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**Minutes: HOSPITAL BOARD MEETING**  
Regular Session: Thursday, March 26, 2015

Board Attendance: Paul Bahna, Gloria Hagerman, Mary Ann Hall, Hans von Rekowski, Celeste Tydingco, Brooke Volschenk, Ann Wilkinson, and Assembly Liaison Steven Eisenbeisz.

Absent: Medical Staff Liaison Debra Pohlman, MD.

Staff & Others: Rob Allen, Raine Clarke, Kay Turner, Angela McGraw, Shannon Callahan, Ida Eliason, Steven Hartford, Cynthia Brandt, Ronda Anderson, and Shannon Callahan RN.

1. **Convene/Roll Call:** Board President Celeste Tydingco called the meeting to order at 6:30 pm in the Sitka Community Hospital Classroom. Roll Call established seven Board members in attendance.
2. **Changes/Additions to Agenda:** The agenda was revised and advertised prior to the meeting. No other changes were made.
3. **Correspondence:** None.
4. **Persons to be Heard:** None.
5. **Consent Agenda:** Items in the consent agenda are: (A) Approve the minutes of the regular session board meeting of February 26, 2015; (B) Long Term Care Report; (C) Quality Committee Report. **Moved by Wilkinson/Hall to accept the items in the consent agenda. Motion carried 7-0.**
6. **New Business:**
  - A. Discuss How "Persons to be Heard" is handled/addressed: Celeste Tydingco reported she has done extensive research on this issue and consulted with the City attorney. The answer she received is there is to be no response from the Board during Persons to be Heard. The Board can direct CEO Rob Allen, either at the meeting or after, to respond. From the Board itself, there is no response due to bylaws, policies, insurance and roles. Dialogue is not allowed.
  - B. Strategic Planning:
    - 1) **Update from CEO:** Rob Allen reported that we have a committee working on strategic planning, which will be expanded soon to include a few more people and board committee members. By the end of April we are planning to have a town hall style meeting open to the community and an online survey of 10 questions. After the town hall meeting, focus groups will be formed and ideas gathered.
    - 2) **Set Committee Meeting Date:** Rob Allen will follow up with potential dates. Committee Members: Celeste Tydingco and Ann Wilkinson.
  - C. Committee Appointments Review: With the addition of two new board members, committee appointments were reviewed. Add Brooke Volschenk to the finance committee. Alternate is Ann Wilkinson for finance committee. Gloria Hagerman and Hans von Rekowski will be the medical staff liaisons and Paul Bahna will be removed from medical staff committee. Gloria Hagerman will be the Foundation liaison and Celeste Tydingco will be removed.

7. **Staff Reports:**

- A. CEO/Admin Team Report: The report was included in the Board packets. Allen mentioned we are going to be applying for a Tier 1 Rasmusson grant. This week we had all-staff meetings with updates, employee recognition, and a financial report. They went well. They will be held at least quarterly. Allen noted we will be discussing the employee compensation package at the next admin team meeting and coming up with a plan. Allen is the Chamber luncheon speaker on April 1. A big project we're working on right now is implementation of ICD-10.
- B. Hospital Financial Report: Board training regarding the financial packets was held Monday, March 23, 2015. It was not reviewed again at this meeting but the Board had a chance to ask questions. Ann Wilkinson asked for an update on the budget process. Interim CFO Cynthia Brandt reported we are currently in the process of converting account numbers from the old system. We are developing the revenue budget beginning at the departmental level. We are comparing historical value to assumptions. The budget will be presented at the April board meeting and to the Assembly after.
- C. Compliance Report: Steven Hartford gave an update on the occurrence reporting system. It's being reviewed and rejuvenated. The CEO and Compliance Officer are working on the credentialing issue.

8. **Board & Liaison Reports:**

- A. Medical Staff Report & Recommendations: **Moved/seconded by Wilkinson/Hall to grant medical staff privileges per their letter of recommendations dated March 26, 2015. Motion carried, 7-0.** Recommendations were as follows:  
  
Reginald Wilson, MD, Pathologist, Reappointed Courtesy Privileges  
Charles Morgan, PhD, Psychologist, Reappointed Courtesy Privileges
- B. Committees and Liaison Reports: Hans von Rekowski noted there was no financial committee meeting because of the board training. Ann Wilkinson reported Ral West and John Hardwick are making a donation to the Foundation. Also, Tama Bevan gave a \$1,500 donation from fundraising for heart month.
- C. Board President's Report: Celeste Tydingco thanked everyone for their efforts in moving the hospital forward. There is a feeling of calmness and hope. Tydingco also thanked Angela McGraw for her work at the hospital and wished her well. McGraw's last day is April 17, 2015.

9. **Announcements:**

- A. Angela McGraw noted the new website is scheduled to be up and running next week. Kay Turner passed her LTC Administrator license test.

10. **Unfinished Business:**

- A. Annual Review of Services – FY14 Review and Approval: Tabled until next month. Policy ADMIN-020 will be included in the packet.
- B. Board Policies Annual Review and Revision: Revisions: BD-010 regarding notice will be revised. Board orientation and training was discussed. **Moved/seconded by von Rekowski/Hall to change the meeting notice requirements to 24 hours in policy BD-010 to match the bylaws. Motion carried, 7-0. Moved/seconded by von Rekowsk/Hall to re-adopt the remainder of the Board policies as is. Motion carried 7-0.**
- C. CEO Contract with Executive Session: **Moved/seconded by Wilkinson/Hall to go into Executive Session to discuss matters the immediate knowledge of which would adversely affect the finances of the hospital and to discuss subjects that tend to prejudice the reputation and character of any person. Motion carried 7-0 at 8:07 pm. Invited after initial discussion is CEO Rob Allen. A short break was taken and the**

**Executive Session began at 8:16 pm. Moved/seconded by von Rekowski/Hall to come out of Executive Session Motion carried 7-0 at 8:30 pm. Rob Allen was invited back to the meeting.**

- D. Moved/seconded by Hall/Bahna to change the language on the CEO contract to include: "The day the Administrator contract is signed, Administrator will receive thirty-five (35) Vacation days, eight (8) holidays and five (5) sick leave days with no cash value. On the first anniversary of the contract, the Administrator will begin to accrue thirty-five (35) Vacation Days, and eight (8) Holidays which will equal out to 13.23 hours each pay period. The Administrator will also receive five (5) Sick Leave Days. Any hours of leave left from the first year will roll over into the PTO and Sick Leave bank". A roll call vote was taken on the motion and it carried 7-0.**

**11. Adjourn: Moved by Hall/Bahna to adjourn. Motion carried 7-0 at 8:32 pm.**

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*Minutes recorded and summarized by Angela McGraw*

APPROVED: Ann B. Welburn  
Board Secretary

Date: 5-28-2015