

Petersburg Medical Center

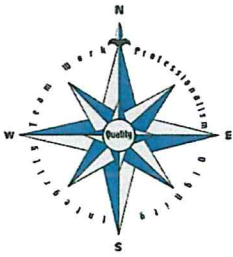
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BOARD MEETING A g e n d a

DATE: Thursday, March 26th, 2020
TIME: 5:00 p.m.
LOCATION: Dorothy Ingle Conference Room

- | | <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. APPROVAL OF BOARD MINUTES
– January 23 rd , 2020 | <i>Chair</i> | <i>in packet</i> |
| IV. VISITOR COMMENTS | <i>Chair</i> | <i>N/A</i> |
| V. BOARD MEMBER COMMENTS | <i>Chair</i> | <i>N/A</i> |
| VI. 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> |
| VII. UNFINISHED BUSINESS | | |
| VIII. NEW BUSINESS | | |
| IX. EXECUTIVE SESSION
<i>By motion, the Board will enter into Executive Session to discuss matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of Petersburg Medical Center.</i> | | |
| X. NEXT MEETING | | |
| XI. 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.

Petersburg Medical Center implemented its Incident Command System in the afternoon of March 11th to allow PMC to direct resources, staff, and monitoring toward COVID-19 preparation. The incident command has been gradually and systematically increasing as the virus pandemic spread into Alaska. There are now incident command briefings at 8:15am and a briefing with just the section chiefs at 5:15pm. We have restricted visitors to the facility and there is only a single access point to the ER where everyone entering the facility will have a temperature screen and CDC questionnaire daily. An update of the situational brief is available on the intranet as depicted in the example below:

The screenshot shows the Petersburg Medical Center Intranet interface. On the left is a navigation menu with categories like Pages, Blog, Questions, and Calendars. The main content area is titled 'COVID-19 Information' and includes links to the PMC Website, State of Alaska, CDC resources, and a Return to Work Protocol. Below this is the 'Hospital Incident Management Team' structure for 3/23/2020, showing the Incident Commander (Phil Hofstetter) and Medical-Technical Specialists (Dr. Jennifer Hyer) at the top, with four functional areas below: Operations (Jennifer Bryner), Planning (Laurie Miller), Logistics (Matt Pawuk), and Finance Administration (Rodolfo Tejera). To the right is an 'Internal Staff Phone Directory' table with columns for Internal (Ring all) and External numbers for various departments like PMC Main, Nurses, Clinic, Business Office, Imaging, and Laboratory. The page also shows a weather widget for Petersburg, Alaska, and a list of recent blog posts.

Role	Name	Extension
Incident Commander	Phil Hofstetter	x5723
Medical-Technical Specialists	Dr. Jennifer Hyer	x5764
Operations	Jennifer Bryner	x5704
Planning	Laurie Miller	x5700
Logistics	Matt Pawuk	x5715
Finance Administration	Rodolfo Tejera	x5713

Department	Internal (Ring all)	External
PMC Main Phone		907-772-4291
PMC Nurses	x250	
PMC Clinic, Main	x203	907-772-4299
Business Office	x201	907-772-4291
Imaging	x210	907-772-5755
Laboratory	x209	907-772-5756

The reductions of routine services to the community is apparent and while we are ramping up the provisions of telehealth access and alternative types of visits we will continue to experience a decline in our cash reserves. Under the Incident Command System, local, state and national declarations we do anticipate some funding but the amount is not clear. We are fortunate to have emergency preparedness coordinator, Laurie Miller to assist in submitting the proper forms and tracking of supplies, employee hours and equipment. We had a virtual finance team meeting to discuss forecasting, funding and budgeting depending on the length and type of scenario COVID-19 develops in Petersburg.

03/23/20 12:35 PM

PETERSBURG MEDICAL CENTER
BALANCE SHEET
FOR THE MONTH ENDING: 02/29/20

	Current Year	Prior Year	Net Change
CURRENT ASSETS			
CASH AND CASH EQUIVALENTS	4,311,665	4,261,070	50,594
ACCOUNTS RECEIVABLE NET	2,476,676	3,330,390	(853,714)
INVENTORY	265,798	222,995	42,802
PREPAID EXPENSES	171,330	282,171	(110,841)
OTHER RECEIVABLES	23,757	(418,315)	442,073
	-----	-----	-----
TOTAL CURRENT ASSETS	7,249,227	7,678,313	(429,085)
	-----	-----	-----
PROPERTY PLANT & EQUIPMENT			
PLANT PROPERTY & EQUIPMENT	22,196,994	21,725,646	471,348
ACCUMULATED DEPRECIATION	(18,079,861)	(17,376,847)	(703,014)
	-----	-----	-----
NET PROPERTY & EQUIPMENT	4,117,133	4,348,799	(231,665)
	-----	-----	-----
RESTRICTED ASSETS			
INVESTMENTS	2,475,126	2,398,693	76,432
BUILDING FUND	520,568	502,208	18,360
PENSION ASSETS	2,883,764	1,121,322	1,762,442
	-----	-----	-----
TOTAL ASSETS	17,245,819	16,049,336	1,196,482
	=====	=====	=====
LIABILITIES & FUND BALANCE			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE	564,721	352,587	212,134
SALARIES & WAGES PAYABLE	175,996	103,754	72,242
ACCRUED PTO & EXTENDED SICK	797,009	640,856	156,153
PAYROLL TAXES & OTHER PAYABLE	52,771	207,113	(154,342)
DUE TO MEDICARE	240,633	272,000	(31,366)
CAPITAL LEASE	124,895	122,233	2,661
	-----	-----	-----
TOTAL CURRENT LIABILITIES	1,956,027	1,698,545	257,482
	-----	-----	-----
LONG TERM LIABILITIES			
CAPITAL LEASES	72,809	198,451	(125,642)
	-----	-----	-----
TOTAL LONG TERM LIABILITIES	72,809	198,451	(125,642)
	-----	-----	-----
PENSION LIABILITIES			
DEFERRED INFLOW	1,185,483	1,854,148	(668,665)
NET PENSION LIABILITY	13,960,423	11,926,974	2,033,449
	-----	-----	-----
TOTAL PENSION LIABILITIES	15,145,906	13,781,122	1,364,784
	-----	-----	-----
FUND BALANCE			
FUND BALANCE BEGINNING	(99,888)	542,125	(642,014)
NET INCOME (LOSS) YTD	170,964	(170,908)	341,873
	-----	-----	-----
FUND BALANCE END	71,076	371,217	(300,141)

TOTAL LIAB & FUND BALANCE	----- 17,245,819	----- 16,049,336	----- 1,196,482
	=====	=====	=====

PETERSBURG MEDICAL CENTER
 OPERATING/INCOME STATEMENT
 FOR THE 8 MONTHS ENDING 02/29/20

03/23/20 07:40 AM

	----- 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	368,792	315,000	53,792	17	3,084,411	2,520,000	564,411	22
LONG TERM CARE	319,098	350,000	(30,902)	(8)	2,587,000	2,800,000	(212,999)	(7)
ANCILLARY SERVICES	609,718	666,666	(56,947)	(8)	5,657,357	5,333,328	364,029	6
PHYSICIAN SERVICES	247,034	225,000	22,034	9	2,077,183	1,800,000	277,183	15
HOME HEALTH	23,888	41,667	(17,778)	(42)	205,115	333,336	(128,220)	(38)
OTHER OPERATING REVENUE	329,948	62,500	267,448	427	1,183,697	500,000	683,697	136
GROSS OPERATING REVENUE	1,898,480	1,660,833	237,647	14	14,834,765	13,286,664	1,548,101	11
DEDUCTIONS FROM REVENUE								
ADJUSTMENTS & ALLOWANCES	(326,819)	(269,583)	(57,236)	(21)	(2,097,126)	(2,156,664)	59,537	2
NET OPERATING REVENUE	1,571,660	1,391,250	180,410	12	12,737,639	11,130,000	1,607,639	14
EXPENSES								
SALARIES & WAGES								
SALARIES & WAGES	645,304	580,833	(64,471)	(11)	4,983,119	4,646,664	(336,455)	(7)
NON PRODUCTIVE WAGES	145,876	127,500	(18,376)	(14)	1,129,533	1,020,000	(109,533)	(10)
CONTRACT AGENCY SERVICES	44,692	58,333	13,640	23	605,068	466,664	(138,404)	(29)
EMPLOYEE BENEFITS								
PERS	178,214	158,333	(19,881)	(12)	1,444,277	1,266,664	(177,613)	(14)
HEALTH INSURANCE	90,113	87,500	(2,613)	(2)	714,913	700,000	(14,913)	(2)
WORKERS COMP	9,442	10,000	557	5	82,472	80,000	(2,472)	(3)
UNEMPLOYMENT	810	0	(810)	0	5,990	0	(5,990)	0
FICA & MEDICARE	15,843	15,000	(843)	(5)	124,732	120,000	(4,732)	(3)
EMPLOYEE BENEFITS OTHER	535	0	(535)	0	25,111	0	(25,111)	0
DRUG FOOD & SUPPLIES								
SUPPLIES	44,733	47,500	2,766	5	436,546	380,000	(56,546)	(14)
FOOD	11,169	7,500	(3,669)	(48)	81,973	60,000	(21,973)	(36)
PHARMACY	26,897	41,666	14,768	35	425,468	333,328	(92,140)	(27)
OTHER EXPENSES								
MINOR EQUIPMENT	3,643	8,333	4,689	56	22,258	66,664	44,405	66
EQUIPMENT SERVICE AGREEME	18,405	14,172	(4,233)	(29)	148,964	113,376	(35,588)	(31)
HARDWARE & SOFTWARE	22,649	24,166	1,516	6	187,589	193,328	5,738	2
UTILITIES	53,061	50,000	(3,061)	(6)	412,887	400,000	(12,887)	(3)
REPAIRS & MAINTENANCE	3,044	8,333	5,288	63	62,684	66,664	3,979	5
CORPORATE HOUSING	10,430	14,583	4,153	28	90,967	116,664	25,696	22
PURCHASE SERVICES	56,207	46,666	(9,541)	(20)	854,219	373,328	(480,891)	(128)
OTHER OPERATING EXPENSE	7,230	1,250	(5,980)	(478)	110,668	10,000	(100,668)	(6)
TRAVEL & EDUCATION	12,573	10,833	(1,740)	(16)	80,875	86,664	5,788	6
DUES & FEES	5,213	4,583	(630)	(13)	48,564	36,664	(11,900)	(32)
FREIGHT	2,108	2,500	391	15	28,212	20,000	(8,212)	(41)
DEPRECIATION	55,895	62,500	6,604	10	468,314	500,000	31,685	6
INSURANCE	8,180	9,166	985	10	62,859	73,328	10,469	14
RECRUITMENT & RELOCATION	890	0	(890)	0	890	0	(890)	0
TOTAL OPERATING EXPENSE	1,473,169	1,391,250	(81,919)	(5)	12,639,164	11,130,000	(1,509,164)	(13)
OPERATING GAIN (LOSS)	98,491	0	98,491	0	98,474	0	98,474	0
NON-OPERATING REVENUE	(150,880)	8,333	(159,213)	(910)	72,490	66,664	5,826	8

NET GAIN (LOSS)	(52,388)	8,333	(50,721)	(728)	170,964	66,664	104,300	156
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Petersburg Medical Center
Statement of Cash Flow
Fiscal Year 2020
February 29, 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)	170,964	
Increase in Depreciation	468,314	
Increase in Accounts Receivable	(373,409)	
Decrease in Other Assets	53,418	
Increase in Inventory	(40,791)	
Pension Assets	-	
Decrease in Investments	7,981	
Decrease in CPSI EMR Payable	-	
Increase in Accrued Vacation & Sick	77,432	
Increase in Prepaid Expenses	(90,787)	
Increase in Capital Assets	(330,871)	
Decrease in Accounts Payable	(114,285)	
Decrease Salaries & Wages Payable	(170,258)	
Decrease in Payroll Taxes & Other Payables	(20,268)	
Decrease Due to Medicare	(287,447)	
Decrease in Capital Leases	(82,564)	
Decrease in Note Payable	-	
Deferred Inflow	-	
Net Pension Liability	-	

Net Change In Cash		(732,571)
Fiscal Year 2020 Ending Operating Cash		\$ 4,311,666
Fiscal Year 2020 Ending Investment Cash		\$ 2,995,694
Fiscal Year 2020 Total Ending Cash		\$ 7,307,360
Ending Days Cash on Hand - Operating	2/29/2020	86.1
Ending Days Cash on Hand - With Investments	2/29/2020	145.9
YTD Operating Expenses		12,639,164
YTD Depreciation		(468,314)
Net Operating Expenses		12,170,850
Days YTD		243
YTD Expenses Per Day		50,086
YTD Revenue Per Day		52,418
Gross AR Days		84
Net AR Day		46