



✚ SITKA COMMUNITY HOSPITAL

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Minutes: HOSPITAL BOARD MEETING

Regular Session: Thursday, September 22, 2016

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

Liaison Attendance: Michael Scarcelli (Staff Liaison), Steven Eisenbeisz (Assembly Liaison) and Roger Golub (Medical Staff)

Staff & Others: Rob Allen, Cynthia Brandt, Raine Clarke, Steve Hartford, Beth Kindig, Dr. Mark Smith, Kay Turner, Caldwell Lewin, Kevin Knox, Amy Morrison, Ronda Anderson, Cynthia Dennis, Marilyn Coruzzi and Patrick Williams.

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 four Board members in attendance.
2. **Correspondence/Agenda Changes:** Kay Turner spoke on the issue of the chemotherapy in-house infusion issue. Chemo infusion patients number from about 4-6 per month max. Consultant from Ketchikan did an assessment of the process here. Installation of hood is necessary. SEARHC does not have a hood currently. Kay would like to train IP and Clinic nurses for cross coverage for infusions since so few cases are seen.

Letter from Mountain Pacific Quality Health was referred to and Kay was congratulated by Bryan and Board. Kay extended the kudos to the nursing staff upstairs.

3. **Persons to be Heard:** Dr. Coruzzi will be giving the introductory speech at a presentation entitled "Nursing in the Last Frontier: Stepping into the Unknown" at Harrigan Centennial Hall on October 12, 2016 from 7-8:30pm. She has been interviewing nurses for this speech reviewing history back to 1728. There will also be a panel of nurses discussing nursing in Alaska going back to 1949. Michelle Kennedy and Kathy Ingallinera will be among the panel also including Marge Ward, Dorothy "Brownie" Thomsen, Shirley Anderson, and Ruth Roth.
4. **Guest Speakers:** Caldwell Lewin had a few powerpoint slides to outline her quality improvement plan for Employee Health. She is updating the VacTrak information for each employee in the month of their hire and hopes to have all files updated within this year. Getting all necessary immunizations for new employees before they start work was a topic of conversation with suggestions from board members that if new employees do not visit Caldwell they can't begin work. Giving notice at orientation that they must comply was discussed. Mike asked about liability if they don't. Caldwell said first thing auditor would look at if they walked in is her records and how current they are. Connie asked if it can be required before they are allowed to start work.

ACTION POINT: Suggestion was made that getting their blood work could be the first thing they are paid for before they start work. Caldwell suggested that she could do blood work at orientation.

5. **Consent Agenda:** Items on the consent agenda were: (A) Approve the minutes of the regular session Hospital Board meeting of August 25, 2016. **Motion made by Mr. Lam to accept the August 25th, 2016, seconded by Ms. Hall. Motion carried 4-0. All in favor.**

6. **Unfinished Business:**

- A. **Board Insurance coverage:** Amy Morrison from Venneburg Insurance is the broker for the Hospital and carries all insurance except Malpractice insurance for the hospital. She spoke about D&O insurance (i.e. Directors and Officers Errors and Omissions insurance) she mentioned that the City has moved their insurance to a carrier that has a 15.5 M per occurrence and the hospital's current carrier has a 1M pay out per occurrence. Current protocol is to consult with an attorney (any attorney including the attorney provided by the insurance company free of charge) before terminating an employee. Under the new policy discussed, the hospital would pay half of any litigation but the insurance company would pay 100% damages. Mr. Bertacchi asked about the cost of buying the extended reporting feature ("tail") Ms. Morrison spoke about the cost of buying a "tail" which could be 50-75% of the premium. Discussion with no action point.
- B. **SEARHC update:** Rob Allen spoke of work session Monday Sept 26th here at hospital for Board to go over ECG final report. Mr. Allen will send that report electronically. Tuesday Sept 27th is an all staff meeting to go over the same report. The Monday work session does not need a "Persons to be heard" session unless they want one. Mr. Allen suggests "no" at this point until the Assembly has heard it later in October. SEARHC will see the final report in 3rd week in October at their Board meeting which meets quarterly.
ACTION POINT: Rob asks Steven to ask assembly for a 1 hour work session before the Assembly meeting in October. Steve will get with Sara Peterson.
ACTION POINT: Rob is to get email to Board Members on Monday to remind them of the meeting on Monday. Connie requests that emails be sent to the Board members' personal emails rather than just their Sitkahospital.org emails because she doesn't look at that so often. She also requests that for global emails that she has access to Boards personal emails, as well. Discussion about HIPAA compliance and emails. Google has a HIPAA compliant webmail service that has a fee attached to it. Connie also mentioned that she looked on the hospital website for minutes, etc. and found nothing.
- C. **CEO Evaluation:** Light discussion about Rob's office without a window, and maybe trading with Wendy who has a hallway window. Discussion also followed about forming a subcommittee to put together forms for CEO evaluation. Bryan suggested talked to Mark Danielson who has forms that Bryan thinks we could pattern SCH CEO Evaluation forms after. Discussion followed as to who can be on this subcommittee. It was concluded that all ex officious can work on the committee as well as the board members, but only board members could vote. Bryan was in favor of forming a subcommittee to look at the process and add Mark Danielson as someone to consult re: the forms and process used by the city.
ACTION POINT: Bryan and Connie volunteered to be on the committee as the Board Members.
ACTION POINT: Steven will get the OK from Mark Gorman tomorrow to see if Mark Danielson can indeed help with this project.
- D.

7. **New Business:** No new business.

8. **Staff Reports:**

- A. **CEO/Administrative Team Report:** Cynthia gave an overview of the Financials. Her facts and figures are included in the handout send in the Agenda packet. She said we are driven by volume and the cruise ships definitely have an effect on our volume.

David Lam asked if there was a way to break down numbers by local and cruise ship traffic (even per which docks the cruise ships used).

ACTION POINT: Dr. Golub said he could show graphs that would help. Cynthia Brandt discussed the payback to Medicaid of \$734,000. They are asking for that sum and PFS has verified that all related claims have been settled and that this is a valid number. She mentioned that before the end of September, the hospital will pay back \$400,000 of the amount the city loaned us and then start paying the remainder monthly. Tobacco tax funds were less than expected. Discussion arose about whether the hospital will get part of the marijuana license fees. Right now part of those fees are dedicated to student travel activities. She mentioned that October 3-5 there will be financial auditors here.

Steven Eisenbeisz asked Ms. Brandt if there are any specific concerns she has. Ms. Brandt mentioned that the bad debt is higher than it had been but revenue is up, too. Traveler costs are higher and if volume goes down, we must stay afloat. Also, FTE's are higher than budget and she wants to do a study on efficiency.

7:03- 7:15 recess

- B. Rob Allen told a patient story and read a letter from a very satisfied patient. Rob mentioned that Wendy Fowler is working on an Employee of the Month for October. He mentioned that the STAR System is something the Employee Council had done and he would like to ask them to do it again.

ACTION POINT: He would like to make these items an October agenda item.

Mr. Allen talked about Cerner and wanted to get all the surveys filled out. Meditech is here in 2 weeks. After that we will narrow to 1-2 and schedule onsite visits at hospitals similar to ours and make a decision by end of December and hopefully will have something to present at the January Board Meeting.

ACTION POINT: Mr. Allen will present a \$400,000 check to the city with a thank you by end of September.

Mr. Allen suggested that two Board members go to Board Training. Jeannie Monk from ASHNA is in charge of Rural Hospitals and is a good resource. Ms. Monk will tailor whatever we think is important in her presentation. She lives in Juneau. Mr. Allen also suggests other Board Training at the February World Health Care Conference in Arizona. He went last year and said of the 700 people there half were rural hospital Board members. Rob will be going with one other senior staff member. David Lam and Connie Sipe expressed interest.

ACTION POINT: Put this suggestion on the October agenda.

Rob again discussed the work session.

ACTION POINT: He suggested the work session for the ECG collaboration project be before the Assembly meets in October which starts at 6 and the Assembly meeting be moved back to 7pm.

Rob Allen also suggested a Financial Packet Overview Work Session the week of Oct 17 for 1 – 1.5 hours. These dates not good for Mr. Bertacchi.

ACTION POINT: Mr. Allen will send out an email with suggested topics for this Work Session.

Mr. Allen brought up a letter from an unhappy cruise ship passenger who is claiming that we refused her service and at one point was threatening to shoot people. Beth Kindig did not have a copy of the letter.

ACTION POINT: Mr. Allen will get a copy of the letter from Irene Bean to the Board members in an email.

Mr. Allen reminded all of the HOPE FLOATS Allen Marine Cruise on October 1st 2-5pm now in its 8th year. There is a dessert auction on the cruise to raise funds for a

scholarship fund providing free mammogram related services to community members. Ronda Anderson was consulted for her input. Tickets are \$40 and still available.

- C. Medical Staff Report & Recommendations. Dr. Golub gave an update on the Bylaws rewrite project. He discussed what he perceived as the two items that would be contentious when presented to med staff: Active and Courtesy status qualifications and extending that to a larger group than resident MD's and DO's. Discussion included looking ahead to the possibility of mid-level providers outnumbering and possibly outvoting the MD/DO part of the staff. Med staff is meeting in the next month to consider the new rewrite, and then will meet with the lawyer who has been contracted to head up this process. Dr. Lam said he is pleased with the process so far but hasn't gotten the latest blacklined version sent out last week.

ACTION POINT: Dr. Golub will send that to Dr. Lam. Rob will send that version to the Board.

- D. Quality Committee Report Dr. Smith (in audience) said he is pleased with the new QStatim online encounter reporting system instituted earlier in September with Valerie in the lead. So far there have been 39 reported encounters none of them Level 1 critical events. 39 is almost double the normal number.

9. Board & Liaison Reports:

- A. Steven Eisenbeisz reported that the Assembly is in receipt of the ECG letter from September 9, 2016 from SCH and SEARHC. Ms. Sipe made the comment that the Board had no input into that letter. Mr. Eisenbeisz appreciated that letter but felt that there was no deep level of understanding that was made clear in the letter. He is pleased with the current 79 days of cash on hand at the hospital.

ACTION POINT: Mr. Eisenbeisz will have Sara Peterson ask about the work session before the October Assembly meeting.

ACTION POINT: Mr. Bertacchi and Steven Eisenbeisz will ask Mark Gorman to Okay the lending to SCH the form that Mark Danielson has relating to CEO evaluation.

7:56 Motion made by David Lam that the Board go into Executive Session for Subjects that tend to prejudice the reputation and character of a person, provided the person my request a public discussion, seconded by Connie Sipe 4-0 approved. Dr. Golub was invited to stay.

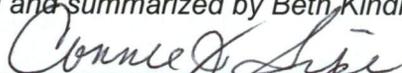
8:18pm SCH Board came out of Executive Session. Motion made by David Lam to officially task Rob Allen to task the Quality Committee to create and update the Credentialing Policies and Documents. Then update the Board at the next Board meeting in October. Seconded by Connie Sipe, All in favor. 4-0 approved.

10. Announcements: No Announcements.

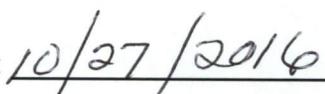
11. Adjourn: Mr. Bertacchi declared the meeting adjourned at 7:56pm.

Minutes recorded and summarized by Beth Kindig

APPROVED: _____


Board Secretary

Date: _____





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

Liaison Attendance: Roger Golub (Medical Staff)

Staff & Others: Rob Allen, Beth Kindig.

Motion made by David Lam that the Board go into Executive Session for Subjects that tend to prejudice the reputation and character of a person, provided the person my request a public discussion, seconded by Connie Sipe 4-0 approved. Dr. Golub was invited to stay.

Adjourn: Mr. Bertacchi declared the meeting adjourned at 8:15pm.

Minutes recorded and summarized by Beth Kindig

APPROVED: _____

Connie Sipe
Board Secretary

Date: _____

10/27/2016