



**AGENDA**  
**CCMC AUTHORITY BOARD OF DIRECTORS**  
**CCMC CONFERENCE ROOM**  
**June 26th 2019 at 6:00PM**  
**SPECIAL MEETING**

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

**Board of Directors**

Greg Meyer exp. 3/22  
Kristin Carpenter exp. 3/20  
Linnea Ronnegard exp. 3/21  
Gary Graham exp. 3/21  
VACANT exp. 3/22

**CCMC CEO**

Randall Draney

**OPENING:** Call to Order

Roll Call – Greg Meyer, Linnea Ronnegard, Kristin Carpenter, and Gary Graham.  
Establishment of a Quorum

**A. APPROVAL OF AGENDA**

**B. CONFLICT OF INTEREST**

**C. COMMUNICATIONS BY AND PETITIONS FROM VISITORS (Speaker must give name and agenda item to which they are addressing.)**

1. Audience Comments (limited to 3 minutes per speaker).
2. Guest Speaker

**D. BOARD DEVELOPMENT**

**E. APPROVAL OF MINUTES**

**F. REPORTS OF OFFICER and ADVISORS**

1. Board Chair Report
2. CEO Report Pgs 1-2
3. Finance Report Pgs 3-5
4. LTC Nursing Report Pg 6
5. CAH Nursing Report Pg 7
6. Quality Improvement/Infection Control Report Pgs 8-9

**G. CORRESPONDENCE**

**H. ACTION ITEMS**

1. Delineation of Privileges for Joan Sutcliffe, MD Pg 10-12
2. Update CCMC Check Signers Pg 13
3. Approval of Resolution to Update Bank of America contacts Pg 14-15
4. CEO Contract

**I. DISCUSSION ITEMS**

1. NVE Meeting
2. CEO Focus

**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**

1. CEO Contract

**M. ADJOURNMENT**

For a full packet, go to [www.cityofcordova.net/government/boards-commissions/health-services-board](http://www.cityofcordova.net/government/boards-commissions/health-services-board)

\*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.

CEO Report to the CCMC Authority Board of Directors  
June 26, 2019  
Randall Draney, CFO (due to Scot's resignation)

### The Big Picture

*Finances remain a priority.* Reimbursement cuts by the State present a serious challenge to CCMC. The proposed cut of 3% from Medicaid reimbursement for skilled nursing facilities and the postponement of a 2% price increase will negatively impact hospital finances. The PERS liability needs to be resolved.

*Meeting with individual board members.* Comments received are as follows:

- Evident system needs to work; billing and collections should continue as a priority
- Better financial management and reporting is needed
- Keep us legal with regulatory agencies
- Effective communications are needed with City, Board, employees, community
- CEO will focus on internal operations; Board will focus on outside relations
- Conduct of board meetings is okay. Perhaps talk about what topics are important to discuss

### CFO planned priorities for July

- Meet individually with key staff and business office staff to re-evaluate job functions and priorities.
- Develop a plan for each key member regarding priorities and deliverables.
- Identify mission critical functions, who is responsible, and what our status is, with plan of correction.
- Improve bank reconciliation process. Improve financial reporting.

### Status Updates

#### **Service:**

#### **Quality:**

#### **Finance:**

- The changing of our electronic clearinghouse from Trizetto to TruBridge is now in process. Finance staff have been going through training in preparation for this change. The transition process will take a few months. . TruBridge is integrated into the Evident system, and should improve our billing processes by allowing us to have "cleaner" claims and reduce the number of denials. All of this will increase our cash flow and reduce the amount of outstanding accounts receivable.
- We have postponed a scheduled site visit in June by various Evident staff members. We are still dealing with significant issues with our EHR system but we determined that a number of problems identified months ago have been remedied. Several key staff were also not going to be present due to vacations.
- Dingus, Zarecor & Associates (DZA) auditors were on-site the first week in June. We are awaiting draft financial statements for 2018 as well as a draft management report identifying areas of recommended improvement.
- Healthcare Consulting Services, LLC has finished our 2018 Medicare cost report. As a result of the cost report, a \$535K has been booked in our financials. When received it is anticipated that the cash will be applied to our PERS liability.
- Noridian Healthcare Solutions, our Medicare intermediary, is in the process of doing a desk audit on our 2017 Medicare cost report. We are responding to various requests for support and documentation.

**People:**

- Scot Mitchell, CEO, has resigned and will be leaving the facility as of June 24, 2019.
- Dr Hanna Sanders has agreed to continue on as Medical Director, even after her transition to live in Washington. She will return back to CCMC on a periodic basis to help manage the nursing home residents and the Medical Director responsibilities, along with possibly covering some ER call shifts.

**Growth:****Community:**

FINANCIAL REPORT TO THE BOARD  
 As of May 31, 2019  
 Randall Draney, CFO

Financial Statements

The financial statements will be presented at the board meeting.

Status of Revenue Cycle Processes

		Perform %	
1	Functioning computer system (financial portion)		
	System reports all charges	80%	no change
	Resolution of numerous issues - working with Evident	50%	no change
	Integration of lab with Quest/CPSI	30%	
2	Staff understands how to use system		
	Unit clerk training on patient registration	95%	up 10%
	Patient registration functioning	95%	up 10%
3	Processes in place that affect revenue cycle		
	Provider enrollment with insurance companies	75%	no change
	Processes between BH, Medical Records, Business office	80%	no change
	Quality oversight (continuous process improvement)	60%	no change
	Chart review for quality and to catch all charges	100%	up 20%
4	Effective billing and collection function		
	AVEC (outsourced billing company) performance	70%	no change
	TruBridge being implemented to finish 7.15.19	40%	up 20%
5	Effective collections on old receivables		
	(Looking for a local person to work receivables and other)	20%	up 10%

# Cordova Community Medical Center Statistics

May, 2019

	31	28	31	30	31	30	31	30	31	30	31	30	31	30	31	Cumulative Monthly		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average				
<b>Hosp Acute+SWB Avg. Census</b>																		
FY 2019	3.5	1.6	1.2	1.4	1.2	1.8	2.1	1.5	2.1	2.0	2.3	2.6	8.9	1.8				
FY 2018	6.4	4.4	4.6	2.8	1.1	1.8	2.1	1.5	2.1	2.0	2.3	2.6	33.6	2.8				
FY 2017	3.1	3.8	4.5	4.5	4.5	3.1	5.3	4.4	4.5	5.6	5.6	5.8	54.6	4.6				
<b>Acute Admits</b>																		
FY 2019	6	0	2	4	2								14	2.8				
FY 2018	12	4	5	4	1	4	5	3	2	0	4	3	47	3.9				
FY 2017	9	7	7	5	4	1	10	6	6	8	2	4	69	5.8				
<b>Acute Patient Days</b>																		
FY 2019	33	0	6	12	7								58	11.6				
FY 2018	32	8	18	9	2	10	16	6	5	0	8	11	125	10.4				
FY 2017	34	23	29	17	10	2	27	13	16	18	6	10	205	17.1				
<b>SWB Admits</b>																		
FY 2019	2	2	0	0	0								4	0.8				
FY 2018	2	1	0	0	0	3	1	1	1	0	0	1	10	0.8				
FY 2017	5	3	2	1	2	0	1	0	0	3	1	1	19	1.6				
<b>SWB Patient Days</b>																		
FY 2019	75	44	31	30	31								211	42				
FY 2018	166	116	124	75	31	43	50	41	57	62	60	70	895	75				
FY 2017	64	84	109	111	111	90	114	124	120	157	163	171	1,418	118				
<b>CCMC LTC Admits</b>																		
FY 2019	2	1	1	0	0								4	0.8				
FY 2018	2	0	0	2	0	0	1	0	0	0	0	1	6	0.5				
FY 2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0				
<b>CCMC LTD Resident Days</b>																		
FY 2019	299	278	308	300	310								1,495	299				
FY 2018	303	278	310	295	310	286	309	310	300	310	300	304	3,615	301				
FY 2017	310	280	310	300	310	300	310	310	300	310	300	310	3,650	304				
<b>CCMC LTC Avg. Census</b>																		
FY 2019	9.6	9.9	9.9	10.0	10.0								49.5	9.9				
FY 2018	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	120.0	10.0				
FY 2017	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	120.0	10.0				
<b>ER Visits</b>																		
FY 2019	31	41	47	54	60								233	47				
FY 2018	46	43	60	46	54	57	78	54	52	33	38	30	591	49				
FY 2017	49	35	47	49	53	55	75	68	53	43	42	35	604	50				

# Cordova Community Medical Center Statistics

May, 2019

31 Jan 28 Feb 31 Mar 30 Apr 30 May 31 Jun 30 Jul 31 Aug 31 Sep 30 Oct 31 Nov 30 Dec 31

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Cumulative Monthly
<b>Outpatient Registrations w/ER</b>													
FY 2019	144	168	170	374	254								1,110
FY 2018	162	158	213	301	235	176	204	198	152	159	147	128	2,233
FY 2017	120	111	138	293	136	146	177	168	145	106	110	94	1,744
<b>PT Procedures</b>													
FY 2019	443	386	438	440	381								2,088
FY 2018	370	221	184	215	295	281	271	408	334	400	424	333	3,736
FY 2017	416	322	497	399	327	296	343	136	206	373	270	178	3,763
<b>Lab Tests</b>													
FY 2019	330	356	198	361	423								1,668
FY 2018	352	290	339	208	269	244	358	269	215	236	285	267	3,332
FY 2017	298	322	284	304	318	283	435	410	337	280	278	305	3,854
<b>X-Ray Procedures</b>													
FY 2019	44	52	83	88	86								353
FY 2018	67	36	58	29	50	59	71	63	39	53	30	30	585
FY 2017	47	43	37	29	42	63	72	57	43	34	41	33	541
<b>CT Procedures</b>													
FY 2019	13	12	13	15	26								79
FY 2018	14	7	16	7	7	14	18	21	9	8	0	0	121
FY 2017	7	7	13	14	12	14	22	15	12	9	8	5	138
<b>CCIMC Clinic Visits</b>													
FY 2019	162	161	144	178	250								895
FY 2018	206	183	203	176	219	190	170	236	241	270	201	152	2,447
FY 2017	212	175	197	188	248	239	217	284	356	283	199	177	2,775
<b>Behavioral Hlth Visits</b>													
FY 2019	62	98	69	60	89								378
FY 2018	111	98	127	114	112	99	126	111	35	84	95	64	1,176
FY 2017	70	98	71	90	88	100	85	109	72	85	84	97	1,049
<b>Retail Pharmacy Scripts</b>													
FY 2019	1,047	956	1,198	1,135	1,184								5,520
FY 2018	864	752	969	1,002	1,072	1,020	1,093	1,047	869	1,150	984	1,048	11,870
FY 2017													989



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**Date:** June 20th 2019  
**To:** CCMC Authority Board of Directors  
**From:** Director of Long Term Care, Kadee Goss RN  
**RE:** Nursing Report

- We still have 10 residents in our Long Term Care Unit
- Safety is still our number one goal in LTC, while providing personalized resident focused care.
- We are officially fully staffed with 4 full time permanent LTC nurses.
- Our staff here at CCMC is dedicated on making this facility the resident's home. They are great at being involved with what food the residents like, what activities they want to be involved in and most of all, every staff member takes the time to visit and build trust with the residents making them feel comfortable and safe.

To: CCMC Authority Board of Directors  
From: Kelly Kedzierski, RN  
RE: June 2019 Nursing Update

- Staffing:
  - Nursing staffing continues to be adequate. We have 6 permanent nursing staff as we recently hired 2 new permanent nurses. We also have 2 traveler nurses. I am excited and proud to announce that one of the travelers has written a letter of intent requesting to sign on as permanent staff as soon as their travel contract is complete!
- Census:
  - LTC census is 10. Currently, we have 1 swing bed occupied.
  - Acute/ED/OBS- For the month of May we had an increase in patients to match the increase in Cordova population.
- The ongoing challenges:

Training-

- There have been bi-weekly meetings with Registration/Unit Clerks to collaborate our efforts in improving registration processes.
- We hold monthly Nursing staff meetings. We address many different topics in these meetings with patient safety being the key focus.
- CCMC has been having all nursing staff, registration and ancillary staff continue education and training in the Evident EHR.

Kelly Kedzierski, RN

CAH-DON



To: CCMC Authority Board of Directors  
From: Kelly Kedzierski, RN  
RE: June 2019 Quality Improvement Report

## **Quality Improvement**

The CCMC team is continuously and consistently working hard to build a healthcare system that focuses on keeping our community healthy, provides appropriate and timely access to excellent healthcare, and provides the right care, at the right time, in the right place, all the while promoting focused improvement.

Currently we are meeting on a monthly basis. The last Quality meeting was held on May 29th, 2019 where we discussed:

- Activities ongoing:
  - Environmental services are actively and aggressively cleaning floors, walls door handles, and all high touch surface areas throughout the entire building.
  - Environment of care rounds are ongoing.
  - Maintenance has been creating work orders from the Environment of care rounds and are current and up to date with completing all work orders.
  - Dietary department has been working on new menu and a faster more efficient food and supply ordering process.
  - Nursing daily chart audits have been successful in viewing proper charges and documentation.
  - Radiology department has some new staff members. Kim sent out an e-mail to both clinics to keep them informed that there should be no delays in patient care. When they have a patient they can send them right over to be registered and radiology will see them immediately. The only delay would be if there is a patient ahead of them which could cause a short delay that they can wait in waiting room for.
  
- Our next Quality meeting will be held on June 26th, 2019.

To: CCMC Authority Board of Directors  
From: Kelly Kedzierski, RN  
RE: June 2019 Infection Control

## **Infection Control**

- The last meeting was held on June 5th, 2019. Our next meeting will be on September 5<sup>th</sup> 2019.  
At our last meeting we discussed the many improvements that are taking place at CCMC which include Senso Scientific probes have been recalibrated and need to be replaced in each freezer and refrigerator. These alarm if the temperature is out of range and all temperatures have been in range this quarter.
- The infection preventionist did a black light test to ensure that the high touch surface areas are being properly cleaned and the results were great. There were no signs of residual powder left behind do to a job done from our environmental services staff!!

**Fun Facts:** According to the Centers for Disease Control and Prevention

- There is no cure for a cold. To feel better, you should get lots of rest and drink plenty of fluids. Over-the-counter medicines may help ease symptoms but will not make your cold go away any faster.
- Antibiotics will not help you recover from a cold caused by a respiratory virus. They do not work against viruses, and they may make it harder for your body to fight future bacterial infections if you take them unnecessarily.



# Memorandum

To: CCMC Authority Board of Directors

From: Randall Draney, CCMC CEO

Subject: Approval of Delineation of Privileges for vRad Radiologist

Date: 6/26/2019

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**Suggested Motion:** “I move that the CCMC Authority Board of Directors approve the Delineation of Privileges for Radiologist Joan Sutcliffe, MD as presented.”

**Cordova Community Medical Center - AK**

**Medical Staff Recommendation & Confirmation**

*Facility's Medical Staff recommends Facility issue radiology privileges to the added Physicians, per each Physician's vRad Delineation of Privileges. The other Physicians named on the roster currently hold active radiology privileges at Facility.*

**Medical Staff has:**

- conducted its own full review of credentials of the added Physicians.
- relied upon the decisions of Telemedicine Entity.

*H Sanders*  
 Authorized Representative of Medical Staff

6/11/19  
 Date

Hannah Sanders MD Medical Director  
 Print Name and Title

**Issuance of Privileges**

*Effective the date signed below, Facility's governing body has issued the added Physicians the same privileges shown on the Physician's Delineation of Privileges received from Telemedicine Entity.*

\_\_\_\_\_  
 Authorized Governing Body Representative

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Name and Title

**Cordova Community Medical Center, AK  
Schedule 1 - List of Physicians**

**Instructions to Facility:**

***If this is the first Schedule***, all Physicians will be “A,” meaning *added* to this Schedule. Please indicate that the Physicians may begin performing Contracted Services for Facility by signing and dating below, and returning either by fax or email. If strike outs are necessary, please make the change and initial it.

***If this is a revised Schedule***, note in your systems any added (“A”) Physicians. Sign and date the form and return it by fax or email. Previously listed Physicians will remain on vRad’s roster until they are removed. Confirm those Physicians are on your local roster. vRad will notify your facility of any removed Physicians via an automated e-mail to your medical staff office. If there are any discrepancies, contact the Physician Services representative via email, below. **As indicated, the Schedule should be signed by duly authorized representatives of the medical staff and the governing body.**

EMAIL: [kayla.fleming@vrad.com](mailto:kayla.fleming@vrad.com)

Telemedicine Entity has issued privileges to the following Physicians and requests confirmation from Facility that each Physician has been issued Facility privileges and is permitted to provide Contracted Services to Facility. Each Physician’s Delineation of Privileges (provided separately) is incorporated herein. Reappointment dates will be based on Telemedicine Entity’s biennial cycle and will be indicated in the Delineation of Privileges.

Name	(A)Added via this Schedule	Name	(A)Added via this Schedule
Allison, Matthew		Anderson, Frederick	
Bloss, Michael		Chang, Scott	
Curtis, Bernadette		Davae, Ketan	
Dutton, Amanda		Edson, Steven	
Faliszek, James		Hecht, Adam	
Jones, Kendall		Kaplan, Richard	
Klein, Jerome		Mitchell, Richard	
Paul, Marc		Pratt, Alan	
Rethy, Michael		Rickman, Christopher	
Robinette, Alison		Runyan, Stephanie	
Schreiner, Virginia		Shkurovich, Sergey	
<b>Sutcliffe, Joan</b>	<b>A</b>	Tedesco, Kurtis	
Vreeland, Thomas		Wong, David	
Ybasco, Albert			



# Memorandum

To: CCMC Authority Board of Directors  
From: Randall Draney, CCMC CEO  
Subject: Update CCMC authorized check signers  
Date: June 26, 2019

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In light of recent organizational changes at CCMC and with the Board it is necessary to update the CCMC Authorized Check Signers to reflect those changes:

To add the following CCMC Employee as an authorized check signer:  
CAH Director of Nursing Kelly Kedzierski

To remove the following CCMC Employee as an authorized check signer:  
CEO Scot Mitchell

To remove the following CCMC Authority Board of Director as an authorized check signer:  
April Horton

The updated list of CCMC authorized check signers will be as follows:

Human Resources Coordinator	Kimberly Wilson
Family Practice Clinic Manager	Tamara Russin
CAH Director of Nursing	Kelly Kedzierski
Board of Directors President	Greg Meyer
Board of Directors Vice-President	Kristin Carpenter
Board Treasurer/Secretary	Linnea Ronnegard
Board of Director	Gary Graham

**Suggested Motion:** “I move to approve the update of the CCMC Authority Board of Directors designating the representatives authorized for signing checks, non-check payroll tax payment, and cash transfers for Cordova Community Medical Center.”



# Memorandum

To: CCMC Authority Board of Directors  
From: Randall Draney, CCMC CEO  
Subject: Resolution to update CCMC authorized contacts for Bank of America accounts  
Date: June 26, 2019

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The Board of Director's grants the following individuals access as authorized contacts for the Bank of America credit card account:

To remove the following CCMC Employee:  
CEO Scot Mitchell

To remove the following CCMC Authority Board officer:  
Board Vice-President April Horton

To add the following CCMC Employee:  
CEO Randall Draney

To add the following CCMC Authority Board officer:  
Board President Greg Meyer

The updated list of CCMC Bank of America as authorized contact will be as follows:

Chief Executive Officer	Randall Draney
Human Resources Coordinator	Kimberly Wilson

Board of Directors President	Greg Meyer
Board of Directors Vice-President	Kristin Carpenter

**Suggested Motion:** "I move to approve the Resolution of the CCMC Authority Board of Directors granting the following individuals access as authorized contacts for the Bank of America account for CCMC. The Board of Directors authorizes Randall Draney, CEO to make necessary changes to add or remove current account holders and/or authorized contact for the Cordova Community Medical Center Bank of America account."

**Cordova Community Medical Center Authority  
Board of Directors  
Resolution**

**A RESOLUTION OF THE CORDOVA COMMUNITY MEDICAL CENTER  
AUTHORITY BOARD OF DIRECTORS DESIGNATING THE REPRESENTATIVES  
AUTHORIZED TO ADD OR REMOVE A CURRENT ACCOUNT HOLDER OR  
AUTHORIZED CONTACT FROM BANK OF AMERICA ACCOUNTS FOR CORDOVA  
COMMUNITY MEDICAL CENTER.**

**WHEREAS**, the Cordova Community Medical Center uses Bank of America credit cards for eligible hospital purchases;

**WHEREAS**, the Cordova Community Medical Center Bank of America account current account holder and/or authorized contact information needs to be updated to reflect the current organization;

**THEREFORE, BE IT RESOLVED THAT,**

1. The Board of Directors grants the following individuals access as authorized contacts for the above-mentioned account:

CEO	Randall Draney
Human Resources Coordinator	Kimberly Wilson

Board President	Greg Meyer
Board Vice-President	Kristin Carpenter

2. The Board of Directors authorizes Randall Draney, CEO to make necessary changes to add or remove current account holders and/or authorized contacts for the Cordova Community Medical Center Bank of America account.

**PASSED and approved this 26<sup>th</sup> day of June 2019.**

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