

Our mission is excellence in health care services and the promotion of wellness in our community.

Petersburg Medical Center

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Meeting: Medical Center Board Meeting

Date: Thursday, August 5th, 2010 **Time:** 6:33 p.m.

Board Members Present: Tom Abbott, Zac Hays, Jeanette Ness, Darcey Judy, Kris Kissinger, Tim Koeneman, Chris Savage and Administrator John Bringhurst

Board Members Absent: None

Staff Members Attending: Leon Walsh – CFO, Angela Menish, RN – Assistant Director of Nursing and Interim Clinic Manager, Don Bieber – Information Technology Specialist

Visitors: Annabelle Baker and Eric Campbell

I. CALL TO ORDER: Board President Tom Abbott called the meeting to order at 6:33 p.m.

II. APPROVAL OF THE AGENDA: The revised agenda distributed by email, was approved as presented.

III. REVIEW OF THE MINUTES: The Board minutes from the meeting held on June 24th and July 15th, were approved as presented.

IV. VISITORS COMMENTS. Ms. Annabelle Baker requested the support of the Board for the Beat the Odds walk/race on October 9th. Ms. Baker would like the Board to support the transportation and possibly social event for participants from Wrangell. The Board supported the request of Ms. Baker and she will coordinate with Ms. Carol Doser.

V. BOARD COMMENTS. None.

VI. BOARD EDUCATION:

A. EMR Demonstration. Ms. Menish, the Interim Clinic Manger, gave a demonstration of the Electronic Medical Records for the Board, explaining and showing new capabilities of the system.

B. Introduction to Mr. Eric Campbell. The Board met Mr. Eric Campbell of Mikunda Cottrell, currently conducting the annual audit of PMC. Mr. Campbell let the Board know the audit was going well, and praised Mr. Leon Walsh, the new CFO. He will report the audit findings later this year when the audit is finished.

VII. NEW BUSINESS: (This item was moved forward in the agenda to accommodate a call from Joann Lott, architect.)

A. Review of Bids. Ms. Joanne Lott of Jenson Yorba Lott reviewed the four bids received from Dawson, Wolverine, McGraw and Alaska Commercial. Ms. Lott explained the bids came in \$200,000 over the estimate, though all the bids were very close in the dollar amount. Ms. Lott explained that her firm had worked with all the contractors and that each was well qualified. Ms. Lott asked if PMC had the funding to go ahead with the awarding of the bid? If so, PMC would need to issue an "intent to award" the bid within seven (7) days of bid opening.

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Funding – Mr. Walsh recommended going ahead with the Clinic expansion and borrowing from PMC's line of credit with Wachovia for the balance. Mr. Bringhurst explained that some money could be saved by doing the canopy later, since it was bid separately, but that would also change the low bidder.

President Abbott moved that the Board accept the total bid, including Base Bid Item A of Alaska Commercial Contractors for \$1,445,300, and drawing on the line of credit or borrowing or looking for longer-term borrowing to make up the balance. Board member Judy seconded. Discussion proceeded. Roll call vote: Board member Judy, aye; board member Kissinger, aye; board member Savage, aye; Vice President Hays, aye; board member Ness, aye; board member Koeneman, aye; and, President Abbott, aye. Motion carried, seven to zero.

VIII. OLD BUSINESS:

A. Update on Donations / Community Fund Raising. Mr. Bringhurst distributed a list showing donations from the community residents and businesses. Total pledges and contributions to date amount to approximately \$25,000.

B. Update on EMR. Mr. Bringhurst reported that the clinic is in their fourth week after “go live.” It is going well. The permanent physicians have been trained and are becoming more and more proficient in it. Locums are using the system in a limited way. Mr. Bringhurst reported that the staff is attempting to pre-load 600 clinic charts.

C. Dorothy Ingle Memorial at PMC. President Abbott opened discussion regarding dedicating the conference room to Dorothy Ingle. The item had been discussed in the last meeting and the board was very enthusiastic about it. President Abbott moved that the Board name this room the “Dorothy Ingle Conference Room” of Petersburg Medical Center. Board member Koeneman seconded. Motion carried, seven to zero. President Abbott will contact the Ingle family and see if they will donate a picture of Dorothy for the room.

D. Medical Staff Appointment. The file completed file of Dr. Eric Garcia-Lorens was presented to the Board. Board member Koeneman moved to approve the appointment of Dr. Garcia-Lorens. Vice President Hays seconded. Motion carried, seven to zero.

E. City Election. Three hospital board seats are up for election – Tom Abbott, Zac Hays and Chris Savage. All three board members have indicated they plan to run for re-election.

New Business (continued)

B. Customer Service Training. Distributed to the Board in their packets were the reviews of the Customer Service training by Gail Scott. Almost 70 employees attended a 3½ hour training session with 54 returning the evaluations. All evaluations were very positive about the experience. Seven volunteered to be on a committee to assist with ideas to make customer service an ongoing involvement at the hospital..

C. Board Resolution for Regional Cancer Services. A resolution on Regional Cancers Services was distributed in the Board packets. Mr. Bringhurst explained that all the facilities in Southeast had gotten together and discussed their most important concerns. Of most interest to all was developing regionalized cancer services in Southeast Alaska. This resolution pledges PMC's support to explore ideas related to developing regionalized cancer services in Southeast Alaska. Similar resolutions have gone before the other boards. Board member Koeneman moved we approve the resolution as presented. Board member Kissinger seconded. Motion carried, seven to zero.

IX. REPORTS:

A. Financial Report. Mr. Walsh reported on the financial statement for June 30, 2010. Comparisons for Last Year and This Year were presented, along with a comparison to the budget.

B. Quality Improvement. Ms. Newman reported that the QI committee had met on July 8th. Quality Calendars are being completed by supervisors. The committee is working on a “Code of Conduct” and a draft has been presented. The next meeting is scheduled for Thursday, August 12th at 11:30 a.m. President Abbott volunteered to attend.

C. Chief of Staff Report. No report.

D. Administrator's Report. The Administrator's report was distributed at the Board meeting. Also noted:

- **Rasmuson Grant.** A grant was awarded for \$200,000 for the Clinic remodel.
- **Employee Meeting.** An Employee Meeting was held in July. There was good participation and employee morale seemed high.
- **Patient Registration.** Complaints from patients of having to register downstairs and go up stairs for lab work have been numerous. We will be Installation a phone upstairs where patients will be able to call down and register without having to go downstairs.
- **Administrative Nurse.** PMC Clinic has hired Bree Hays as the new Clinic Administrative Nurse. She is expected to start at the end of August.
- **Clinic Parking.** The parking area has been re-arranged in the lot across the street to allow for additional spaces that will be needed with the future clinic remodel.

X. OTHER BUSINESS.

A. Next Board Meeting. The next board meeting will be held on Thursday, August 26th, at 6:30 p.m. in the conference room.

XI. Adjournment.

Respectfully Submitted,

Jeanette Ness, Board Secretary