

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

SPH Conference Rooms

May 29, 2019

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 – 6:50 p.m.*******

*******Regular Session – 7:00 p.m.*******

President David Groesbeck called the regular meeting to order at 7:00 p.m.

2. Roll Call

Present:	M. Todd Boling, DO	Melissa Jacobsen
	Keri-Ann Baker (by phone)	Walter Partridge
	Tom Clark	Matt Hambrick
	Julie Woodworth	Lane Chesley
	David Groesbeck	Bernadette Wilson

Excused: 0

Also Present:

Noel Rea, Interim CEO
Jim Basch, Interim CFO
Giulia Tortora, MD, Chief of Staff
Trey Taylor, Director of Accounting
Lee Yale, Chief Nursing Officer
Derotha Ferraro, Director of PR & Marketing
Glenn Radeke, Support Services Director
Emma Schumann, Director of Strategic Initiatives & Services
Laura Hansen, Director of Physician/Provider Practices
Sue Shover, Director of Quality Management
Maria Soto, Materials Management
Maura Jones, Sr. Executive Administrative Assistant
Nancy Chastain, Recording Secretary

A quorum was present.

3. Reflect on Living our Values

President Groesbeck read a quote from Dr. Jessica Malone, Locums Hospitalist, who wrote an unsolicited note that Ms. Hansen had included in her report:

Today I finished up my last shift at SPH. I am sad to be leaving but had a great experience.

I just wanted to say that I absolutely loved my time at SPH. You guys are so lucky to have such a fine hospital in the Homer community. I was blown away by the excellent care every time I did a rotation. The staff is caring, hard-working and they truly put the patient first every day. As someone who only worked at SPH intermittently, it was always super easy to do my job because of the tremendous support that the staff provided. Every department goes above and beyond to care for the patients and is always so available and willing to help out. The environment is very positive and supportive. I will truly miss working at such a great facility.

4.- 5. Welcome Guests & Public / Introductions / Announcements

Mr. Groesbeck welcomed the guests. He noted that the Rules for Participating in a Public Meeting were to be followed and were available for review.

6. Approval of the Agenda

Discussion: Mr. Groesbeck called for approval of the agenda as written.

Hambrick/Clark moved/seconded:

Consideration to Approve the Agenda as written.

Discussion: None further.

Motion carried.

7. Approval of the Consent Calendar

Discussion: Mr. Groesbeck called for approval of the Consent Calendar.

Clark/Hambrick 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 Board of Directors minutes of the April 24, 2019 Board of Directors meeting.
- b. Review April Patient Centered Care Quality Committee minutes

Discussion: None further.

Motion carried.

8. Public Comments on Items Not Appearing on the Agenda

Ms. Soto thanked the Board for the commitment to the facility, for their constancy and consistency. She said she was proud of being part of the committed team at SPH. She said it was important to always treat each other with respect and fairness.

9. Presentation

a. Manager Presentation: Nutrition Services – Mark Steven

Mr. Steven showed slides demonstrating the scope of the Nutrition Services. He talked about the challenges of creating three meals a day for 365 days a year for SPH patients, residents, employees and visitors. The kitchen also caters hospital meetings and special events.

Approximately 3625 meals are created monthly, with about 250 meals daily provided in the cafeteria. Menus are created ahead, and are planned on a 4-week cycle. Total revenue is up about \$1000 over last year, and revenue has increased every year.

Currently Nutrition Services have a 21.40 FTE. After retirement of the current Coordinator, staff will return to a 20.40 FTE. The team works with dietician Patte Doran, and there is a staff huddle daily to cement the team. Staffing offers complex challenges with numerous steps to every change. Hiring flexible staff has helped. Ms. Schumann helped the department achieve a much needed assistant manager position, now held by Rhoda Ostman.

With Ms. Ferraro's help, Mr. Steven revised the back side of the menu to include a survey on meal satisfaction.

Mr. Steven said numerous special events take place in the Long Term Care Unit. He is now working on ideas to create a more pleasant dining experience for the residents, and is considering a buffet style offering.

Nutrition Services is working to provide more fresh local foods by buying locally this summer. Mr. Steven feels that putting together this program is the best thing he has done in his 8 years working at SPH.

Answering questions, Mr. Steven noted that only dented cans that cannot be used by the hospital are sent to the Food Bank. He again thanked Ms. Schumann for her help with staffing. It was also noted that the VA has passed the kitchen at 100% on every visit.

The Board thanked Mr. Steven for his presentation, and for providing good, healthy meals.

10. Unfinished Business

No items.

11. New Business

No items.

12. Reports

a. Finance – Lane Chesley

Mr. Chesley said the committee met and discussed the operating budget. Mr. Basch and Mr. Taylor presented their budget analysis, and helped the committee members better understand how it all works.

b. Governance – Julie Woodworth

Ms. Woodworth said Governance had a joint meeting with Education. Not much Governance work was done, and she has agenda items for the next meeting.

c. Education – Keri-Ann Baker

Ms. Baker reported Education had looked over past budgets, and drafted up a budget for the next year. This will be finalized based on what the committee directed, will be sent to Finance for review, and submittal to the Board.

d. Pension Plan – Walter Partridge

Mr. Partridge said the Pension had met. They reviewed the status for the Defined Benefit Plan, as well as the 403B union/nonunion and the 457. All are in compliance. All are doing reasonably well. Working with HR and Finance, the committee is counting on an RFP for consolidating administration of the multiple plans, and have approved moving forward with that. Online access will be available for employees to enroll and find reports. Mr. Chesley thanked Mr. Partridge for his hard work on the Pension Committee.

e. Board President - David Groesbeck

Mr. Groesbeck had nothing to report.

f. Board Representative to the Service Area Board – Walter Partridge

Mr. Partridge was not able to attend as he was attending the interview with CEO candidate Ryan Smith.

13. Organizational Reports

a. Chief of Staff – Giulia Tortora, MD

Dr. Tortora said Medical Staff is working to fill a position for general surgeon.

She stated her huge concern about measles locally. She feels an epidemic is coming, considering the large number of unimmunized community members. She wrote an article for the Homer News about her concerns, what to watch for and why vaccination is recommended.

Mr. Groesbeck asked what the hospital should be doing to prepare. Dr. Tortora said Employee Health had made sure all employees had been tested for immunity. She had reviewed this with Ms. Catterfield, who said she had caught up with everyone who had been missed. Dr. Tortora felt that with any case that occurs locally, the hospital needs to immediately open an immunization clinic. The thinking is that people born before 1957 are considered “immune,” and do not need immunization.

Anyone without proof of immunity as an adult is recommended to get a booster. Children are usually vaccinated at 12 to 15 months, then again at age 4. If there is a community outbreak in town, the new standard is to start immunizing at 6 months.

b. Service Area Board Representative – Marie Walli

Ms. Walli did not attend the meeting.

c. Chief Executive Officer – Noel Rea

CEO Rea's report was included in the packet. He had nothing to add, but thanked the following people:

- Ms. Shover and everyone for their work getting the Mock Survey done.
- Ms. Hermanson for all the data reports supporting the work with Premera.
- Ms. Schumann and Ms. Yale for working together creatively to manage a situation in acute care.

There were no questions or comments.

d. Financial Report – Jim Basch

Mr. Basch's report was included in the packet. He projected his report on screen and summarized the findings. He mentioned specifically:

- March was a good month financially. The next 2 months should be good, too.
- SPH only makes about \$0.01 on the \$1.00, as a nonprofit.
- Gross revenue is \$11.3 million
- Medicaid withheld about \$1 million that we should receive soon, which will be posted next month. This impacted the numbers, including AR.
- Each day of receivables is about \$200,000 to us.
- Average daily census was up, and IP days were 25. OP surgeries were around 9. OP visits are tracking on budget. Clinic visits numbered 2300. LTC has 21 residents right now. IP is driving revenue right now.

When asked, he said the idea of an earthquake and power outages was what kept him up at night. Financially, he said he was paying attention to the fixed costs.

There were no further questions or comments.

e. Senior Managers (written reports)

i. Chief Nursing Officer - Lee Yale

Ms. Yale said her report "stands as written." She added:

- Mr. Rea, Mr. Basch, Ms. Jones and Ms. Yale had a meeting at Central Peninsula Hospital with their executive team.
- CPH has an OB simulator. Currently SPH is arranging for a team of OB nurses to train on low volume-high risk items there. This will save money and provide needed training.
- SPH has fetal monitor instructors, and will provide CPH staff training for that here.

- If this continues, we will have a very nice new partnership with CPH.

1. LTC Report

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

There were no further questions or comments.

ii. Quality Management - Susan Shover

Ms. Shover's report was included in the packet. She noted:

- Infection Prevention/Employee Health coordinator Sherry Catterfield is assessing for staff immunity. Active audits being done, starting with the clinics, who now are checking for staff immunity against measles.
- She reminded all the "Point of Dispensing" drill done with Public Health to dispense medications quickly when necessary, noting this is available.
- Ms. Catterfield is meeting with Dr. Downey, and Ms. Shover will take this issue to them, and work toward a plan.
- Need to look into how much vaccine is available in town. There are also the coolers that were purchased for this kind of use.

Mr. Radeke noted that access by the State of Alaska to the National Strategic Stockpile in the Lower 48, saying it would take 72 hours from the time we initiated the call for the product to be at our facility.

There were no further questions or comments.

iii. Human Resources - Kelley Gaul-Houser

The report is present in the packet. Ms. Gaul-Houser did not attend the meeting.

There were no questions or comments.

iv. Marketing - Derotha Ferraro

Ms. Ferraro's report can be found in the packet. She added:

- The Conditional Use Permit for the 21,000 sq. ft. Medical Building has been appealed. A hearing officer sent it back to the Planning Commission for proceedings, "To develop an adequate record and prepare better findings, limited to the adequacy of public services and facilities." There will be a public hearing on that Wednesday, June 5 at 6:30 at City Hall.
- MediCenter has new CEO. He will be coming in June. He will make a visit to Homer, but living on the Peninsula.
- Steps Challenge ended last night at midnight. There will be awards presented at 2:00 p.m. at the Farmer's Market this Saturday. Had great participation from both individuals and teams.

- Health and Wellness efforts on measles have begun, and will be ramped up even more.
- Ms. Ferraro took 6th place at the Anchor Point Salmon tournament.
- Homer Mariner’s softball team won Regions and is at State right now with Dr. Bell coaching.

There were no questions or comments.

v. Facilities - Glenn Radeke

Mr. Radeke’s report can be found in the packet. He noted that he has been busy.

- Getting ready for CMS.
- There is soil now piled in the landscaping outside the shell space.

There were no questions or comments.

v. Physicians/Provider Practices - Laura Hansen

Ms. Hansen’s report is included in the packet. She had nothing to add.

There were no questions or comments.

v. Strategic Initiatives and Services - Emma Schumann

Ms. Schumann’s report can be found in the packet. She noted:

- She thanked Mr. Rea and Ms. Yale for the opportunity to work “upstairs” in acute care.
- She thanked Mr. Steven for his presentation.

There were no questions or comments.

14. Discussion

No items.

There were no further questions or comments.

15. Comments (announcements/congratulations)

a. Chief Executive Officer – Noel Rea

Mr. Rea noted that he and Mr. Smith were phoning each other daily, and working in lockstep to make a smooth transition. Mr. Smith may briefly visit SPH between now and August. Mr. Groesbeck thanked Mr. Rea for everything he has been doing for the hospital.

b. Board Members

Dr. Boling thanked Mr. Steven for his presentation. He said he had thought the food service industry would be a fun hobby and had tried it.

Mr. Hambrick thanked Mr. Rea for keeping the Board informed, and managing the many situations that come up.

Ms. Baker thanked the rest of the Board for their hard work year round. She especially appreciated Mr. Chesley taking the time to teach us how the budget works, and how finance works from a Board perspective, and feels she has learned a lot.

Ms. Wilson thanked Mr. Steven for his presentation, and said how much she enjoyed the food. Others chimed in with wholehearted agreement, saying the improvement in the last 5 to 6 years is great. They felt the community had taken notice.

Ms. Woodworth thanked Mr. Steven for his presentation. She congratulated the Needle Exchange on their fundraiser, and thanked everyone who contributed. She felt it was pretty successful. She thanked Mr. Rea for all his hard work. She thanked Mr. Basch, saying she loved the finance reports.

Mr. Chesley thanked Mr. Basch and Mr. Taylor for their help in Finance Committee.

Mr. Groesbeck also congratulated the Needle Exchange for their fundraiser at Alice's. He noted the Hospital Foundation also was busy during National Hospital Week, with a breakfast, barbeque, and silent auction (which earned almost \$900). He urged the Board to consider contributing to the Hospital Foundation, as it all comes directly back to the hospital. He thanked Ms. Ferraro for all she has done.

16. Announcements as a result of Executive Session - Bernie Wilson

a. Credentialing

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:

Farooq, Muhammad MD	Neuro/Telestroke	Telemedicine
Sutcliff, Joan MD	Radiology/Vrad	Telemedicine

Reappointment:

Anschuetz, Richard MD	Cardiology	Courtesy Staff
Boling, M. Todd DO	General Surgery	Active Staff
Sitenga, Garret MD	Ophthalmology	Active Staff

Additional Privileges Request:

Knapp, Edson MD	Peripheral radiofrequency nerve ablation to include knees, shoulders, ribs and pelvic sites
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Mr. Clark seconded the motion. Dr. Boling abstained from the vote.

Discussion: None further.
Motion carried.

17. Executive Session (if necessary)

No call for Executive Session.

18. Adjournment

President Groesbeck called for adjournment.

Clark/Woodworth moved/seconded:
To Adjourn.

Discussion: None further.
Motion carried.

Meeting Adjourned at 7:59 p.m.

Respectfully Submitted,

Accepted:

Nancy M. Chastain
Recording Secretary

David Groesbeck, President

Minutes Approved: June 25, 2019

Bernadette Wilson, Secretary