

**Minutes**  
**CCMC Authority – Board of Directors**  
**CCMC Admin Conference Room**  
**January 31, 2018 at 6:00pm**  
**Regular Meeting**

**CALL TO ORDER AND ROLL CALL –**

**Kristin Carpenter** called the Board Meeting to order at 6:02pm.

Board members present: **April Horton, Dorne Hawxhurst, Kristin Carpenter, and Sally Bennett.**

A quorum was established. 4 members present.

CCMC staff present: Scot Mitchell, CEO; Lee Holter, CFO; Tammy Pokorney, CNO, and Faith Wheeler-Jeppson, Executive Admin Assistant.

**A. APPROVAL OF AGENDA**

**M/Bennett S/Horton** “move to approve the Agenda.”

**4 yeas, 0 nay**

**Motion passed.**

**B. CONFLICT OF INTEREST ~ None**

**C. COMMUNICATIONS BY AND PETITIONS FROM VISITORS**

1. **Audience Participation** ~ None

2. **Guest Speaker** ~ None

**D. BOARD DEVELOPMENT**

**1. Board and Staff Communication**

**Kristin Carpenter** reviewed an article from the Blue Avocado highlighting points on what types of communications the Board can and cannot have with non-profit organizations staff. A copy of the current CCMC policy written by the previous board regarding board communication with staff.

**E. APPROVAL OF MINUTES**

**M/Bennett S/Hawxhurst** “move to approve the December 7, 2017 Regular Meeting Minutes and the December 22, 2017 Special Meeting Minutes as amended”. (December 22, 2017 minutes amended to reflect \$550,000 under item I.)

**4 yeas, 0 nay**

**Motion passed.**

**F. REPORT OF OFFICERS AND ADVISORS**

**1. Board Chair Report ~ Kristin Carpenter** reported that she had spoken with Dr. Buttner and he is really enthusiastic about how things are going at CCMC. Dr. Buttner also spoke with Kristin about the potential for collaboration with the Residency Program at Providence and possibly sharing time with Ilanka. Kristin also wanted to recognize and give kudos to the Medical Center for the work they did in evacuating the hospital at 2am, thank you.

- 2. CEO's Report** ~ Scot Mitchell, CEO reported that his written CEO report is in the packet, and that the new format is reflective of our strategic plan. The Federal Statement of Deficiencies has been received and the Plans of Correction have been submitted. A Lunch with the CEO has been scheduled for February 20, 2018, Scot asked for a Board member to attend, and Kristin offered to attend the February lunch. Scot has been working on ways to reduce the expenses with Health Insurance, he will be providing more details as they come available.
- 3. Finance Report** ~ Lee Holter, CFO reviewed the November 2017 financial information provided in the packet with the board. A few highlights on the Dash board, cash was up at the beginning of the month, as was accounts payable. The Days in AR are down, and Net Income YTD is down \$315,000 compared to last year we're doing better. Swing Bed Acute Census is at 5.6 compared to .5 this time last year.
- 4. Quality Improvement Quarterly Report** ~ Tammy Pokorney, CNO explained to the board what the QAPI program is and why it is essential to have one, along with a PIP (Performance Improvement Project). She also explained that Point Click Care is the EHR for Long Term Care and the first phase goes live tomorrow, and Relias will be the new learning/training management program for the facility will go live the middle of March, and this all marries up with ADP on the HR onboarding portion.

**G. CORRESPONDENCE** ~ None

**H. ACTION ITEMS**

**1. The 2018 Quality Assurance Performance Program (QAPI) Plan**  
**M/Hawxhurst S/Bennett** "I move that the CCMC Authority Board of Directors approve the 2018 Quality Assurance Performance Program (QAPI) Plan."  
**4 yeas, 0 nay**  
**Motion passed.**

**2. IT Support Service Provider**

**M/Bennett S/Horton** "I move that the CCMC Authority Board of Directors authorize Scot Mitchell, CEO to enter into an agreement with Arctic IT to provide IT support services to CCMC."  
**4 yeas, 0 nay**  
**Motion passed.**

**3. Electronic Health Record System**

**M/Horton S/Bennett** "I move that the CCMC Authority Board of Directors authorizes Scot Mitchell, CEO to enter into an agreement with Evident, LLC and TruBridge to move forward with the purchase and implementation of a new CCMC Electronic Health Record system."  
**3 yeas, 1 nay**

**Motion passed.**

**I. DISCUSSION ITEMS**

**1. Response to Earthquake and Tsunami on January 23<sup>rd</sup>, 2018.**

**Scot Mitchell** provided a timeline of the hospital response, the notification of the ICS, staff recall notification and full evacuation of patients/residents from the time that he realized that we had a tsunami warning until all residents/patients were safely returned back to CCMC from the evacuation site without incident.

**3. Strategic Planning**

**Scot Mitchell** provided a tutorial to the Board on how to access and use the CCMC Strategic Planning webpage. The Organizational Chart section with the employees, their position within the facility and their goals were reviewed. The next section shown was marked Mission which includes the Stakeholder Needs, Mission, Vision, and Values. The Strategy section was reviewed, that category has the Strategic Objectives which are based on the Studer Group Pillars of Excellence. Those include Service, Quality, Finance, People, Growth, Community, and CCMC's Action Items from the 2017 LTC Survey. Goals is the next group, within Goals there are strategies, goals and then tasks that are assigned to specific employees. There is a section to provide updates on the progress of each task as work has been done. There is a section for Graphs, and the last is the Dashboard. The Board has been set up on this system so you can go in and look at the progress.

**J. AUDIENCE PARTICIPATION - None**

**K. BOARD MEMBERS COMMENTS**

**Carpenter** ~ Kudo on the evacuation, and again I think that Dr. Buttner is pretty excited to get involved in the Cordova Community.

**Hawxhurst** ~ I echo what Kristin said.

**Bennett** ~ Good job.

**Horton** ~ Good job.

**L. EXECUTIVE SESSION**

**1. Pursuant to AS 42.40.170 Executive Sessions; please see reason #3.**

**M/Hawxhurst S/Bennett** "I move to go into Executive Session for matters which by law, municipal charter, or ordinance are required to be confidential and matters involving consideration of governmental records that by law are not subject to public disclosure."

The Board entered into the Executive Session at 9:05pm

The Board came out of Executive Session at 9:43pm

**M. ADJOURNMENT**

**M/Bennett S/Horton** "I move to adjourn the meeting."  
**Carpenter** declared the meeting adjourned at 9:44pm.

**Prepared by: Faith Wheeler-Jeppson**