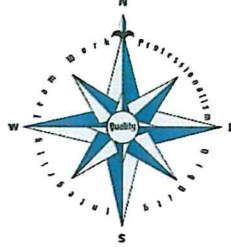


# Petersburg Medical Center

PO Box 589

Petersburg, Alaska 99833

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



**Meeting:** Medical Center Board Meeting

**Date:** October 29<sup>th</sup>, 2020 **Time:** 5:00 p.m.

**Board Members Present:** Joe Stratman, Cindi Lagoudakis, George Doyle, Marlene Cushing, Jerod Cook, Jim Roberts, Kathi Riemer (members attended via Zoom)

**Board Members Absent:** None

- I. **CALL TO ORDER:** Member Cook called the meeting to order at 5:02 p.m.
- II. **APPROVAL OF THE AGENDA:** Member Roberts made a motion to approve the agenda as presented. Motion seconded by Member Lagoudakis. Motion passed unanimously.
- III. **APPROVAL OF BOARD MINUTES:** Member Cushing made a motion to approve the minutes from September 24<sup>th</sup>, 2020 as presented. Motion seconded by Member Riemer. Motion passed unanimously.
- IV. **VISITOR COMMENTS:** None
- V. **BOARD MEMBER COMMENTS:** None
- VI. **REPORTS:**
  - A. **Swing Bed Management.** E. Hart was available to answer questions related to her written report (see copy).
  - B. **Chief of Staff.** J. Hyer highlighted some key points noted in her written report (see copy) and was available to explain changes in the clinic structure.
  - C. **Clinic.** J. Olsen was available to answer questions related to her written report (see copy). Appreciation was given to J. Olsen for her years of service at the hospital.
  - D. **Community Education.** K. Lambe was available to answer questions related to her written report (see copy).
  - E. **Dietitian.** K. Zweifel highlighted key points in her written report (see copy).
  - F. **Dietary.** S. McMullen was not in attendance but her written report (see copy) was available for review.

**G. Home Health.** K. Testoni highlighted key points in her written report (see copy). She noted that her department is booming and the current census is 27. Staffing currently primarily consists of travelers but hope to recruit a permanent staff soon. Billing has been a challenge but currently researching options for a new electronic health record.

**H. Quality & Infection Prevention.** L. Bacom noted that 730 shots were given at the flu pod exercise, representing 20% of the community. Another flu shot clinic will be held on November 7<sup>th</sup> on the hospital campus in the respiratory clinic. People will need to make an appointment through the clinic. She reported there are 6 active COVID cases in Petersburg at this time which is considered red status. There are concerns about contact tracing as most of the cases are likely travel related. L. Bacom then shared testing numbers from March through October. Lab staffing is stable.

**I. Executive Summary.** P. Hofstetter highlighted some key points noted in his written report (see copy). He noted the State is seeing highest rates of COVID cases. Hospitals in Anchorage are having a hard time keeping up with high acuity cases, which PMC needs to pay attention to in the event patients need to be medevaced. Currently in the process of updating the color code system. He commented on the success of the flu pod clinic. He added that a higher number of staff are declining the flu shot. He then commented on the new facility and discussed grant opportunities.

**J. Financial.** C. Brandt provided a financial update. She first reviewed the income statement (see copy). She then discussed the key volume indicators (see copy). Next, she highlighted items on the balance sheet (see copy) before covering the statement of cash flows (see copy). She ended her presentation with an overview of capital items (see copy).

## **VII. UNFINISHED BUSINESS**

### **VIII. NEW BUSINESS**

**A. Election of Officers.** K. Riemer made a motion to keep officers as is which is Jerod Cook as Chair, George Doyle as Vice Chair and Marlene Cushing as Secretary. Motion seconded by Member Stratman. Motion passed unanimously.

**B. FY 2020 Financial Audit Update.** C. Brandt provided an internal preliminary update on the audit. She noted there were no significant findings and only one recommendation regarding payroll tax returns which has already been implemented. Progress has been made since the previous audit, notably in accounts receivable. There was an explanation of GASB reporting requirements. She noted there will be an additional audit this year on federal grants.

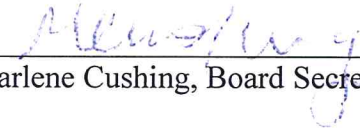
**C. Medical Staff Bylaws.** Member Stratman made a motion that Petersburg Medical Center's Board of Directors approves the 2020 Bylaws of the Medical Staff as presented. Motion seconded by Member Riemer. Member Lagoudakis recommended putting a committee together to strengthen the bylaws and to clean up the language to make the bylaws more clear. P. Hofstetter explained the role of Medical Director. Motion passed unanimously.

**IX. EXECUTIVE SESSION** Member Roberts made a motion to enter Executive Session to discuss personnel matters. Motion seconded by Member Doyle. Motion passed unanimously. Board entered Executive Session at 6:45 pm. Member Cushing made a

motion to come out of Executive Session. Motion seconded by Member Lagoudakis. Motion passed unanimously. Board came out of Executive Session at 7:05 pm.

- X. NEXT MEETING The next regularly scheduled meeting was set for Thursday, December 3<sup>rd</sup>, 2020 at 5:00 p.m.
- XI. ADJOURNMENT Member Riemer made a motion to adjourn. Motion was seconded by Member Doyle. Motion passed unanimously. The meeting adjourned at 7:12 p.m.

Respectfully submitted,

  
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Marlene Cushing, Board Secretary