

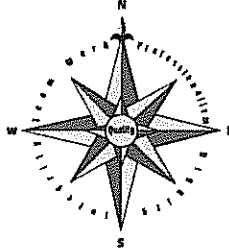
Our mission is excellence in health care services and the promotion of wellness in our community.

Petersburg Medical Center

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Meeting: Medical Center Board Meeting

Date: October 27th, 2011 **Time:** 6:35 p.m.

Board Members Present: Tom Abbott, Darcey Judy, Kris Kissinger, Tim Koeneman, Jeanette Ness, Darlene Whitethorn and CEO Elizabeth Woodyard

Board Members Absent: None

Staff Members Attending: Leon Walsh – CFO, Carol Doser – Admin Assistant, Lynn Porter – Clinic Manager, Patty Fonseca, RN – Long Term Care Coordinator, Dr. Jennifer Hyer – Chief of Staff, Nichole Mattingly, RN – Quality and Infection Control, Liz Bacom, MT – Emergency Preparedness

Visitors: None

- I. **CALL TO ORDER:** Board chair 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 22nd, 2011, were approved as presented.
- IV. **VISITORS COMMENTS.** None.
- V. **BOARD COMMENTS.**
 - A. **Welcome to Board member Darlene Whitethorn.**
Chair Abbott welcomed new Board member Darlene Whitethorn to her first meeting.
 - B. **Consultant Report on the Clinic.**
The Board requested a Work Session on the Consultant Report received from Connie and Kenneth Watson. Board member Koeneman requested the Work Session be before the Board Retreat.
- VI. **NEW BUSINESS:**
 - A. **Long Term Care Marketing.**
Ms. Patty Fonseca was introduced to the Board. Ms. Fonseca is the Long Term Care Coordinator, and is working on marketing our facility, Long Term Care and increasing our numbers. Ms. Fonseca distributed a brochure and has developed a "Welcome Packet" on our facility. She is updating our web page and has also done interviews on KFSK. The outreach to other facilities is working.
 - B. **Violence in the Workplace.**
Ms. Woodyard reported that the Violence in the Workplace policy was needed to protect employees from irate patients, family members, visitors and possibly other employees. This is an OSHA requirement. Ms. Woodyard and Ms. Sheena Cook are attending Crisis Prevention Institute training to become certified to instruct employees in Non-Violent Crisis Intervention. The classes for staff (and Board members are invited) will be in December. This training will be mandatory for all employees. Board member Koeneman moved that the Board pass the policy. President Abbott seconded. Motion carried six to zero.

C. Appointment / Reappointment to Medical Staff.

The Board reviewed the Medical Staff file of Dr. Eric Garcia-Llorens, MD – General Surgeon from Ketchikan General Hospital for consulting privileges. President Abbott moved to reappoint Dr. Garcia, General Surgeon to the Consulting Staff. Board member Kissinger seconded. Motion carried, six to zero.

VIII. OLD BUSINESS:

A. Centricity Practice Management Component.

Ms. Lynn Porter reported on the Centricity Practice Management Component for the Centricity medical electronic records in the clinic. The component offers a much more efficient way to manage the clinic. The Consultants, Kenneth and Connie Watson, recommended the component as our system is very manual. Dr. Hyer supported the recommendation as a great assistance to the physicians. This component will develop metrics as a tool in the clinic for measuring quality. The \$47,000 price includes training on site. Ms. Woodyard stated that this purchase was something we could not afford not to do. Board member Koeneman moved that the Board go forward with the contract. Board member Judy seconded. Roll call vote: Board member Ness, aye; Board member Whitethorn, aye; Board member Judy, aye; Board member Kissinger, aye; Board member Koeneman, aye; and President Abbot, aye. Motion carried, six to zero.

IX. REPORTS:

A. Financial Report. Mr. Walsh reported on the month of September. Noted was: the operating revenue gain for the month of September. Operating revenue was up and expenses were down. President Abbott asked if anyone had taken advantage of the Cash-in PTO policy, and no one had as of October 27th.

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

- o NRC Picker Patient Satisfaction surveys starting January 1st, 2012.
- o Code of Conduct Training. The employees and staff will be attending Code of Conduct training in one of three (3) separate training sessions. The Board is invited as well.

C. Chief of Staff Report / Joint Conference. No report.

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

- o Physician Recruitment. Dr. Kris Sargent, in the Family Practice Residency, will be visiting November 5th – 7th. There will be a dinner at the Elks on Saturday evening, beginning at 6:30 p.m.
- o Ms. Carol Doser will be leaving and her last day is November 2nd. Thanks to Carol.
- o Manager's Retreat. The Retreat will be held on Wednesday, December 14th. The Board is invited to attend.
- o Frontier Community Health Integration Project Grant for small rural hospitals. This is the development of a CMS demonstration project for small, rural hospitals. All of these small, rural hospitals have similar difficulties.
- o AP Clerk / Reception. Ms. Ying Schwarte has been hired in the Business Office. Ms. Tammy Strickland will be the new Administrative Assistant with Ms. Doser's departure.

X. OTHER BUSINESS.

A. Next Board Meeting. The next board meeting was scheduled for Thursday, December 15th, at 6:30 p.m. in the Dorothy Ingle Conference Room.

B. Executive Session. Board member Jeanette Ness moved that the Board go into Executive Session to discuss Dr. Bergren's contract. President Abbott seconded. Motion carried, six to zero. The Board came out of Executive Session at 9:18 p.m.

XI. Adjournment.

Respectfully submitted,


Jeanette Ness, Board Secretary