

MINUTES

Board of Directors Meeting

7:00 PM - Wednesday, July 22, 2020
Virtual Meeting

The Board of Directors of the South Peninsula Hospital was called to order on Wednesday, July 22, 2020, at 7:00 PM via a Virtual Zoom Meeting.

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 – 5:30 p.m. *****
*****Out of Executive Session – 6:55 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: President Thomas Clark, Vice President Walter Partridge, Treasurer Matthew Hambrick, Secretary Melissa Jacobsen, Keri-Ann Baker, Todd Boling, David Groesbeck, Edson Knapp, Bernadette Wilson, Julie Woodworth, Beth Wythe, and CEO Ryan Smith

OTHERS PRESENT: Angela Hinnegan, CFO; Susan Shover, Quality Mgmt Director; Dawn Johnson, CNO; Ivy Stuart, Home Health Director; Maura Jones, Executive Assistant

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. APPROVAL OF THE AGENDA

David Groesbeck made a motion to approve the agenda. Secretary Melissa Jacobsen seconded the motion. Motion Carried.

6. APPROVAL OF THE CONSENT CALENDAR

The consent calendar was read into the record by Secretary Melissa Jacobsen.

- 6.1. Consideration to Approve the South Peninsula Hospital (SPH) Board of Directors meeting minutes for June 24, 2020**
- 6.2. Consideration to Approve June 2020 Financials**
- 6.3. Review SPH Balanced Scorecard 2020 - Qtr 2**

Secretary Melissa Jacobsen made a motion to approve the consent calendar as written. Edson Knapp seconded the motion. Motion Carried.

7. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

There were none.

8. PRESENTATIONS

None

9. UNFINISHED BUSINESS

None

10. NEW BUSINESS

10.1. Consideration to Approve the Critical Access Hospital Program Evaluation for FY2020

Susan Shover, Quality Director, reported. This document is an evaluation of all the efforts the facility has made towards quality improvement in the previous year as well as goals for the coming year. This is a regulatory requirement as a Critical Access Hospital. It is nice to be able to look back and see all the different services that we utilize and accomplishments we've made. Ms. Shover thanked the Quality Management Department and the management team for helping to compile the report.

Secretary Melissa Jacobsen made a motion to approve the Critical Access Hospital Program Evaluation for FY 2020. Julie Woodworth seconded the motion. Motion Carried.

10.2. Consideration to Approve South Peninsula Hospital Home Health's Performance Improvement Plan for Calendar Year 2020.

Ivy Stuart, Home Health Director, reported. Per regulations, Home health is required to have a comprehensive QAPI program and choose one area for a targeted performance improvement project, which must be approved by the Board of Directors. Looking at the data from last year we chose to try to improve management of oral medications, so that is what we're working on for calendar year of 2020. We are trying to get above the national average in that area. An outline of the frequency and detail of the data we collect has been provided in the packet for approval.

David Groesbeck made a motion to approve the South Peninsula Hospital Home Health Performance Improvement Plan for Calendar Year 2020. Edson Knapp seconded the motion. Motion Carried.

10.3. Consideration to Designate Marissa Frank, RN as the Backup Administrator for Home Health to Assume the Same Responsibilities and Obligations as the Administrator and to Appoint Marissa Frank, RN to the Professional Advisory Committee for Home Health.

Ivy Stuart reported. Sheila Maupin was the previous backup administrator for Home Health and she left the organization back in October. Marissa Frank replaced her as Home Health Clinical Supervisor, however Ms. Frank didn't quite have enough experience in Home Health Administration to meet the requirements to be backup administrator until now. Per regulations, the Board of Directors must approve the backup administrator for Home Health. We are also requesting for Ms. Frank to be appointed to the Professional Advisory Committee, taking the place vacated by Sheila Maupin.

Secretary Melissa Jacobsen made a motion to Designate Marissa Frank, RN as the Backup Administrator for Home Health to Assume the Same Responsibilities and Obligations as the Administrator and to Appoint Marissa Frank, RN to the Professional Advisory Committee for Home Health. Keri-Ann Baker seconded the motion. Motion Carried.

11. REPORTS

11.1. BOD Committee: Finance

Walter Partridge reported, as Chair Matt Hambrick was unable to attend the July meeting. At the meeting the income statement, balance sheet and other financial reports were reviewed by the committee, in addition to reports on COVID expense tracking as well as tracking use of the funds obtained associated with the pandemic.

11.2. BOD Committee: Governance

David Groesbeck reported. The CEO evaluation was completed over the 4th of July week. We were able to get the forms out quickly and got an excellent response. The evaluation report was drafted and submitted to the president to review with Mr. Smith. Ms. Baker commented that she felt it was a very short turnaround and would appreciate more time to complete the evaluation in the future, and Mr. Groesbeck noted he did allow for extra time past the deadline. Ms. Wilson inquired whether the Board would be meeting as a group to discuss the findings. Mr. Clark stated that the report would be sent to all members, and Mr. Clark will take the lead with Mr. Smith, as goals needed to be discussed for the coming year. Ms. Wythe appreciated the work, and felt clear goals for the upcoming year were essential.

11.3. Chief of Staff

Dr. Landess was not present, however Mr. Smith reported one item from the medical staff. After a proposal from the Certified Nurse Midwives (CNMs) the medical staff has recommended to move forward with allowing home births for the CNMs. This has been vetted by the insurance company and the medical staff supports this change. This is not considered a new service, simply a new location for a current service. Dr. Knapp inquired about the financial impact for the hospital. Mr. Smith acknowledged that this had been discussed and the strong feeling is that this service is for a group of patients who would not choose to give birth in a hospital, and would otherwise seek midwifery services from another provider in town.

11.4. Service Area Board Representative

Nora Raymond reported. The last Service Area Board meeting was held on June 11th. Key points of discussion were citizen awareness and how to advertise for the open seats on the board. There was much discussion around community outreach about how to bring awareness to the board's role in the community. We also spent quite a bit of time on a new handbook and discussed mentorship for new members. We also went over the resolution for the new leases for 4251 Bartlett Street, which was approved.

12. ORGANIZATIONAL REPORTS

12.1. Chief Executive Officer

Mr. Smith gave a brief report. We resumed leadership reports this month. We would like to offer condolences to the family of Nancy Chastain, who passed away recently. She was a long time employee at the hospital in the transcription department and was also performing secretarial duties for the Service Area Board. We were very sorry to hear of her passing.

12.2. Chief Financial Officer

Ms. Hinnegan gave a brief report, as finances were reviewed in detail in Finance Committee. The finances included in the packet are still in draft form. Due to the end of the fiscal year there are still a lot of moving parts, and Anna Hermanson and her team are working hard to get everything reconciled. We are working to get our final revenues and expenses put back into FY2020. Within the next couple of weeks we should have more accurate numbers for you.

12.3. Chief Nursing Officer

Dawn Johnson had nothing to add to the written report.

12.4. Long Term Care Director

Barbara Bigelow was not in attendance, but a written report was provided.

12.5. Quality Management Director

Susan Shover had nothing to add to the written report.

12.6. Human Resources Director

Pamela Knorr was not in attendance, but the written report was provided.

12.7. Marketing / PR Director

Derotha Ferraro had nothing to add to the written report.

12.8. Facilities Director

Glenn Radeke was not in attendance, but the written report was provided.

12.9. IT Director

James Bartilson was not in attendance, but the written report was provided.

13. DISCUSSION

14. COMMENTS

(Announcements/Congratulations)

14.1. Chief Executive Officer

Mr. Smith thanked again the senior leadership team and incident command team for managing the continuing operations of the hospital as well as the continuing Covid-related activities.

14.2. Board Members

Bernadette Wilson thanked Incident Command team for their great work and added that she very much enjoys the Employee Forums.

David Groesbeck expressed condolences for the loss of Nancy Chastain, as she also served as the Board secretary for a time.

Edson Knapp, MD, thanked Mr. Smith for the weekly meetings with the employees. A lot of the anxiety has decreased since the constant communication. It has created a communication level that is very effective and hopes it continues even when the Covid pandemic is over.

Walter Partridge was saddened that Anna Worster is leaving as the Surgical Service Manager. Mr. Partridge was very impressed with the Critical Access Hospital Program Evaluation and felt it was a work of art.

Beth Wythe continued to appreciate the staff and the work they're doing with the Covid situation. She appreciates their continuing to keep their spirits up with the fatigue.

Melissa Jacobsen appreciated all the senior leadership reports and she found them very helpful.

Julie Woodworth had nothing to add.

Matthew Hambrick thanked Walter Partridge for leading the charge in the Finance Committee meeting and for his effort and attentiveness in Pension

Committee. He also thanked David for all the work he put into the CEO Evaluation process.

Dr. Todd Boling, Keri-Ann Baker, and Thomas Clark had nothing to add.

15. INFORMATIONAL ITEMS

16. ANNOUNCEMENTS AS A RESULT OF EXECUTIVE SESSION

16.1. Credentialing

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

Appointment

Famy, Christopher MD; Psychiatry/Telepsych; Telemedicine
Grace, Jon MD; Pulmonary Disease/eICU; Telemedicine
Kincaid, Rachael DNP; Advanced Nurse Practitioner; Allied Staff, Cat A
Mac Kinnon, Matthew MD; Psychiatry/Telepsych; Telemedicine
Reznicek, Michael MD; Psychiatry/Telepsych; Telemedicine
Waghray, Arpan MD; Psychiatry/Telepsych; Telemedicine

Reappointment

Kramer, Thomas MD; Cardiology; Courtesy Staff
Okon, Nickolas MD; Neurology/Telestroke; Telemedicine
Treat Thomson, Ruth DO; Neurology/Telestroke; Telemedicine

18. ADJOURNMENT

18.1. The meeting was adjourned at 7:40pm.

David Groesbeck made a motion to adjourn the meeting. Secretary Melissa Jacobsen seconded the motion. Motion Carried.

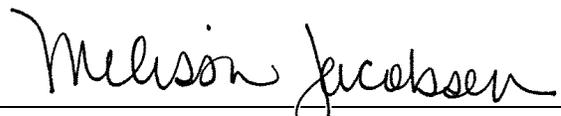
Respectfully Submitted,

Accepted:

Maura Jones, Executive Assistant

Thomas Clark, President

Minutes Approved: 08/26/2020



Melissa Jacobsen, Secretary