

**Minutes**  
**Community Health Services Board**  
**Cordova Center – Community Rooms A & B**  
**August 11, 2016 at 7:00pm**  
**Regular Meeting**

**I. CALL TO ORDER AND ROLL CALL –**

**David Allison** called the HSB special meeting to order at 7:01pm. Board members present: **David Allison, Tim Joyce (telephonically), Josh Hallquist and James Wiese. Robert Beedle, James Burton and Tom Bailer were absent.**

A quorum was established. 4 members present; 3 members absent.

CCMC staff present: Scot Mitchell, CEO; Stephen Sundby, Executive Director of Sound Alternatives; Lee Bennett, Interim CFO; and Randy Apodaca, Rehab Services.

**II. APPROVAL OF AGENDA**

**M/Hallquist S/Wiese** “move to approve the agenda.”

**Vote on motion: 4 yeas, 0 nays, 3 absent. Allison-yes; Joyce-yes; Wiese-yes; and Hallquist-yes.**

**Burton-absent, Beedle-absent and Bailer-absent. Motion was approved.**

**III. CONFLICT OF INTEREST ~ None**

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

- 1. Audience Participation ~ None**
- 2. Guest Speaker ~ None**

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

**VI. APPROVAL OF MINUTES ~ None**

**VII. REPORTS OF OFFICERS and ADVISORS ~ None**

**President’s Report** ~ Nothing to report at this time.

**Administrator’s Report** ~ **Scot Mitchell** stated that a couple of items have come up that weren’t on my written report. As the Mayor mentioned earlier about the tragedy that occurred in the community earlier this week. I have to put it out there that I am really impressed with all of the staff at CCMC on the way they responded to the incident was pretty amazing. We had the folks from Sound Alternatives that were in the facility immediately to help with anything that needed to be done there. The Sound Alternatives folks also participated in a Critical Stress Debriefing with the EMS, Fire and Law Enforcement last night. And today we had a Debriefing of the incident itself in regards to the medical aspect of it at the hospital. We had almost two dozen people attend from EMS, Fire Department, Law Enforcement and hospital staff as well. We received quite a few thanks afterward for providing a way to discuss how things went and how things could go in the future. Earlier this week we had an unannounced survey from the Ombudsman’s Office, we did very well. She said that we are one of the best in the state for patient care. The only item that she suggested was that we update and modernize the resident’s dining and activity room to make look more like a home setting rather than an institutional one.

We have an issue with the CT scanner, right now it is completely down. We need to purchase a UPS (Uninterruptable Power Supply). Without one, every time we have a power surge the CT shuts down and goes offline, we then have to call in a Tech to come get it back up and running. The Tech from GE will be here tomorrow to get the CT back up and running. The UPS is a pretty

expensive piece of equipment, it's somewhere in the \$90,000 - \$100,000 range. But it sure beats spending \$12,000 every time they have to come, and I think this is the third or fourth time in 6 months that they've had to come. It's something that we need to get addressed pretty quickly.

I have had discussions with two nurses earlier this week that want to move to Cordova, so we're working on a few things with them. I also spoke with the folks from Prince William Sound Community College about doing some training programs here for our C.N.A's and also Allied Health training programs, plus they have an opportunity to do an Advanced RN training programs that we're looking at as well.

**Joyce** asked if Scot could talk to the rest of the Board a little bit about what we're getting from QHR.

**Scot** stated that in the Administrator's report he has listed out the things that he has reached out to QHR for since he's been here. Ken Ward is also on the phone with us tonight from QHR, he's the Assistant Regional Vice President who has the finance background. We've talked and I think that the biggest area is helping us with the Revenue Cycle opportunities, there are a lot of other things that they bring to the table that can help us. The Quality areas, Purchasing, Policies and Procedures, and Education is a really good opportunity for everybody.

**Finance Report ~ Lee Bennett** went through the Finance Report, some of the highlights from that report were that in June the hospital generated \$903,138 in total patient revenue, this was \$345 less than May but \$133,808 above budget. Deductions from revenue were \$200,412. This was \$18,000 less than May, but \$65,648 above budget. Bad Debts and Contractual Adjustments were both above budget. The Total Operating Revenue was \$860,253. This was \$20,138 above budget. For the month of June the hospital generated a net loss of \$28,476 and on a year to date basis has a net loss of \$425,332.

**Medical Director's Report ~** Nothing to report at this time.

**Sound Alternatives Report ~ Stephen Sundby** reported that Sound Alternatives has been doing a lot in regards to the incident and I've spent quite a bit of time over at the school. What we usually do in times like this is open ourselves up to anyone who needs to talk. We're thinking of having another meeting next week.

Stephen spoke to the board about the grants, informing them that there will be another round of cuts, possibly in December. Sound Alternatives is working on a plan for when the grant goes away.

**Quorum Report ~ Ken Ward** introduced himself to the Board and gave a brief work history. He added that in addition to the QHR update that Scot gave that QHR has posted the CFO position. He has two phone interviews next week and then he will forward them over to Scot. Recruitment is moving along.

**VIII. CORRESPONDENCE ~** None

**IX. ACTION ITEMS ~** None

**X. DISCUSSION ITEMS**

**1. Requested HSB Policy update**

**Scot** stated that he had a phone conversation with the attorney yesterday and they are working on it. After a conversation last week they wanted to make some adjustments and we should have the completed draft by next week or two.

**Joyce** stated that after last week he doubted that we would get what they were looking for. Tim stated that he had drafted a policy and he will email it to Faith tomorrow to forward on to the rest of the HSB members.

### **3. Cash Distribution request**

**Allison** explained to the board that this was the same request as had just been at the City Council Special Meeting. When it was put on the Agenda for the HSB we hadn't decided yet when City Council would be meeting and taking up this issue.

### **4. CCMC Check Signer Availability**

As it is right now, Tim is out of town, Tom is out of town until the 22<sup>nd</sup> and I am leaving tomorrow until the 22<sup>nd</sup> so there won't be any HSB Officers in town for check signing. **Scot** reminded the board members that we have three staff members that are authorized to sign checks, what we could do with HSB approval is allow for two authorized staff members to sign in the event that there are no HSB Officers available.

**M/Joyce S/Hallquist** "I move to approve having two staff members at the Cordova Community Medical Center sign payroll checks for the upcoming payroll period which would be the second pay period of August."

**Vote on motion: 4 yeas, 0 nays, 3 absent. Allison-yes; Joyce-yes; Wiese-yes; and Hallquist-yes. Burton-absent, Beedle-absent and Bailer-absent. Motion was approved.**

**XI. AUDIENCE PARTICIPATION** ~ None

### **XII. BOARD MEMBERS COMMENTS**

**Joyce** ~ No comment, Thank you  
**Hallquist** ~ Thank you staff  
**Wiese** ~ No comment, Thank you  
**Allison** ~ Nothing to add

### **XIII. Executive Session**

#### **1. Review CCMC Legal Issue**

**At 7:45pm M/Joyce S/Hallquist** "move to go into executive session for matters, immediate knowledge of which would clearly have an adverse effect upon the finances of CCMC in regards to a Review of CCMC Legal Issues."

Board went into Executive Session at 7:50pm.

HSB Members came out of Executive session at 8:12pm

### **XIX. ADJOURNMENT –**

**M/Hallquist S/Wiese** "I Move to adjourn the meeting."  
**Allison** declared the meeting adjourned at 8:13pm.