPs) at Homer Medical Center.
- The open house at Homer Medical Center will be in March.
- Employee "Oscar" appreciation banquet March 3 & 4.
- Looking for opportunities to share resources and collaborate with Central Peninsula Hospital.
- 2019 Capital budget to be approved tonight.
- 2019 Operating budget working on in March

There were no questions or comments.

d. LTC Administrator

Ms. Helen McGraw's report was in the packet. She said census is low now due to the expiration of 5 residents in the prior 3 weeks. She said this has been hard on staff. She explained that such occurrences will skew statistics, and provided some charts that show this.

There were no questions or comments.

e. Chief Financial Officer

Ms. Torres' report was included in the packet. She also mentioned:

- Volumes have been up in all areas.
- Exceeded budget expectations on the revenue side.
- Working on fiscal budgets for FY 19
- She thanked the nursing department for all they do.

There were no comments or questions.

f. Chief Nursing Officer Report

Ms. Kilpatrick's report was included in the packet.

- She thanked Helen McGraw in LTC for her work.
- Ivy Betts-Stuart attended a palliative care workshop for nurses.

- Lauren Painter, Education Coordinator, will be missed.
- Working on case management and improving steadily. Coming central registration improvements will help everyone.

There were no questions or comments.

g. Marketing Report

Ms. Ferraro's written report was provided in the packet. She mentioned:

- HMC Open House, Friday, March 30, 5:30 to 7:30 p.m.
- Open House of OR and Sleep Center – Chamber Business after Hours Thursday March 15, 5:30 to 7:00 p.m.
- State task force on opioids representatives will be in Homer on March 7 at Land's End. 1:00 p.m.
- Public transportation (CART) public hearing on March 5, 4:00, City Hall.
- Resilience coalition just developed a set of white papers regarding ACES (Adverse Childhood Experiences). Goal is building resilience.
- Safe Sitter program went into the Russian Villages

Mr. Chesley asked if the administration was aware of the Homer Comprehensive Plan, and was preparing comments on behalf of the hospital for the Plan update. Mr. Chesley recommended doing so, as the Plan is the source of decisions. City zoning codes, city programs, etc., all originate from concerns expressed in the Comprehensive Plan, which should review items related to the hospital. Ms. Ferraro mentioned the Borough's draft Comprehensive Plan, and Mr. Chesley replied that the Homer plan is part of the Borough's plan, as the Borough has delegated authority to City of Homer to develop its own Comprehensive Plan. Ms. Ferraro was surprised by how out of date some of the information she saw had been.

There were no further comments or questions.

h. Human Resources

Mr. Dinges report was included in the packet. He mentioned the following:

- At the lowest level of Travelers (down to 3 or 4)
- The need for child care has come up in exit interviews. Working on putting together a program here.

Ms. Woodworth mentioned getting Boys & Girls Club back.

There were no further questions or comments.

i. Support Services

Mr. Radeke's written report was included in the packet. He mentioned the following:

- Adjustments have been made to new equipment, with some ongoing repairs.
- Final dirt work around HMC scheduled for spring. Ditch issue being monitored.
- A lot of training with contractors going on.
- X-ray room #2 was remodeled.

- Next is a new sterilizer into sterile processing.
- Mr. Radeke complimented his staff for all their many great skills.

There were no questions or comments.

j. Strategic Initiatives and Planning

Ms. Hansen’s written report was attached to the packet. She was out of town.

Ms. Torres said that good progress was being made on many items. There were no further questions or comments.

k. Board President

Vice President Clark turned the gavel over to Mr. Chesley.

Mr. Clark moved for immediate reconsideration of item 7b & 7c:

- b. Consideration to Approve SPH Resolution 2018-02, Approving Reallocation of Funds from Obligated Fund Balance to the Unobligated Fund Balance

Discussion: Mr. Clark stated he should not have allowed items 7b and 7c to go into the Consent Calendar. These are portions of the capital budget. He asked that they be discussed and moved on in individual motions. He asked for a roll call vote on both.

Clark/Hambrick moved/seconded: To Pass and Adopt SPH Resolution 2018-02, A Resolution of South Peninsula Hospital Board of Directors Approving Reallocation of \$851,620.39 from Obligated Fund Balance to the Unobligated Fund Balance, and forwarding the resolution to the Service Area Board and the Kenai Peninsula Borough Administration for approval.

Discussion: None further

Roll call vote was requested.

The vote: Yes: Chesley, Woodworth, Wilson, North, Hodnik, Hambrick, Clark
 No: 0

Motion carried.

Mr. Clark moved for immediate reconsideration of item 7c. Ms. Woodworth seconded.

- c. Consideration to Approve SPH Resolution 2018-03, Approving the Capital Budget for FY 2019.

Discussion: Mr. Clark stated he should not have allowed the two items to go into the Consent Calendar.

Clark/Hambrick moved/seconded: To Pass and Adopt SPH Resolution 2018-02, Approving the South Peninsula Hospital Capital Budget as modified and, and forwarding

the resolution to the Service Area Board and the Kenai Peninsula Borough Assembly for approval.

Discussion: Mr. Clark read the caption on the top:

“The capital budget FY19 is attached. The intent is to move the majority of \$1.8 million into annual Service Area funds, which have historically been appropriated for capital purchases to the unobligated fund balance, and appropriate \$851,000 in capital funds for FY19 equipment and facilities.”

Mr. Hambrick noted that he had been at the meeting and could have helped catch the error. Roll call vote was requested.

The vote: Yes: Hambrick, North, Hodnik, Woodworth, Wilson, Chesley, Clark
 No: 0

Motion carried.

Mr. Clark took back the gavel.

I. Board Committees:

Finance

Mr. Chesley said the finance committee had just completed work on the capital budget, and was moving on to working on the operating budget.

There were no questions or comments.

Governance

Ms. Woodworth said the Doctors’ Dinner had been postponed because of Mr. Woodin’s arrival. It will take place tentatively April 17. The agenda is long with take-aways from the Rural Health Care Conference.

There were no questions or comments.

Education

Ms. Hodnik had nothing to report.

There were no questions or comments.

Pension Plan

Mr. North said there would be a meeting before the March meeting.

There were no questions or comments.

m. BOD Representative to Service Area Board Meeting

Mr. North did not attend the Service Area Board meeting.

13. Discussion:

a. AHA Rural Health Care Leadership Conference – Take-aways

Mr. Hambrick acknowledged getting to spend time with the Central Peninsula Hospital Board at the Conference. He mentioned learning that it costs about \$1500/patient to pay for regulatory compliance matters. Ms. Woodworth said it was really good to do networking with peer hospitals, and there were a lot of Alaskans there. She learned a lot about reimbursements.

b. Plans for Doctor’s Dinner.

Ms. Woodworth said the new date is tentatively set for April 17.

c. Plans for Annual Board Work Session

Date is tentatively set for the first full weekend of April. Mr. Chesley said operating budget FY19 is looking for budgetary guidance on resources needed for education and retreats.

14. Public Comments and Public Presentations

Ms. Soto applauded the Board for staying on top of everything, saying she knows how much time and energy it takes. She mentioned a webinar on the “Me, Too” movement, to prepare for the possibility of old issues coming up. She shared that 84% of women have experienced some type of harassment. She shared many of the points of the webinar.

Cindy McMorris said with implementing the Evident program to help with billing, they have seen a significant increase in number of claims. It has cleaned up a lot of issues. What used to take a month to collect is often paid in 7 days. Cash fantastic this month.

Ms. Torres spoke of patient complaints about multiple and slow billing, saying the statement format changes at the first of the year helped address this, and moving toward with centralized registration will further improve customer service.

Sue Shover, QI, stated that as LTC manager she developed a strategic plan, part of which was to incorporate a day care into LTC, where staff could bring children to work. The day care would be integrated in some manner into the LTC facility. She said the plan is still in existence.

There were no further questions or comments.

15. Comments from the Chief of Staff

Dr. Ostrom said “thank you” for being supportive of her ideas. She welcomed Mr. Woodin.

16. Comments from SPH Senior Leadership

Ms. Ferraro and Mr. Dinges had no further comments. Mr. Radeke welcomed Mr. Woodin, saying he looked forward to working with him.

17. Comments from the Chief Executive Officer

Mr. Woodin thanked everyone for their welcome. He said he would be moving for the next month, and reminded all of the organizational chart, and that Ms. Torres would be Interim Administrator in his absence.

18. Comments from the Recording Secretary

Ms. Chastain asked for permission to use the Board’s recording equipment for the SAB meetings as well. The Board had no objections.

19. Comments from the Service Area Board Representative

Mr. Boyer said the hospital is very fortunate to have such a dedicated Board of Directors and such dedicated employees. He welcomed Mr. Woodin.

20. Comments from the Board Members

Ms. Wilson congratulated Mary Fries on her retirement, and welcomed Mr. Woodin.

Ms. Hodnik welcomed Mr. Woodin.

Mr. North welcomed Mr. Woodin, saying he had a lot to learn about his new job.

Ms. Woodworth congratulated Mary Sheppard Fries on her many years of service, and welcomed Mr. Woodin. Mr. Chesley welcomed Mr. Woodin.

Mr. Hambrick thanked Kim Greer for her input on Hospital Values, and welcomed Mr. Woodin. Mr. Clark said the write-up for Mary Sheppard Fries was a lot of fun.

22. Announcements as a Result of the First Executive Session

After review of the applicants’ files in Executive Session, Ms. Wilson moved to approve the following positions in the medical staff as requested and recommended by the Medical Executive Committee:

Appointment of:

Propp, Daniel MD	Critical Care/Anesthesia	Telemedicine (EICU)
Sellman, Richard MD	Internal Medicine	Telemedicine (EICU)
Surber, William MD	Critical Care/Anesthesia	Telemedicine (EICU)

Reappointment of:

Lorenz, Mark MD	Otolaryngology	Courtesy Staff
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Addition of Privileges

Norman Petty, MD requests addition of moderate sedation, ketamine & propofol privileges

Temporary Privileges

Randall Wiest, MD has been granted temporary privileges in Family Medicine to serve as a locum tenens for 4 to 6 weeks.

Ms. Woodworth seconded the motion to approve.

Discussion: None further.

Motion carried.

The Regular Session ended at 8:45. The Board then went into a second Executive Session at 8:50 p.m.

Executive Session ended at 9:50 p.m., and Regular Session resumed at 9:52.

22 a. Announcements as a Result of the Second Executive Session

There were no new announcements as a result of the second Executive Session.

There were no questions or comments.

23. Adjournment:

North/Hambrick moved/seconded:

To Adjourn.

Meeting Adjourned at 9:55 p.m.

Respectfully Submitted,

Accepted:

Nancy M. Chastain
Recording Secretary

Tom Clark, Vice-President

Minutes Approved: _____

Bernadette Wilson, Secretary