

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:** October 28<sup>th</sup>, 2010      **Time:** 6:35 p.m.

**Board Members Present:** Tom Abbott, Zac Hays, Darcey Judy, Kris Kissinger, Chris Savage and Administrator John Bringhurst

**Board Members Absent:** Jeanette Ness and Tim Koeneman

**Staff Members Attending:** Dr. Craig Doser – Chief of Staff, Carol Doser – Administrative Assistant, Leon Walsh – CFO

**Visitors:** None

**I. CALL TO ORDER:** Board President Tom Abbott called the meeting to order at 6:35 p.m.

**II. APPROVAL OF THE AGENDA:** The agenda was approved as presented.

**III. REVIEW OF THE MINUTES:** The Board minutes from the meeting held on September 30<sup>th</sup>, 2010 were approved as presented.

**IV. VISITORS COMMENTS.** None.

**V. BOARD COMMENTS.** None.

**VI. BOARD EDUCATION:**

**A. Swank On-Line Computer Training.** Ms. Cindy Newman reported on the Swank Healthcare on-line training program initiated by the Medical Center last January for in-processing of new hires and annual training of current employees.

**VII. OLD BUSINESS:**

**A. Update on Clinic Remodel / Fund Raising.** Mr. Bringhurst reported that the architects had been “overseeing the contractor” and there had been confusion on who was going to handle this. The Board had considered having a local person over-seeing the project, however, Jensen Yorba Lott had said they would not be able to certify the building if they weren’t over-seeing. Discussion proceeded. Vice President Hays moved that PMC retain Jensen Yorba Lott for the inspection of the project. Board member Savage seconded. Roll call vote: Board member Judy, aye; Board member Kissinger, aye; Board member Savage, aye; Vice President Hays, aye; and, President Abbott, aye. Motion carried, five to zero.

**VIII. NEW BUSINESS:**

**A. Report on Investments.** Ms. Sarah Springer of Wells Fargo Investments reported on the current investment report. Ms. Springer covered the three main accounts. Specifics on the status of the investments accounts are in the handout provided.

**Old Business: (continued)**

**B. Administrator Search.** Mr. Bringhurst reported that he had sent out five letters to prospective companies. Only one firm has gotten back to him. President Abbott reported that Ms. Newman had sent him the information on how the administrator search had gone previously for Mr. Bringhurst. President Abbott will be contacting the board on setting up an Administrative Search Committee (as two members are absent) and will email the board later next week.

**New Business: (continued)**

**B. Appointment / Reappointments to Medical Staff.** Board member Kissinger moved that the Board approve the appointment of Dr. Dariusz Zawierucha – Radiologist and the reappointment of Dr. Wayne Hagerman – OD. Vice President Hays seconded. Motion carried, five to zero.

**IX. REPORTS:**

**A. Financial Report.** Mr. Walsh reported on the financial statement dated September 30<sup>th</sup>, 2010. Inpatient revenues were down significantly. Mr. Walsh is hoping things pick up. The clinic revenues were also down, however they are in line with our expectations for this period, and we can still meet budget if volume increases according to expectation. With the use of locums ending and the new physicians filling up their schedules, he believes that it will pick up.

**B. Quality Improvement.** Ms. Doser reported that the QI committee had met in October and she reviewed the committee's activity. The next meeting is November 18<sup>th</sup>. Vice President Hays will attend.

**C. Chief of Staff Report / Joint Conference.** Dr. Doser is the new Chief of Staff effective Wednesday, October 27<sup>th</sup>. He reported on the following:

- o Four Physicians. Dr. Doser reported that Dr. Hulebak is working in the clinic and we are now fully staffed.
- o EMR. The staff is still adjusting to the new Centricity electronic medical records. The pre-loading is going slowly.

**D. Administrator's Report.** The Administrator's report was distributed in the board packet. Also noted was:

- o Proposal on Roof Replacement. Carol has been searching out possible grants. John requested the Board approve a Resolution for the Roof Replacement, Phase 1, for \$160,000. Board member Savage moved that the Board approve Resolution #4 to the City Council on funding for replacing the roof. Board member Kissinger, seconded. Motion carried, five to zero.
- o State Survey On-going for Long Term Care. Mr. Bringhurst reported the surveyors are here and are conducting their exit briefing tomorrow at 8:30 a.m.

**X. OTHER BUSINESS.**

**A. Next Board Meeting.** The next board meeting will be held on Thursday, November 18<sup>th</sup>, at 6:30 p.m. in the conference room.

**B. Executive Session – Administrator Candidates.** President Abbott moved that the Board go into Executive Session to discuss potential Administrator applicants. Board member Savage seconded. Motion carried five to zero.

The board came out of Executive Session at 9:15 p.m. No action was taken.

**XI. Adjournment.**

Respectfully,

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Jeanette Ness, Board Secretary