

MINUTES

Board of Directors Meeting

6:00 PM - Wednesday, June 23, 2021
Conference Rooms 1&2 and via Zoom

The Board of Directors of the South Peninsula Hospital was called to order on Wednesday, June 23, 2021, at 6:00 PM, in Conference Rooms 1&2 and via 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 – 5:15p.m. *****

*****Out of Executive Session – 5:55p.m. *****

*****Regular Session – 6:00 p.m. *****

President Kelly Cooper called the regular meeting to order at 6:00 p.m.

2. ROLL CALL

BOARD PRESENT: Kelly Cooper, Keriann Baker, Todd Boling, David Groesbeck, Matthew Hambrick, Walter Partridge, Bernadette Wilson, Julie Woodworth, and Beth Wythe

BOARD EXCUSED: Melissa Jacobsen and Edson Knapp

ALSO PRESENT: Ryan Smith (CEO); Angela Hinnegan (CFO); Maura Jones (Executive Assistant); Barbara Bigelow (LTC Administrator); Jim Bartilson (IT Director); Scott Mullen (Support Svcs); Sue Shover (Quality Management); Dawn Johnson (CNO); Addie Hagala

A quorum was present.

3. REFLECT ON LIVING OUR VALUES

Mr. Smith shared that our group was recognized as "rocking it" for offering our pop up COVID-19 vaccination clinics out on the Homer Spit. We've given 7,840 doses of the vaccine to 4,235 people. We are at close to 80% of the Homer community being vaccinated.

4. WELCOME GUESTS & PUBLIC / INTRODUCTIONS / ANNOUNCEMENTS

Ms. Cooper welcomed any members of the community listening on the call.

4.1. Rules for Participating in a Public Meeting

5. APPROVAL OF THE AGENDA

Beth Wythe made a motion to approve the agenda. Matthew Hambrick seconded the motion. Motion Carried.

6. APPROVAL OF THE CONSENT CALENDAR

Beth Wythe read the items on the consent calendar into the record.

- 6.1. Consideration to Approve the South Peninsula Hospital (SPH) Board of Directors meeting minutes for May 26, 2021**
- 6.2. Consideration to Approve May 2021 Financials**
- 6.3. Consideration to Approve a Proclamation Recognizing Addie Hagala for 32 Years of Service to South Peninsula Hospital**
- 6.4. Consideration to Approve Reviewed Board Policies EMP-01 Board-Administrator Communication, EMP-03 Disruptive Conduct Abusive Behavior, EMP-04 Contracting for Professional Medical Services, EMP-05 Hiring or Terminating Individuals in Key Positions, and EMP-06 Environmental Responsibility with No Revisions.**
- 6.5. Consideration to Approve Revised Board Policies SM-03 Communications with News Media and SM-07 Board Orientation.**

David Groesbeck made a motion to approve the consent calendar as read. Keriann Baker seconded the motion. Motion Carried.

7. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

8. PRESENTATIONS

- 8.1. Presentation of Proclamation Recognizing Addie Hagala for 32 Years of Service to South Peninsula Hospital**

Mr. Smith read and presented a proclamation to Addie Hagala for her 32 years of service to South Peninsula Hospital. Ms. Cooper thanked her for her service. Ms. Hagala shared stories from her time at the hospital

9. UNFINISHED BUSINESS

10. NEW BUSINESS

- 10.1. Consideration to Approve SPH Resolution 2021-09, A Resolution of the South Peninsula Hospital Board of Directors Approving a Performance Bonus for the Extraordinary Efforts of Staff During the COVID-19 Pandemic**

Mr. Smith reported. Discussions had begun with Ms. Cooper about a way to recognize staff prior to the end of the fiscal year for excellence throughout the pandemic and the excellent efforts of all SPH employees. We wanted to put together a resolution to find a way to recognize employees before the end of the fiscal year. We came up with this idea to pay each employee \$2,000, similar

to how we pay the retention bonus at the end of the year. This was brought to Finance Committee last week and is before you now for approval.

Mr. Partridge noted this came before the Finance Committee and the Finance Committee supported its approval by the full Board. Ms. Cooper noted she wishes they could do even more, as all the staff went above and beyond in their response to COVID.

Beth Wythe made a motion to approve SPH Resolution 2021-09, A Resolution of the South Peninsula Hospital Board of Directors Approving a Performance Bonus for the Extraordinary Efforts of Staff During the COVID-19 Pandemic. Walter Partridge seconded the motion. A roll call vote was held. Motion carried.

KeriAnn Baker – Yes

Todd Boling – Yes

David Groesbeck – Yes

Mathew Hambrick – Yes

Melissa Jacobsen – Excused

Edson Knapp – Excused

Walter Partridge – Yes

Bernadette Wilson – Excused

Julie Woodworth – Yes

Beth Wythe – Yes

Kelly Cooper - Yes

11. REPORTS

11.1. BOD Committee: Finance

Walter Partridge, Finance Chair, reported. The Finance Committee met on June 17th. The committee reviewed the first five of 16 Board Finance policies. All were forwarded to the Governance Committee with no recommended changes, other than the formatting changes proposed by administration. The committee also reviewed the resolution 2021-09 and the hospital finances for May.

11.2. BOD Committee: Governance

Beth Wythe, Governance Committee Chair, reported. Also met on the 17th. Reviewed all of the policies on the consent agenda today. Completed review of SM-03 and SM-07 from last month. Reviewed a couple of new ones - working on term of office SM-09 and EMP-08 CEO Evaluation and we finished the review of that. Those two are in the packet for introduction this month and will be voted on next month. These two do have a quite a few changes in them. In terms of office we were trying to align things sequentially so they represent the process in the order that it happens. We are recommending a revised schedule for the CEO Evaluation scheduled. We get really busy in the summer and it's difficult for the Board to keep up with the timelines. It was a struggle to get everyone in one place at one time. The only thing we're changing is taking out

the extra stuff and putting it in a supporting document. We will start this in connection with the annual budget cycle. We would kick this off in November and complete it in January. It also happens to be when we all have a little more time and are able to be more reflective. We think it will be better for our group to move that schedule. Ms. Cooper asked about how that squares up with the fiscal year if we move that timeline and we want to use fiscal year numbers. Ms. Wythe noted that we look at everything on a quarterly basis so we can pull any 12 month period. We're proposing a brief performance review that will go from the current one to the end of December and then the next review would be set up for 12 months. One of the benefits will be by the time we get to the fall, we'll have our strategic plan in place. Ms. Hinnegan confirmed that she can pull calendar year financial statements, or whatever timeframe would be helpful for the Board.

The items brought forth by Finance Committee will be reviewed at the Governance Committee meeting and will likely be brought forth next month.

11.3. BOD Committee: Education

Julie Woodworth, Education Committee Chair, reported. Nothing new to report, other than to remind the Board of the retreat scheduled for August 6th.

11.4. Service Area Board Representative

No Service Area Board member was present to report.

12. ORGANIZATIONAL REPORTS

12.1. Chief Executive Officer

- **Balanced Scorecard**

Ryan Smith, CEO, reported. We've had some movement on psychiatric recruitment - meeting with one from Anchorage. Dr. Giammar, our locum general surgeon, has expressed interest in the permanent position. Planning to make an offer to a new HR Director this week. In the recruitment process for a new Acute Care Director. Haven't heard from OSHA yet about their complaint survey. Hohe Street property should be ours by end of the month. Starting work on some Master Facilities Planning. We will invite representatives from the City, Borough, Board and SPH employees.

12.2. Chief Financial Officer

The Paycheck Protection Program loan has been forgiven, so that shows up on the balance and income statement this month, which made a big impact on financials. Aside from the loan forgiveness, we were about break even for the month.

12.3. Chief Nursing Officer

Dawn Johnson, CNO, added one note to her written report. The Acute Care Director roles is now vacant, as Stephanie Swain has moved into a nursing position at Homer Medical Center in order to focus on furthering her education.

12.4. Long Term Care Director

Ms. Bigelow reported. The Long Term Care facility is now at 19 residents, with 3 pending. Long Term Care has retained their 5 star rating after the completion of a successful audit. On June 30th the facility held a successful evacuation drill and ice cream social for residents and families. Thank you to Rachael Kincaid and Scott Mullen for their hard work to make it a success.

12.5. Quality Management Director

Ms. Shover added one note to her written report. The hospital lost one star in our overall star rating. CMS recently changed the way they calculate the star ratings, which negatively affected many hospitals, specifically Critical Access Hospitals.

12.6. Human Resources Director

Ms. Knorr was not in attendance, but there was a written report provided in the packet.

12.7. Support Services Director

Mr. Mullen reported. The new Security Manager is up and running. Josh Harville is doing a great job. SEM Consultants were here for three days doing a security risk assessment and was able to get a lot of great feedback from staff. We hope to have security completely in-house by January of 2022.

12.8. IT Director

Mr. Bartilson had nothing to add to his written report.

13. DISCUSSION

14. COMMENTS

(Announcements/Congratulations)

14.1. Chief Executive Officer

Mr. Smith congratulated Addie Hagala on her retirement, and also thanked the Board of Directors for supporting the resolution to give a bonus to all employees, as they more than deserve it.

14.2. Board Members

Mr. Groesbeck had no comments.

Ms. Woodworth had no comment.

Ms. Baker thanked Ms. Wythe for her hard work and leadership on the Governance Committee.

Dr. Boling noted how impressive South Peninsula Hospital, particularly for a Critical Access Hospital. He is proud to be a part of this team and this Board.

Mr. Partridge appreciated all the reports. He congratulated Ms. Bigelow and the Long Term Care facility for keeping the residents COVID-free for the duration of the pandemic.

Ms. Wythe congratulated Addie on her many years of service to the institution. She is impressed with the great longevity with many employees at SPH.

Mr. Hambrick echoed the comments by all the Board members.

15. INFORMATIONAL ITEMS

15.1. ASHSHA 2021 Annual Conference: Coming Back Together

Ms. Cooper asked all Board members to please notify Ms. Jones if they wish to attend the ASHSHA Conference in September.

16. ANNOUNCEMENTS AS A RESULT OF EXECUTIVE SESSION

16.1. Credentialing

16.2 *Beth Wythe moved to approve a 3% salary increase for the CEO and to approve 100% of his incentive pay for this year. Keriann Baker seconded the motion. A roll call vote was held. Motion Carried.*

Keriann Baker – Yes

Todd Boling – Yes

David Groesbeck – Yes

Matthew Hambrick – Excused

Melissa Jacobsen – Excused

Edson Knapp – Excused

Walter Partridge – Yes

Bernadette Wilson – Yes

Julie Woodworth – Yes

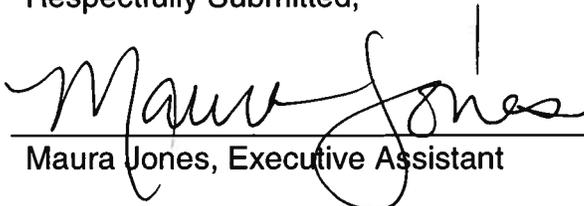
Beth Wythe – Yes

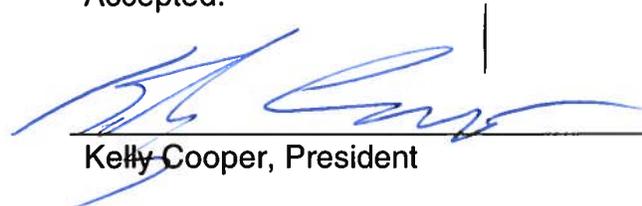
Kelly Cooper – Yes

17. ADJOURNMENT

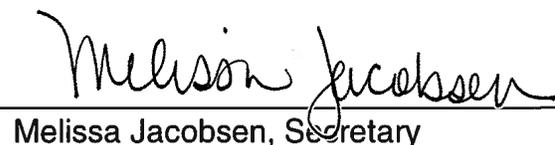
Respectfully Submitted,

Accepted:


Maura Jones, Executive Assistant


Kelly Cooper, President

Minutes Approved: July 28, 2021


Melissa Jacobsen, Secretary