

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

Petersburg Medical Center

PO Box 589

Petersburg, Alaska 99833

Phone: (907) 772-4291 | Fax: (907) 772-3085



Meeting: Medical Center Board Meeting

Date: August 25th, 2011 **Time:** 6:37 p.m.

Board Members Present: Tom Abbott, Darcey Judy, Kris Kissinger, Tim Koeneman, Chris Savage and CEO Elizabeth Woodyard

Board Members Absent: Jeanette Ness

Staff Members Attending: Dr. Jennifer Hyer – Chief of Staff, Leon Walsh – CFO, Terry Welch – MT (ASCP), Carol Doser – Admin Assistant, Karen Malcom and Cindi Hiatt – Patient Financial Representatives

Visitors: Ms. Polly Lee and Ms. Debbie McMahon – Local Artists, Keith Chaplain – Petersburg Pilot, Kenneth and Connie Watson – Risk & Quality Consultants

I. CALL TO ORDER: Board chair Tom Abbott called the meeting to order at 6:37 p.m.

II. APPROVAL OF THE AGENDA: The agenda was approved as corrected, adding to New Business, B. Resolutions.

III. REVIEW OF THE MINUTES: The Board minutes from the meeting held on July 28th, 2011, were approved as presented.

IV. VISITORS COMMENTS.

A. Stained Glass Windows for Joy Janssen Clinic.

Ms. Polly Lee and Ms. Debbie McMahon presented a design for the stained glass window. The Board expressed concern over the cost of the windows and the limited funds available. Dr. Hyer reported that a decorating committee had been formed and that perhaps the committee could work with the artists. Board chair Abbott will write a letter to the artists and let them know of the financial limitations of the Medical Center.

B. Patient Check-In for Lab & Imaging.

Ms. Karen Malcom, Patient Financial Representative, is participating in a committee and reported on a problem with patient check in for Lab and Imaging. A problem with the design and process of how a patient checks in results in a the lack of privacy in patient information being discussed in an open area. This situation creates low patient satisfaction. Ms. Malcom brought the committee's proposal, to redesign the area in an enclosed space with the space manned during open operation hours. The proposal would need to be budget neutral. Ms. Woodyard explained that when she states budget neutral, she means for the entire facility not just the business office. Board chair Abbott moved that the Board instruct the CEO and CFO to move forward on the design and explore options on how to man the desk. Board member Judy seconded. Motion carried, five to zero.

V. BOARD COMMENTS.

A. Board Election.

Board members Judy and Kissinger are running for reelection. And, Ms. Darlene Whitethorn, of the community, will be running unopposed for Zac Hays's open seat.

VI. BOARD EDUCATION: Ms. Woodyard distributed the book – “The Baptist Healthcare Journey to Excellence.” She requested the board members read Chapters 1 – 6 for the next meeting.

VII. NEW BUSINESS:

A. Medical Staff Reappointments. The Board reviewed the files of Drs. Jennifer Hyer, Alice Hulebak, Jonathan Sims and Paul Skan; and locum physician files of Drs. Barr and Fedde. Board chair Abbott moved that the Board approve the reappointments of Drs. Hyer, Hulebak, Sims and Skan; and the appointments of locum physicians Drs. Barr and Fedde. Board member Koeneman seconded. Motion carried, five to zero.

B. PMC Resolutions #1 and #2.

The Board reviewed “Resolution #1, Support Organized Planning with Hospitals in Southeast Alaska for Oncology Services.” Board member Savage moved that the Board pass Resolution #1. Board chair Abbott seconded. Motion carried, four to zero.

The Board reviewed “Resolution #2, Bank Account Signer.” Currently, there are two board members authorized to sign – the Chair and Board member Ness. Board member Judy volunteered to be the third Board member authorized to sign checks. The Resolution was modified to add “Darcey Judy, PMC Board member.” Board member Koeneman moved that the Board approve the amended Resolution #2. Board member Kissinger seconded. Motion carried, five to zero.

VIII. OLD BUSINESS:

A. Update on Clinic Expansion. Ms. Woodyard reported that the Clinic Open House went well. The clinic basement is going to have a sealant put on it as recommended by the contractor. Also noted, there are portions that are not done. The Board noted that the roofing of the covered portion does not cover the steps. Ms. Woodyard will investigate and get back to the Board.

B. Code of Conduct. Ms. Doser reported that the Code of Conduct had been emailed out to the Board. The Code had gone before the managers and Medical Staff. The Code will apply to everyone in the facility. Board chair Abbott moved that the Board approve the Code of Conduct as presented. Board member Savage seconded. Motion carried, five to zero.

C. Board Member Hays Replacement. Board chair Abbott reported that Ms. Darlene Whitethorn has placed her name (unopposed) in to run for the Board.

IX. REPORTS:

A. Financial Report. Mr. Walsh reported on the month of July. Noted was: the month was very poor financially due to low LTC resident population and a lack of skilled patients. The month of August is continuing to look dismal.

B. Quality Improvement. Ms. Doser’s report was emailed out to the Board. Also noted:

- o Dr. Susan Rhoads visit. A recruitment dinner and itinerary will be set up and emailed to the Board.

C. Chief of Staff Report / Joint Conference. Dr. Hyer’s report was emailed to the board. The Board thanked Dr. Hyer for her report.

D. Administrator’s Report. Ms. Woodyard provided a written report. The following was discussed.

- o Low Census Staffing policy. The staffing has included one acute care nurse for one or no patients. Our long term care census is low. Ms. Woodyard would like to roll this out at the Employee Forum. The Board supported concept of the policy. It will be finalized.
- o Employee Forum. The first Employee Forum will be Friday, September 16th. The forums will be quarterly in the future.
- o Dr. Tuccillo’s Contract. Ms. Woodyard is working on his contract.
- o Ms. Woodyard requested that Board continue to support the Alaska State Hospital and Nursing Home Association (ASHNHA) for education of our staff in leadership. Board chair Abbott moved to continue the support of ASHNHA. Board member Koeneman seconded. Motion carried, four to zero.
- o Thinking outside the box – services that might be available to PMC, for self-pay services, i.e., Botox, Acupuncture, etc.

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X. OTHER BUSINESS.

A. Next Board Meeting. The next board meeting was scheduled for Thursday, September 22nd and in October, the 27th, at 6:30 p.m. in the Dorothy Ingle Conference Room.

XI. Adjournment.

Respectfully,

Jeanette Ness, Board Secretary