

# MINUTES

## Board of Directors Meeting

6:00 PM - Wednesday, August 25, 2021

Virtual Meeting Only

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The Board of Directors of the South Peninsula Hospital was called to order on Wednesday, August 25, 2021, at 6:00 PM, 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 – 5:15pm p.m. \*\*\*\*\*

\*\*\*\*\*Out of Executive Session – 6:55 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:** Kelly Cooper, Keriann Baker, David Groesbeck, Matthew Hambrick, Melissa Jacobsen, Edson Knapp, Walter Partridge, Bernadette Wilson, Julie Woodworth

**BOARD EXCUSED:** Todd Boling, Beth Wythe

**STAFF PRESENT:** Ryan Smith (CEO), Maura Jones (Executive Assistant), Dawn Johnson (CNO), Stacy Froese (HR Director), Derotha Ferraro (Marketing Director), Jim Bartilson (IT Director), Scott Mullen (Support Svcs Director)

2.1. 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

5.1.

*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 July 28, 2021.**
- 6.2. **Consideration to Approve July 2021 Financials**
- 6.3. **Consideration to Approve Revised Board Policy F-10, Financial Performance Indicators, as recommended by the Finance Committee.**
- 6.4. **Consideration to Approve Revised Policies SM-01 Conflict of Interest; SM-02 Responsibilities of of Board Members and SM-04 Minutes of Board Meetings as Recommended by the Governance Committee.**

*Melissa Jacobsen made a motion to approve the consent calendar as written. Walter Partridge seconded the motion. Motion Carried.*

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

Clyde Boyer wanted to thank the BOD and Administration of the hospital for agreeing to support an administrative staff person for the Foundation Committee. It is vital to have someone on staff for continuity and keep things organized.

Stephen Hughes is an ER Nurse and wanted to know what the obstacles are in place now to prevent a mandatory vaccination. For those of us who work closely with patients and each other in the more intimate settings in the hospital.

Ms. Cooper answered hospital leadership is monitoring the federal mandates and know that there are employees on both sides of the mandatory vaccination debate. She thanked Mr. Hughes for his work on the front line and for his input.

## **8. PRESENTATIONS**

### **8.1. SPH Foundation**

Angie Newby provided a brief presentation on the work of the SPH foundation. She reviewed some history of the group, the current membership and programs they sponsor, as well as an overview of the financials. She shared the Foundation goals for the upcoming year - to hire a Foundation Director (new position), develop Defined Giving Program and to increase visibility. She thanked the board for their support of the Foundation.

## **9. UNFINISHED BUSINESS**

There was no unfinished business.

**10. NEW BUSINESS**

**10.1. Consideration to Approve SPH Resolution 2021-12, A Resolution Approving the Transfer of Cash in Excess of 90 Days Cash on Hand to the Plant/Equipment Replacement and Expansion Fund for the Period Ending June 30, 2021**

Mr. Partridge reported that the Finance Committee reviewed and discussed this resolution, which authorizes the transfer of funds to the borough, per the Operating Agreement. The committee approved it and moved to the full Board for approval.

*Melissa Jacobsen made a motion to approve SPH Resolution 2021-12, A Resolution Approving the Transfer of Cash in Excess of 90 Days Cash on Hand to the Plant/Equipment Replacement and Expansion Fund for the Period Ending June 30, 2021.*

*Roll Call Vote:*

|                          |                |
|--------------------------|----------------|
| <i>Keriann Baker</i>     | <i>Yes</i>     |
| <i>Todd Boling</i>       | <i>Excused</i> |
| <i>David Groesbeck</i>   | <i>Yes</i>     |
| <i>Matthew Hambrick</i>  | <i>Yes</i>     |
| <i>Melissa Jacobsen</i>  | <i>Yes</i>     |
| <i>Edson Knapp</i>       | <i>Yes</i>     |
| <i>Walter Partridge</i>  | <i>Yes</i>     |
| <i>Bernadette Wilson</i> | <i>Yes</i>     |
| <i>Julie Woodworth</i>   | <i>Yes</i>     |
| <i>Beth Wythe</i>        | <i>Excused</i> |
| <i>Kelly Cooper</i>      | <i>Yes</i>     |

*Matthew Hambrick seconded the motion. Motion Carried.*

**10.2. Consideration to Approve SPH Resolution 2021-13, A Resolution of the South Peninsula Hospital Board of Directors Approving a Request for the Purchase of a 16-Module Cepheid Analyzer in an Amount Not to Exceed \$185,000.**

Mr. Partridge reported the Finance Committee reviewed and approved this resolution and recommended to the full Board for approval. Purchasing the new analyzer will significantly increase the speed with which the lab can run COVID tests, providing better service to the community.

*Melissa Jacobsen made a motion to approve SPH Resolution 2021-13, A Resolution of the South Peninsula Hospital Board of Directors Approving a Request for the Purchase of a 16-Module Cepheid Analyzer in an Amount Not to Exceed \$185,000.*

|                        |                |
|------------------------|----------------|
| <i>Keriann Baker</i>   | <i>Yes</i>     |
| <i>Todd Boling</i>     | <i>Excused</i> |
| <i>David Groesbeck</i> | <i>Yes</i>     |

|                          |                |
|--------------------------|----------------|
| <i>Matthew Hambrick</i>  | Yes            |
| <i>Melissa Jacobsen</i>  | Yes            |
| <i>Edson Knapp</i>       | Yes            |
| <i>Walter Partridge</i>  | Yes            |
| <i>Bernadette Wilson</i> | Yes            |
| <i>Julie Woodworth</i>   | Yes            |
| <i>Beth Wythe</i>        | <i>Excused</i> |
| <i>Kelly Cooper</i>      | Yes            |

*Walter Partridge seconded the motion. Motion Carried.*

**10.3. Consideration to Approve SPH Resolution 2021-14, A Resolution of the South Peninsula Hospital Board of Directors Approving the Purchase of Property Located at 203 West Pioneer Avenue, Homer AK 99603.**

Mr. Partridge reported. The Finance Committee discussed this resolution at length. We have a unique opportunity to purchase this building that we currently occupy, which is being sold by the owners. This is in advance of our master facility planning project, but the building has always been on our list as one we would like to purchase. The Finance Committee recommends this resolution for approval by the full Board.

*Melissa Jacobsen made a motion to approve SPH Resolution 2021-14, A Resolution of the South Peninsula Hospital Board of Directors Approving the Purchase of Property Located at 203 West Pioneer Avenue, Homer AK 99603.*

|                          |                |
|--------------------------|----------------|
| <i>Keriann Baker</i>     | Yes            |
| <i>Todd Boling</i>       | <i>Excused</i> |
| <i>David Groesbeck</i>   | Yes            |
| <i>Matthew Hambrick</i>  | Yes            |
| <i>Melissa Jacobsen</i>  | Yes            |
| <i>Edson Knapp</i>       | Yes            |
| <i>Walter Partridge</i>  | Yes            |
| <i>Bernadette Wilson</i> | Yes            |
| <i>Julie Woodworth</i>   | Yes            |
| <i>Beth Wythe</i>        | <i>Excused</i> |
| <i>Kelly Cooper</i>      | Yes            |

*David Groesbeck seconded the motion. Motion Carried.*

## 11. REPORTS

### 11.1. BOD Committee: Finance

Mr. Partridge reported. The Finance Committee reviewed the resolutions before the board today, as well as the monthly financials for July. We finished our finance policy review for the Governance Committee.

### 11.2. BOD Committee: Pension

Mr. Partridge reported. The Pension Committee passed a resolution last month allowing hospital administration the leeway to de-risk the defined benefit plan. We received a lengthy, detailed report from Newport. As a result, the committee has asked we take a look at revising policy PEN-001, and Mr. Partridge and Ms. Hinnegan are currently working on revisions. It will be sent to the committee and then be forwarded to the Board. We also reviewed quarterly reports for the existing plans.

### 11.3. BOD Committee: Governance

- **Policy SM-08 Committee Responsibilities for initial review**

The written report was provided in the packet. Ms. Wythe was not able to attend the meeting. Any input on Policy SM-08 should be sent to Ms. Wythe and Ms. Jones.

### 11.4. BOD Committee: Education

Ms. Woodworth reported. The Board met for a retreat and worksession on August 6th. Thanks to Ms. Cooper and Mr. Smith for their leadership. The presentation from Jamie Orlikoff, the presenter, were sent out by Ms. Jones. The Education Committee will meet again soon. ASHNHA has cancelled their annual meeting in September, but we will still push back our September board meeting to 9/29 as planned.

### 11.5. Service Area Board Representative

## 12. ORGANIZATIONAL REPORTS

### 12.1. Chief Executive Officer

Mr. Smith reported. The Balanced Scorecard and PDSAs are included in the packet. The healthcare system everywhere, and particularly in Alaska, is being stressed. The system of transferring patients is under stress. ASHNHA has made some requests of federal agencies, but have not been successful yet. There is lots of pressure on our system right now, and we owe a huge thank you to the staff for everything they are doing right now, as they are bearing the brunt of the stress. We have also been successful in recruiting a psychiatrist who will start in January of next year. We are also working on recruiting additional help in orthopedics, and continue to recruit for a general surgeon to join Dr. Boling.

### 12.2. Chief Financial Officer

Ms. Hinnegan was not present at the meeting.

### 12.3. Chief Nursing Officer

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

**12.4. Long Term Care Administrator**

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

**12.5. Quality Management Director**

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

**12.6. Human Resources Director**

Ms. Froese introduced herself to the group. She is loving Homer and her family has felt warmly welcomed to the community.

**12.7. Marketing / PR Director**

Ms. Cooper thanked Ms. Ferraro for her work on the ECHO call for local businesses; she found it to be a very informative presentation.

**12.8. Support Services Director**

Ms. Cooper asked Mr. Mullen about the work being done in Long Term Care to update the ventilation. Mr. Mullen answered it is in process. We just reviewed the RFP with the borough to bring on an engineering firm to design the upgrade. The Notice to Proceed should go out in about a week. Ms. Cooper indicated there may be grant opportunities that would apply to the renovations.

**12.9. IT Director**

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

**13. DISCUSSION**

There were no items for discussion.

**14. COMMENTS**

(Announcements/Congratulations)

**14.1. Chief Executive Officer**

Mr. Smith welcomed Ms. Froese and again thanked all the staff for going above and beyond every day.

**14.2. Board Members**

Ms. Wilson congratulated Dr. Tuomi and Emilie Otis for their nominations for the ASHNHA Quality and Patient Safety awards. She thanked Ms. Newby for the presentation. She welcomed Ms. Froese to the team.

Ms. Baker had no additional comments.

Mr. Groesbeck welcomed Ms. Froese and extended an enormous thanks to the staff, Ryan, and the providers who continue to serve the community.

Ms. Woodworth echoed Mr. Groesbeck's comments. She welcome Ms. Froese.

Ms. Jacobsen extended her sincere appreciation to the hospital staff.

Mr. Hambrick echoed the sentiments of the rest of the board members.

Mr. Partridge also thanked the hospital staff. Dr. Landess spoke eloquently to the board about how hard the nurses were working.

Dr. Knapp welcomed Ms. Froese. He acknowledged that everyone feels they are pushing against a wall that's pushing back, but feels proud to be part of a team trying to go in the same direction. He feels administration, nursing, and physicians are all working hard towards the same end goal.

Ms. Cooper acknowledged the staff must be feeling burnout and exhaustion and extended her appreciation for everything they are doing.

**15. INFORMATIONAL ITEMS**

**15.1. Patient Centered Care Quality Committee Minutes.**

The minutes were provided in the packet for review.

**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:*

Reappointment

Brent Adcox, MD; Orthopedic Surgery; Active Staff  
Kathryn Ault, CNM; Midwifery; Active Staff  
Diane Ellis, MD; OB/Gyn; Courtesy Staff  
Richard Kilby, MD; OB/Gyn; Courtesy Staff  
Kurt Mentzer, MD; Orthopedic Surgery; Courtesy Staff  
Jill Rife, DNP; Family Practice NP; Active Staff  
Anna Williams, FNP; Family Practice NP; Active Staff

*David Groesbeck seconded the motion. There was a roll call vote.*

|                          |                |
|--------------------------|----------------|
| <i>Keriann Baker</i>     | <i>Yes</i>     |
| <i>Todd Boling</i>       | <i>Excused</i> |
| <i>David Groesbeck</i>   | <i>Yes</i>     |
| <i>Matthew Hambrick</i>  | <i>Yes</i>     |
| <i>Melissa Jacobsen</i>  | <i>Yes</i>     |
| <i>Edson Knapp</i>       | <i>Yes</i>     |
| <i>Walter Partridge</i>  | <i>Yes</i>     |
| <i>Bernadette Wilson</i> | <i>Yes</i>     |
| <i>Julie Woodworth</i>   | <i>Yes</i>     |
| <i>Beth Wythe</i>        | <i>Excused</i> |

Kelly Cooper

Yes

*David Groesbeck seconded the motion. Motion carried.*

**17. ADJOURNMENT**

**17.1. The meeting was adjourned at 7:05pm.**

*Matthew Hambrick made a motion to adjourn. David Groesbeck seconded the motion. Motion Carried.*

Respectfully Submitted,

Accepted:

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Maura Jones, Executive Assistant

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Kelly Cooper, President

Minutes Approved: 9/29/2021

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Melissa Jacobsen, Secretary