



**AGENDA**  
**COMMUNITY HEALTH SERVICES BOARD**  
**Library Conference Room**  
**REGULAR MEETING**  
**April 2, 2014 at 5:30pm**

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

President

Vacant

Vice-President

EJ Cheshier

term expires 03/15

Secretary

David Reggiani

term expires 08/15

Board Members

Bret Bradford

term expires 03/15

Tim Joyce

term expires 03/17

Kristin Carpenter

term expires 04/16

James Burton

term expires 03/15

Tom Bailer

term expires 03/17

Administrator

Theresa L. Carté

**I. OPENING**

**A.** Call to Order

**B.** Roll Call – EJ Cheshier, David Reggiani, Bret Bradford, Tim Joyce, Kristin Carpenter, James Burton and Tom Bailer.

**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**

**A.** Minutes from the February 19, 2014 Special Meeting **Pgs 1-3**

**VI. REPORTS AND CORRESPONDENCE**

**A.** Administrator's Report **Pgs 4-6**

**B.** President's Report

**C.** Finance Report - None

**VII. ACTION ITEMS**

**A.** Credentialing and Privileging of Dr. Alberta Laktonen

**B.** Credentialing and Privileging of Dr. Peter Mjos

**C.** Election of Officers

**D.** Resolution to Update the CCMC check signers **Pg 7**

**VIII. DISCUSSION ITEMS**

**A.** Employee Satisfaction

**B.** Quality Report **Pg 8**

**C.** CT Scanner update

**D.** Sound Alternatives application to the Joint Commission

**E.** Financial Audit review

**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  
February 19, 2014 – 6:00 PM  
Special Meeting**

**I. CALL TO ORDER AND ROLL CALL –**

**David Allison** called the HSB special meeting to order at 6:00 pm. Board members present: **David Allison, Bret Bradford, E.J. Cheshier and Tim Joyce.**

A quorum was established.

CCHMC staff present: **Theresa Carté**, CEO and **Stephen Sundby**, Director, Sound Alternatives and **Tim Kelly**, CFO.

**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/Bradford** move to approve the agenda.

**Upon voice vote, Motion passes 4-0.**

**V. APPROVAL OF CONSENT CALENDAR**

**M/Joyce S/Cheshier** move to approve the minutes.

Minutes from January 15, 2014 Special Meeting

**Upon voice vote, Motion passes 4-0.**

**VI. REPORTS AND CORRESPONDENCE**

- **Administrator's Report –**

**Theresa Carté** reported on **Staffing** that CCHMC has filled the following permanent positions Physical Therapy, Staff Accountant, Occupational Therapy Asst. and a Medical Lab Tech. At my last report we had 7 travelers and we now have 4 (reduced by 2 Nurses, 1 NP, 1 Lab Tech, 1 PT and we added 2 CNA's). The next **Employee Satisfaction Survey** will be held in October. Tim James has a team of volunteers who are working to create an action plan to make employee identified improvements. **Quality and Patient Safety**, we were unable to fill the role of Quality Improvement and Patient Safety Coordinator. We've put that role on hold while actively recruiting for a new Director of Nursing, that individual will have the option on filling that position based on their vision for the nursing department. Around the **Facility**, we've completed the renovations on a vacant, unused patient room. It is now ready for a resident or other patient use. The Ambulance bay door has been repaired. HVAC repairs are still underway. We've seen significant improvements in the air handling and room temperatures as a result of the work so far. We are moving forward with **CT Scanner** Task 200 with Spark Design as approved by the Health Services Board and City Council.

**President's Report** – None

**Finance Report** – Finance Report (Statistics and P&L Report) Full Year 2013

**Tim Kelly** – Calendar year 2012 and 2013 as you can see in Acute average daily is up and Swing bed is up. We've tried to talk some people that come in to the ER to go to the Clinic instead to save them a little money. Lab, X-ray test are down a little bit and Observations are down a little bit. Our total Outpatient visits over the last 5 years are continually going down, that may have something to do with the gradual population decline and/or Ilanka's Clinic. Our Net Operating Loss is at about 1/3 of what it usually is and that's indicative of the increase in Net Patient Service Revenue.

**VII. ACTION ITEMS**

**A.** Resolution of support for CT Scanner

**M/Joyce S/Bradford** "I move to approve the Resolution of the Health Services Board of the City of Cordova, Alaska, supporting the application to the Rasmuson Foundation for a Tier 2 grant for the purpose of implementing a CT Scanner at the Cordova Community Medical Center."

**Upon voice vote, Motion passes 4-0.**

**B.** Recredentialing and Privileging of Dr. Susan Beesley.

**M/Joyce S/Bradford** "I move to Recredential and Privilege Dr. Susan Beesley, Dr. Joseph DelZotto and Dr. David Pedigo."

**Upon voice vote, Motion passes 4-0.**

**C.** Recredentialing and Privileging of Dr. Joseph DelZotto. *See motion above*

**D.** Recredentialing and Privileging of Dr. David Pedigo. *See motion above*

**VIII. DISCUSSION ITEMS**

**A.** City of Cordova/PHSA Management Agreement

**Sean McCallister** reported that a matrix was developed that is the Annual Review of Providence-Cordova Management Agreement. The idea was to pull out all of the commitments, there were 19 total throughout the agreement. We went through and summarized, commented, put statuses on those and provided supporting documentation. You can see that there is a lot of green (completed work) and we've fulfilled the majority of the commitments. We have one or two that are yellow (in progress or partially complete). And one which is in red (incomplete) however I believe an Ordinance was passed that said that we did not need to complete that one necessarily. And the supporting documents are the Compliance document; there is a summary of the services that Providence has provided; Ordinance 1106 and an update on the 120 Day Plan.

**B.** Administrator Review \* (Executive Session)

**C.** CCMC Financial Audit review ~ defer the Financial Audit discussion until the next Regular Meeting

**IX. AUDIENCE PARTICIPATION** - None

**X. BOARD MEMBERS COMMENTS** - None

**XI. EXECUTIVE SESSION \***

**A. Administrator review**

**M/Joyce S/Bradford** “I move to go into Executive Session for the subjects that tend to prejudice the reputation and character of any person, provided that the person may request a public discussion and that would be the evaluation of the hospital Administrator.”

David Allison called the meeting back in Regular Session at 7:36pm

**XII. ADJOURNMENT –**

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

**Allison** declared the meeting adjourned at 7:39pm.

**Transcribed by: Faith Wheeler-Jeppson**

DRAFT



# Cordova Community MEDICAL CENTER

P.O. Box 160, 602 Chase Ave, Cordova, AK 99574-0160; Phone: (907) 424-8000; Fax: (907) 424-8116

## ADMINISTRATOR'S REPORT TO THE HEALTH SERVICE BOARD

*April 2, 2014 Regular HSB Meeting*

Date of Report: March 28, 2014

### **Staffing**

We have hired the following employees since our last Board meeting (2/19/2014).

- 1) Nicole LaBarge, RN

We have the following travelers at this time. We still have 4 travelers at my last report. We have released 2 apartments which will reduce our costs.

- 1) 1 night Nurse
- 2) 2 CNAs
- 3) 1 Physician

Status of open positions and transitions:

- 1) DON – We have interviewed 3 candidates for the DON position. One was interviewed 3/27/14. No hiring decision has been made yet. We are using Delta Recruiting to help with filling this position.
- 2) CFO – We have made an offer which was accepted for a new CFO. Tiffany Varnadoe will be joining our team on April 14<sup>th</sup>. Tiffany most recently worked for the last 9 years as CFO and Facilities Director for Ogeechee Area Hospice in Georgia. She also brings 10 years of experience as an Accounts Receivable Manager for Anne Maria Nursing Home. Tiffany will be relocating to Cordova with her husband and 3 children.
- 3) Physician – We have 4 physicians who have expressed interest in a permanent position with CCMC. One of them will be doing a Locum Tenens assignment with us this summer over several months. One other was here many years ago for consideration of a position; however, she does not meet the qualifications for our facility. The third is still in Residency but would like to be considered for a position in 2015. The fourth is Dr. Curt Bejes, who has been interviewed and is not

ready to relocate to Cordova at this time. He loves Cordova and CCMC; we are still looking at innovative ways to get him here. He has done 2 locums assignments with us and we continue to feel he is a good fit for our hospital and the community.

- 4) Clinic Nurse – Gladah Hicks is retiring after over 26 years of committed service to our community. Kari Collins has accepted that position and has been cross training with Gladah.
- 5) Nurse – With Kari's transition to the Clinic, we now have an open position for nights. We have several interested nurses who are directly out of school. We do not have a process for training new nurses at this time and are looking for a nurse to fill this position.
- 6) CNA – We have one open position and expect to be able to hire someone from the current CNA class.

### **Employee Satisfaction**

The team will be reporting today on the work they've completed and their plans for the rest of the year.

### **Quality and Patient Safety**

We had an unannounced CMS State Survey of our Long Term Care facility the week of March 24<sup>th</sup>. The preliminary results will be shared in the Quality Report later on the agenda.

### **Facility**

- New chiller installed to keep the lab cool year round. The fans have been removed and we are removing the small A/C that had been installed. The new system is working great and will ensure consistent data out of our laboratory.
- HVAC repairs are still underway. Siemens was here for several weeks to replace the valves in the HVAC system. They completed the check on the hospital chiller and found that it can be repaired. We are now waiting for a quote to make those repairs.

### **CT Scanner**

Stephen Sundby has added this topic to the agenda and will be reporting on it later.

### **Electronic Health Record (EHR) – Healthland Centriq**

No updates from last month.

### **Other topics**

- The hospital participated in the Alaska Shield Statewide Emergency Preparedness Drill. We successfully evacuated 7 “Residents” to an alternate care site (Ilanka Community Medical Center). We were less successful at getting our supplies for the Acute patients to the alternate care site at the Little Chapel. We had a fun time and learned a lot. We will

be updating our plans based on the drill. A big Thank You to Vivian Knop for all her efforts on coordinating this for the hospital

**Community Health Services Board  
Resolution**

**A RESOLUTION OF THE CORDOVA COMMUNITY HEALTH SERVICES BOARD  
OF THE CORDOVA COMMUNITY MEDICAL CENTER DESIGNATING THE  
RESPRESENTATIVES AUTHORIZED FOR SIGNING CHECKS, NON-CHECK  
PAYROLL TAX PAYMENT, AND CASH TRANSFERS FOR CORDOVA  
COMMUNITY MEDICAL CENTER.**

**WHEREAS**, the Cordova Community Medical Center checking accounts for the general fund, payroll fund, grant fund and nursing home patient trust accounts, require two (2) signatures; and

**WHEREAS**, CCMC investment accounts, funded depreciation accounts, and malpractice trust accounts require the Administrator and one (1) Board Officer's original signatures, and

**THEREFORE, BE IT RESOLVED THAT,**

1. All checks issued require two signatures; that checks exceeding \$5,000.00 for expenditures other than non-operational monthly expenses, i.e. payroll taxes, insurance, PERS contribution, etc, require at least one (1) Health Service Board Officer's signature, and that non-check payroll tax payments and cash transfers from the general checking account to the payroll checking account require only one (1) signature.
2. The Health Services Board authorizes the following individuals to act as check signers on the above-mentioned accounts:

Vice-President	E.J. Cheshier
Secretary	David Reggiani
Member	Bret Bradford
Member	Kristin Carpenter
Administrator	Theresa Carté
SA Director	Stephen Sundby

**PASSED and approved this 2<sup>nd</sup> day of April 2014**

Board Signature: \_\_\_\_\_ Date: \_\_\_\_\_





P: (907) 424-8000 | F: (907) 424-8116  
P.O. Box 160 | 602 Chase Ave., Cordova, AK 99574-0160

## Quality Report April 2014

CCMC had their annual Long Term Care CMS State Survey the week of March 24<sup>th</sup>. This is an unannounced survey that occurs each year. We hosted 3 State Surveyors and 1 Federal Surveyor from Monday, March 24<sup>th</sup>, through Thursday, March 27<sup>th</sup>.

We will receive a written report within the next 10 working days (Monday, March 31<sup>st</sup>, is a holiday for the State so that will not count as one of the working days). We will then have 10 calendar days to respond with a Plan of Correction (POC) to the State.

There was one Immediate Jeopardy (IJ) identified during this survey. An Immediate Jeopardy is an incident identified by a Surveyor as potentially putting the health and safety of a Resident at risk. The IJ was around correctly following a physician order for a Resident's diet to reduce risk of choking. The Interim Director of Nursing (DON) was called in and put in place corrective actions immediately. There was work done by the team, led by the Interim DON, to create a complete plan of abatement for the IJ which was accepted by the Survey team before they departed. The Interim DON and other designated nursing staff have been training all nursing staff (Certified Nursing Assistants and RNs) on new procedures to ensure the abatement plan will be successful.

Without having the full written report I do not yet know the number of tags we will receive. However, we have a list of items that we will be working on Plans of Correction for immediately. The areas impacted are:

- Dietary – Kitchen has several items needing corrections
- Facilities – Floors need to be cleaned around edges of two rooms
- Nursing (these will be itemized in their report)
- Administration (Leadership for Nursing, Quality)
- Infection Control
- Human Resources