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✚ SITKA COMMUNITY HOSPITAL

Minutes: HOSPITAL BOARD MEETING
Regular Session: Thursday, April 28, 2016

Board Attendance: Bryan Bertacchi, Steve Gage, Mary Ann Hall, David Lam, and Connie Sipe.
Mike Middleton is absent.

Staff & Others: Rob Allen, Steve Hartford, Wendy Fowler, Patrick Williams, Raine Clarke, Kay Turner, Cynthia Brandt, Amber Hulon, Elizabeth Ellingsen, Ronda Anderson, Colleen Dahlquist, Deanna Bennett, Lee Bennett, Dr. Totten, Kristi Totten, Jay Coughenour, Dan Etulain, Moe McBride and Dr. Pohlman.

1. **Convene/Roll Call:** Bryan Bertacchi, Sitka Community Hospital President called the meeting to order at 6:00 pm in the Sitka Community Hospital Classroom. Roll Call established five Board members in attendance.
2. **Correspondence/Agenda Changes:**
 - A. Agenda Changes: Mr. Bertacchi announced that agenda changes. Moving item #6 Unfinished Business to present after item #8 Staff Reports.
 - B. Correspondence: Mr. Hartford explained the letter presented to the Board from a patient/community member. Mr. Hartford explained the processes and steps taken to resolve the concerns.
3. **Persons to be Heard:**
4. **Guest Speakers:**
 - A. Patrick Williams and Amber Hulon gave a PowerPoint presentation on Patient Centered Medical Home.

Board President, Bryan Bertacchi announced that the Sitka Community Hospital Board would be breaking for Executive Session: Ms. Sipe motioned to move to Executive Session. Subjects that tend to prejudice the reputation and character of a person, provided the person may request a public discussion. The board broke for Executive Session at 6:35pm. The board came out of Executive Session at 6:51pm.

5. **Consent Agenda:** Items on the consent agenda were: (A) Approve the minutes of the regular session Hospital Board meeting of March 24, 2016. **Motion made by Ms. Sipe to accept the March minutes, seconded by Mr. Gage. Motion carried 5-0. All in favor.**
6. **New Business:**
 - A. Board Bylaws: Ms. Sipe stated that the bylaws seem to have duplications and suggested they be amended. Mr. Bertacchi suggested the board members divide the board policies up between them for review and edits.

Motion made by Ms. Sipe to put in place 6 months from May 1st, 2016 that Administration bring to the Board contracts over \$50k including renovations, seconded by Mr. Lam. Motion carried 5-0. All in favor.

- B. Board Metrics: Mr. Bertacchi asked the Board members their thoughts on the Board Metrics. Ms. Sipe went over findings for possible metrics and suggested that ASHSNA representative visit for a work session. Mr. Allen will start the process of inviting an ASHSNA representative to come for a Board Work Session. Ms. Sipe suggested a board member work with Mr. Allen to help move forward on the work session plans.

7. Staff Reports:

- A. CEO/Administrative Team Report: Rob Allen, CEO reported. The CEO and Administrative Team Report are attached to the original of these minutes. Mr. Allen announced the new signage for the Hospital Entrances and Emergency Entrances. Mr. Allen reported that Human Resources has two offers out to Physicians Assistants and one more possible candidate. As well as one offer out to Family Practitioner. Mr. Allen announced that our Controller, Ida Eliason is retiring on August 1st. Steve Gage asked to have the Administrative Report include turnover of employees.
- B. Financial Report: Cynthia Brandt, CFO reported. The financial report is attached to the original of these minutes. The report gave a monthly financial narrative for the month of March 2016. Ms. Brandt explained the process of developing the FY17 Budget. This budget will be in a month to month format. Ms. Brandt announced that the budget deadline to the city is May 19th, 2016. Ms. Sipe suggested special Board finance meeting. Note: The Financial report attached..
- C. LTC Administrator/Long Term Care Report: Kay Turner, LTC Administrator presented the LTC reports included in the Board packet. Ms. Sipe asked if we were recruiting for new LTC residents. Ms. Turner stated that Bartlett is applying for Swing bed status. Also, we have two potential LTC admissions for next month.

8. Unfinished Business:

- A. Totten Project – Steve Hartford presented the report included in the handouts. Mr. Hartford stated that this needs the board approval and then to the assembly. Ms. Sipe asked if we were going to pay for the roof repairs. Mr. Hartford replied, no. Ms. Sipe questioned exterior repairs(\$20K), general interior upgrades(\$20K), conversion of TeleHealth(\$13.6). Mr. Eisenbeisz commented on the rate of the square footage. Stating that it is on the higher end. Mr. Lam questioned the passing of this proposal so quickly. Discussion on insurance coverage, the Totten's stated that they would have insurance on the building. Ms. Sipe asked that we add this topic to the agenda for the May 12th board meeting. So Mike Gatti has a chance to review.

Mr. Bertacchi wants to include the debt to the city in the package to be presented to the assembly.

- B. SEARHC update – Rob Allen CEO reported that he met with Dan Neumeister and ECG Consultants regarding the contract. SCH and SEARHC are proposing splitting the cost of the contract with ECG.. **Motion made by Mr. Lam to move forward on the contract with ECG Consultants and splitting with SEARHC. Seconded by Ms. Sipe. Motion carried 5-0. All in favor.**

9. Board & Liaison Reports:

- A. Medical Staff Report & Recommendations: No Report.

- B. Assembly Liaison Report: Mr. Eisenbeisz reported that the Assembly approved budget has been submitted.
- C. Committees and Liaison Reports: Mr. Gage and Mr. Lam on the Quality Committee reported they met with Tom VanDawark and Leslie Fulton. Mr. Gage reported on the plans for the Quality Committee. Monique Marquis will be filling in for Leslie Fulton for the interim.
- D. Board President's Report: No report.

10. **Announcements**: None.

11. **Adjourn**: Mr. Bertacchi declared the meeting adjourned at 9:55pm.

Minutes recorded and summarized by Wendy Fowler

APPROVED: _____

Wendy Fowler
Board Secretary

Date: _____

May 26, 2016