

MINUTES

Board of Directors Meeting

7:00 PM - Wednesday, March 25, 2020
Virtual Meeting held via Zoom

The Board of Directors of the South Peninsula Hospital was called to order on Wednesday, March 25, 2020, at 7:00 PM. The meeting was held via virtual meeting (Zoom).

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 – p.m. *****
*****Out of Executive Session – p.m. *****
*****Regular Session – 7:00 p.m. *****

President Thomas Clark called the regular meeting to order at 7:10 p.m.

2. ROLL CALL

BOARD PRESENT: President Thomas Clark, Vice President Walter Partridge, Treasurer Matthew Hambrick, Secretary Melissa Jacobsen, Member Keri-Ann Baker, Member Todd Boling, Member Bernadette Wilson, Member Julie Woodworth, Member Beth Wythe, Member Edson Knapp and CEO Ryan Smith

BOARD EXCUSED: Member David Groesbeck

STAFF PRESENT: Maura Jones, Executive Assistant

ALSO PRESENT: Helen Armstrong, Service Area Board

A quorum was present.

3. REFLECT ON LIVING OUR VALUES

4. WELCOME GUESTS & PUBLIC / INTRODUCTIONS / ANNOUNCEMENTS

4.1. Rules for Participating in a Public Meeting

5. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

There were no public comments.

6. APPROVAL OF THE AGENDA

Treasurer Matthew Hambrick made a motion moved to approve the agenda. Secretary Melissa Jacobsen seconded the motion. Motion Carried.

7. APPROVAL OF THE CONSENT CALENDAR

Ms. Jacobsen read the items on the consent calendar into the record:

7.1. Consideration to Approve the South Peninsula Hospital (SPH) Board of Directors meeting minutes for February 26, 2020.

7.2. Consideration to Approve the February 2020 Financial Statements.

7.3. Review Balanced Scorecard

Secretary Melissa Jacobsen moved to approve the consent calendar.

Treasurer Matthew Mambrick seconded the motion. Motion Carried.

8. PRESENTATIONS

There was no presentation.

9. UNFINISHED BUSINESS

There was no unfinished business.

10. NEW BUSINESS

10.1. Consideration to Approve New Member Election: Edson Knapp, MD

An election was held during Executive Session of tonight's meeting. Dr. Edson Knapp was elected to the final open seat on the Board of Directors.

Member Julie Woodworth made a motion to approve Edson Knapp, MD to the South Peninsula Hospital Board of Directors. Member Keri-Ann Baker seconded the motion. Motion Carried.

11. REPORTS

No Board Committee reports were given, as no committees met this month.

11.1. Service Area Board Representative

Helen Armstrong reported. The Service Area Board (SAB) met on March 12th and spent some time talking about the budget process from the previous meeting. The Chair helped to clarify the process for new members. The SAB is also developing a new member mentorship program, and creating a handbook for new members. Another priority for the SAB is developing a marketing campaign for their election time, to recruit qualified candidates.

12. ORGANIZATIONAL REPORTS

Written organizational reports will not be presented this month, as senior leadership's time has been overwhelmingly devoted to COVID-19 preparedness.

12.1. Chief Executive Officer

Ryan Smith, CEO gave a verbal report. Mr. Smith welcomed Nyla Lightcap, new Administrative Assistant in the Administration office, who recently joined the team. She has been doing an excellent job, coming on board during in a difficult time. Mr. Smith thanked Ms. Lightcap and Ms. Jones for assisting with the technical aspects of the new, virtual workspace. Mr. Smith thanked the whole Incident Command team for all the hard work, especially Dr. Christina Tuomi, SPH's Infection Prevention physician, who has been a great leader during this crisis.

Mr. Smith reviewed the COVID testing situation at SPH. Since March 12th, 27 patients have been tested. Ten have met criteria to go to State for testing and 17 did not meet that criteria, so were run at Quest, a private lab. Only 3 of the 17 results from Quest have been returned. The turnaround time for the Quest lab results is not ideal.

SPH is adjusting patient flow to prepare for COVID-19 patients. Rehab department has been relocated to the Specialty Clinic building and the Swing Bed patients are now in the Rehab gym.

The State is encouraging all hospitals to set up alternate care sites, so we are setting up an alternate testing site as well as an alternate care site at the Christian Community Church. We will be working with the borough and the city.

PPE is an area of concern. We are following state regulations and working to conserve our supplies. We are working through our staffing as well, as certain areas have lost volume of work, while other areas are busy with preparations. Several departments have been set up to work remotely (IT, HIM, Finance).

We are ramping up telehealth, in order to take care of patients while also practicing safe social distancing.

13. DISCUSSION

14. COMMENTS

(Announcements/Congratulations)

14.2. Board Members

Keri-Ann Baker welcomed Dr. Knapp to the Board. She looks forward to working with him, and to working with Ms. Lightcap again as well. She thanked Mr. Smith for his leadership and expressed gratitude for his consistency during his time.

Todd Boling, DO expressed concern over this COVID-19 crisis, which is unlike anything we have seen during our lifetime. He welcomed Dr. Knapp to the Board, thanked Ryan for his leadership. He is extremely impressed with Dr. Tuomi's leadership. Dr. Boling emphasized that isolation is the only tool we have at this time and encouraged everyone to practice social distancing.

Bernadette Wilson welcomed Dr. Knapp to the Board, thanked Mr. Smith and the Incident Command team for all their hard work, and Ms. Jones for her reports to the Board.

Julie Woodworth appreciates Incident Command and everyone going above and beyond.

Beth Wythe welcomed Dr. Knapp to the Board. She appreciates the updates from the staff and thanks them for their time.

Walter Partridge echoed all the sentiments already expressed.

Melissa Jacobsen welcomed Dr. Knapp to the Board. She noted that she has been attending Incident Command meetings as the City Liaison and is impressed with Mr. Smith's leadership.

Matthew Hambrick appreciates having Dr. Boling and Dr. Knapp on the Board, and thanked Mr. Smith for his leadership.

Thomas Clark welcomed Dr. Knapp to the Board, and thanked Dr. Boling for coming back to the Board. He welcomed Ms. Lightcap to the team, and thanked Ms. Jones for all her work. He also expressed his appreciation for Mr. Smith's leadership during this turbulent time.

15. INFORMATIONAL ITEMS

No informational items.

16. ANNOUNCEMENTS AS A RESULT OF EXECUTIVE SESSION

16.1. Credentialing

After review of the applicants' files in Executive Session, Secretary Melissa Jacobsen made a motion to approve the following positions in the medical staff as requested and recommended by the Medical Executive Committee:

The appointment of:

Suneet Purohit, MD / Cardiology / Telemedicine

Daniel Quenneville, MD / Radiology / Locum Tenens

The reappointment of:

John Finley, MD / Cardiology / Telemedicine

Evan Jones, MD / Orthopedic Surgery / Locum tenens

Seth Krauss, MD / Cardiology / Courtesy Staff

Kim Madden, DO / Neurology / Telemedicine (IONM)

William Mayer, MD / Cardiology / Courtesy Staff

David Sonneborn, MD / Cardiology / Courtesy Staff

Treasurer Matthew Hambrick seconded the motion. Motion Carried.

17. EXECUTIVE SESSION (IF NECESSARY)

No Executive Session was held.

18. ADJOURNMENT

18.1. The meeting was adjourned at 7:33pm.

Member Keri-Ann Baker made a motion to adjourn the meeting. Member Edson Knapp seconded the motion. Motion Carried.

Respectfully Submitted,

Accepted:

Maura Jones, Executive Assistant

Thomas Clark, President

Minutes Approved: 04/22/2020

Melissa Jacobsen, Secretary