

Minutes
Community Health Services Board
Cordova Center – Community Rooms A
May 12, 2016 at 7:00pm
Regular Meeting

I. CALL TO ORDER AND ROLL CALL –

David Allison called the HSB special meeting to order at 7:00pm. Board members present: **David Allison, Tim Joyce, Tom Bailer, Robert Beedle and James Wiese.**

A quorum was established. 6 members present; 1 member absent.

CDCM staff present: Olinda White, Interim CFO, Mary Rios, Interim DON, Kim Wilson, HR Coordinator and Kevin Byrd, Radiology Tech.

II. APPROVAL OF AGENDA

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

Vote on motion: 5 yeas, 0 nays, 2 absent. Burton-Absent; Allison-yes; Joyce-yes; Beedle-absent; Bailer-yes; Hallquist-yes and Wiese-yes. Motion was approved.

III. CONFLICT OF INTEREST ~ None

IV. COMMUNICATIONS BY AND PETITIONS FROM VISITORS ~ None

- **Guest Speakers**
- **Audience Comments**

V. APPROVAL OF CONSENT CALENDAR

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

Allison – I would like to remove NSG 142, NSG 155 and NSG 156 from the Consent Calendar and list them as #2 under Action Items.

Vote on motion: 5 yeas, 0 nays, 2 absent. Burton-Absent; Allison-yes; Joyce-yes; Beedle-absent; Bailer-yes; Hallquist-yes and Wiese-yes. Motion was approved.

VI. APPROVAL OF MINUTES

M/Bailer S/Joyce “move to approve the minutes from the March 21, 2016 Worksession, March 22, 2016 Worksession and the April 11, 2016 Worksession.”

Vote on motion: 5 yeas, 0 nays, 2 absent. Burton-Absent; Allison-yes; Joyce-yes; Beedle-absent; Bailer-yes; Hallquist-yes and Wiese-yes. Motion was approved.

VII. REPORTS OF OFFICERS and ADVISORS ~ None

President’s Report ~ Allison stated that the bylaws and City Code were included and ask you can all see going through them, there are conflicts. City Code trumps the Bylaws where there is a conflict.

Administrator’s Report ~ Allison asked about the C.N.A. Class. Olinda had responded that 6 people had registered to take the class but apparently 12 registrants was the minimum requirement to hold the class. Allison stated that it may have been worth it to look into paying for the additional 6 credits in order to hold the class and have 6 more local C.N.A’s.

Medical Director’s Report ~ None

Sound Alternatives Report ~ None

Finance Report ~ Olinda reported that they ended up a little better than she had expected. Contractuals and Bad Debt went up a little. Expenses are down about \$20,000 for the month, but up approximately \$70,000 for the year. Marty has all of the information that he needs for the cost report.

The Board continued with a more detailed discussion regarding the monthly financial materials provided.

Quorum Report ~ Ron Vigus stated that they have four CFO candidates and they will be talking with Randy Robertson and Noel Rea next week about the candidates. Randy Robertson encouraged Ron Vigus to reach out and include Scot Mitchell in the decision regarding the CFO candidates.

VIII. CORRESPONDENCE ~ None

IX. ACTION ITEMS

1. Resolution to update CCMC Authorized Check Signers

M/Joyce S/Bailer "move to approve the Resolution of the Cordova Community Health Services Board of the Cordova Community Medical Center Designating the Representatives authorized for signing checks, non-check payroll tax payment and cash transfers for Cordova Community Medical Center."

Vote on motion: 5 yeas, 0 nays, 2 absent. Burton-Absent; Allison-yes; Joyce-yes; Beedle-absent; Bailer-yes; Hallquist-yes and Wiese-yes. Motion was approved.

2. CCMC Policies NSG 142, NSG 155 and NSG 156.

M/Joyce S/Bailer "move to approve Nursing Policies NSG 142, NSG 155 and NSG 156."

Allison stated that the reason why these three policies were pulled from the consent calendar was to note a few housekeeping changes that needed to be made. Policy NSG 142 in item #4 currently stated "they" it should be stated LPN. NSG 155 item #14 reads DONOT, it should be amended to read Do Not. NSG 156 item #4 states followed by "her" signature and should be amended to read followed by Nurses signature.

Vote on motion: 5 yeas, 0 nays, 2 absent. Burton-Absent; Allison-yes; Joyce-yes; Beedle-absent; Bailer-yes; Hallquist-yes and Wiese-yes. Motion was approved.

X. DISCUSSION ITEMS

1. Policy and Procedure Sub-Committee

Allison reported that at this time the hospital has a stack of Policies and Procedures that have already been approved by the Dept. Head and QMC that are waiting for our review and approval. It was suggested that maybe we should have a Policy and Procedure Sub-Committee, but HSB would have to approve them anyway. I suggest that we either have a special meeting or put as many policies and you have ready on the next meeting and we'll get them done and approved.

XI. AUDIENCE PARTICIPATION ~ None

XII. BOARD MEMBERS COMMENTS ~ None

XIII. Executive Session

1. **Personnel** (CEO Contract Discussion and Signature)

At 7:39pm M/Joyce S/Bailer "move to go into executive session for matters, immediate knowledge of which would clearly have an adverse effect upon the finances of CCMC."

HSB Members came out of Executive session at 7:46pm

M/Joyce S/Bailer to direct HSB Chair David Allison to sign the permanent CEO contract with Scot Mitchell.

Vote on motion: 5 yeas, 0 nays, 2 absent. Burton-Absent; Allison-yes; Joyce-yes; Beedle-absent; Bailer-yes; Hallquist-yes and Wiese-yes. Motion was approved.

XIX. ADJOURNMENT –

M/Joyce S/Bailer “I Move to adjourn the meeting.”

Allison declared the meeting adjourned at 7:47pm.

Prepared by: Faith Wheeler-Jeppson