

# Petersburg Medical Center

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**Meeting:** Medical Center Board Meeting

**Date:** June 29, 2023 **Time:** 5:00 p.m.

**Board Members Present:** Jerod Cook, Jim Roberts, Marlene Cushing, Cindi Lagoudakis, Joe Stratman, Kim Simbahon; via Zoom: Heather Conn (left @ 6:30 pm)

**Others (in person and via Zoom):** Bob Lynn, Jeff Meuci (Assembly members), several PMC staff, members of the media

- I. **CALL TO ORDER:** Member Cook called the meeting to order at 5:00 pm.
- II. **APPROVAL OF THE AGENDA:** Member Roberts made a motion to approve the agenda with one change under New Business: change Capital Budget to 'information only.' Motion seconded by Member Cushing. Motion to approve amended agenda passed unanimously.
- III. **APPROVAL OF BOARD MINUTES:** Member Stratman made a motion to approve the minutes from May 25, 2023 as presented. Motion seconded by Member Roberts. Motion passed unanimously.
- IV. **VISITOR COMMENTS:** None
- V. **BOARD MEMBER COMMENTS:** Member Cushing commented that she learned in yesterday's LTC quality meeting that over the past 6 months, PMC patient navigator and other staff have referred over 350 people for Medicare, Medicaid, veterans, cancer programs, travel services. She remarked this is a huge percentage of the population that PMC has assisted, all at no cost, and what a tremendous community resource this is. Member Roberts commented that he recently learned that Bartlett Hospital sends patients here for recovery.
- VI. **COMMITTEE REPORTS:**
  - A. **Resource Committee.** Member Lagoudakis provided an overview of last week's Resource Committee meeting, which provided detailed financial reporting. Information covered included that the Medicare COVID advance has now been paid in full, a huge achievement. While income investments dropped, PMC avoided using any additional reserves with plans to grow these investments in the future. Within the next 30 days, the goal is to finalize the

budget. Work continues on the FEMA COVID related grant, clearing out bad debts, and exceptional relief letter submitted to state.

- B. LTC Committee.** Member Cushing attended yesterday's LTC quality meeting. They reviewed reports from different departments, and there were no issues of concern.

## **VII. REPORTS:**

- A. Human Resources.** C. Newman was available to answer questions related to the written report (see copy). She shared the following updates to her report. There was a rehire of an LPN for clinic; two terminations, and openings in home health (see PMC website for details). A new student arrived and will be here until August. Don Bieber is retiring June 30 after 15 years at PMC, with a celebration planned for July 14 at Inga's. Newman clarified questions Member Roberts had about Kinder Skog employees, and she noted that PMC is now able to hire teens. Member Cook asked for clarification on the COVID vaccine policy. Newman noted that pending CMS regulations, this will change effective August 1, with adjustments to policies in the works. Member Cook asked for details related to housing expenses. Newman detailed that PMC currently rents 13 apartments (down from 15), and this practice has been going on for years. Member Cook asked for a cost analysis to determine if PMC should consider owning housing instead of renting. Member Cook asked for a cost analysis on vehicles and related expenses to determine if PMC should lease vehicles or adjust vehicles. Discussion covered the longevity recognition gift program for employees, which was suspended during COVID. Newman will research re-instituting a modified program. Member Stratman asked about seasonal employees, which Newman shared that these are mostly college students returning for the summer and Kinder Skog summer employees.
- B. Quality & Infection Prevention.** The quality team (J. Bryner, P. Hofstetter, S. Romine) provided a written report (see copy) and were available to answer questions. Member Stratman asked for details regarding the adult day service, which is currently being set up and finalized. The program is expected to begin with four half-days per week being offered for private pay clients initially, eligible LTC policies, and then through Medicaid waiver once eligibility requirements are met.
- C. Executive Summary.** P. Hofstetter provided highlights from his written report (see copy). He provided updates, including a meeting today with the Department of Treasury to clarify a few items related to design and elements of the grant for the new facility. He provided an overview of the process and upcoming meetings related to the zoning process and the appeal process related to the plat for the new facility. Additional updates since the written report included an update on the budget process and timeline, FEMA grant project, working with SEARHC on delivering scope services to begin in September and the annual Pedal Paddle Battle on July 29.
- D. Financial.** J. McCormick provided a financial management update (see copy) and was available to answer questions. McCormick provided an update that the audit information request for 2021-22 was submitted; the FEMA grant is still in the works, with submissions for two projects pending. Work continues on revenue cycle with cleanup of CPSI and CPSI self-pay accounts; noting that several will enter into debt collection, and some will transition into the Cerner system. McCormick then provided a budget presentation, which was listed later in the agenda under New Business, Items b, c and d.

## **VIII. UNFINISHED BUSINESS**



**IX. NEW BUSINESS**

a. **Strategic Plan.** P. Hofstetter

Action required: Approval

Member Cushing motioned that Petersburg Medical Center's Board of Directors approves the strategic plan as presented for FY24-28. Motion seconded by Member Stratman. Roll call vote unanimously approved.

b. **Budget Presentation.** J. McCormick presented on the budget as part of the financial overview earlier.

Action required: Informational only

c. **Operating Budget.** J. McCormick

Action required: Approval

Member Stratman motioned that Petersburg Medical Center's Board of Directors approves the final operating budget for FY 2024 as presented. Motion seconded by Member Lagoudakis. Roll call vote unanimously approved.

d. **Capital Budget.** J. McCormick

Action required: Agenda amended to reflect for information only; no action required.

~~Action required: Approval~~

~~Motion: Petersburg Medical Center's Board of Directors approves the final capital budget for FY 2024 as presented.~~

- X. EXECUTIVE SESSION** Member Cushing made a motion to enter Executive Session to consider medical staff appointments/reappointments, legal matters, and to discuss matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the hospital. Motion seconded by Member Simbahon. Motion passed unanimously. Board entered Executive Session at 6:41 pm. Member Cushing made a motion to come out of Executive Session. Motion seconded by Member Stratman. Motion passed unanimously. Board came out of Executive Session at 6:44 pm. Member Cushing made a motion to reappoint to the medical staff Riley Bennett-Vockner, PA Locum, Bernardo Isuani, MD, Radiology. Motion seconded by Member Stratman. Motion passed unanimously.

- XI. NEXT MEETING** The next regularly scheduled meeting was set for Thursday, July 27, 2023 at 5:00 p.m.

- XII. ADJOURNMENT** Member Roberts made a motion to adjourn. Motion was seconded by Member Simbahon. Motion passed unanimously. The meeting adjourned at 6:47 p.m.

Respectfully submitted,

  
Marlene Cushing, Board Secretary