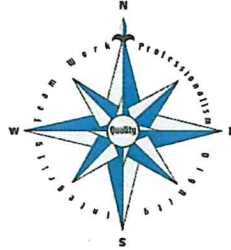


Petersburg Medical Center

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Meeting: Medical Center Board Meeting

Date: May 28th, 2020 Time: 5:00 p.m.

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

Board Members Absent: None

- I. **CALL TO ORDER:** Member Cook called the meeting to order at 5:03 p.m.
- II. **APPROVAL OF THE AGENDA:** Member Cushing made a motion to amend the agenda to add CEO Evaluation process and to appoint a committee to conduct that evaluation. Member Riemer made a motion to approve the agenda as amended. Member Stratman seconded. Motion passed unanimously.
- III. **APPROVAL OF BOARD MINUTES:** Member Stratman made a motion to approve the minutes as presented from the board meeting on March 26th, 2020 and April 23rd, 2020. Motion seconded by Member Roberts. Motion passed unanimously.
- IV. **VISITORS COMMENTS:** None
- V. **BOARD MEMBER COMMENTS:** Member Cushing mentioned she would like to receive board training. She added the board should conduct a self-assessment and create an annual workplan to lay out tasks for the year. P. Hofstetter stated he would talk with the Foraker Group about providing training via Zoom and provide some dates and times. Member Riemer asked to hold training after business hours. Member Lagoudakis said she would be interested in any board training P. Hofstetter thought would be appropriate. Member Doyle stated that he appreciates the situational reports. He stated that he is concerned we will be dealing with this virus for a long time and strategic planning for the next couple of years will shift considerably. P. Hofstetter stated that he would advocate for a work session to address gaps that were already identified in the strategic plan including forecasting and funding.

VI. REPORTS:

A. Quality & Infection Prevention. L. Bacom provided a verbal report. She stated that she continues to work from home as part of the goal to minimize workforce in the facility and to reduce traffic flow in the office. She has been working with other staff to establish incident directives which make process changes quickly. The facility is maintaining one point of entry for staff and visitors. Everyone entering the facility is required to undergo a screening process. Currently plans are moving towards an electronic screening process that is HIPAA compliant. Dr. Burt, J. Bryner and L. Bacom have been working through a crisis standards of care and reviewing with physicians to determine the best care for the most patients. She noted that the KFSK show has been reduced to three days a week but possibly will be reduced to once a week starting next week. She added that there has been a lot of camaraderie with different agencies. Liz continues to serve as the PIO for the hospital and Tara Alcock is the PIO for Borough. A unified press release is completed weekly or as needed. The latest press release will cover the green, yellow, red levels for categorizing the level of care at PMC and information about mental health.

B. Executive Summary. P. Hofstetter highlighted some key points noted in his written report (see copy). He noted that we are now in the third month of the incident command system. We are continuing to prepare for the admission of COVID patients. We are now faced with the challenge of safely reopening Alaska and Petersburg. Dr. Hyer explained the green, yellow, red directive that was created by the medical team. She added that it allows PMC to be more flexible and dynamic in providing care in the clinic. We are currently operating in the green area which means that there are no active cases in Petersburg and the number of active cases in Alaska is stable or decreasing. Currently there is low call volume to the COVID hotline. It was noted that staff and visitors are still required to mask. PMC continues to get updated information to staff and the community in a timely fashion. P. Hofstetter participated in the Borough Incident Command briefings. PMC helped facilitate the recent ECHO work session to provide education to the Assembly and the community. Testing remains a topic of concern and guidelines continue to be developed, particularly asymptomatic testing. Obtaining testing supplies are still a challenge as well as turn-around time. He continues to advocate for supplies and build up our inventory so asymptomatic testing can be offered in the community. He noted a reduction in services which vary by department. There has been an increase in telehealth visits. The Home Health census has increased as well and he hopes to get more staff hired for that department. He is concerned long term for finances if volumes do not go up and we do not have additional resources that we can operate in a safe manner and keep our doors open. P. Hofstetter feels PMC will remain under Incident Command as long as the pandemic continues.

C. Financial. R. Tejera stated that she has spent a lot of time dealing with COVID related activities and searching for financial aid. In April alone, PMC spent \$321,000 in COVID-19 related expenses, such as overtime, supplies and equipment. The Federal Emergency Management Agency is expected to cover 75 percent of the hospital's COVID-19 related costs, with the state reimbursing PMC the remaining 25 percent. PMC has received about \$9.7 million in financial aid due to the COVID-19 pandemic, with \$444,388 still pending. The hospital received about \$3.5 million in Medicare advances, which makes up a bulk of the hospital's financial aid. The hospital was 27 percent below budget in net operating revenue for April, which was a result of a lack in services offered by the hospital for the

month. PMC had originally anticipated bringing in \$1,391,250 in net operating revenue but fell short at \$1,009,218. Total operating expenses were up 16 percent than budgeted. PMC budgeted \$1,391,250 in total operating expenses but ended up spending \$1,618,576. The increase was due to COVID-19 related expenses. As of May 15, PMC had \$16,261,301 in cash on hand which is equivalent to 326 days that the hospital can operate if cash flow were to stop. She will continue working on capital budget and operating budget. She noted the operating budget is to be submitted to the Borough by the end of June. She hopes to finalize the budget by the third week of June and meet with the Resource Committee that week to prepare for the board meeting the following week.

VII. UNFINISHED BUSINESS


VIII. NEW BUSINESS

A. CEO Evaluation discussion. Member Cushing asked to discuss the process of evaluating the CEO and to establish a working group. Members Doyle, Cushing, and Cook agreed to serve on the working group and Member Stratman agreed to serve as an alternate. The goal is to give the evaluation by the first of July. A meeting was scheduled on Tuesday, June 2nd at 10:30 a.m. to discuss the process. Member Cushing also stated that a working group for board self-assessment and board training, which includes writing up an annual work plan, needs to be created. Members Cushing, Doyle, and Stratman agreed to serve. Member Cook will serve as an alternate. Members scheduled a meeting on Wednesday, June 3rd at 5:00 p.m.

IX. NEXT MEETING: Next regularly scheduled meeting was set for Thursday, June 30th, 2020 at 5:00 p.m. via Zoom.

X. ADJOURNMENT: Member Lagoudakis made a motion to adjourn. Motion was seconded by Member Stratman. Motion passed unanimously. The meeting adjourned at 5:54 p.m.

Respectfully submitted,



Marlene Cushing, Board Secretary