

# MINUTES

## Board of Directors Meeting

7:00 PM - Wednesday, February 26, 2020  
Conference Rooms 1 & 2

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The Board of Directors of the South Peninsula Hospital was called to order on Wednesday, February 26, 2020, at 7:00 PM, in the Conference Rooms 1 & 2.

### 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 – 4:00 p.m. \*\*\*\*\*  
\*\*\*\*\*Out of Executive Session – 6:52 p.m. \*\*\*\*\*  
\*\*\*\*\*Regular Session – 7:00 p.m. \*\*\*\*\*

President Thomas Clark called the regular meeting to order at 7:00 p.m.

### 2. ROLL CALL

**BOARD PRESENT:** Vice President Walter Partridge, Member Bernadette Wilson, Member Keri-Ann Baker, Member Todd Boling, President Thomas Clark, Treasurer Matthew Hambrick, Member Julie Woodworth, Member David Groesbeck, CEO Ryan Smith, and Member Beth Wythe

**BOARD EXCUSED:** Secretary Melissa Jacobsen

**ALSO PRESENT:** Maura Jones, Executive Assistant; Angela Hinnegan, Chief Financial Officer; Dawn Johnson, Chief Nursing Officer; Derotha Ferraro, Marketing Director; James Bartilson, IT Director; Glenn Radeke, Facilities Director; Pamela Knorr, HR Director; Frank Williams, Finance Committee Member; Pat Wise, Auxiliary Member (2019 President)

A quorum was present.

### 3. REFLECT ON LIVING OUR VALUES

Pat Wise shared a Living Our Values story. Ms. Wise recently underwent knee surgery with Dr. Adcox and she had a wonderful experience. She feels Dr. Adcox was a superb orthopedic surgeon who treats each patient as if they are the most important person in the world. In addition, she gave high praise to the whole rehabilitation department, but particularly to Neil Schott, DPT, who noticed she was exhibiting symptoms of a blood clot and helped her get the proper care that she believes saved her life.

### 4. WELCOME GUESTS & PUBLIC / INTRODUCTIONS / ANNOUNCEMENTS

#### 4.1. Rules for Participating in a Public Meeting

## **5. APPROVAL OF THE AGENDA**

### **5.1.**

Mr. Clark asked for a motion to approve the agenda.

*Member David Groesbeck made a motion to approve the agenda. Vice President Matthew Hambrick seconded the motion. Motion Carried.*

## **6. APPROVAL OF THE CONSENT CALENDAR**

Former Board Secretary, Bernadette Wilson, read the consent calendar into the record.

**6.1. Consideration to Approve the South Peninsula Hospital (SPH) Board of Directors meeting minutes for January 22, 2020 and for January 31, 2020.**

**6.2. Consideration to Approve the Annual Report to the Contract Administrator**

**6.3. Consideration to Approve Financial Reports for January 2020: Balance Sheet, Income Statement & Cash Flow Statement**

**6.4. Review Patient Centered Care Quality Committee Minutes.**

*Member Walter Partridge made a motion to approve the consent calendar. Member Todd Boling seconded the motion. Motion Carried.*

## **7. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA**

There were no comments.

## **8. PRESENTATIONS**

### **8.1. SPH Auxiliary**

Pat Wise, long time member of the South Peninsula Hospital Auxiliary and outgoing Auxiliary President, gave a power point presentation to the Board. She shared the Auxiliary's purpose, and some of this history, going back to 1970. Focused on fundraising and volunteerism. Today the Auxiliary has 23 members and helps with or spearheads a number of annual events and projects, including the gardens, holiday decor, hospital week, the health fair. The Auxiliary has used their funds to help provide picnic tables, vending machines, murals, etc.

The Auxiliary act as ambassadors for SPH in the community, promoting and advocating for the hospital and its needs. The main source of funds for the Auxiliary is the gift shop in the front entrance. Looking forward, the Auxiliary is celebrating its 50th anniversary this year. They hope to increase membership (perhaps gain some non-female members!), continue to fulfill the needs and wishes of the departments and to expand their volunteer presence in the hospital.

**9. UNFINISHED BUSINESS**

**10. NEW BUSINESS**

**10.1. Board Member Election (Vacant Seat)**

Ryan Smith reported. After the bylaw amendment that was passed at the January meeting, there are now two vacant seats on the Board of Directors. Two physician applications were received this month.

Mr. Clark reported during Executive Session, Dr. Boling's application was considered and he was re-elected to the Board. An interview will be scheduled in March with the other applicant.

**10.2. Consideration to Approve Updated Board Finance Policies F-09 Capital Purchases and F-17 Profit Sharing Contributions.**

Mr. Smith reported. Both policies were considered during Finance Committee. Ms. Hinnegan updated the Capital Purchase Policy to meet the requirements of the new Operating Agreement and changed some language in the Revenue Sharing Policy to better comply with borough requirements. Both policies were recommended for approval by the Finance Committee.

*Member Walter Partridge made a motion to approve Board Finance Policy F-09 Capital Purchases. Vice President Matthew Hambrick seconded the motion. Motion Carried.*

*Vice President Matthew Hambrick made a motion to approve F-17 Revenue Sharing Contributions, Member David Groesbeck seconded the motion. Motion Carried.*

**11. REPORTS**

**11.1. BOD Committee: Finance**

Mr. Hambrick reported. At Finance Committee this month the January financials were reviewed, and Mr. Smith and Ms. Hinnegan will be working on a report on financial performance of the various clinics. Mr. Frank Williams has joined the Board Finance Committee as a member-at-large. Mr. Clark thanked him for bringing his expertise to the group.

**11.2. BOD Committee: Governance**

There was no meeting in February.

**11.3. BOD Committee: Education**

There was no meeting in February. Ms. Wilson reported that the committee is pursuing bringing in an outside speaker for a board work session.

**11.4. BOD Committee: Pension**

Mr. Partridge reported. The Pension Committee met last week and reviewed pension plan returns, which are meeting targets. Asset allocations are also meeting targets. The committee reviewed forward-looking predictions from Wells Fargo and the decision was made to continue with the asset allocation policy as it exists. The 403(b) plan reports were not reviewed, but they will be delivered to the committee as soon as they are available. North West Plan Services reported regarding the overall health of the pension plan, which is better than well funded, and the Pension Committee has asked Administration to provide guidance on what to do in the future with those funds, and they will report back to the committee. Until that time, everything will continue as planned.

Several months ago it was reported that we were moving towards making the plans more user-friendly. With advice from our new leadership team, we have now asked Administration to bring a second plan that will bring the enhancements we are looking for and they are working through that process at this time.

#### **11.5. Chief of Staff**

Dr. Landess was present for Executive Session, but excused himself for Open Session.

#### **11.6. Service Area Board Representative**

Ralph Broshes presented. At the February Service Area Board (SAB) meeting there were presentations from MAPP and Kachemak Bay Family Planning. The SAB approved a budget with continued funding for those two agencies. The SAB also planned for the board's own budget and approved the capital budget for South Peninsula Hospital. The borough presented a proposed change to the requirements to be an elected official, which would require residency for one year, a change from the current six months, which was approved.

### **12. ORGANIZATIONAL REPORTS**

#### **12.1. Chief Executive Officer**

Ryan Smith reported. Dr. Matthew Swain has accepted a position as a Family Medicine physician providing outpatient clinic and hospitalist services. His wife Stephanie Swain will be joining us as the new Acute Care Director as well. SPH is also recruiting Dr. Shaun Flynn who is finishing up his residency in Rhode Island. He did a rotation here and is well-liked by the medical staff.

Mr. Smith reported he participated in the legislative fly-in in Juneau, in support of the nurse license compact legislation as well as permitting Medicaid to reimburse for visits by mental health clinicians. He also shared that Dr. Cisek has resigned from the medical staff and Dr. Warren is no longer taking regular shifts so we are currently working with two ED physicians to fill those shifts.

The Balanced Scorecard was provided in the packet. Mr. Smith shared we are attempting to align objective indicators for the hospital to match our mission and

vision statement. These metrics have been put in place with the goal to make sure SPH is a great place for our physicians to practice, employees to work and a great experience for our patients. This will be updated each quarter and for each target we are not reaching, we will include PDSAs (Plan, Do, Study, Act) to explain how we are fixing those items. We would like to be able to share this document with our community to show what we are doing to improve our hospital.

#### **12.2. Chief Financial Officer**

Angela Hinnegan reported. It was a moderate month for inpatient, due to inpatient surgeries and acute care days being down. Swing bed days were up compared to the prior month. Outpatient revenues were quite strong, particularly in outpatient surgery, lab and imaging. Operating expenses were below budget for the month including employee benefits and leases & rentals. Most property taxes have already trickled in so we will not have a lot of additional revenue below the line. Operating budgets are now being reviewed by department directors and the finance team will start meeting with them over the next month. The Capital report is a new report. A change was made to the Board policies to allow Administration more flexibility to manage on-the-spot, but this report will allow the Board of Directors to review where capital dollars are going and what is, or isn't, budgeted. Per policy, everything that is over \$100k will come to the Board for approval first.

#### **12.3. Chief Nursing Officer**

Dawn Johnson's report was included in the packet. She added that the staff is very excited to have Stephanie Swain joining the team as Acute Care Director.

#### **12.4. Quality Management Director**

Susan Shover's report was included in the packet. She was not present for the meeting.

#### **12.5. Human Resources Director**

Pamela Knorr's report was included in the packet. She had nothing to add.

#### **12.6. Marketing / PR Director**

Derotha Ferraro's report was included in the packet. In addition, she gave a brief overview of the Homeless Connect report, the result of a very successful Homeless Connect event. Ms. Ferraro also brought attention to some of the contributions of various Auxiliary members, including Pat Wise, who served as the Auxiliary's president for a number years. Linda Partridge, wife of Board member Walter Partridge, put a lot of time and energy into the building of the gift shop, and Peggy Ostrom, wife of Pharmacy Director Mike Ostrom, is the Auxiliary's current treasurer and also puts a lot of time into the SPH gift shop.

#### **12.7. Facilities Director**

Glenn Radeke's report was included in the packet. He had nothing to add.

#### **12.8. IT Director**

James Bartilson's report was included in the packet. He had nothing to add.

#### **12.9. Long Term Care Director**

Cathy Myers, Long Term Care Director provided a report for the packet. Mr. Smith added that an investigator from the state visited Long Term Care this month. Ms. Myers' team did an excellent job putting together a Plan of Correction for two findings regarding employee evaluations and CNA training. We are also recruiting a Nurse Practitioner to join the provider team in Long Term Care.

**13. DISCUSSION**

**14. COMMENTS**

(Announcements/Congratulations)

**14.1. Chief Executive Officer**

Mr. Smith thanked Ms. Wise for her work with the Auxiliary and everything she's done for the hospital. He thanked Frank Williams for joining the Finance Committee.

**14.2. Board Members**

Ms. Wilson welcomed back Dr. Boling to the Board, and thanked Ms. Wise for her presentation.

Dr. Boling thanked the Board for welcoming him back, and thanked Ms. Wise for her work on the Auxiliary.

Mr. Groesbeck thanked Ms. Wise for her very informative presentation. He welcomed Dr. Boling back to the Board and thanked Mr. Williams for serving on Finance Committee.

Mr. Partridge thanked the senior leadership for their monthly reports. He welcomed Mr. Williams to the Finance Committee. He thanked Ms. Wise for their extremely valuable work for South Peninsula Hospital. He welcomed Dr. Boling back to the Board.

Mr. Hambrick echoed the comments already made.

Ms. Baker welcomed back Dr. Boling. She thanked Mr. Partridge's family for everything they give back to the community. She had a conversation with a Homer resident at the Boat Show this weekend, who had only very positive things to say about South Peninsula Hospital.

Ms. Woodworth thanked Ms. Wise for the presentation. She welcomed back Dr. Boling.

Ms. Wythe thanked Ms. Wise for the presentation. She looks forward to working with Dr. Boling.

Mr. Clark thanked Ms. Wise for the history of the Auxiliary.

**15. INFORMATIONAL ITEMS**

**16. ANNOUNCEMENTS AS A RESULT OF EXECUTIVE SESSION**

**16.1. 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

Ling, David MD Critical Care/eICU Telemedicine

Reappointment

Peach, Sharon MD, Critical Care/eICU, Telemedicine

Propp, Daniel MD, Critical Care/eICU, Telemedicine

Surber, Willaim MD, Critical Care/eICU, Telemedicine

*Member Beth Wythe seconded the motion. Motion Carried*

**17. EXECUTIVE SESSION (IF NECESSARY)**

**18. ADJOURNMENT**

The meeting was adjourned at 7:49pm.

Respectfully Submitted,

Accepted:

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Maura Jones, Executive Assistant

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Thomas Clark, President

Minutes Approved: 03-25-2020

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Melissa Jacobsen, Secretary