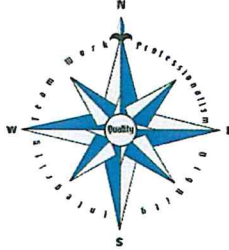


Petersburg Medical Center

PO Box 589

Petersburg, Alaska 99833

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



Meeting: Medical Center Board Meeting

Date: January 23rd, 2020 **Time:** 5:00 p.m.

Board Members Present: Joe Stratman, Cindi Lagoudakis, Jim Roberts, George Doyle, Marlene Cushing (telephonically), Jerod Cook, Kathi Riemer (telephonically)

Board Members Absent: None

Staff Members Attending: Phil Hofstetter, Chad Wright, Jill Dormer, Sarah Wright, Cindy Newman, Liz Bacom, Rocio Tejera, Devynn Johnson, Matt Pawuk, Carrie Lantiegne, Kelly Zweifel, Janet Kvernvik

Visitors: Max Mertz, Brian Varela, Bob Lynn, Joe Viechnicki, Cynthia Brandt (telephonically)

- I. **CALL TO ORDER:** Member Cook called the meeting to order at 4:59 p.m.
- II. **APPROVAL OF THE AGENDA:** The proposed amendments to the agenda included removing VIII. B. Amendment to PMC Bylaws from New Business and moving VIII. A FY2019 Audit Review before VI. Reports. Member Roberts made a motion to approve the amended agenda. Motion seconded by Member Doyle. Motion passed unanimously.
- III. **APPROVAL OF BOARD MINUTES:** Member Stratman made a motion to approve the minutes as presented from the board meeting on December 19th, 2019. Motion seconded by Member Roberts. Motion passed unanimously.
- IV. **VISITORS COMMENTS:** None
- V. **BOARD MEMBER COMMENTS:** Member Doyle thanked the staff for the work last night at the town hall. He noted that he felt there was great attendance and it was a well run meeting.
- VIII. **NEW BUSINESS:**
 - A. **FY 2019 Audit Review.** Max Mertz, CPA provided a brief background of his work history. He noted that the local, long-term staff are a strength. He reported the audit went very well and management was helpful. He noted that he works for the Board and with

management. He then reviewed his PowerPoint presentation (see copy). Specifically, he addressed the letter to the Board of Directors, adjustments that were made and several of his recommendations. He added that a lot of the conditions identified during the audit had been present for a number of years. Additionally, management started addressing conditions prior to the audit being conducted and he expects to see many of those conditions resolved at the next audit. Next, he reviewed the financial statements which included assets, liabilities and net assets. In closing he stated that no red flags were found. He added that management was not surprised by any of the findings and areas of improvement are being addressed.

VI. REPORTS:

A. Home Health. C. Axmaker was not in attendance but her written report (see copy) was available for review. It was noted that the search for a nurse continues. Additionally, it was noted CNA's have opportunities to grow in the medical field. There was conversation related to the billing software used for home health. It was explained that the software is completely different due to CMS regulations and requires specialized software. Different software for home health is being researched at this time.

B. Human Resources. C. Newman was available to answer questions related to her written report (see copy).

C. Executive Summary. P. Hofstetter highlighted a few items from his written report (see copy). He explained the chart on page 2 and the difference between skilled nursing, observation and inpatient. He noted the difficulty in staffing due to unknown levels of patients. He introduced and welcomed the new dietitian, Kelly Keyes-Zweifel. PMC will be providing services at the upcoming Project Connect event.

D. Quality & Infection Prevention. L. Bacom was available to answer questions related to her written report (see copy).

E. Financial. A Resource Committee meeting with the cost report preparer was scheduled for January 30th at 1:00 p.m. R. Tejera then reviewed the financials (see copy). She noted that the net operating revenue and operating expenses were overbudget by 15%. The total revenue was \$1.6 million revenue and total operating expenses were \$1.5 million. Investments performed very well for a gain of \$69,000. The net income for the month was nearly \$90,000 and year-to-date is \$270,000. There was a positive cash flow of \$104,000 for the month. The average revenue per day was \$52,000 and the average expense per day was \$50,000. There are 156 days cash-on-hand with investments. The net AR was 44 days. The spot vision screener was purchased from the capital list. So far \$245,000 has been spent of the \$524,000 approved capital budget. The pharmacy and other purchases from the capital list are still pending.

VII. UNFINISHED BUSINESS

IX. EXECUTIVE SESSION: Member Roberts made a motion that the Board enter into Executive Session to review medical staff appointments and reappointments and to discuss legal matters. Motion seconded by Member Stratman. Motion passed unanimously. Board entered Executive Session at 5:57 p.m. Member Roberts made a motion to come out of Executive Session. Motion seconded by Member Stratman. The Board came out of Executive Session at 6:09 p.m.

- X. **MEDICAL STAFF – APPOINTMENTS AND REAPPOINTMENTS:** After coming out of Executive Session, Member Lagoudakis made a motion to reappoint America Gomez, PMHNP and to appoint Kira Phillips, Professional Counselor, Dmitriy Kazimirko, MD and James McGovern, MD to medical staff. Motion seconded by Member Roberts. Motion passed unanimously.
- XI. **LEGAL MATTERS**
- XII. **NEXT MEETING:** Next regularly scheduled meeting was set for Thursday, March 26, 2020 at 5:00 p.m. in the Dorothy Ingle Conference Room.
- XIII. **ADJOURNMENT:** Member Lagoudakis made a motion to adjourn. Motion was seconded by Member Roberts. Motion passed unanimously. The meeting adjourned at 6:11 p.m.

Respectfully submitted,



Marlene Cushing, Board Secretary