

Minutes
Community Health Services Board
Cordova Center – Community Rooms A & B
September 8, 2016 at 7:00pm
Regular Meeting

I. CALL TO ORDER AND ROLL CALL –

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

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

CCLC staff present: Scot Mitchell, CEO; Stephen Sundby, Lee Bennett, Interim CFO; and Randy Apodaca, Rehab Services.

II. APPROVAL OF AGENDA

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

Vote on motion: 4 yeas, 0 nays, 3 absent.

Motion was approved.

III. CONFLICT OF INTEREST ~ None

IV. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

1. Audience Participation ~ None

2. Guest Speaker ~ None

Tim Joyce arrived at 7:06pm

V. APPROVAL OF CONSENT CALENDAR ~ None

VI. APPROVAL OF MINUTES

1. Minutes from the July 14, 2016 Regular HSB Meeting

2. Minutes from the August 11, 2016 Regular HSB Meeting

M/Bailer S/Wiese “move to approve the minutes from the July 14, 2016 meeting and the August 11, 2016 meeting as presented.”

Vote on motion: 5 yeas, 0 nays, 2 absent.

Motion was approved.

VII. REPORTS OF OFFICERS and ADVISORS ~ None

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

Administrator’s Report ~ **Scot Mitchell** reported that his written report is in the packet. I just returned from the annual ASHNA Conference in Soldotna. This was my first meeting with the Hospital Association, there was over 160 people in attendance. I’d like to tell you briefly about what the association’s priorities are for the upcoming year. Some of the items that they’re focusing on are Healthcare reform, and how it impacts payment issues. An interesting thing that was discussed is called Tribal Claiming, all of the tribal health entities in Alaska have come together to form a contracting entity rather than each village contracting independently. Other priorities are workforce recruitment and retention, quality inpatient safety, behavioral health is another issue that they’re looking at as well.

We did receive a certificate from the Hospital Association for starting our Quality Improvement program up again. One of our Conditions of Participation is that our Governing body has to oversee our Quality Programs.

We have signed on three permanent Nurse's, and we have an interview set up for next week with a CFO candidate.

Tim Joyce asked what we have in the way of cross training in the hospital in the event that someone is out.

Scot replied that in most departments we have people who are cross trained and can step in and help.

Finance Report ~ Lee Bennett went over the June Financial information provided in the packet. Highlights were that 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 \$28,473 and on a year to date basis has a net loss of \$425,332. There are a couple of capital items that have come up are the Lab Blood Bank and the freezer door. A bit of good news is that we have received the tentative settle from the cost report that is \$236,000. Along with that, the retired it back and that provided us with another \$128,000.

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

Sound Alternatives Report ~ Nothing to report at this time.

Nursing Report ~ There will be some turnover in the Nursing Department, Mary Rios has decided to leave the beginning of October. We have contacted Dolly Dryer and she will be coming in to fill the role as the Interim DON. Also, LTC Coordinator Cyndi Casey's contract is coming up and she will be leaving as well, though we don't intend on filling that role as Dolly has done them both in the past.

Quorum Report ~ Ron Vigus reported that they have been doing some work regarding the revenue cycle and the cost report. A CFO Candidate will be coming to Cordova for an interview. We're still working with Materials Management with our GPO.

VIII. CORRESPONDENCE ~ None

IX. ACTION ITEMS ~ None

X. DISCUSSION ITEMS

1. Requested HSB Policy update

2. Tim Joyce Draft Policy

Allison prefaced by stating that there were two versions of the requested communication policy with CCMC staff, those are both in the packet for discussion.

Bailer responded that the simple policy submitted by Mr. Joyce seemed adequate. That he had to read the one done by the attorneys several times and there are a lot of duties for the HSB Secretary.

Joyce stated that he had to read the one submitted by the attorneys a couple times as well, and that in there's there are a lot of duties for the HSB Secretary and any of those not followed would be a grievance.

Allison commented that he thinks that the draft should be reviewed by someone.

Wiese asked Scot who is his designee when he is not at CCMC.

Scot responded that currently Stephen Sundby is covering for him when he is not in the facility. So he would be the representative or designee or whomever he would designate at that time.

Bailer commented that in reading further he is trying to figure out a way to be able to ask the Executive Assistant questions about the packet or the next meeting and still be following the policy.

Scot responded that the way he interprets it that Faith is like the Board representative for making sure that the meeting notices get posted, Agendas, packet and meetings are done. In my

eyes, I don't have a problem with you guys working directly with her on those types of things because that is part of her role to work with the HSB on those things.

Joyce interjected that that is something that can definitely be put into the draft.

Board concurred that Scot Mitchell will include language to the DRAFT Policy to include as an exemption, interactions with the Executive Assistant in regards to the HSB Meetings.

HSB Governance Structure

Scot reported that the attorneys had sent a draft and Mike Hicks the Acting City Manager and I will be meeting with them on Monday to go over the document and changes that need to be made.

The board discussed this further and this item will be coming back for discussion

XI. AUDIENCE PARTICIPATION ~ None

XII. BOARD MEMBERS COMMENTS

Joyce ~ I appreciate the reports that you're putting in the packets and I am looking forward to seeing some emails more often than once a month if you could do that. Also I would like a Special Meeting on Tuesday at 12pm, I think we should establish an election cycle for elections and if we have time we should do elections.

Hallquist ~ Thank you, Lee and your staff for all of your hard work.

Wiese ~ Nothing to add.

Bailer ~ Yes, Thank you.

Allison ~ Nothing to add

XIX. ADJOURNMENT –

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

Allison declared the meeting adjourned at 8:15pm.

Prepared by: Faith Wheeler-Jeppson