

MINUTES

Board of Directors Meeting

6:00 PM - Wednesday, March 24, 2021

SPH Conference Rooms & Virtual Meeting

The Board of Directors of the South Peninsula Hospital was called to order on Wednesday, March 24, 2021, at 6:00 PM, in the Conference Rooms and via Zoom 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 – p.m. *******

*******Out of Executive Session – p.m. *******

*******Regular Session – 7:00 p.m. *******

President Kelly Cooper called the regular meeting to order at 7:00 p.m.

2. ROLL CALL

BOARD PRESENT: President Kelly Cooper, Vice President Keri-Ann Baker, Todd Boling, David Groesbeck, Secretary Melissa Jacobsen, Edson Knapp, Bernadette Wilson, Julie Woodworth, and Beth Wythe

BOARD EXCUSED: Matthew Hambrick and Treasurer Walter Partridge

STAFF PRESENT: Ryan Smith, CEO; Angela Hinnegan, CFO; Dawn Johnson, CNO; Barbara Bigelow, Long Term Care Administrator; Susan Shover, Quality Mgmt Director; Pamela Knorr, HR Director; Derotha Ferraro, Marketing Director; Scott Mullen, Support Svcs Director; James Bartilson, IT Director; Maura Jones, Executive Assistant, Lane Chesley, Robert Austin, Will Runnoe, Steve Hughes

A quorum was present.

3. REFLECT ON LIVING OUR VALUES

3.1.

Derotha Ferraro shared a Living Our Values story about commitment. She spoke about the commitment of the vaccine clinic staff and volunteers to make sure every dose of vaccine was used and none were wasted. The ER physicians were able to give some to ER patients at discharge and the last three doses were safely loaded into the vehicle and arrived at the ER. Commitment was contagious and that group was committed to getting the process finished. Tremendous commitment to ending this with not one wasted dose.

Ms. Cooper said the vaccinations clinics have such an air of enthusiasm, hope and community and we are so grateful for everyone who has dedicated their time and talents to those efforts.

4. WELCOME GUESTS & PUBLIC / INTRODUCTIONS / ANNOUNCEMENTS

4.1. Rules for Participating in a Public Meeting

5. APPROVAL OF THE AGENDA

6. APPROVAL OF THE CONSENT CALENDAR

Melissa Jacobsen, Board Secretary, read the consent agenda into the record.

6.1. Consideration to Approve the South Peninsula Hospital (SPH) Board of Directors meeting minutes for February 24, 2021

6.2. Consideration to Approve February 2021 Financials

6.3. Consideration to Approve the Long Term Care Quality Plan, 2021

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

7. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

There were no public comments.

8. PRESENTATIONS

8.1. SPH Director Presentation: Information Technology

James Bartilson, IT Director, presented. He praised his team in IT for being reliable, dependable and able to problem solve well. He reported that so far IT security is going well as there have been no major events to report. IT security is very challenging as new risks are constantly evolving. During a security assessment about a year ago we were able to identify a vulnerability so we changed the type of access available on personal devices, which helped keep us secure through the Exchange vulnerability this last month, which affected tens of thousands of servers.

The challenge in cyber security is that cyber criminals only have to be right once, while our cyber security has to be right 24/7. Billions of dollars are lost annually due to cyber crimes and even if a company protects themselves, data breaches can lead to personal information being sold on the dark web.

Mr. Bartilson was asked to address board members emails. He indicated he did not feel that were necessary, and in fact could be more of a security risk than a help, especially as there are other ways to keep board communications confidential, using encrypted email and the secure portal. The Board members were initially required to participate in IT training, but they are no longer able to

access the trainings off campus, due to geofencing. Mr. Bartilson's recommendation was to delete the sphosp.org email addresses for all board members, with the exception of the physician members.

IT security awareness training is going well. Training our staff is a vital step to IT security.

Ms. Cooper thanked Mr. Bartilson for his presentation. Ms. Cooper asked for discussion around the board emails. Everyone has been assigned a board email, but members are not consistently checking the email, so we're doubling up and sending things to personal emails as well, so it appears that's a duplicate process we don't need. If we do have something confidential it can be encrypted, so my recommendation to the Board is that we would be eliminating those email addresses and use our personal email addresses. There were no objections from the board members. Ms. Cooper asked Mr. Bartilson to eliminate those board emails. She thanked Mr. Bartilson for his reminders about internet security. She thanked him for everything he does for the hospital.

9. UNFINISHED BUSINESS

10. NEW BUSINESS

10.1. Consideration to Approve South Peninsula Hospital Strategic Plan for March 2021 through March 2022

Ms. Wythe gave a report. An ad hoc committee was created to work on a brief strategic plan to meet the deadline for the Kenai Peninsula Borough. Mr. Smith provided an initial plan and the committee provided guidance and amendments at their March 11th meeting. The draft follows the balanced scorecard. It includes five sections: clinical and service excellence, medical staff alignment, employee engagement, patient and resident experience and finances. This plan does not include governance, however when we move into more long-term strategic planning we will include a portion on governance. There were no questions on Ms. Wythe's presentation.

Discussion: Ms. Woodworth praised the plan because it's concise, measurable, and direct. She shared her appreciation for everyone who worked on the plan. Ms. Cooper said Ms. Wythe and Mr. Smith did a great job. This was a requirement of our agreement with the borough. It will be a living document that we can adapt and amend and change as we need to.

Keri-Ann Baker made a motion to approve the South Peninsula Hospital Strategic Plan for March 2021 through March 2022. Beth Wythe seconded the motion. Motion Carried.

11. REPORTS

11.1. BOD Committee: Finance

Mr. Partridge was not present. Ms. Hinnegan will go over the finances in her report.

11.2. BOD Committee: Governance

Ms. Wythe reported and provided a written report. The ad hoc committee met and worked on the strategic plan. The full governance committee's initial meeting will be tomorrow, working on board policy review, starting with the Board Orientation Policy. After the board retreat in May, we will also be following up with a longer term strategic plan. Ms. Baker will be updating the CEO review policy within her sub committee. Ms. Baker will look at what we've done in the past, review the current policy, review what was done last year and decide if it's working, and then update the policy accordingly and refer back to the full committee for approval.

Ms. Cooper thanked everyone who has stepped up to chair committees and sub committees this year, including Ms. Wythe. She reminded everyone that committee work is less formal, and does not necessarily need to stick to strict Robert's Rules during committee work.

11.3. BOD Committee: Education

Ms. Woodworth reported. She met with Ms. Cooper and Mr. Smith about the retreat, to get a speaker and framework set. Ms. Jones sent out a doodle poll. The full Education Committee will meet in the next two weeks to discuss details for the retreat and talk about the Education Plan for the year.

Ms. Cooper asked about retreat dates. We're still waiting to hear from a few members on the May 6/7 dates which was a Thursday/Friday option. Two are unable to attend that date. We did coordinate with Jamie Orlikoff and he is available during that time. Dr. Boling and Mr. Groesbeck both agreed they would be available on those dates. Ms. Jones will move forward with scheduling for that date.

11.4. BOD Committee: Pension

Mr. Partridge was not present, and there was no Pension Committee meeting this month.

11.5. Service Area Board Representative

Mr. Runnoe reported on behalf of the Service Area Board (SAB). The SAB passed their budget in February and the March meeting was very quiet, with not much to report. He thanked all of the individuals and SPH employees who've been involved with the COVID vaccine process. Mr. Runnoe has heard nothing but wonderful things. He and his wife got their shots and it's gone exceptionally well, so on behalf of the SAB, he thanked everyone involved, as it was a significant undertaking.

Ms. Cooper thanked Mr. Runnoe for his work on the SAB.

12. ORGANIZATIONAL REPORTS

12.1. Chief Executive Officer

Mr. Smith introduced Scott Mullen, the new Support Services Director, replacing Glenn Radeke. We received the resignation of our LTC Director, Cathy Myers. Ms. Myers will be moving up to Heritage Place. We will be working to fill that position going forward. Dr. Larsen will be leaving us and so he will be doing some clinic work in the next 90 days. Dr. Boling took over with no notice and has been on call for the last 6 weeks, 24/7 and will have a couple more weeks although we have some locums coverage arranged for April 6th. Thank you Dr. Boling for taking on that big burden for the organization. We will be recruiting a permanent replacement for Dr. Larsen.

Balanced Scorecard included in the packet is the one you've seen for the last two months. Thank you to Ms. Shover for all her work on the scorecard. Next quarter there will be changes to the scorecard. We'll do a more robust report on the scorecard next month when the data is populated. A blank copy of that scorecard for 2021 is provided in your packet.

12.2. Chief Financial Officer

Ms. Hinnegan reported. Finance Committee had a great meeting this month. We had 303 patient days in February and 120 surgeries. Operating margin was pretty much at break even and close to break even in net income as well. In terms of COVID funding, we're now 2/3 through the year and we're 2/3 through our COVID money. We've spent 2.1 million on COVID related activities, including staffing, PPE, testing, supplies, UVC lights, freezer, lab analyzer and in total we have 3.3 million of funding for this FY. That's as of 2/28. In March we were apprised of an additional funding source through the state so we're collaborating with the city and borough and we expect to get 300k more to support those vaccine efforts, which are relatively expensive 80 days COH for end of Feb. Downturn in cash receipts in Jan but working very hard on cash receipts in billing and things are looking up.

Ms. Cooper asked if we expect to see any additional funding from the federal act that just passed. Ms. Hinnegan answered there is 8.5 billion in that act specifically designated for rural hospitals we will be able to apply for, although we don't know what the criteria will be. Ms. Cooper said Alaska has been chosen as one of the states being audited for the CARES Act funding. Ms. Hinnegan had not heard that, and asked Ms. Cooper to forward the information to her. Ms. Hinnegan said we go through a single audit anyway, so we're tracking all COVID funding sources and uses very carefully for audit.

12.3. Chief Nursing Officer

Ms. Johnson had nothing to add to her report. There were no questions from the board.

12.4. Long Term Care Administrator

Ms. Bigelow thanked the board for their service. She mentioned that we had an admission to Long Term Care yesterday and another one planned for tomorrow,. Ms. Bigelow has some ideas on how we can create better

community partnerships and get our beds filled. Had an encouraging conversation with an assisted living facility director yesterday. Typically for co-located LTCs, it's great to run a high census but it's also great to have some wiggle room for acute care patients. We still have 7 open beds to fill. Our ability to fill all 28 beds is a little more difficult during the pandemic due to isolation and gender-related room assignments, so we've set a threshold, but we still have 7 open beds and are looking to fill them. We're recruiting a social worker. We continue to work with Hansen Hunter, and we have a lot of education right now with documentation and billing. We will be recruiting a DON, as Cathy is moving to a new position in Soldotna.

Ms. Woodworth thanked Ms. Bigelow. She asked if we still have shared rooms in LTC. Ms. Bigelow answered that all of the rooms are semi-private but we do occasionally have a need. We have a bariatric room which is usually a single room. It's now occupied again by a different special needs type of resident. We can double up but it gets challenging. We don't put men and women together unless they're married and enter at the same time. There's a lot of issues with roommate compatibility. All the rooms are semi-private. Some are private but we don't charge an additional rate. Ms. Cooper asked about the resident vaccinations. Ms. Bigelow answered that the residents are all vaccinated. Thankfully our most recent admissions have all been vaccinated as well. Staff vaccination is at 35% but we're working hard on education in our facility. We have stellar providers doing 1-on-1 outreach.

12.5. Quality Management Director

Ms. Shover noted she added the iVantage reports because we just received the winter report. CMS measures are helping our quality score so we're moving in the right direction. Some change to our financial side but not real surprised with COVID. We will drill down on that score.

Ms. Cooper congratulated Ms. Shover on her 25 years at South Peninsula Hospital.

12.6. Human Resources Director

Ms. Knorr had nothing to add to her report. There were no questions from the board.

12.7. Marketing / PR Director

Ms. Ferraro had one item to add to her report. The Long Term Care 5 Star article is in the Homer News this week. Wanted to get that out before Cathy left so she could enjoy it. There were no questions from the board.

12.8. Support Services Director

Ms. Cooper asked Mr. Mullen to introduce himself to the Board. He came here from CPH where he was the Facilities Manager there for 7 years, prior to that he spent 15 years in firefighting and emergency services. Before that he was a facility manager. He was raised in Arizona. He has three grown kids, up to 7 grandkids and 1 great-grandbaby. He loves the outdoors, fishing, skiing, hiking and golfing,. Glad to be here and looking forward to all the exciting

opportunities. Ms. Cooper welcomed him to the team. There were no further questions for Mr. Mullen.

12.9. IT Director

Mr. Bartilson had nothing to add to his report. There were no questions from the board.

13. DISCUSSION

14. COMMENTS

(Announcements/Congratulations)

14.1. Chief Executive Officer

Mr. Smith welcomed Mr. Mullen. He shared that several employees have reached milestone work anniversaries. Susan Shover and Kim Olsen celebrated her 25th work anniversary. Storm Hansen-Cavasos and Sara Woltjen celebrated their 20 year work anniversaries. Mr. Smith also thanked Dr. Boling again for 8 straight weeks of 24/7 call as we search for more support for general surgery.

14.2. Board Members

Ms. Jacobsen thanked Ms. Cooper for a great meeting and thanked SPH staff for all the great reports in the packet. She welcomed Mr. Mullen.

Ms. Woodworth congratulated the SPH employees on their milestone years of service. She welcomed Mr. Mullen. She thanked Dr. Boling for holding down the fort. She thanked Ms. Ferraro for including the Homeless Connect report.

Ms. Wythe nothing to add

Dr. Boling had nothing to add.

Ms. Wilson welcomed Mr. Mullen, congratulated the SPH employees reaching their milestone years of service, and also added that she enjoyed the Homeless Connect report so thank you to Ms. Ferraro.

Ms. Baker had nothing to add.

Mr. Groesbeck welcomed Mr. Mullen. He thanked Ms. Bigelow for her detailed reports which are very helpful in learning about the world of Long Term Care. He is encouraged by her energy and her optimism. He wished congratulations to Ms. Shover for 25 years of service

Dr. Knapp congratulated Ms. Shover on her years of service. He is grateful for her wisdom, conscientious attitude to presenting information and tireless work behind the scenes to improve the quality in the hospital Thankful for your time,

expertise and patience .Welcome to Mr. Mullen, we are very happy to have you on board. He thanked Ms. Cooper for running a great meeting.

Ms. Cooper said she was happy to see Homeless Connect come to Homer and also very pleased that it was able to continue during the pandemic. It is amazing how much good it can do.

15. INFORMATIONAL ITEMS

15.1. Homer Area Project Homeless Connect 2021 Report

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

James McGee, MD; Radiology; Telemedicine

Helen Zhang, MD; Psychiatry; Telemedicine

Reappointment

Joel Musee, MD; Critical Care/eICU; Telemedicine

Dwight Ellerbe, MD; Otolaryngology; Courtesy Staff

Teresa Johnson, MD; Family Medicine; Active Staff

Stephen Schaffer, MD; Otolaryngology; Courtesy Staff

Donna Rollins, FPMHNP; Psychiatric-NP; Active Staff

Julie Woodworth seconded the motion. The motion carried.

17. ADJOURNMENT

The meeting was adjourned at 7:03pm.

Secretary Melissa Jacobsen made a motion to adjourn. Julie Woodworth seconded the motion. Motion Carried.

Respectfully Submitted,



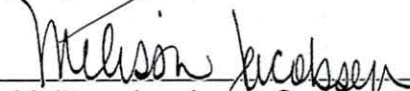
Maura Jones, Executive Assistant

Minutes Approved: April 28, 2021

Accepted:



Kelly Cooper, President



Melissa Jacobsen, Secretary