



+ SITKA COMMUNITY HOSPITAL

209 Moller Avenue
Sitka, Alaska 99835
Phone: (907)747-3241
Fax: (907)747-1794

Minutes: HOSPITAL BOARD MEETING

Regular Session: Thursday, July 27th 2017

Sitka Community Hospital Classroom

Board Attendance: Bryan Bertacchi, Mary Ann Hall, Connie Sipe, and David Lam

Liaison Attendance: Mike Scarcelli, Debra Brushafer, Kimberly Bakkes (excused), Steven Eisenbeisz (excused)

Staff & Others: Rob Allen, Cynthia Brandt, Patrick Williams, Richard Wein, Cara Lawrie, Amy Martens, Lou Turcott, Audra Whiting, Ronda Anderson, Lyndsey Anderson, Terissia Bell, Denise DenHerder, and Cynthia Dennis

- 1) **Convene/Roll Call:** Bryan Bertacchi, Sitka Community Hospital (SCH) President called the meeting to order at 6:01 pm in the Sitka Community Hospital Classroom. Roll Call established four Board members in attendance.
- 2) **Correspondence/Agenda Changes:** Agenda item Open Meeting Act, Michael Gatti was added under Correspondence/Agenda Changes.
- 3) **Persons to Be Heard:** None
- 4) **Guest Speakers:** None
- 5) **Staff Recognition:** Patrick Williams recognized SCH July 2017 employee of the month Lou Turcott. Rob Allen recognized Ronda Anderson, Radiology director, for her 35 years of employment at SCH. Ms. Anderson would officially be retiring on July 28th 2017 and said "it's been a good run!"
- 6) **Agenda:** Items on the agenda were: (A) Approve the minutes of the regular Hospital Board meetings of June 22nd 2017. (B) Approve the minutes of the Special Hospital Board meetings of July 7th 2017.

David Lam moved to approve the June 22nd 2017 minutes, seconded by Mary Ann Hall. Motion passed 4/0.

David Lam moved to approve the July 7th 2017 Special Meeting minutes, seconded by Mary Ann Hall. Motion passed 4/0.

7) Unfinished Business

- A. **Open Meeting Act, Letter from Hospital Attorney:** Michael Gatti, SCH attorney, summarized his letter to the Board. The Board questioned if a public announcement was necessary if 2 of more Board members attended a SCH committee meeting. Mr. Gatti strongly recommended a public announcement when two more Board members attended a planned meeting. It was decided that the Quality Improvement Committee (QIC) meeting was a subcommittee of the Board and that the QIC meetings would be publicly announced regardless of how many Board members attended. Rob Allen would research other hospital organizations process on open meetings.

- B. **Board Applicant Process:** A letter to the City with desired Board applicants experience and qualities was not complete.
- C. **SEARHC:** SEARHC had purchased the Totten Building and it transferred today. Mr. Allen was scheduled to meet Dan Neumeister mid-August to discuss labor and delivery options.

8) **New Business**

- A. **Acknowledgement of Advisory Boards:** Connie Sipe had attended the Home Health meeting and Mary Ann Hall had attended the quarterly Foundation meeting.
- B. **ER Paving Project:** Mr. Allen reported on the ER paving project progress. The Assembly needed to approve the project as it was in excess of 25K.
Ms. Sipe moved to make a recommendation to the Assembly to approve the ER paving capital project, seconded by Ms. Hall. Motion passed 4/0.

Recess 7:00-7:10

- C. **Board Policies:** Mr. Allen summarized MCN, the policy management system and that all SCH policies were in the process of being revised and approved. The Board was responsible for revising Board policies. Mr. Allen would send a list of Board policies to the Board for review. There was question as to the Assembly's involvement with Board policy revision as the City ordinance dictates how the Board functions and there are ambiguities.
- D. **Strategic Plan, Alternative plans:** There had been no clear direction from the City to for SCH to discontinue OB/ L&D services and to Monday-Friday surgery. There would be a Board work session scheduled for the third week of August at the Centennial Hall. The next regular session Board meeting would be focused on public input and would take place at the Centennial Hall. Michael Scarcelli reported the purpose of the City cancelling the July 17 town hall meeting for public comment was related to the unsolicited offer from a second party and SEARCH's proposal have caused a conflict within the CBS procurement process. The City was considering having two public meeting August 30th and 31st. Mr. Allen requested the Board make a decision on the L&D and surgery services by the end of September.
Mr. Lam moved to propose further investigate potential management contracts with other third parties and the Board would take lead on that, seconded by Ms. Hall. Motion passed 4/0.
Mr. Lam moved to accept the Stoudwater Report with changes suggested on page 82, seconded by Ms. Hall. Motion passed 4/0.

9) **Staff Reports**

- A. **Finance Report-June Financials:** 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 June 2017. The budget process was moving forward. A capital report had been added to the financial packet.
- B. **CEO/Administrative Team Report:** SCH had a Critical Access Hospital (CAH) survey two weeks back. There was a report from CAH expected Monday. SCH had done well on most the of the CAH survey with one immediate jeopardy concerning the fire damper system. The hospital was on a 24 hour fire watch. The parts needed to repair the fire dampers had been ordered and Mr. Allen would be meeting with Steve Harford to ensure such a lapse of maintenance didn't happen again. There had been a finding in the triage process for ER and Labor and Delivery (L&D). According to the EMTALA policy only providers or those with proven competencies could triage. Immediate action was taken to be compliant. Proper EMTALA signage would be placed in the L&D and the ER. Progress was being made in updating all Hospital wide policies. There was opportunity for Board training in two different locations this fall. Mr. Allen would email information on both training

sessions to the Board. Two providers would be joining SCH at the end of August and Leslie Fulton, interim DoN, would start Aug 21st. ASHNA was moving on the LTC licensing change.

C. Medical Staff Report & Recommendations: Dr. Deborah Brushafer spoke on the EMTALA policy. Ms. Sipe moved to accept the presented list of providers to re-credential and pass from probationary status to full status as approved and recommended by the medical staff, seconded by Ms. Hall. All in favor, 4-0.

10. Quality Committee:

a. **Quality Committee:** Mr. Lam reported on the Quality Improvement Committee (QIC) and that the QIC work plan for FY17 was well written. The committee was making very good progress.

Ms. Sipe moved to approve the Quality Improvement Committee Charter FY18, seconded by Mr. Lam. All in favor, 4/0.

Mr. Lam moved to approve the Quality Improvement Plan, seconded by Ms. Hall. All in favor, 4/0.

b. **Other(s):** None

11. **Board & Liaison Reports:** Michael Scarcelli summarized his observation of concerns at SCH including staff uncertainty.

12. **Executive Session:** None

13. **Adjourn:** Mr. Bertacchi declared the meeting adjourned. Seeing no objection the meeting ended at 9:25 pm.

Minutes recorded and summarized by Denise DenHerder

APPROVED: Connee J. Sipe Date: 09/29/2017
Board Secretary

Next Meeting scheduled for August 24th 2017