



**AGENDA**  
**COMMUNITY HEALTH SERVICES BOARD**  
**Cordova Center – Community Rooms A&B**  
**FEBRUARY 11, 2016 at 6:30pm**  
**REGULAR MEETING**

AT CCMC, WE BELIEVE THAT HEALTHY PEOPLE CREATE A HEALTHY COMMUNITY.

**President**

Kristin Carpenter  
term expires 04/16

**Vice-President**

Tim Joyce  
term expires 03/17

**Secretary**

David Reggiani  
term expires 03/16

**Board Members**

James Burton  
term expires 03/16  
Tom Bailer  
term expires 03/17  
Joshua Hallquist  
term expires 03/18  
Robert Beedle  
term expires 03/18

**Interim CEO**

Noel Rea

**OPENING**

1. Call to Order
2. Roll Call – Kristin Carpenter, David Reggiani, Tim Joyce, James Burton, Tom Bailer, Josh Hallquist and Robert Beedle.
3. Establishment of a Quorum

**A. APPROVAL OF AGENDA**

**B. CONFLICT OF INTEREST**

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

1. Guest Speaker
2. Audience Comments (limited to 3 minutes per speaker). Speaker must give name and agenda item to which they are addressing.

**D. APPROVAL OF CONSENT CALENDAR**

**E. APPROVAL OF MINUTES**

1. Minutes from the January 11, 2016 Special Meeting
2. Minutes from the January 14, 2016 Regular Meeting

**F. REPORTS of Officers**

1. President's Report
2. Administrator's Report ~ Attached
3. Finance Report
4. Medical Director's Report ~ None
5. Sound Alternatives Report ~ None

**G. CORRESPONDENCE**

**H. ACTION ITEMS**

1. Recredentialing and Privileging of Jonathan Sims, MD
2. Recredentialing and Privileging of Alex Schabel, MD
3. Recredentialing and Privileging of Chad Sarver, MD
4. Recredentialing and Privileging of Jerrell Ingalls, MD
5. Contract with QHR for QRate rate charge review of CCMC rates for medical services

**I. DISCUSSION ITEMS**

**J. AUDIENCE PARTICIPATION (limited to 3 minutes per speaker)**

Members of the public are given the opportunity to comment on matters which are within the subject matter jurisdiction of the Board and are appropriate for discussion in an open session.

**K. BOARD MEMBERS COMMENTS**

**L. EXECUTIVE SESSION**

**M. ADJOURNMENT**

\*Executive Session: Subjects that may be considered in executive session are: 1) Matters, immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity; 2) Subjects that tend to prejudice the reputation and character of any person, provided that the person may request a public discussion; 3) Matters which by law, municipal charter, or ordinance are required to be confidential; 4) Matters involving consideration of governmental records that by law are not subject to public disclosure; 5) Direction to an attorney or labor negotiator regarding the handling of specific legal matters or labor negotiations.

**Minutes**  
**Community Health Services Board**  
**Cordova Center – Community Rooms A & B**  
**January 11, 2015 to follow City Council**  
**Special Meeting**

**I. CALL TO ORDER AND ROLL CALL –**

**Kristin Carpenter** called the HSB special meeting to order at 7:22 pm. Board members present: **Kristin Carpenter, Tim Joyce** (telephonically), **James Burton, Tom Bailer, Josh Hallquist and Robert Beedle.**

A quorum was established.

CCMC staff present: Stephen Sundby, CEO and Kevin Byrd, Radiology Technologist

**II. APPROVAL OF AGENDA**

**M/Beedle S/Burton** "move to approve the agenda."

Vote on motion: 6 yeas, 0 nays, 1 absent. Reggiani absent; Carpenter-yes; Burton-yes; Joyce-yes; Bailer-yes; Beedle-yes and Hallquist-yes. Motion was approved.

**III. CONFLICT OF INTEREST ~ None**

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

- **Guest Speakers ~ None**
- **Audience Comments ~ None**

**V. APPROVAL OF CONSENT CALENDAR ~ None**

**VI. REPORTS AND CORRESPONDENCE**

**President's Report ~ None**

**Administrator's Report ~ None**

**Finance Report ~ None**

**Medical Director's Report ~ None**

**VII. ACTION ITEMS**

**1. Review of Interim CEO Candidates for CCMC, possible selection of preferred candidate.**

The Health Service Board was waiting to make a formal selection until such time as HSB Members David Reggiani and Robert Beedle were able to listen to the recorded interview of both potential candidates and provide their individual input.

The board had a brief discussion and this item will be on the January 14<sup>th</sup> 2016 HSB Meeting.

**VIII. DISCUSSION ITEMS**

**IX. AUDIENCE PARTICIPATION ~ None**

**X. BOARD MEMBERS COMMENTS ~ None**

**XI. Executive Session ~ None**

**XII. ADJOURNMENT –**

**M/Hallquist S/Burton** "I Move to adjourn the meeting."

**Carpenter** declared the meeting adjourned at 7:33pm.

**Minutes**  
**Community Health Services Board**  
**Cordova Center – Community Rooms A & B**  
**January 14, 2016 at 7:00pm**  
**Regular Meeting**

**I. CALL TO ORDER AND ROLL CALL –**

**Kristin Carpenter** called the HSB special meeting to order at 7:00pm. Board members present: **Kristin Carpenter, David Reggiani, Tim Joyce** (telephonically), **James Burton, Tom Bailer, Josh Hallquist, and Robert Beedle** (arrived at 7:32pm).

A quorum was established.

CCLM staff present: Stephen Sundby, CEO; Randy Apodaca, Rehab Director; and Kevin Byrd, Radiology Tech.

**II. APPROVAL OF AGENDA**

**M/Bailer S/Burton** “move to approve the agenda.”

Carpenter asked that Action Item #6 on the Agenda be moved to Action Item #3.

Vote on motion: 6 yeas, 0 nays, 1 absent. Beedle-absent; Carpenter-yes; Reggiani-yes; Joyce-yes; Bailer-yes; Beedle-yes and Hallquist-yes. Motion was approved.

**III. CONFLICT OF INTEREST ~ None**

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

- **Guest Speakers** ~ None
- **Audience Comments** ~ None

**V. APPROVAL OF CONSENT CALENDAR**

**M/Bailer S/Hallquist** “move to approve the consent calendar.”

ADM 102, ADM 702, ADM 104, ADM 105, ADM 106, ADM 107, ADM 201, ADM 202, ADM 203, ADM 204, ADM 801, CC 101, CC 102, CC 103, CC 104, CC 105, CC 106, CC 107, CC 202.

Vote on motion: 6 yeas, 0 nays, 1 absent. Beedle-absent; Carpenter-yes; Reggiani-yes; Joyce-yes; Bailer-yes; Beedle-yes and Hallquist-yes. Motion was approved.

**VI. APPROVAL OF MINUTES**

**M/ Burton S/ Bailer** “move to approve the minutes as amended”

Vote on motion: 6 yeas, 0 nays, 1 absent. Beedle-absent; Carpenter-yes; Reggiani-yes; Joyce-yes; Bailer-yes; Beedle-yes and Hallquist-yes. Motion was approved.

**VII. REPORTS OF OFFICERS**

**President’s Report** ~ **Carpenter** reported that she had been in touch with Ron Vigus and that she would talk more about the 2 Interim CEO candidates. And Stephen can update everyone on the search for the CFO.

**Administrator’s Report** ~ **Stephen Sundby** reported that the LTC Survey had just completed and we were told by the Surveyors that we had a “very good” survey, better than they had anticipated. We will be the first facility in the State to submit our Plan of Correction electronically. We have a permanent female provider signed and she will be arriving the last week of March. We are still actively looking to fill the following positions, DON, LTC Coordinator, we have four open RN positions, Medical Social Worker, Physical Therapist, Medical Technologist and a Quality person. Travelers right now are one RN, 4 LPN’s, 1 Physical Therapist and a Medical Technologist.

**Finance Report ~ Finance Report was included in the packet.**

**Medical Director's Report ~** Dr. Blackadar reported that at the next HSB meeting he will be providing a more detailed report. Dr. Blackadar stated that the facility is continuing to monitor provider response time, on average it is less than 10 minutes and the number of verbal orders given. . The Medical Staff goals for this year include emergency medical training for nurse's and support staff. I am also researching the possibility of working to achieve Level IV trauma certification and participation in the regional trauma network. This will not be a quick or easy process, rather a yearlong goal.

**VIII. CORRESPONDENCE**

Hardcopies of Quorum's QView December 2015 and QHR Board Minutes were provided in the packet.

**IX. ACTION ITEMS**

**1. Credentialing and Privileging of Dr. Stuart Embury.**

**M/Bailer S/Hallquist "move to approve the credentialing and privileging of Stuart Embury, MD."**

Vote on motion: 7 yeas, 0 nays, Carpenter-yes; Reggiani-yes; Joyce-yes; Burton-yes; Bailer-yes; Beedle-yes and Hallquist-yes. Motion was approved.

**2. Update the CCMC check signers**

**M/Burton S/Bailer "move to approve a resolution of the Cordova Health Services Board designating the representatives authorized for signing checks, non-check payroll tax payment, and cash transfers for Cordova Community Medical Center."**

Vote on motion: 7 yeas, 0 nays, Carpenter-yes; Reggiani-yes; Joyce-yes; Burton-yes; Bailer-yes; Beedle-yes and Hallquist-yes. Motion was approved.

**3. Select candidate for Interim CEO in person interview.**

**M/Joyce S/Reggiani "I move to select Noel Rea as Interim CEO for CCMC."**

Vote on motion: 7 yeas, 0 nays, Carpenter-yes; Reggiani-yes; Joyce-yes; Burton-yes; Bailer-yes; Beedle-yes and Hallquist-yes. Motion was approved.

**4. Funding for Rehab Medical Vacuum System.**

**M/Reggiani S/Beedle "I move to refer back to staff."**

Vote on motion: 5 yeas, 2 nays, Carpenter-yes; Reggiani-yes; Joyce-yes; Burton-no; Bailer-yes; Beedle-yes and Hallquist-no. Motion was approved.

**5. Request for \$450,000 from City of Cordova to assist with CCMC cash flow shortage.**

Refer back to staff

**6. Shall the City contract with QHR for QRate rate charge review of CCMC rates for medical services.**

**M/Reggiani S/Beedle "I move to refer back to staff."**

Vote on motion: 7 yeas, 0 nays, Carpenter-yes; Reggiani-yes; Joyce-yes; Burton-yes; Bailer-yes; Beedle-yes and Hallquist-yes. Motion was approved.

**X. DISCUSSION ITEMS**

**1. Sound Alternatives Advisory Board.**

**Joyce** suggested that staff could draw up what they see as needed and offer that up as a Code change to Council.

**Stephen Sundby** defined the term 'consumers' in regards to the members of the Sound Alternatives Advisory Board.

**2. Purchase of handheld Ultrasound machine.**

The Board had a lengthy discussion regarding the handheld Ultrasound machine and all concurred that Dr. Blackadar should be reimbursed for purchasing it for the facility. The proper mechanism in which repayment to Dr. Blackadar was unclear to the Board at this time, whether it be fundraising efforts, list it on the cost report and do a cost reimbursement or from hospital funds.

**Carpenter** suggested that when the new Interim CEO gets here that he could start compiling an equipment plan and a capital plan and then we can start to prioritize what would be the time horizon to pay you back sooner.

**XI. AUDIENCE PARTICIPATION - None**

**XII. BOARD MEMBERS COMMENTS**

**Joyce** - wanted to thank staff for being her tonight and Dr Blackadar for the information in his report. Again, I find the reports very helpful and informative, and as a part of the Board in our role I really appreciate that information.

**Burton** – I liked seeing all of the information, it was kind of a big meeting, bigger than I had thought it would be when we set it up. I didn't want anyone to feel like we weren't taking care of the financial issues on here. I just think that if we can get one more person in the loop that needs to be in the loop that would help a lot.

**Hallquist** – I'd like to thank staff, and thank Dr. Blackadar for taking the bull by the horns and taking care of us.

**Bailer** – I'd echo all of the comments.

**Reggiani** – Same here.

**Beedle** – Enough said.

**Carpenter** – Ditto, thank you very much, everybody.

**XIII. Executive Session**

**M/Bailer S/Reggiani** "I move to go into Executive Session regarding matters, immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity".

**At 8:46pm**

**XIX. ADJOURNMENT –**

**M/Reggiani S/Hallquist** "I Move to adjourn the meeting."

**Carpenter** declared the meeting adjourned at 9:08pm.

**Prepared by: Faith Wheeler-Jeppson**



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**Date:** February 9, 2016  
**To:** Health Services Board  
**From:** Noel D. Rea, MBA, NHA, CCMC Interim CEO  
**RE:** CEO Report

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### 1. Long Term Care survey (CAH)

- We have received final (February 5, 2016) approval for the Plan of Correction (POC) for Life Safety tags and are working on two remaining tags for the LTC survey. These are expected to be resolved before Thursday's meeting.

### 2. Budget/Finance

- Sustainable Budget - Developing accurate budget with costs and expenses based on 2015. We expect to have a budget meeting with board in March.
- Closeout 2015 – Not complete, Cost Report Year so we are focusing on including any and all costs for consideration in setting our new small facility rate agreement.
- Group Purchasing Organization – Supply Chain Review process is underway. Many of CCMC purchases were not benefiting from Group Purchasing Organization (GPO) pricing. CCMC has signed with GPO (Amerinet) and will systematically reviewing all agreements/pricing to ensure lowest possible price.

### 3. Recruitment

- Recruitment – Among other issues the ongoing use of travelers is not cost effective and impacts the continuity of care for our residents and the community. A review of historical efforts at recruiting is underway and recruitment firms are being contacted and evaluated.

### 4. Staffing

- New Hires
  1. Physician (Start date of April 4, 2016)
  2. Medical Social Worker
  3. Hired local RN as casual staff for Restorative RN for LTC
  4. 3 Unit Clerks
  5. 1 CNA

- Current Open Position
  1. CEO
  2. CFO
  3. Director of Nursing
  4. Long Term Care Coordinator
  5. 4 Registered Nurses (1 RN went from part time to full time this week)
  6. 1 Physical Therapist
  7. 1 Medical Technologist
  8. 1 Quality Assurance/Performance Improvement RN (new)
  9. 1 Business Office Assistant (new) – on hold
  
- Current Travelers
  1. Interim Long Term Care Coordinator (RN) starting 2/22/2016
  2. Interim DON starting 2/22/2016
  3. Interim CFO
  4. Interim CEO
  5. 2 Registered Nurses
  6. 4 LPN's
  7. 1 Physical Therapist
  8. 1 Medical Technologist

## **5. CFO Recruitment**

- We have received five candidates from QHR as of 2/9/16. Two additional candidates generated through CCMC have been forwarded to QHR for review and recommendation. We are hopeful that interviews can be completed with all viable candidates this week and would like to make a selection next week on the permanent CFO.

## **6. CT Scanner**

- Transformer has been received and installed. Software installation has been scheduled for the week of the 22nd.

## **7. Planning**

- Following completion of budgeting exercises we will develop a plan for next steps for CCMC. This would include work on strategic planning and organization culture.