

Petersburg Medical Center

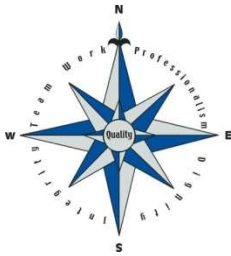
103 Fram Street
PO Box 589
Petersburg, AK 99833

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BOARD MEETING A g e n d a

DATE: Thursday, July 30th, 2020
TIME: 5:00 p.m.
LOCATION: Zoom

	<u>Lead</u>	<u>Handout</u>
I. CALL TO ORDER	<i>Chair</i>	<i>N/A</i>
II. APPROVAL OF THE AGENDA	<i>Chair</i>	<i>in packet</i>
III. VISITOR COMMENTS	<i>Chair</i>	<i>N/A</i>
IV. BOARD MEMBER COMMENTS	<i>Chair</i>	<i>N/A</i>
V. REPORTS		
A. Quality & Infection Prevention <i>Action required: Informational only</i>	<i>L. Bacom</i>	<i>at meeting</i>
B. Executive Summary <i>Action required: Informational only</i>	<i>P. Hofstetter</i>	<i>in packet</i>
C. Financial <i>Action required: Informational only</i>	<i>R. Tejera</i>	<i>in packet</i>
VI. UNFINISHED BUSINESS		
VII. NEW BUSINESS		
VIII. EXECUTIVE SESSION <i>By motion, the Board will enter into Executive Session to discuss the CEO evaluation.</i>		
IX. NEXT MEETING		
X. ADJOURNMENT		



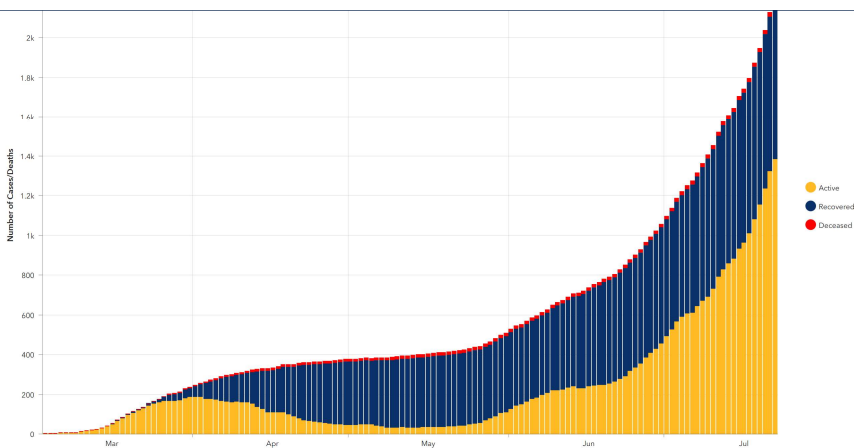
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CEO Report:

The following updates are not a comprehensive summary of activities due to the activation of the Emergency Preparedness Incident Command Center from the COVID-19 response since March 11th.

Petersburg medical center is now in the 6th month of Incident Command System since it was activated under the COVID pandemic on March 11th. We are heading into a new normal from a healthcare standpoint. SARS-COV-2 appears to be on the curve of increase at the time of this writing without a predicted end within the next year. Alaska has three separate outbreaks occurring in the seafood industry; Seward, Juneau and Unalaska and case counts continue to increase. Hospitalizations are beginning to creep up slowly with the increased cases. The uptick in cases is a reflection of a national trend and according to infectious disease experts the transmission is acting like a high burn “forest fire”. This type of transmission is different than a slow spread or seasonal wave. This reportedly suggests the virus will exponentially increase unless there are mitigation factors to slow the spread or herd immunity is reached. Mitigation factors include physical distancing, temperature screening (and questionnaire), hand washing / hygiene, masking and testing. Enclosed spaces indoor appear to be a strong component to transmission. Physical distance and masking can make a big impact to prevent transmission. In addition to mitigation strategies the goal is to identify, isolate and track the virus within the community to eliminate spread. Below is a current graph (July 24th) that shows the picture of COVID within Alaska.



**Taken from State of Alaska Coronavirus Hub*

Petersburg has had 8 positive cases since March. The totals include 3 community residents, 3 visitors from out of state, 2 seafood cannery workers and one resident who acquired and died out-of-state. PMC has implemented a number of incident directive policies either required or recommended by the Centers for Disease Control and/or Centers for Medicare Medicaid Services.

ACTIVE CASES 2	7/24/2020 (UPDATED 10:00 AM PT) PENDING 286
RECOVERED CASES 5 - RESIDENTS 4 - NON-RESIDENTS	
	TESTS COMPLETED 1817 PERCENT OF POPULATION TESTED 26.7%



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The two most recent are a color category system to assess the risk to staff, patients and residents in the facility and the asymptomatic employee testing mandate. In the community and as an organization the stress of the pandemic is palpable from 2 standpoints. The first is the global and national impacts as it relates to jobs/economy and the second is to the way we have to reduce capacity and access within our facility.

PMC COVID19 DIRECTIVES

Created by Philip Hofstetter; last modified by Kelsey Lambie yesterday at 1:30 PM

PMC Asymptomatic Testing

PMC Color Code Directive

PMC CAH Visitor Directive: Inpatient, Swingbed, ER, and Observation Status (not outpatient therapy) 5.20.2020

LTC SIGN IN REQUIREMENT

LTC VISITOR RESTRICTION

COVID-19 RETURN TO WORK AFTER TRAVEL PROTOCOL

COVID-19 HOTLINE 4.24.20

SCREENING OF PMC NURSING STAFF AND LONG TERM CARE RESIDENTS

SCREENING ALL PEOPLE WHO ENTER PMC 5.29.2020

NON-ESSENTIAL TRAVEL RECOMMENDATION updated 5.20.2020

Inpatient, Swing Bed, and LTC Admission Testing 4.22.20

Can you work within our facility 4.17.20

When to work and how to report 4.17.20

Universal Mask Program

Incident Directive Process 4.16.20

Quality: On July 14th – 16th there was an unannounced regulatory state survey in both the hospital and long term care. The hospital survey was a complaint survey. The long-term care was an annual survey with a focus on COVID infection prevention. The debriefing on the hospital survey indicated preliminary results of a minor finding, otherwise a clean survey. The long-term care had no findings at all. The staff did an incredible job particularly during COVID.

Facility:

New Facility Planning: The master plan was finalized in February and further developments have been on hold due to COVID. However, we are starting to evaluate PMC's next steps for phase 2 of site selection, environmental study, space programming refinement and full architectural designs. I have reached out to potential funding programs through the USDA and Denali Commission as well as advocating support from legislature. New facility planning that incorporates a facility of post COVID access to care and economic development should be considered during this phase.

Existing Facility update: USP 800: the construction phase of the project has been delayed due to COVID however, this was restarted in the last month and almost completed.

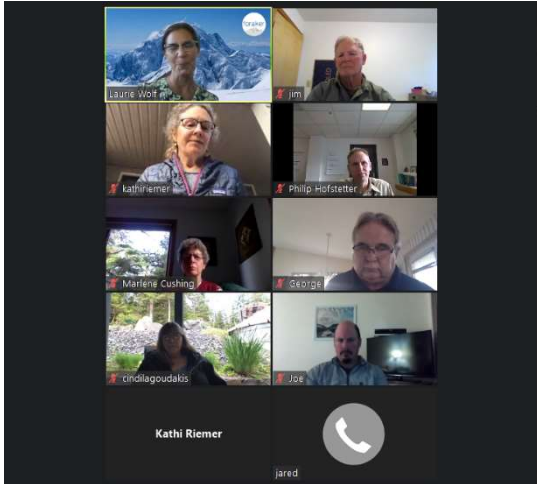


Community Education/Outreach:



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During COVID education and outreach as a goal has been difficult. However, PMC serves on the Borough Incident Command under Operations Section and has participated in numerous communications to the community and assembly throughout the pandemic. PMC continues to participate in the weekly informative live KFSK radio session for COVID updates. The PMC incident command has a briefing Monday, Wednesday and Friday that includes the Borough incident command, school and public health. On July 23rd there was a Zoom Board Training through the Foraker Group led by CEO, Laurie Wolf. PMC has restarted routine meeting and on July 17th there was a

Zoom Managers Meeting with good attendance and updates. July 27th there will be a physician virtual luncheon with the board chair (or designee). Alaska State Hospital and Nursing Home Association wrote an open letter advocating for masking physical distancing and describing the urgency of alarm with the new case trends. PMC signed this letter along with 65 other Alaska nursing home and hospitals on this public release letter. Lastly, PMC public relations has provided ongoing COVID updates as well as a PMC monthly newsletter.

Integrated Healthcare:

The Premera AIMS grant, (despite COVID) has been moving the integrated care program forward. Our behavioral health team includes our clinic, providers, behavioral health lead (Pat Sessa) and a Nurse Practitioner (Tina Pleasants) has recently joined the team. We are looking forward to continuing the PMC integration of mental health and specialty access through our clinic. This is a model of care with teams in the clinic that uses case management and processes to improve gaps in care and access to care.

Nutrition therapy, diabetes education and management began in April and has increased through the clinic outpatient services. Access for these services occurs through telehealth, clinic and home visits. The PMC wellness committee meets regularly to focus on employees and community outreach. The group provided a Health community series (runs, stress relief, gratitude challenge, etc.) and employee wellness challenges throughout COVID.

Workforce development:

PMC has had some attrition with Laboratory manager vacancy since July 2nd as well as Home Health manager transition next month. The positive news. We hired Violet Shimek as the new lab manager who



FOR IMMEDIATE RELEASE

July 23, 2020

Jared Kosin
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Healthcare leaders urge Alaskans to "Step up, mask up"
Alaska State Hospital and Nursing Home Association launches social media campaign to avoid healthcare system disaster

Anchorage, AK - The Alaska State Hospital and Nursing Home Association (ASHNHA) is launching a social media campaign called "Step up, mask up Alaska" to urge Alaskans to wear masks. ASHNHA and its members, which includes all hospitals and nursing homes statewide, developed the public awareness initiative in response to the state's deteriorating COVID-19 situation and record-breaking daily case counts. ASHNHA members are concerned that unchecked case counts could lead to increased hospitalizations and potentially push Alaska's health system to the breaking point.

"We are alarmed at the rate of new cases and concerned that this will lead to more hospitalizations," said Jared Kosin, ASHNHA president and CEO. "While we have adequate hospital capacity today and surge plans ready to deploy, we must do our part to protect our communities and our healthcare infrastructure."

Alaska's active COVID-19 cases have surged from 44 on May 22 to 1,400 as of July 22. The state's COVID-19 tracking models show the trend of new cases could overwhelm Alaska's ICU capacity by mid-September.



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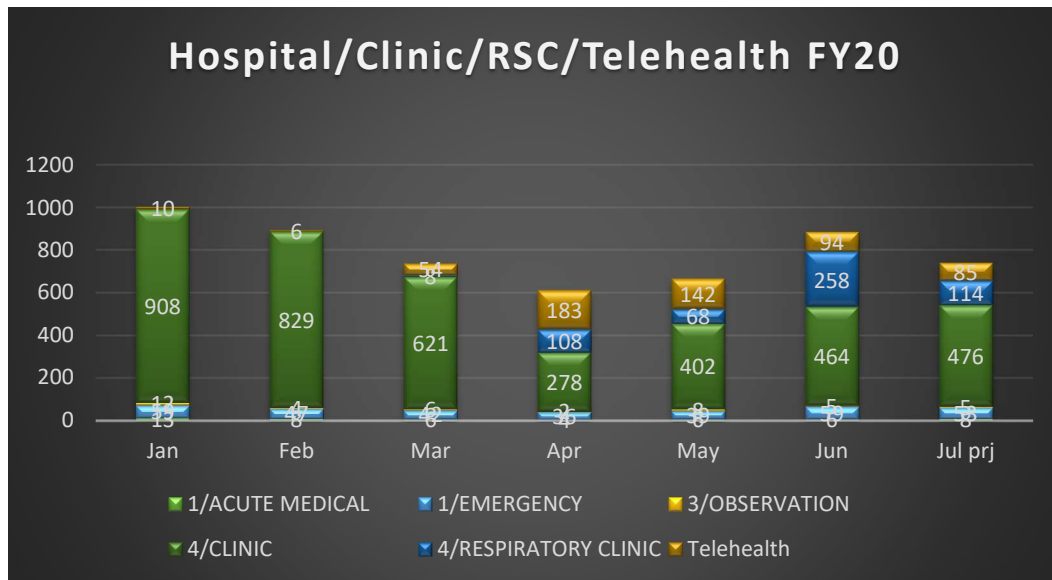
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will start in August. The new Advanced Nurse Practitioner Tina Pleasants from Juneau was hired and has a specialty in psychiatry. Kayla Luhrs, MD was also hired to build our physician team. Home Health has an increase in positions with applicants for nurses, manager and certified nursing assistant. We are excited to see this department grow significantly.

PMC will institute phase 2 of our employee wellness program through our health insurance broker. The program will offer biometric screening, health coaching (through Cleveland Clinic) and a Covid stress program option. The employee may receive a discount on our PMC insurance premiums if they enroll.

Finance: Rocio attached the update of the close of the month and the year for financials FY20. Overall, the COVID response has seen a significant drop in revenue due to the reductions and restrictions imposed for pandemic response. The past 6 months PMC has spent considerable resources in not only increasing its' preparation for surge, infection control and testing but to safely see patients in the facility.

The reductions of routine services to the community continues but there is a slight increase to show a return. There is approximately a 30% reduction overall depending on the service department. Volumes trended up in June, but July dropped off in the clinic. Home Health has increased and there is an uptick in the ER for June.



The finance team has done an amazing job with the budget and presented to the Resource Committee on 6/18/2020. While the financial picture is promising today with the federal assistance PMC will need to increase volumes and potentially review innovative approaches to increase access to care.

07/23/20 02:46 PM

PETERSBURG MEDICAL CENTER
BALANCE SHEET
FOR THE MONTH ENDING: 06/30/20

	Current Year	Prior Year	Net Change
CURRENT ASSETS			
CASH AND CASH EQUIVALENTS	13,223,419	5,044,237	8,179,182
ACCOUNTS RECEIVABLE NET	1,432,039	2,103,266	(671,227)
INVENTORY	289,519	225,006	64,512
PREPAID EXPENSES	100,101	80,543	19,557
OTHER RECEIVABLES	31,306	77,174	(45,868)
	-----	-----	-----
TOTAL CURRENT ASSETS	15,076,386	7,530,229	7,546,157
	-----	-----	-----
PROPERTY PLANT & EQUIPMENT			
PLANT PROPERTY & EQUIPMENT	22,560,420	21,866,123	694,297
ACCUMULATED DEPRECIATION	(18,304,246)	(17,611,547)	(692,698)
	-----	-----	-----
NET PROPERTY & EQUIPMENT	4,256,174	4,254,575	1,598
	-----	-----	-----
RESTRICTED ASSETS			
INVESTMENTS	2,495,153	2,483,670	11,482
BUILDING FUND	525,783	520,005	5,778
PENSION ASSETS	2,883,764	2,883,764	
	-----	-----	-----
TOTAL ASSETS	25,237,262	17,672,244	7,565,017
	=====	=====	=====
LIABILITIES & FUND BALANCE			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE	666,948	679,006	(12,058)
SALARIES & WAGES PAYABLE	473,575	346,254	127,321
ACCRUED PTO & EXTENDED SICK	880,050	719,577	160,472
PAYROLL TAXES & OTHER PAYABLE	99,606	73,039	26,566
DUE TO MEDICARE	357,719	528,080	(170,361)
DUE TO MEDICARE ADVANCE	3,573,422		3,573,422
DUE TO BLUE CROSS ADVANCE	52,000		52,000
CAPITAL LEASE	125,029	124,895	134
DEFERRED REVENUE	2,005,000		2,005,000
NOTE PAYABLE - SBA	1,800,000		1,800,000
	-----	-----	-----
TOTAL CURRENT LIABILITIES	10,033,352	2,470,854	7,562,498
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LONG TERM LIABILITIES			
CAPITAL LEASES	30,613	155,373	(124,760)
	-----	-----	-----
TOTAL LONG TERM LIABILITIES	30,613	155,373	(124,760)
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PENSION LIABILITIES			
DEFERRED INFLOW	1,185,483	1,185,483	
NET PENSION LIABILITY	13,960,423	13,960,423	
	-----	-----	-----
TOTAL PENSION LIABILITIES	15,145,906	15,145,906	
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FUND BALANCE

FUND BALANCE BEGINNING	(99,888)	(99,888)	
NET INCOME (LOSS) YTD	127,279		127,279
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FUND BALANCE END	27,390	(99,888)	127,279
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TOTAL LIAB & FUND BALANCE	25,237,262	17,672,244	7,565,017
	=====	=====	=====

PETERSBURG MEDICAL CENTER
 OPERATING/INCOME STATEMENT
 FOR THE 12 MONTHS ENDING 06/30/20

07/23/20 02:40 PM

	----- S I N G L E M O N T H -----				----- Y E A R T O D A T E -----			
	ACTUAL	BUDGET	\$ VARIANCE	% VAR	ACTUAL	BUDGET	\$ VARIANCE	% VAR
OPERATING REVENUES								
INPATIENT	141,268	315,000	(173,731)	(55)	3,796,930	3,780,000	16,930	0
LONG TERM CARE	246,196	350,000	(103,803)	(29)	3,750,570	4,200,000	(449,429)	(10)
ANCILLARY SERVICES	738,086	666,666	71,420	10	7,918,959	7,999,992	(81,032)	(1)
PHYSICIAN SERVICES	200,765	225,000	(24,234)	(10)	2,779,474	2,700,000	79,474	2
HOME HEALTH	59,838	41,667	18,171	43	425,251	500,004	(74,752)	(14)
OTHER OPERATING REVENUE	175,932	62,500	113,432	181	1,654,324	750,000	904,324	120
GROSS OPERATING REVENUE	1,562,088	1,660,833	(98,744)	(5)	20,325,510	19,929,996	395,514	1
DEDUCTIONS FROM REVENUE								
ADJUSTMENTS & ALLOWANCES	(366,419)	(269,583)	(96,836)	(35)	(3,252,832)	(3,234,996)	(17,836)	(0)
NET OPERATING REVENUE	1,195,669	1,391,250	(195,580)	(14)	17,072,677	16,695,000	377,677	2
EXPENSES								
SALARIES & WAGES								
SALARIES & WAGES	709,322	580,833	(128,489)	(22)	7,811,553	6,969,996	(841,557)	(12)
NON PRODUCTIVE WAGES	137,352	127,500	(9,852)	(7)	1,648,331	1,530,000	(118,331)	(7)
CONTRACT AGENCY SERVICES	57,537	58,333	795	1	833,266	699,996	(133,270)	(19)
EMPLOYEE BENEFITS								
PERS	193,567	158,333	(35,234)	(22)	2,252,337	1,899,996	(352,341)	(18)
HEALTH INSURANCE	106,620	87,500	(19,120)	(21)	1,078,267	1,050,000	(28,267)	(2)
WORKERS COMP	9,442	10,000	557	5	129,446	120,000	(9,446)	(7)
UNEMPLOYMENT	0	0	0	0	5,990	0	(5,990)	0
FICA & MEDICARE	17,961	15,000	(2,961)	(19)	191,760	180,000	(11,760)	(6)
EMPLOYEE BENEFITS OTHER	182	0	(182)	0	24,249	0	(24,249)	0
DRUG FOOD & SUPPLIES								
SUPPLIES	67,696	47,500	(20,196)	(42)	731,693	570,000	(161,693)	(28)
FOOD	4,483	7,500	3,016	40	112,592	90,000	(22,592)	(25)
PHARMACY	51,957	41,666	(10,291)	(24)	557,817	499,992	(57,825)	(11)
OTHER EXPENSES								
MINOR EQUIPMENT	1,072	8,333	7,260	87	47,517	99,996	52,478	52
EQUIPMENT SERVICE AGREEME	11,957	14,172	2,214	15	218,923	170,064	(48,859)	(28)
HARDWARE & SOFTWARE	16,136	24,166	8,029	33	274,504	289,992	15,487	5
UTILITIES	47,528	50,000	2,471	4	593,735	600,000	6,264	1
REPAIRS & MAINTENANCE	4,095	8,333	4,237	50	87,369	99,996	12,626	12
CORPORATE HOUSING	11,530	14,583	3,053	20	134,610	174,996	40,385	23
PURCHASE SERVICES	103,807	46,666	(57,141)	(122)	1,211,234	559,992	(651,242)	(116)
OTHER OPERATING EXPENSE	5,609	1,250	(4,359)	(348)	155,391	15,000	(140,391)	(935)
TRAVEL & EDUCATION	7,215	10,833	3,617	33	109,042	129,996	20,953	16
DUES & FEES	5,328	4,583	(745)	(16)	87,740	54,996	(32,744)	(59)
FREIGHT	5,026	2,500	(2,526)	(101)	49,186	30,000	(19,186)	(63)
DEPRECIATION	56,499	62,500	6,000	9	692,698	750,000	57,301	7
INSURANCE	8,180	9,166	985	10	98,131	109,992	11,860	10
RECRUITMENT & RELOCATION	0	0	0	0	890	0	(890)	0
TOTAL OPERATING EXPENSE	1,640,113	1,391,250	(248,863)	(17)	19,138,281	16,695,000	(2,443,281)	(14)
OPERATING GAIN (LOSS)	(444,444)	0	(444,444)	0	(2,065,603)	0	(2,065,603)	0
NON-OPERATING REVENUE	118,214	8,334	109,880	318	2,192,883	100,000	2,092,883	92

NET GAIN (LOSS)	(326,229)	8,334	(334,563)	(14)	127,279	100,000	27,279	27
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Petersburg Medical Center
Statement of Cash Flow
Fiscal Year 2020
June 30, 2020

Beginning Days Cash on Hand - Operating	7/1/2019	108.5
Beginning Days Cash on Hand - With Investments	7/1/2019	184.7
Fiscal Year 2020 Beginning Operating Cash	\$	5,044,237
Fiscal Year 2020 Beginning Investments	\$	3,003,675
Fiscal Year 2020 Total Beginning Cash	\$	8,047,912
Sources and Applications of Funds		
YTD Net Profit (Loss)		127,279
Increase in Depreciation		692,699
Decrease in Accounts Receivable		671,228
Decrease in Other Assets		45,869
Increase in Inventory		(64,512)
Pension Assets		-
Increase in Investments		(17,261)
Decrease in CPSI EMR Payable		-
Increase in Accrued Vacation & Sick		160,473
Increase in Prepaid Expenses		(19,558)
Increase in Capital Assets		(694,297)
Decrease in Accounts Payable		(12,058)
Increase Salaries & Wages Payable		127,321
Increase in Payroll Taxes & Other Payables		26,567
Increase Due to Medicare&Advances&Deferred rev		5,460,061
Decrease in Capital Leases		(124,626)
Increase in Note Payable		1,800,000
Deferred Inflow		-
Net Pension Liability		-

Net Change In Cash		8,179,185
Fiscal Year 2020 Ending Operating Cash	\$	13,223,422
Fiscal Year 2020 Ending Long Term Investment Cash	\$	3,020,936
Fiscal Year 2020 Total Ending Cash	\$	16,244,358
Ending Days Cash on Hand - Operating	6/30/2020	273.2
Ending Days Cash on Hand - With Investments	6/30/2020	335.6
YTD Operating Expenses		19,138,281
YTD Non cash expenses		(1,472,934)
Net Operating Expenses		17,665,347
Days YTD		365
YTD Expenses Per Day		48,398
YTD Net Revenue Per Day		46,774
Gross AR Days		95
Net AR Days		38