

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

SPH Conference Rooms

March 28, 2018

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 – 5:08 p.m.*******

*******Out of Executive Session – 6:55 p.m.*******

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

President David Groesbeck called the regular meeting to order at 7:05 p.m.

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

Also Present:

- Joe Woodin, CEO
- Holly Torres, CFO
- Katie Ostrom, MD, Chief of Staff
- Lee Yale, Interim Chief Nursing Officer (CNO)
- Mike Dinges, Interim HR Director
- Glenn Radeke, Facilities Director
- Derotha Ferraro, Director, PR and Marketing
- Laura Hansen, Director of Strategic Services
- Cindy McMorris, Revenue Cycle Director
- Dawn Johnson, Risk Management Nurse
- Ralph Broshes, SAB Representative
- Keri-Ann Baker, SAB Chair
- Sue Shover, RN, Quality Improvement Specialist
- Susan Cates-Blackmon
- Nancy Chastain, Recording Secretary

A quorum was present.

3.4. Reflect on Living our Values/Welcome Guests & Public

President Groesbeck welcomed everyone. He noted the hospital's practice of starting the meeting by reflecting on the hospital's values. Sue Shover, former LTC Director,

mentioned the passing of several long-term residents of the unit, and its effect on staff there. She read aloud a poem called “Heroes” written by one of the CNAs (and printed in the board packet) about her care for her clients. The board thanked her for reading this warm and empathetic poem.

Ms. McMorris gave a visual presentation of the employee benefits and awards banquet, a red carpet event on the theme of the Oscars, with awards given for exemplifying SPH’s Values and Behaviors. The event was put on over 2 nights to accommodate all hospital employees. She said it was fun and honored long-time employees, some with 30 to 40 years of service. The board thanked her for her presentation.

Mr. Groesbeck mentioned that “Rules for Participating in a Public Meeting” were to be followed and were available for review.

6. Approval of the Agenda

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

7. Approval of the Consent Calendar

Hambrick/Woodworth 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 February 28, 2018 Board of Directors meeting.
- b. Consideration to Approve Quality Improvement Plan.
- c. Review Patient Centered Care Quality Committee minutes.

Discussion: None further.

Motion carried.

8. Presentations:

- a. iProtean BOD Education – Imperatives for Boards – Building Trust (12 min)

9. Public Comments on Items Not Appearing on the Agenda

No items.

10. Unfinished Business

a. Consideration to Approve Board Bylaws after 3rd and Final Reading of Proposed Changes.

Discussion: Mr. Groesbeck brought the proposal to the floor. He confirmed it was the third reading of the proposed bylaw change.

Chesley/Woodworth moved/seconded: To Approve Recommended Board Bylaws amendment after adherence to Bylaws Section 1 of Article IX – Amendments.

Mr. Hambrick read into the record the change to Article III, Section 8 of the SPH Bylaws: “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.”

Discussion: None further
Motion carried.

11. New Business:

a. Consideration to Approve Board of Directors Policy SM-12 – Board Member Stipends

Discussion: Mr. Groesbeck brought the proposal to the floor.
Chesley/Hambrick moved/seconded: To Approve Board of Directors Policy SM-12 – Board Member Stipends.
Discussion: None further.
Motion carried.

b. Vacant Board Seat

Discussion: Mr. Groesbeck introduced the subject of the vacant board seat.
Ms. Woodworth moved to appoint Keri-Ann Baker to the South Peninsula Hospital Operating Board to fill the term that is vacant, expiring December 31, 2020. Mr. Hambrick seconded.
Discussion: Ms. Woodworth said she appreciated her participation in board affairs.
Motion carried.

The Board congratulated Ms. Baker and welcomed her to the Operating Board. Mr. Groesbeck informed her the board would provide her with a mentor to ease her transition into her new position.

c. City of Homer Comprehensive Plan Comments

Ms. Hansen said the senior managers as well as local residents were given an opportunity to make comments about the Homer Comprehensive Plan. She said a group of managers had written a list of recommendations. She read aloud their letter and recommendations to the City. The report will go to the City by the March 31st. Mr. Radeke read aloud the letter the managers wrote to the Kenai Peninsula Borough regarding the Borough's comprehensive plan. Mr. Groesbeck thanked them both for their input.

Ms. Woodworth queried Ms. Ferraro on some discrepancies in data used in the plan. Ms. Ferraro said discrepancies occurred due to not being updated. Mr. Clark asked if the borough had requested input from the hospital (as had occurred in 2004), and Ms. Ferraro said no, not to her knowledge.

12. Reports:

a. Chief of Staff

Dr. Ostrom updated last month's note to report that the 17th mom (of 17 moms ready to deliver last month) was ready to deliver probably within the hour.

There were no questions or comments.

b. Service Area Board Representative (SAB)

Current SAB Chair Baker passed out the SKPH SAB Budget. She explained as follows.

- Briefly described the process of determining the budget, working with the hospital to learn which capital projects needing funding. She said Ms. Torres did a very thorough and clear job of portraying this to SAB this year.
- SAB spends a long time going over contractual services such as MAPP, which was bumped up to \$45,000 this year. SAB feels they are doing a very, very good job of digging into the issues, using in-kind and volunteer resources, and developing pertinent programs. SAB feels this is money well spent.
- Secretarial services gets \$10,000, and do a good service with this amount.
- At a time the needs are going up, funding for South Peninsula Behavioral Health is going down. SAB gave them \$10,000. When SPBH is called in to help in the emergency room, it is a serious situation, and takes a good deal of time.
- KBFPC has been traditionally supported by the SAB, and was given \$15,000.
- SAB has earmarked \$30,000 for SPH Operating Board to use, (if they choose to) specifically for drug and alcohol responses. In looking at MAPP needs assessment, this was identified as a need for the hospital. The Operating Board may choose to use this money or not; if not used in FY19, the money will remain in the general fund.
- SAB has a new member, Mr. William Runnoe.
- Assemblyman Bagley has introduced an ordinance to change the boundaries of the Service Area Board. This idea was worked on by SAB in 2015 and 2016. The first Borough meeting will be on April 3, with a hearing occurring in May.

Mr. Groesbeck said the Board would be hearing more on the issue of changing the boundaries. He commended the SAB for earmarking money to begin to address some unmet needs in the service area.

There were no further questions or comments.

c. Chief Executive Officer

Ms. Torres' Administrative Executive Report on Mr. Woodin's behalf was included in the packet. Mr. Woodin stated he was very happy to be here, and he appreciated everyone's kindness, welcoming and patience. He mentioned:

- Working on the budget process and focusing on quality.
- National Hospital Week coming up. Wanting to celebrate all of the health care work done here, including Home Health Care and auxiliary services, saying we are more of a system, not just a hospital.
- Continuing to recruit primary care providers.
- EBIS system going live in the ER, part of the CPSI/Evident system. He was glad for the commitment to the Evident system, noting the struggle with using one integrated system, or getting "best of breed" modules and interfacing them.

There were no questions or comments.

d. LTC Administrator

The Long Term Care Quality Plan was included in the packet. Ms. McGraw did not attend.

There were no questions or comments.

e. Chief Financial Officer

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

- Easier to do the budget after being here for a year. Financial report includes balance sheet and income statement.
- Balance sheet shows capital expense has settled down since HMC & OR projects completed.
- Cash went up because AR went down in February. Issues in December that held up cash flow which were resolved, but a new issue came up in January to slow cash.
- Balance sheet otherwise is stable.
- February income statement shows a good month. Swing bed, functioning as a rehab facility, has been in heavy use.
- Revenue from Medicare and Medicaid slowed down. This resulted in a loss for February.
- Self-funded for employee benefits. Had a large expense month in Feb, substantially higher than budgeted for. 65% of expenses are employee salaries, wages, and benefits.
- Overall revenues are performing slightly better than budget. Overall pleased with results but being very cautious.

There were no comments or questions.

f. Chief Nursing Officer Report

Ms. Yale's report was included in the packet. She stated:

- If there are statistics the Board would like to have, she would be happy to provide them in the next Board meeting.
- On HCAHPS, questions 13 & 14 are new about hospital stay. Need to be reworded, so scoring may change after this.
- OR has been running better in the last 2 weeks, but had several days where only 1 or 2 cases. Looking for ways to balance out the operating room use, looking at volumes and surgeons and how use can be improved.

Mr. Groesbeck thanked her for her report. There were no questions or comments.

g. Marketing Report

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

- Thanks to all who helped with the Open House in the Operating Room and Sleep Center. She praised the OR team for staging a mock surgery and making it a wonderful presentation.
- Auxiliary working on a proposal to SPH to assist on transition of the gift shop.
- In May SPH is the main sponsor of Homer Step Up, a citywide agency challenge, and this year a community-wide individual steps challenge as well. There will be lots of prizes for steps, drawings, and a big event at the end.

- Today is the second monthly meeting for the Opioid Task Force. Hosted a visit from the state task force on March 8. They met with local task force representatives and agencies to learn what they do. About 50 people from all walks of life attended the afternoon event, specifically designed to answer very specific questions, and get feedback from all levels. Homer was one of 7 communities being visited. Researchers from UAA will compile and create papers for the state task force on what Alaska residents are telling them. June 1 there is a summit in Anchorage where this info is presented to the state Task Force, who will finalize their recommendations.
- While here, they learned many things not happening anywhere else in the state, including: Middle school addiction curriculum, Trauma Informed Care Coalition, and our syringe exchange.
- Captain of the State Troopers asked for our opioid task force group to implement Trauma Informed Care training to the State Trooper Academy, so that troopers can look at people more as individuals and understand better what someone may be going through.
- The grass roots, multi-partner nature of the needle exchange was considered a rarity. The state Chief Medical Officer is going to a governor's meeting back East, and will speak about our exchange as a unique program not encumbered by federal and state requirements.

Mr. Groesbeck thanked her for her report. There were no further comments or questions.

h. Human Resources

Mr. Dinges report was included in the packet. He relayed hearing an employee suggestion that a worn acute care room love seat be locally reupholstered for a fraction of the cost of replacing it. He said it was an example of a helpful suggestion that doesn't get recognized beyond its own department. Mr. Groesbeck thanked for his observation.

There were no further questions or comments.

i. Support Services

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

- Plumbing contractor checked out the clinical hopper sink issue in the surgery utility room. An old (otherwise replaced) backflow preventer that was interfering will be removed from the system. This will solve the issue.
- HMC expansion is being wound down.
- Working on a construction project in sterile processing to make room for new equipment sterilizer that can do 13 loads compared to 1 load the current equipment can do. A facilities engineer will go for a week-long training course to learn the system for maintenance.
- Working with a consultant on a facility assessment overview as a first step to creating a facilities master plan.

Mr. Hambrick asked about the ditch flooding issue by HMC. Mr. Radeke said the Borough was holding some money for that, and also for anything that has to do with warranties. Mr. Groesbeck thanked him for his report.

There were no further questions or comments.

j. Strategic Initiatives and Planning

Ms. Hansen's written report was attached to the packet. She added:

- Kudos: To Wendy Webster, who worked as an environmental services tech for 8 years. She took a CNA course, and now is an employed CNA in LTC;
- To Edie Rathbun who completed the "Certificate of Mastery in Infection Prevention" for Environmental Services Professionals; and
- To Mark Stevens, who toured the kitchen with the Workers Compensation carrier, and received a "No Findings" result.
- Both Environmental Services and Nutrition Services were given the Trauma Informed Care presentation. This was combined with efforts in Values and Behaviors, looking at Trauma Informed Care as not just about the patient, it is about the people that you work with. There was very good response from the teams.

There were no questions or comments.

k. Board President

Mr. Groesbeck reserved his comments until later in the agenda.

l. Board Committees:

Finance

No report.

There were no questions or comments.

Governance

Ms. Woodworth's report was included in the packet. She added that she had shared her list of take-aways from the Rural Health Conference, and pointed out:

- In 2015 drug overdoses in rural communities exceeded those in urban areas.
- Hospitals spend \$39 billion each year complying with regulatory requirements.
- 25-bed Critical Access Hospital spends approximately \$1.2 million annually on regulation.

Mr. Hambrick questioned the reference to the article, "Cowboys vs. Pit Crews," and Ms. Woodworth explained the reference.

There were no further questions or comments.

Education

No report.

There were no questions or comments.

Pension Plan

Mr. Hambrick said the pension committee met. They will have a combined Finance/Pension meeting. Ms. Torres made a good presentation for the committee on how to tune the pension numbers up a little bit. He thanked Ms. Torres for her input.

There were no questions or comments.

m. BOD Representative to Service Area Board Meeting

Mr. Groesbeck attended the March 8 meeting. He said that Ms. Baker had pretty completely covered the meeting, and thanked her for that.

There were no questions or comments.

13. Discussion:

a. Doctor's Dinner – May 8

Ms. Woodworth said there was a draft agenda for the dinner. She said there should be good dialogue and good food. They will flag the property for recognition, and may ask board members to car pool.

b. National Hospital Week – May 6 – 12

Ms. Ferraro had no further comments.

c. Plans for the Annual Board Work Session – May

Ms. Hodnik said no date had been set. Ms. Woodworth said that the idea of the joint workshop with Central did not work out because their retreat was very specific to their needs. The idea is to work with the new CEO on objectives for the hospital.

There were no questions or comments.

14. Public Comments and Public Presentations

No comments.

15. Comments from the Chief of Staff

Dr. Ostrom said thank you in advance for honoring physicians on Doctor's Day.

16. Comments from SPH Senior Leadership

Ms. Ferraro thanked Ms. Woodworth for the notes from the conference, which she will be able to use in the task force. She reminded everyone of the HMC Open House on Friday, 5:30, and encouraged all to attend. The following Saturday Dr. Edson Knapp will do "Walk with a Doc." Ms. Woodworth asked if she needed Board help on Friday. Ms. Ferraro said the Auxiliary will show their designs for the exterior beautification of the clinic that they

will be doing this. The Foundation will also be there to unveil the art they'd commissioned for the clinic. Mr. Groesbeck said he would be there, and thanked her for her comments.

17. Comments from the Chief Executive Officer

Mr. Woodin had no comments.

18. Comments from the Recording Secretary

No comments.

19. Comments from the Service Area Board Representative

No comments.

20. Comments from the Board Members

Mr. Chesley looked forward to working with Mr. Woodin.

Mr. Hambrick thanked Ms. Shover for reading the poem "Heroes." He congratulated Ms. Cates-Blackmon on her award for continued education. He congratulated Jane Nollar for completion of her Bachelor of Science in Nursing. He welcomed Ms. Yale to the table and her first Board meeting. He welcomed Ms. Baker to the Operating Board. He told Mr. Woodin that the Board looked forward to working with him.

Ms. Woodworth welcomed Mr. Woodin and Ms. Baker. She asked everyone to write down April 6 as Child Abuse Awareness Day, and to wear blue to show their support.

Mr. Clark welcomed Ms. Baker. He referenced the new babies Dr. Ostrom mentioned, and related the story of his first child's birth in the same hospital as Bill Gates' first child, a miserable experience with security guards, ID badges, etc. At South Peninsula Hospital for their second child was a much better experience.

Ms. Wilson congratulated Ms. Shover, Maura Jones, and Edye Rathbun on their recent certification in their specialties. She congratulated the Nutrition Department for their No Findings survey. She welcomed Ms. Baker and Mr. Woodin.

Dr. Hodnik welcomed Ms. Baker to the Board. She congratulated everyone on their certifications. She said it looked like there was a lot of work to do in the coming months.

Mr. Groesbeck welcomed Mr. Woodin. He reminded everyone of the open house at HMC on Friday, and encouraged everyone to attend. He threw down the gantlet for the board in the Steps challenge. He related unsolicited praise from a friend on the great care provided in long term care, and said he would share the poem "Heroes" with this friend.

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:

Curtis, Bernadette MD	Radiology	Telemedicine Privileges
Madden, Kim DO	Neurology	Telemedicine (IONM) Privileges
Peach, Sharon MD	Critical Care/Anesthesia	Telemedicine Privileges

Reappointment of:

Finley, John MD	Cardiology	Telemedicine (Echo Interp)
Krauss, Seth MD	Cardiology	Telemedicine (Echo Interp)
Mayer, William MD	Cardiology	Courtesy
Sonneborn, David MD	Cardiology	Courtesy

Jones, Evan MD	Orthopedic Surgery	Locum Tenens Privileges
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Addition of Privileges

John Everett, MD, granted addition of ketamine & propofol administration privileges in the ED.

Ms. Woodworth seconded the motion to approve.

Discussion: None further.

Motion carried.

23. Adjournment:

Hambrick/Woodworth moved/seconded:

To Adjourn.

Meeting Adjourned at 8:25 p.m.

Respectfully Submitted,

Accepted:

Nancy M. Chastain
Recording Secretary

David Groesbeck, President

Minutes Approved: _____

Bernadette Wilson, Secretary