



# MINUTES

## Board of Directors Meeting

7:00 PM - Wednesday, December 2, 2020

Virtual Meeting Only

---

The Board of Directors of the South Peninsula Hospital was called to order on Wednesday, December 2, 2020, at 7:00 PM, via virtual 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. \*\*\*\*\*

Vice President Walter Partridge called the regular meeting to order at 7:00 p.m.

### 2. ROLL CALL

**BOARD PRESENT:** Vice President Walter Partridge, Treasurer Matthew Hambrick, Secretary Melissa Jacobsen, Keri-Ann Baker, Todd Boling, David Groesbeck, Edson Knapp, Bernadette Wilson, Julie Woodworth, and Beth Wythe

**BOARD EXCUSED:**

**STAFF PRESENT:**

**ALSO PRESENT:** Ryan Smith, CEO; Angela Hinnegan, CFO; Dawn Johnson, CNO; Susan Shover, Quality Mgmt Director; Derotha Ferraro, PR/Marketing Director

A quorum was present.

### 3. REFLECT ON LIVING OUR VALUES

Mr. Partridge shared that the hospital's response to COVID is something to be proud of. The high quality of service being provided by this hospital is absolutely reflective of the hospital values.

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

Mr. Partridge welcomed any guests present on the call.

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

**5. APPROVAL OF THE AGENDA**

**5.1. The agenda was approved.**

*David Groesbeck made a motion to approve the agenda. Julie Woodworth seconded the motion. Motion Carried.*

**6. APPROVAL OF THE CONSENT CALENDAR**

Melissa Jacobsen read the consent calendar into the record.

**6.1. Consideration to Approve the South Peninsula Hospital (SPH) Board of Directors meeting minutes for October 28, 2020**

**6.2. Consideration to Approve October 2020 Financials**

**6.3. Consideration to Approve Revised Board Policy F-17, Discretionary Contributions**

**6.4. Consideration to Approve SPH Board Calendar 2021**

**6.5. Consideration to Approve Notice of Change of Officials to Remove Thomas Clark**

**6.6. Review of SPH Balanced Scorecard, Qtr 3 2020 with PDSAs**

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

*Secretary Melissa Jacobsen made a motion to approve the consent calendar as presented. Julie Woodworth seconded the motion. Motion Carried.*

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

There were no comments from the public.

**8. PRESENTATIONS**

**9. UNFINISHED BUSINESS**

**9.1. Community Health Needs Assessment Implementation Strategy**

Derotha Ferraro, PR/Marketing Director reported. In June the Board reviewed the most recent Community Health Needs Assessment (CHNA) that was conducted in the winter and early spring. CHNAs are completed every three years. Since then, we completed an implementation strategy, which prioritizes findings from the CHNA and develops action items on how the organization plans to address the findings. Ms. Ferraro has presented the information to SPH managers, medical staff, Rotary, and the Service Area Board, to gather input along the way.

There were no questions for Ms. Ferraro.

*Secretary Melissa Jacobsen made a motion to adopt the South Peninsula Hospital Community Health Needs Assessment Implementation Strategy as presented and post on SPH website. Keri-Ann Baker seconded the motion. Motion Carried.*

## **10. NEW BUSINESS**

### **10.1. Election of 2021 Board of Directors Members**

Mr. Groesbeck reported the results of the election, which was held in Executive Session. Three board member terms were up for reappointment. The Board voted to re-elect Keri-Ann Baker, Julie Woodworth, and Bernadette Wilson to the Board.

### **10.2. Consideration to Approve South Peninsula Hospital Resolution 2020-21, A Resolution of the South Peninsula Hospital Board of Directors Approving the Purchase of Property Located at 4135 Hohe Street, Homer AK 99603**

Ryan Smith, CEO, reported. A local homeowner who was interested in selling their home on Hohe Street approached the hospital. After discussion with the Board, we worked with Marcus Mueller at the borough who instructed us to order an appraisal of that property. The appraisal is complete and Marcus is now negotiating with the property owners, but it also requires an approval from this board to continue his work in negotiating the potential purchase of that piece of property for the hospital. This fits with our strategy to continue purchasing properties in the newly established medical district.

Discussion: Mr. Hambrick asked if language needed to be included in the resolution to cap the price at the appraised value. Ms. Hinnegan noted the appraised value was \$300,000 and the amount the borough gave us to cover all closing costs was \$315,000, so the resolution was written for an estimate of \$315,000. Mr. Smith reported that the borough does not typically pay more than the appraised price. If anything additional was needed, it would come back to the Board for approval.

*Treasurer Matthew Hambrick made a motion to approve South Peninsula Hospital Resolution 2020-21, A resolution of the South Peninsula Hospital Board of Directors Approving the Purchase of Property Located at 4135 Hohe Street, Homer AK 99603. Secretary Melissa Jacobsen seconded the motion. Carried 10-0.*

### **10.3. Consideration to Approve South Peninsula Hospital Resolution 2020-20, A Resolution of the South Peninsula Board of Directors Approving an Amendment to the Allocation Method for the Discretionary Contribution for the Non-Union 403(b) Plan**

Angela Hinnegan, CFO, reported. This resolution was reviewed and approved by the Pension Committee last month, at the end of November. It proposes a change to the allocation methodology of the discretionary contribution to the nonunion 403(b) plan so that it matches the calculations of the non-discretionary allocation in the union plan. The current calculations are very

complicated and very heavily weighted towards people with higher years of service, leaving some of our newer physicians and confidential employees with a very low match in relation to their salaries.

Discussion – Mr. Partridge, Chair of the Pension Committee, noted this had been discussed at multiple Pension Committee meetings and was recommended by the Finance Committee for adoption by the board. Mr. Groesbeck commented this was extensively vetted by both of those committees and called for the question.

*David Groesbeck made a motion to approve South Peninsula Hospital Resolution 2020-20, A Resolution of the South Peninsula Hospital Board of Directors Approving an Amendment to the Allocation Method for the Discretionary Contribution for the Non-Union 403(b) Plan. Julie Woodworth seconded the motion. Motion Carried.*

#### **10.4. Consideration to Approve SPH Board of Directors Resolution 2020-22, A Resolution of the South Peninsula Hospital Board of Directors Approving Loans and Other In-Service Withdrawals from the Union and Non-Union 403(b) Plans**

Ms. Hinnegan reported. This resolution also went through the Pension Committee and it would allow loans and in-service distribution from both our union and our nonunion 403(b) plans. Currently the adoption agreement for both of the plans do not allow for this, which is somewhat unusual. We would like to open this up as an opportunity for our employees, particularly those who might be experiencing some hardships right now. Note they would not be able to access funds that are employer contributions; if they are not fully vested in their employer contributions they would not be able to make any withdrawals on them.

Discussion – Mr. Partridge commented as Chairman of the Pension Committee this was discussed at length at the Pension Committee and approved by the Finance Committee to the board for approval.

*Julie Woodworth made a motion to approve SPH Board of Directors Resolution 2020-22, A Resolution of the South Peninsula Board of Directors Approving Loans and Other In-Service Withdrawals from the Union and Non-Union 403(b) Plans. Keri-Ann Baker seconded the motion. Motion Carried.*

#### **10.5. Consideration to Award the RFP for South Peninsula Hospital's Retirement Plan Service Provider to the Newport Group**

Ms. Hinnegan reported. Administration completed the RFP process in search of a new service provider for all South Peninsula Hospital retirement plans, for easier plan administration and to provide better and more useful tools to our staff members to manage their plans. Pacific Portfolio conducted the RFP for us, and the Pension Committee was very involved in the process. We ultimately decided on the Newport Group and made that recommendation to the Pension

Committee and they agreed they would be the best service provider for our plans.

Discussion - Mr. Partridge reported, as Pension Committee Chair, that the committee was involved in this process, over multiple meetings and as a result it was a unanimous decision to approve the recommendation of the Newport Group to the board of directors for approval.

*David Groesbeck made a motion to award the RFP for South Peninsula Hospital's Retirement Plan Service Provider to the Newport Group. Julie Woodworth seconded the motion. Motion Carried.*

#### **10.6. Consideration to Approve Chief of Medical Staff as Elected by the Medical Staff on November 18, 2020.**

Mr. Smith reported. In accordance with the recent medical staff bylaws that were adopted by the medical staff and approved by the medical staff and the board, the chief of staff must be confirmed by the board prior to assuming office. Dr. Christopher Landess was elected to continue as Chief of Staff by South Peninsula Hospital's Medical Staff for 2021.

*David Groesbeck made a motion to approve Dr. Christopher Landess as the Chief of Medical Staff, as Elected by the Medical Staff on November 18, 2020. Julie Woodworth seconded the motion. Motion Carried.*

### **11. REPORTS**

#### **11.1. BOD Committee: Finance**

Mr. Hambrick did not have a written report. He thanked Mr. Partridge for all his work with the Pension Committee.

#### **11.2. BOD Committee: Governance**

Mr. Groesbeck reported that board member elections were held in executive session, led by the Governance Committee.

#### **11.3. BOD Committee: Pension**

Mr. Partridge reported. We met on November 19th and reviewed the status of the pension plans. There is nothing significant to report - they are doing well and the allocations are where they should be. The committee reviewed the RFP results and that recommendation was presented earlier in the agenda.

Discussion: Ms. Woodworth recognized Ms. Hinnegan for the best pension overview summary report that she had seen during her time on the board. Mr. Partridge seconded that, and stated those reports have made the meetings and discussions on financial data a lot easier and more directed.

#### **11.4. Chief of Staff**

Dr. Landess was not able to attend open session.

### **11.5. Service Area Board Representative**

Ms. Lund was present. There were no questions for her.

## **12. ORGANIZATIONAL REPORTS**

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

Mr. Smith reported. He acknowledged that everyone at the hospital is wearing two hats right now – one with their regular hospital operations, and one related to incident command and COVID. He acknowledged the incredible work of the SPH leadership team, employees and providers who are doing a tremendous amount of work. He applauded Dr. Tuomi, Dawn Johnson and Nicole Reynolds for working with the state to determine how and when a vaccine may be rolled out.

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

Ms. Hinnegan reported. The financial statements were included in the packet and they were reviewed in great detail at Finance Committee. She noted we were quite busy in the month of October, with 328 inpatient days, which is quite high and one of the highest we've seen in the past year. We also had 151 combined inpatient/outpatient surgeries, so thanks to our surgeons and OR staff and our acute care team for taking care of all those patients. 4.3% was our operating margin for the month of October and that puts us at 3.5% year to date at the end of October. November is looking pretty strong as well, although we don't have those numbers finalized yet. I know that we did have around 140 surgeries for November so also a very busy month.

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

Ms. Johnson had nothing to add to her written report.

### **12.4. Long Term Care Director**

Barbara Bigelow reported. The written report was provided in the packet. There were several recent activities Ms. Bigelow noted. We have had two resident deaths this week. They were anticipated deaths, unrelated to COVID or viral illness, which bring us to 16 residents. Across the nation, families and people who in a continuum of care are putting those plans on hold during the pandemic, so we are not getting a lot of referrals.

We did have 8 employees test positive for COVID in one day last week. Almost all were asymptomatic, so the regular testing is very valuable. This has created some staffing flow problems, but it is easier with a lower resident count. We also received our findings from our most recent survey - a complaint survey and an infection prevention focused survey. We had no findings for the infection prevention survey and only two citations around one complaint, so we are working on that this week, and the plan of correction is due on Friday.

So far no residents have been positive, so we are doing the right thing and we may be lucky but each day without a COVID positive resident is a day of grace

for us. Also, the federal government let us know today that LTC residents will be in the first wave of vaccines

Ms. Woodworth thanked Ms. Bigelow for her excellent report. that's a great report. Ms. Bigelow gave the credit to the excellent team working in Long Term Care. Mr. Partridge thanked Ms. Bigelow for her assessment on finding new residents.

**12.5. Quality Management Director**

Ms. Shover had nothing to add to her written report.

**12.6. Human Resources Director**

Ms. Knorr had nothing to add to her written report.

**12.7. Marketing / PR Director**

Ms. Ferraro added two things to her written report. She thanked the Medical Executive Committee of the medical staff for doing a nice opinion piece for the local newspaper on the pandemic and the importance of community participation in COVID prevention. She also noted we did a newspaper ad honoring our employees on Veterans Day, but we missed Melissa Jacobsen in that list. Apologies to Ms. Jacobsen and thank you for your service as well.

Mr. Partridge thanked Ms. Ferraro for the full page ad in the Homer News thanking all of the community members and businesses who had donated their time and resources to helping the hospital during the pandemic.

**12.8. Facilities Director**

Mr. Radeke was out of the office, so Mr. Smith reported in his place. The deaerator project is complete. The first phase of the CT project should be complete by January 11th.

**12.9. IT Director**

Mr. Bartilson was not present on the call. His written report was provided in the packet.

**14. COMMENTS**

(Announcements/Congratulations)

**14.1. Chief Executive Officer**

Mr. Smith congratulated Dr. Landess and the new medical executive committee members. I think that was a great process, also I think the SAB elected new officers so congratulations to Helen I think it vote the chair of the SAB. It's nice to have Lane on the call with us so congratulations Lane on your assembly seat. I listened to that grilling that you all gave Rick last night, when I present on the 17th we want none of that.

## 14.2. Board Members

Beth Wythe commented that she continues to appreciate all of the work our small facility does to stay one step ahead of that leading edge and the level of work that they are doing for our community.

Julie Woodworth congratulated the new officers of the Service Area Board. She thanked Judith Lund for serving in that position for quite some time and doing a fabulous job. She wished everyone a very safe and Merry Christmas.

Bernadette Wilson thanked Tom Clark for his years of service and all he's contributed to the board. She congratulated the newly elected officers of the medical staff and also the reelected board members. She thanked the hospital for the Veterans Day card and gift. She thanked administration and the employees for their dedication and hard work during the pandemic.

Dr. Edson Knapp shared that he was diagnosed with COVID a little over two weeks ago and was fortunate to have a very mild case and grateful to be over it. He was reminded once again of how much our staff cares about patients. The whole hospital, everyone you interact with, has a desire to provide great care. We all have the intentional goal that someone who comes through our doors feeling sick, miserable and scared will find a haven of rest and a place to feel better. He shared that he is grateful for Mr. Smith because under his leadership he has calmed the rocky waters.

Mr. Groesbeck had nothing to add.

Dr. Todd Boling offered his condolences to Bob Letson's family. He noted that the recent medical staff elections showed great progress, as the entire medical staff was engaged. He thanked the Board for having the right people in the job as we entered this pandemic. He is very proud of our hospital and he thanked Dr. Landess for being Chief of Staff for another year.

Ms. Baker thanked the board and stated her appreciation that she has been invited to continue to serve for another term. She stated she is proud of the team.

Mr. Hambrick thanked Mr. Partridge for stepping up throughout the summer and filling in as the President when Mr. Clark resigned. He thanked him for his efforts and continuity.

Ms. Jacobsen had nothing to add.

Mr. Partridge congratulated the medical executive committee for the slate of officers, and noted it was very gratifying to see the number of doctors and AAPs that were willing to step up and serve. He noted that this hospital is a first

class organization and its first class because of the people that are in it and doing the work there. It's absolutely wonderful.

**15. INFORMATIONAL ITEMS**

**15.1. AHA Virtual Rural Health Care Leadership Conference: February 17-18, 2021**

Ms. Wilson stated that earlier in the week she sent an email to all board members with the same information that we have here in the packet about the AHA leadership conference. This is the one that usually takes place in Phoenix, but is virtual this year. It will be held Feb 17-18. Please check your calendars and call Maura if you would like to attend. She reminded the group that the board bylaws state that board members are required to attend at least one conference every other year. This year's virtual conference would be an easy way to complete that requirement without having to travel.

**15.2. SPH Christmas Week**

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

Mr. Groesbeck announced that as reported previously, the board accepted Tom Clark's resignation and the board appointed Kelly Cooper to fill the remainder of Mr. Clark's term.

*Ms. Woodworth moved to approve the 2020 Compensatory Goals as defined in Executive Session. Ms. Baker seconded the motion. Motion Carried.*

**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:*

Reappointment

Ross Dodge, MD; Internal/Sleep Medicine; Courtesy Staff  
Robert Gear III, DO; Emergency Medicine; Active Staff  
Adam Mason, MD; Cardiology; Telemedicine  
Dharti Patel, PA-C; Orthopedic PA; Active Staff  
Sarah Roberts, MD; Family Medicine; Active Staff  
Danny Romman, DMP; Podiatry; Courtesy Staff  
Amy Velsko, ANP; Nurse Practitioner/FP; Courtesy Staff

*Julie Woodworth seconded the motion. Motion carried.*

**17. ADJOURNMENT**

The meeting was adjourned at 7:58pm

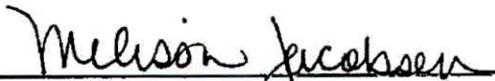
Respectfully Submitted,

  
\_\_\_\_\_  
Maura Jones, Executive Assistant

Accepted:

  
\_\_\_\_\_  
Walter Partridge, Vice/Acting President

Minutes Approved: 01/28/2021

  
\_\_\_\_\_  
Melissa Jacobsen, Secretary