



**AGENDA**  
**COMMUNITY HEALTH SERVICES BOARD**  
**Library Conference Room**  
**SPECIAL MEETING**  
**March 13, 2015 at 12pm**

At CCMC, we believe that healthy people create a healthy community.

**President**

Kristin Carpenter  
term expires 4/16

**Vice-President**

Tim Joyce  
term expires 03/17

**Secretary**

David Reggiani  
term expires 08/15

**Board Members**

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

**CEO/ Administrator**

Stephen Sundby

**I. OPENING**

**A. Call to Order**

**B. Roll Call – Kristin Carpenter, David Reggiani, Tim Joyce, James Burton, Tom Bailer, Robert Beedle and Josh Hallquist.**

**C. Establishment of a Quorum**

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

**A. Guest Speaker**

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

**III. CONFLICT OF INTEREST**

**IV. APPROVAL OF AGENDA**

**V. APPROVAL OF CONSENT CALENDAR**

Minutes from the October 15, 2014 Special HSB Meeting

Minutes from the October 23, 2014 Special HSB Meeting

Minutes from the December 8, 2014 Regular HSB Meeting

Minutes from the January 8, 2015 Regular HSB Meeting

Minutes from the January 12, 2015 Special HSB Meeting

**VI. REPORTS AND CORRESPONDENCE**

**A. Administrator's Report ~ None**

**B. President's Report ~ None**

**C. Finance Report ~ None**

**VII. ACTION ITEMS**

**A. Recredentialing and Privileging of Providence e-ICU**

**B. Credentialing and Privileging of Dr. Charles Blackadar, M.D.**

**C. Recredentialing and Privileging of Dr. Gary VanWinkle, M.D.**

**D. Recredentialing and Privileging of Dr. Kristel Rush, M.D.**

**VIII. DISCUSSION ITEMS**

**IX. 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.

**X. BOARD MEMBERS COMMENTS**

**XI. EXECUTIVE SESSION**

**XII. 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**  
**Library Conference Room**  
**October 15, 2014 – 5:30 PM**  
**Special Meeting**

**I. CALL TO ORDER AND ROLL CALL –**

**Kristin Carpenter** called the HSB special meeting to order at 5:32 pm. Board members present: **Kristin Carpenter, David Reggiani, Bret Bradford** (arrived at 5:37pm), **Tim Joyce, James Burton and Tom Bailer**.

A quorum was established.

CMMC staff present: Stephen Sundby, CEO; Tiffany Varnadoe, CFO; Randy Apodaca, OT

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

- **Guest Speakers** – None
- **Audience Comments**

**Judy Fulton** ~ I'm really happy to see that there might be potential Doctor's here all the time, we're very happy and very pleased.

**III. CONFLICT OF INTEREST – None**

**IV. APPROVAL OF AGENDA**

**M/ Joyce S/ Bailer** move to approve the agenda.

Carpenter ~ I was going to propose that we add under Discussion item is Budget which was emailed out but not made a part of the Agenda, and there are copies here if anyone wants to see one.

**Upon voice vote, Agenda as amended passes 5-0.**

**Upon voice vote, Main motion passes 5-0.**

**V. APPROVAL OF CONSENT CALENDAR**

Minutes from the July 2, 2014 Regular Meeting

**M/ Joyce S/ Bailer** move to approve the Consent Calendar.

**Upon voice vote, Motion passes 5-0.**

**VI. REPORTS AND CORRESPONDENCE**

**Administrator's Report**

**Stephen Sundby** reported in **Staffing**, Margarita Moore was hired as the new Director of Nursing; Ruby Vergara is our new Dietary Manager; Greg Vergara is the Building Services Manager; we had Kari Collins accept the Long Term Care Coordinator position but she has since resigned so we have that position open; Megan Schmid is our Primary Care Clinic Nurse and Renee Lindow is our new Floor Nurse. We currently have four Nurses that we're using as travelers; three staff and one Long Term Care Coordinator. And we have two Providers.

**Open positions**, Dr. Blackadar we keep in contact with him, we're just waiting for him to receive his license. The hold up on is that every Physician in the State is being renewed at this time and they only have one staff person who is working on that. He (Dr. Blackadar) keeps assuring us that as soon as he gets his license he'll sign the contract, give his notice and he'll come on full time and will live here, he's looking at long term like fifteen years. We met with Dr. Gear earlier today and presented a contract to him, he is in the National Guard so he has to see what the National Guard is going to require of him and he should know that sometime in November. He's one that everyone is familiar with and we've told him that we would work with him on what kind of schedule he would want but he has to see what the National Guard says. We have two Nursing positions open, one C.N.A position open, one casual Cook position and as you

all know Tim James has given his notice so the Human Resource Coordinator position is open as well, we've had four local applications and we interviewed the first applicant today.

**Employee Satisfaction**, this is already out, the employees are answering those so we should get the results we can compared those with what we got last year. The **CT Scanner**, as you all are aware we got the \$250,000 from the Murdock Charitable Trust, The Rasmuson Foundation came on October 9<sup>th</sup>, Christopher Perez was here for a real quick visit. Our **Electronic Health Record** we are in the process of finalizing the contracts, Tiffany meets with them once or twice a week. We're in the final revision for the implementation plan for the EHR. We have contracted with Providence for an **Ultrasound Technician**, which was successful. We're not sure; she may not be able to come back, so we're working on pursuing our options as we know that we would like an Ultrasound Tech here on a somewhat regular basis. **Sound Alternatives** had a successful survey with the Joint Commission, when he left he was very complimentary. He said that on average when they come to a new site they usually have between twenty and forty items that have room for improvement and we only had six. As soon as we submit our Plan of Improvement tomorrow morning they will send us our accreditation.

### **President's Report**

**Carpenter** reported that she has been talking with the City Manager about putting together a draft contract for us to present to our Administrator. We do have an Executive Session on our Agenda, we could talk about it in there is people wanted to at least look at the draft to start with.

### **Finance Report**

**Tiffany Varnadoe** reported that in July our **Revenue** is a little over budget at \$5,192,000; our **Expenses** are pretty much in line like we had budgeted for. The things that there are variances on that are a little bigger are Insurance, Repairs and Maintenance is down, Other Expenses are high and the reason for that is we had to pay our survey fees that we had to pay to CMS that we didn't budget for. Professional Services is up because we still have a lot of travelers. Supplies are down a little bit. Minor Equipment is pretty much in line. Utilities and Fuel is way down, I would imagine as we go into winter that it will go up. Our Rent/Lease is up because of the traveling staff, hopefully as we start to hire permanent staff. Our Net Operating Income before depreciation is \$127,934.00, I do want you to be aware that in that \$127,000.00 also includes the Medicare settlement that we got earlier in the year, that might not be something that we get every year. Our Patient Days are right in line with where we budgeted. Our Long Term Care Bed Days are down a hair. Swing Bed Days are up, Medicare Swing Days are down. Outpatient Visits are down a little bit. ER visits are down, but our Clinic visits are up. What's happening is, patients that usually would just go to the ER are now going to the Clinic. And our Cash on hand for July was down to 26 days.

## **VII. ACTION ITEMS**

**A. Credentialing and Privileging of Thomas Hunt, MD**

**B. Recredentialing and Privileging Melissa Brooks, FNP**

**C. Approve API's Credentialing and Privileging of Mark Erickson, MD for the Joint Commission.**

**M/ Joyce S/ Burton** "I move to approve the Credentialing and Privileging of Thomas Hunt, MD; Melissa Brooks, FNP and API's Credentialing and Privileging of Mark Erickson, MD."

**Upon Voice Vote. Motion Passes 6-0**

**D. Request to Increase the Charge Master**

**M/ Joyce S/ Bradford** "I move that we approve the increase of the Charge Master."

**Upon Voice Vote. Motion Passes 6-0**

**Carpenter** ~ In the future I would love to see something presented in writing, even just a short narrative to explain what it is or a justification for what you're asking.

**E. Review and Approval of the CCMC Employee Handbook**

**M/ Joyce S/ Bailer "I move to approve the Grievance Procedure for the CCMC Employee Handbook, Section 12"**

**Stephen Sundby** gave a brief history informing HSB that the update has been ongoing and that not all of the current Senior Leadership had had a chance to review the Handbook. The Attorneys however have asked that Section 12 Grievance Procedure be approved this evening.

**Upon Voice Vote, Motion Passes 6-0**

**F. Election of Officers** (open position is for Vice President)

**M/ Bradford S/ Reggiani "I nominate Tim Joyce"**

**Upon Voice Vote, Motion Passes 5-0**

**VIII. DISCUSSION ITEMS**

**A. Budget**

**Tiffany Varnadoe** stated that Revenue has a modest increase in 2015. The big variance in Patient Services is Behavioral Health and that is because I moved it to Patient Services versus remaining in Grants because it isn't a grant. Cost Recovery just a note for you, I did not budget the settlement. Other Grants the only difference there is that there had been an Emergency Preparedness Grant, we did not budget for that because the State has to do some cutbacks. In Kind Contributions includes the two Providence contracts as well. With Stephen being appointed the line items might change. Under Expenses, Wages of course is going up, just as a note on that I am working with Marty Michaels to find the best way to categorize some of those. And Taxes fall right in line with Wages. Professional Services, a big change is in Agencies. The other note is that Legal has gone up a tremendous amount in the past few years. And Non Productive is PTO, Vacation, On-call. Minor Equipment, there are a few things that we do need to buy this year so we've budgeted for that. Supplies, our new DON has noticed a good bit of waste and she is looking for ways to reduce that. Rents/Leases are up, but it is projected to go down as we hire permanent staff. And Utilities is pretty much in line where it should be. Dues and Subscriptions like ASHNHA for instance is \$26,000. Other Expenses is kind of our catch all, our bank fees, finance charges, holiday party for our staff etc. That brings our Net Operating Expenses to a loss of \$145,798.

HSB asked Tiffany Varnadoe, CFO for something in writing attached to the financial submissions in future meetings to aid in building a historical record.

**IX. AUDIENCE PARTICIPATION** ~ None

**X. BOARD MEMBERS COMMENTS**

**Joyce** ~ I just want to thank Tiffany for all of the work that she put in on this budget.

**Carpenter** ~ Thank you Tim for stepping up as Vice President.

**XI. Executive Session** at 6:35pm

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

**Carpenter** called the Special Meeting back to order

HSB has picked October 23<sup>rd</sup> 2014 at 7pm for a Special Meeting

**XII. ADJOURNMENT –**

**M/ Bradford S/ Joyce** Move to adjourn the meeting.

**Carpenter** declared the meeting adjourned at 6:55pm.

**Transcribed by:**

**Faith Wheeler-Jeppson**

**Minutes**  
**Community Health Services Board**  
**Library Conference Room**  
**Special Meeting**  
**October 23, 2014 at 7:00 PM**

**I. CALL TO ORDER AND ROLL CALL –**

**Kristin Carpenter** called the HSB special meeting to order at 7:00 pm. Board members present: **Kristin Carpenter, David Reggiani, Bret Bradford, Tim Joyce and Tom Bailer.** A quorum was established.  
CCMC staff present: Stephen Sundby, CEO; and Tiffany Varnadoe, CFO

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

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

**III. CONFLICT OF INTEREST** ~ None

**IV. APPROVAL OF AGENDA**

**M/ Bradford S/ Bailer** move to approve the agenda.  
**Upon voice vote, motion passed 5-0**

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

**VI. REPORTS AND CORRESPONDENCE**

**Administrator's Report** ~ None  
**President's Report** ~ None  
**Finance Report** ~ None

**VII. ACTION ITEMS**

**A. Contract for CCMC Administrator**

**M/ Bradford S/ Joyce** "I move to approve the Contract for CCMC Administrator."

**Carpenter** ~ I'd like to open with an update, we have to go through a couple processes before we can get to actually approving a contract for the Administrator because the current contract with Providence specifies that Providence shall hire the Administrator. So, we knew that we needed to change that. Randy (Robertson) and I talked with Sean McCallister about it and we all realize that the contractual relationship would change because we hired somebody who does not want to be a Providence employee and wants to be a CCMC employee to continue being in the PERS system. Sean commented that CCMC has become more stable, budget and financial oversight might be useful. Which is what the letter from Providence to the HSB is about. But before we can even do that we need to get the contract executed with Stephen first. I think the idea is that we would modify the existing contract with what we've been given as 2.1 in the Management Contract.

**Bradford** ~ As a point of order, I think if we want to discuss the contract and tune it to the way that the HSB wants to tune it then can do that and make the changes that need to be made and then table it. Then we can bring it back up at the next HSB meeting after we meet as City Council and deal with that.

**Reggiani** ~ I think that was going to be my point too. It's getting muddled and very confused, between the governing body and what the HSB roles and responsibility is in this case where there is an existing contract with the City Council, the City and Providence. I can see at this point a recommendation coming down from HSB to City Council if we want to move in a different

direction. I think that reverting back to the way it was before Providence is an option, and there are other options out there that we need to weigh.

**Bradford** ~ Just to add something here, Stephen's under contract right now with CCMC, he's agreed to be the Interim CEO, so I don't think we need to get in a big hurry. And Providence is under contract until December 21, 2015. I want Stephen to be satisfied and be happy with his contract but I don't think that we need to rush this.

**Joyce** ~ Getting to the draft contract we have for discussion. I have read the contract, for Stephen I don't have any real issues with it. He's accepting his current salary at the location he's at plus the additional amount for the role of Interim Administrator. Which puts him in the realm of where people are with this kind of expertise. For the contract itself I don't have any problem with where the dollar amount is at. The rest of it seems pretty standard, I didn't see any objectionable parts.

**Bailer** ~ How does that change things for Mr. Sundby having Providence as a Consultant? Does that change your view of the job? And then in regards to the Doctor's, does that change their view? Basically what are the ramifications of changing them?

**Carpenter** ~ One scenario is to modify the existing contract to allow the City to contract directly with the Administrator. As Mr. Reggiani stated, this is what the community wants. Well we've had it for about 18 months, maybe it's time to evaluate it, see how things are going. Is it working, is it not? What would we want to change?

**Joyce** ~ Having listened to Tom, I'd like to throw the ball over to Stephen, knowing that we're going to be modifying the contract where do you stand with that as far as your employment goes?

**Stephen Sundby** ~ Providence has talked about several different ways that this situation could work. We talked with Bruce (Lamoureaux) and they all viewed that if I was hired that CCMC wouldn't need the same level of management as before. That to me would be the optimum, we still have a relationship with Providence, we would still have access to Providence, and Sean has said that if I still want to have weekly meetings with him I can certainly do that. We would probably still have guidance from their HR if we needed it as well. That to me would be optimum.

**Reggiani** ~ With everything that you've said, and you are very talented, with that said the community really wants Providence in Cordova. If we turn our backs on Providence, I'm afraid you'll lose your customer base. So as we look at our options, I think we need to keep that in mind.

**Joyce** ~ I would be very much opposed to abandoning and just walking away from Providence. Whether or not we need to have a \$250,000 consulting or management fee, as part of that process I'm not so sure about because of the way things have changed. I would still say that there is a need and a desire and I would also say for us, marching order to continue some kind of relationship with Providence. So I don't have any problem amending the contact with Providence, but I think their responsibilities are far reduced now because they don't have an Administrator that they are supporting and relying on, it's our Administrator.

**HSB Members continued the conversation around the Providence Contract and the draft Administrator Contract.**

**HSB Members agreed that a Workshop meeting is needed so the public can come in and be a part of the process.**

**Reggiani** ~ Has the City hired (Administrator)

**Stephen Sundby** ~ Actually Providence offered, and I accepted. I am no longer considered the Interim. I am just waiting for the contract.

**Reggiani** ~ So Providence hired you?

**Stephen Sundby** ~ Yes

**Joyce** ~ And by the existing contract that is what Providence had to do. It wasn't our position to hire him.

**HSB Members continued the discussion around Providence hired Administrator**

**M/ Joyce S/ Bradford** motion to refer back to staff

**Upon voice vote, motion passed**

**VIII. DISCUSSION ITEMS** ~ None

**IX. AUDIENCE PARTICIPATION** ~ None

**X. BOARD MEMBERS COMMENTS** ~ None

**Carpenter** ~ None

**Joyce** ~ None

**Reggiani** ~ None

**Bailer** ~ I think there are a lot more people listening to what is going on than what people may think.

**Bradford** ~ I'm all in favor of Stephen working for us. Stephen please be patient with us.

**XI. Executive Session**

**XII. ADJOURNMENT** –

**M/ Bailer S/ Joyce** "I Move to adjourn the meeting."

**Carpenter** declared the meeting adjourned at 8:02pm.

Transcribed by:

**Faith Wheeler-Jeppson**



**Minutes**  
**Community Health Services Board**  
**Library Conference Room**  
**December 8, 2014 – 12:00 PM**  
**Special Meeting**

**I. CALL TO ORDER AND ROLL CALL –**

**Bret Bradford** called the HSB special meeting to order at 12:00 pm. Board members present: **Kristin Carpenter** (telephonically), **Bret Bradford**, **Tim Joyce**, **James Burton**, and **Hayley Hoover**.

A quorum was established.

CMMC staff present: Stephen Sundby, CEO; and Tiffany Varnadoe, CFO

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

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

**III. CONFLICT OF INTEREST** ~ None

**IV. APPROVAL OF AGENDA**

**M/ Carpenter S/ Burton** move to approve the agenda.

**Upon voice vote, Carpenter: yes, Joyce: yes, Bradford: yes, Burton: yes, Hoover: yes Reggiani and Bailer absent, Motion passed 5-0**

**V. APPROVAL OF CONSENT CALENDAR**

Minutes from the September 18, 2014 Special Meeting

Minutes from the October 15, 2014 Special Meeting ~ **moved to VII. (D)**

**VI. REPORTS AND CORRESPONDENCE**

**Administrator's Report**

**Stephen Sundby** reported in **Staffing**, Dr. Sam Blackadar has signed and he will be starting March 2<sup>nd</sup> 2015 as a full-time physician. We're still talking with Dr. Gear, he doesn't want to be here all year, but he's looking at something like a month on month off. I'm talking with two others as well, one is a female Physician's Assistant and the other is a female Physician in New Mexico. Laura Cloward we've hired to replace Tim James as Human Resources Coordinator. We're still looking for Nurses and we have one C.N.A position open right now

**Employee Satisfaction**, we'll be working on getting in a form that we can get back here in a format that works in a meaningful way. The **CT Scanner**, we did receive the \$250,000 from Rasmuson Foundation. There's \$50,000 from Providence, The City has said that they will support to \$225,000, we have a Murdock Charitable Trust for \$250,000 and The Rasmuson for \$250,000. So we're falling about \$150,000 short of funding. We're also going to work on pursuing the USDA for a grant and we're going to look at other ways also. Our **Electronic Health Record**, we actually have TekMate here right now, we're at the part where we're installing the hardware. We're replacing pretty much every computer; we're having 5 new servers put in. We've actually relocated those, they were upstairs in the Business Office, and now they'll be downstairs in B100 on an elevated platform. **Sound Alternatives** has been granted full Joint Commission Accreditation. That was a grant requirement. Generally on a first survey you'll have 30-40 tags, we had six, that's a fairly good achievement.

**President's Report**

**Carpenter** ~ You all were at the meeting last week, from my perspective the next step is working on a contract for Stephen. When we met in October we talked about having a community meeting to talk about the contract with Providence and to hear from the community

because some people felt like the community specifically wanted Providence other people felt like what came out of those meetings was that we wanted third party management. We haven't had that meeting yet, but I have that on the horizon.

### **Finance Report ~ September Financials**

**Tiffany Varnadoe** reported that with all of the Healthland issues that have been going on for the last week and a half that she does not have the profit and loss statement ready. Tiffany said that she has a month to month comparison on her desk and that months can be added to that to show the trends. She spoke to the new system and when that is up and running that the financial information provided will be a lot cleaner.

The HBS Members had a lengthy discussion around the cost for housing for traveling staff.

## **VII. ACTION ITEMS**

**A. Approval of the 2015 CCMC Budget** "I move to adopt the 2015 CCMC Budget."

**M/ Carpenter S/ Hoover**

**Varnadoe** ~ You have all received this before, the only thing that has changed is that the Providence Contract is not in here yet, and at this point Stephen doesn't have a contract yet. I used the State Survey for CEO's in hospitals this size and dropped him (Stephen) into the wages category.

**Upon voice vote, Carpenter: yes, Bradford: yes, Burton: yes, Hoover: yes  
Reggiani and Bailer absent, Motion passes 4-0**

**B. Credentialing and Privileging of Mary Jo Groves, M.D.**

**C. Credentialing and Privileging of Kathleen Myers, M.D./ MPH**

**M/ Burton S/ Hoover** "I move to approve the Credentialing and Privileging of Mary Jo Groves and Kathleen Myers."

**Upon voice vote, Carpenter: yes, Bradford: yes, Burton: yes, Hoover: yes  
Reggiani and Bailer absent, Motion passes 4-0**

**D. October 15, 2014 Special Meeting Minutes**

**Carpenter** ~ Under Finance Report, about the 10<sup>th</sup> line down it reads \$127, it should read \$127,000.

**M/ Carpenter S/ Burton** "I move to adopt the minutes from the October 15, 2014 Meeting."

**M/ Carpenter S/ Burton** "I move to amend the minutes as discussed."

**Upon voice vote, Carpenter: yes, Bradford: yes, Burton: yes, Hoover: yes  
Reggiani and Bailer absent, Amendment passes 4-0**

**Upon voice vote, Carpenter: yes, Bradford: yes, Burton: yes, Hoover: yes  
Reggiani and Bailer absent, Main motion passes 4-0**

## **VIII. DISCUSSION ITEMS ~ None**

## **IX. AUDIENCE PARTICIPATION**

**Patty Kallander, 302 Orca Inlet Drive**, I'm hearing a lot out in the community about your decision to end the Management Agreement with Providence, that's a pretty scary thing for a lot of people. I don't have anything against Stephen Sundby, I've worked with him professionally and as a member of the Advisory Board for Sound Alternatives. And he's proved in the interim that he can do the job. But somehow you've got to convince the community and me that this isn't going to turn into what it was years ago. Please convince the community that we're not going to go back to the way that it was, and that

we're not going to lose Providence. We need Providence to oversee the healthcare in our community. We need to convince these people that 3 months of their lives in 2010 was not a waste. Years ago, there was an initiative to purchase property and build housing on the lot at the bottom of Wolf Hill. Our City Lobbyist has a great file on if you want to take a look. But under the new Mayor this got dropped and I want to know why. So, I want you to revisit that, and quit wasting money.

**X. BOARD MEMBERS COMMENTS**

**Carpenter** ~ Thanks to Tiffany for all of her work on the budget and for wrestling with the Healthland thing, it would be pretty easy just to give up and say this isn't working. And Thank you Patty for coming in and relaying your comments and concerns to us.

**Burton** ~ I'm glad you showed up Patty, I've heard the same things. On the budget stuff, I'm glad to see that we're on the right side of zero.

**Hoover** ~ I appreciate your comment Patty, It's hard to know what the best decision for the community is.

**Bradford** ~ I share some of the same concerns that Patty does, I've heard some of the same things out in the community about the Providence issue. The majority of the outcry that I've heard is "We like Providence" "We want Providence." Also, three or four years ago we heard about some grant funding from the State to build a four-plex that we would operate, and like you said it just kind of slipped through the cracks.

**XI. Executive Session**

**XII. ADJOURNMENT –**

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

**Bradford** declared the meeting adjourned at 1:05pm.

**Transcribed by:**

**Faith Wheeler-Jeppson**

**Minutes  
Community Health Services Board  
Library Conference Room  
January 8, 2015 – 6:00 PM  
Regular Meeting**

**I. CALL TO ORDER AND ROLL CALL –**

**Kristin Carpenter** called the HSB special meeting to order at 6:00 pm.  
Board members present: **Kristin Carpenter, David Reggiani, Tim Joyce (telephonically) and Hayley Hoover.**  
A quorum was established.  
CCMC staff present: Stephen Sundby, CEO; and Tiffany Varnadoe, CFO

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

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

**III. CONFLICT OF INTEREST ~ None**

**IV. APPROVAL OF AGENDA**

**M/Reggiani S/Hoover** "I move to approve the agenda."  
**Upon voice vote, motion passes 4-0.**

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

**VI. REPORTS AND CORRESPONDENCE**

**Administrator's Report**

**Stephen Sundby** reported in **Staffing** that Dr. Blackadar will be starting March 2nd. I'm still talking with a physician in New Mexico, and also trying to connect back up with a Physician's Assistant that Dr. Blackadar knows. Dr. Bejes got ahold of me last week; he has contacted a couple of people at CCMC asking how things are going. I'll be calling him back tomorrow and we'll see what he's looking for, something as a Locum or more long term. We're still looking for Nurse's and for CNA's. As you all know we used to train CNA's, but we can't do that now because of our last survey.

**Carpenter** asked if there was a time limit. **Sundby** responded that the State gave us two years. What I'm hoping is that when they come back this year to do the Long Term Care survey that maybe we won't have to wait to whole two years. In the **Financials Sundby** updated the Board members that the last payment was made to Medicaid for \$107,000 a week and a half ago. So now the \$807,000 that we owed to Medicaid is all paid back. The **Employee Satisfaction** results will be shown to employees at the next All Staff meeting at the end of this month. At the next Health Service Board meeting we're hoping to have some aggregate data to present to you. Nothing new on the **CT scanner**, although were still working on the USDA to see if there is some money there. I've been talking with Randy about putting an RFP out so we can get the CT project started. We are still looking at ways to bring the cost down where possible. We're looking at getting the hardware in for the **Electronic Health Record** and Tiffany has started on the process of the software. It's becoming very labor intensive for her, but we are moving forward on that. Tiffany Varnadoe reported that we should be live by the beginning of May.

**Reggiani** ~ A question for our Administrator, we have an Action Item on our Agenda for Credentialing and Privileging, can you summarize and provide an overview of the review process and recommendation process of the Credentialing and Privileging before they get to our table?

**Sundby** ~ Yes, the provider fills out a whole packet and they send it back to Laura (Cloward) like Tim James used to do. They do the checks in all the different areas, I know they have a background check, a state background check, a license check to make sure there license is there and a reference check. And actually this one is a good example, because Dr. Dudley put a stipulation on this one that it's good through February 3rd because due to the holidays some of the reference checks didn't come back yet. I look over the packet, and Dr. Dudley looks over it and then everything that Laura Cloward looks through to make sure that we get all of that information.

**Reggiani** ~ Providence is managing CCMC right now, so Sean, why isn't Providence involved in the process?

**Sean McCallister** ~ It is an additional service that the Medical Center could purchase from Providence and certainly we've made that an option. But, as long as we feel that the risk level is at an acceptable level we're comfortable with the small hospitals doing it themselves. Among the Providence small hospitals, Valdez for the most part does it on their own, same with Kodiak. Seward has our Anchorage team doing their credentialing.

**Reggiani** ~ So it's your opinion that our existing management contract doesn't cover this?

**McCallister** ~ That's correct, not specifically that Providence will provide credentialing.

**Reggiani** ~ I don't mean the credentialing, I mean the review process.

**McCallister** ~ Stephen and I vet every candidate, every hire, and every provider that comes through the medical center there. It's primarily done locally and then in conjunction with CCMC's Medical Director, Dr. Dudley. So yes, Stephen and I do discuss and vet every person that comes through but it doesn't go through a Providence body or team.

**Reggiani** ~ So, the recommendation that's coming forward is coming from who the Acting Administrator?

**McCallister** ~ And the Medical Director, that's correct.

**Reggiani** ~ Ok, thank you.

**Carpenter** ~ Maybe at this point we could hear from Randy (Robertson and Sean)

**Randy Robertson** ~ Mr. McCallister and I met last Friday along with Holly Wells, Amy Limeres, Mike and Lisa with Providence were on the phone and the essence of it is that the existing contract is not being followed by either party. The Acting Administrator is already in the PERS system as the Executive Director of Sound Alternatives. If that umbrella can be extended within PERS that would capture and take the PERS issue out of the way. Amy seems to feel that the PERS Board probably wouldn't have a terrible time with that because the contribution is made. That takes us back to the original model of the first draft contract. Whether it goes that way or not, we're going to meet again in two weeks and I'll let Sean talk about what the Providence people want.

**McCallister** ~ Thank you Randy, I think Randy very clearly articulated what occurred and I think it was a very productive meeting. We really took to heart the feedback that we received at the December 17th City Council Meeting from Mr. Reggiani and other members of the community. We talked about some kind of hybrid solution and thinking outside the box. That's where the City attorneys are investigating and exploring the option of bifurcating Stephen's responsibilities and roles, one of the Executive Director of Sound Alternatives, the other being the hospital Administrator. Your (City) attorneys are currently working on that. On the Providence end, I'm working directly with Stephen this week and

next week to really clearly define what's going on and what we may need to do in the future. On the Providence end we're working on a draft agreement that would clearly define the contract moving forward. We really want to find a way to support Cordova to the extent that would satisfy all of you in the community and work for Providence. The existing agreement doesn't expire until the end of 2015, but all of the attorneys agree that we need to push for a solution within the next 4-6 weeks and that's the current status.

### **President's Report**

**Carpenter** reported that

#### **Finance Report** ~ October Financials

**Tiffany Varnadoe** reported that **Patient Services Revenue** is below budget, swing beds are up, Long Term Care is down, and our Clinic visits are up. Outpatients are down a bit. **Cost Recoveries**, Grants were not brought forward from the prior fiscal year, I had to book it. **Expenses** are trending about the same, Wages will be dropping, and Agency Staff will increase. Taxes and Benefits are trending right along. **Professional Services**, I just wanted to point out that our Professional Other that we usually talk a good deal about. I just want to define 'other' that's our Audit, Cost Report, Collection Agency fees, Coding, Lab fees, Surveys and such. **Minor Equipment** is rather insignificant. **Supplies** came in less than budget, that's one place that we're doing some cost containment in our supplies. Food, this is an area that we've really focused in on trying to do some cost containment in. **Repair and Maintenance** is under budget, we went for a while without a Facilities Manager, and we now have one on staff. Our **Rent and Lease** is way over budget. **Utilities** are right on target. **Travel and Training** is right on target. Our **Facility Insurances** are about \$9,000 under budget. **Other Expenses** is kind of a catch all category covering Dues and Subscriptions, Licenses and Taxes, Bank Fees, Survey Fines, and any other service charges.

## **VII. ACTION ITEMS**

### **A. Credentialing and Privileging of Dr Douglas Nicholson, D.O.**

**M/Hoover S/Joyce** "I move to approve the Credentialing and Privileging of Dr. Douglas Nicholson, D.O."

**Reggiani** ~ I just want to follow up again with Sean, is there a recommendation from Providence on this one? You said earlier that this one had been vetted and I'm not sure what that means.

**Sean McCallister** ~ I have worked with Stephen. I've spoken with Dr. Nicholson twice and we've checked out everything in the process and I personally support him being credentialed and privileged at the hospital.

**Sundby** ~ I think Dr. Dudley put a stipulation to receive references within the next 30 days.

**Reggiani** ~ I'm not sure what that means recommending a year, but we don't have references and we need references within 30 days. But then what happens?

**Sundby** ~ If we weren't to get the appropriate references by February 3<sup>rd</sup>, we would have to find somebody else to cover because there were a couple of references that didn't come back because of the holidays.

**Reggiani** ~ My preference would be to wait for the thirty days and wait for the references.

**McCallister** ~ We do provisional in our other facilities, we try not to make a habit of it but it does happen especially in a case like this when we ran into the holidays. Or when we've scheduled somebody and they've backed out at the last minute.

**Sundby** ~ Under the Bylaws, when we have to get somebody in quick the Administrator can approve for 14 days and we've done that. That's what he's operating under right now. But if this doesn't go then after the 14 days is up he won't be allowed to practice, so we would have to quickly find someone else to fill in.

The Health Service Board continued discussions around the credentialing and privileging.

**M/Reggiani S/Hoover** "I move to refer the credentialing and privileging packet of Dr. Nicholson back to CCMC Staff."

**Reggiani** ~ I'd like to speak to the motion, I'm very uncomfortable being put into this position where I have to manage or even have an effect of managing the hospital and assuming or managing risk. If I'm sitting in this chair again I don't want to have these kinds of things come to this table when it's not properly vetted or references checked. That's why I made the motion to refer back to staff.

HSB has chosen Monday, January 12, 2015 at 12:00pm for a Special Meeting.

**Motion passed 4-0**

**VIII. DISCUSSION ITEMS** ~ None

**IX. AUDIENCE PARTICIPATION** ~ None

**X. BOARD MEMBERS COMMENTS**

**Carpenter** ~ We are going to be schedule a workshop for the community to weigh in about the management services and the relationship that we have with Providence and hear from folks that haven't chimed in so far. And then we'll be meeting on Monday for the Credentialing packets. And thank you to Tiffany.

**Reggiani** ~ As you know, I have resigned as Secretary, and I think you should have an election next meeting for the Secretary.

**Hoover** ~ No comment

**Joyce** ~ I don't know if the Board took action on that, maybe it should be an action on the next HSB Meeting.

**XI. Executive Session** ~ None

**XII. ADJOURNMENT** -

**M/Reggiani S/Hoover** Move to adjourn the meeting.

**Carpenter** declared the meeting adjourned at 7:00pm.

**Transcribed by:**

**Faith Wheeler-Jeppson**



**Minutes**  
**Community Health Services Board**  
**PT Conference Room**  
**January 12, 2015 – 12:00 PM**  
**Special Meeting**

**I. CALL TO ORDER AND ROLL CALL –**

**Kristin Carpenter** called the HSB special meeting to order at 6:00 pm.

Board members present: **Kristin Carpenter, Hayley Hoover, David Reggiani** (telephonically), **Tim Joyce** (telephonically), and **Tom Bailer** (telephonically).

A quorum was established.

CCMC staff present: Stephen Sundby, CEO; Tiffany Varnadoe, CFO; Margarita Moore, DON; Randy Apodaca, OT/Lab Manager

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

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

**III. CONFLICT OF INTEREST ~ None**

**IV. APPROVAL OF AGENDA**

**M/Joyce S/Bailer** "I move to approve the agenda."

**M/Hoover S/Joyce** "I move to amend the Agenda to remove Action items C & D the Recredentialing and Privileging of Dr Gary Van Winkle and the Recredentialing and Privileging of Dr. Kristel Rush to a later date."

**Vote on amendment: 5 yeas, 0 nays. Carpenter-yes; Reggiani-yes; Joyce-yes; Bailer-yes and Hoover-yes. Motion passes 5-0.**  
**Absent: Bradford and Burton**

**Vote on main motion: 5 yeas, 0 nays. Carpenter-yes; Reggiani-yes; Joyce-yes; Bailer-yes and Hoover-yes. Motion passes 5-0.**  
**Absent: Bradford and Burton**

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

**VI. REPORTS AND CORRESPONDENCE**

**Administrator's Report** ~ None

**President's Report** ~ None

**Finance Report** ~ None

**VII. ACTION ITEMS**

**A. Credentialing and Privileging of Dr. Douglas Nicholson, D.O.**

**M/Joyce S/Hoover** "I move to approve the Credentialing and Privileging of Dr. Douglas Nicholson, D.O."

Reggiani ~ Requested that the Health Service Board continue to receive Providence's recommendations for Credentialing and Privileging.

**Vote on motion: 5 yeas, 0 nays. Carpenter-yes; Reggiani-yes; Joyce-yes;**

**Bailer-yes and Hoover-yes. Motion passes 5-0.**

**Absent: Bradford and Burton**

**B. Recredentialing and Privileging of Dr. James Dudley, M.D.**

**M/Hoover S/Joyce** "I move to approve the Credentialing and Privileging of Dr. James Dudley, M.D."

**Vote on motion: 5 yeas, 0 nays. Carpenter-yes; Reggiani-yes; Joyce-yes;**

**Bailer-yes and Hoover-yes. Motion passes 5-0.**

**Absent: Bradford and Burton**

**VIII. DISCUSSION ITEMS ~ None**

**IX. AUDIENCE PARTICIPATION ~ None**

**X. BOARD MEMBERS COMMENTS**

**Reggiani** ~ Asked when the next HSB Meeting is.

**Joyce** ~ Suggested that the HSB meet again right before the next City Council Meeting on January 21, 2015.

**XI. Executive Session ~ None**

**XII. ADJOURNMENT –**

**M/Hoover S/Joyce** Move to adjourn the meeting.

**Carpenter** declared the meeting adjourned at 12:17pm.

**Transcribed by:**

**Faith Wheeler-Jeppson**



Kristin Carpenter, Chair, Cordova Community Health Services Board  
602 Railroad Ave  
PO Box 1210  
Cordova, AK 99574

March 11, 2015

Dear Ms. Carpenter:

On behalf of Providence Health & Services Alaska, I recommend that as a function of its responsibility as a governing board, the Cordova Community Health Services Board (HSB) approve credentialing / recredentialing and privileging for the following medical providers:

- A. Recredentialing and Privileging of Providence e-ICU
- B. Credentialing and Privileging of Dr. Charles Blackadar, M.D.
- C. Recredentialing and Privileging of Dr. Gary VanWinkle, M.D.
- D. Recredentialing and Privileging of Dr. Kristel Rush, M.D.

Sincerely,

A handwritten signature in black ink, appearing to read "Sean McCallister", with a long horizontal flourish extending to the right.

Sean McCallister  
Operations Administrator  
Critical Access Hospitals  
Providence Health & Services Alaska

CC:  
Stephen Sundby, CCMC Interim Administrator