

**Minutes**  
**CCMC Authority – Board of Directors**  
**CCMC Admin Conference Room**  
**September 28, 2017 at 6:00pm**  
**Regular Meeting**

**CALL TO ORDER AND ROLL CALL –**

**Kristin Carpenter** called the Board Meeting to order at 6:00pm.

Board members present: **April Horton, Dorne Hawxhurst, Kristin Carpenter,** and **Sally Bennett**

A quorum was established. 4 members present.

CCMC staff present: Scot Mitchell, CEO; Lee Holter, CFO; Tammy Pokorney, CNO, Dr. Blackadar, Medical Director; and Faith Wheeler-Jeppson, Executive Admin Assistant.

There were 2 community members in the audience.

**A. APPROVAL OF AGENDA**

**Carpenter** “move to approve the agenda as amended.”

4 yeas, 0 nay

Motion passed.

**B. CONFLICT OF INTEREST ~ None**

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

**1. Audience Participation ~ None**

**2. Guest Speaker ~ None**

**D. BOARD DEVELOPMENT**

**1. Organizational Scorecard**

**Lee Holter** provided a breakdown of the Organizational Scorecard handout that was provided at the meeting. The indicators are, Acute Patient Days, LTC Days,

Adjusted Patient Days, FTE’s, Labor \$/Manhour, Paid Manhours/Adjusted Patient Days, Overtime, Days Cash on Hand, Days in AR, Average Payment Period, Operating Margin and Average Age of Plant.

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

**F. APPROVAL OF MINUTES**

**M/Bennett S/Horton** “move to approve the July 27, 2017 Regular Meeting Minutes”.

4 yeas, 0 nay

Motion passed.

**G. REPORT OF OFFICERS AND ADVISORS**

**1. CEO’s Report ~ Scot Mitchell,** CEO stated that his written report was in the packet.

A few additional items that have happened since then, last week we had a couple of representatives from the State of Alaska Behavioral Health to do some training for Sound Alternatives staff. We’ve hired the new Executive Director for Sound

- Alternatives and she will be starting on the 16<sup>th</sup> of October. He met with the CEO's of the small hospitals in Alaska at the ASHNHA Conference and we are going to look at how we can work together to improve on productivity, benchmarking, staffing, another area is utilization of swing beds. CCMC LTC received the Excellence in Quality Award from Mountain Pacific Quality Health at the ASHNHA Conference
2. **Finance Report** ~ Lee Holter, CFO review the financial information provided in the packet, a few highlights were that our PERS debt went up, in Other Revenue we are ahead of budget, Wages are below budget, Taxes and Benefits are below budget, Professional Salaries continues to be below budget, Supplies is above budget, so right now we have a positive bottom line.
  3. **Nursing Report** ~ Tammy Pokorney, CNO reviewed her written report in the packet to the board. In addition to her report, Tammy reported that according to her report there were 3 travelers, but there will be a total of 5. Right after the first of the year there will be two more permanent staff in nursing, bringing the number of travelers down. LTC census is still at 10. Our priorities right now are staff development, because there is not a competency based program here right now we are creating one.

#### **H. CORRESPONDENCE**

1. A letter from Mrs. Diana Rubio.

#### **I. ACTION ITEMS**

##### **1. 2016 CAH Periodic Evaluation – Annual Report**

**M/Bennett S/Horton** “I move that the CCMC Authority Board of Directors approves the 2016 CAH Periodic Evaluation – Annual Review.”

**4 yeas, 0 nays**

**Motion passed.**

#### **J. DISCUSSION ITEMS**

##### **1. Board Vacancy Process**

Board candidate Amanda Wiese introduced herself to the board members and staff present at the meeting.

Board member election to fill the vacant seat will be on the November 2<sup>nd</sup> 2017 meeting.

#### **K. AUDIENCE PARTICIPATION**

David O'Brien read a letter presenting three possible scenarios to the board regarding the acquisition of some of the assets from Cordova Drug.

#### **L. BOARD MEMBERS COMMENTS**

**Carpenter** ~ Thank you Tammy and Amanda. And I would like to thank Scot for the hard work that he's doing.

**Hawxhurst** ~ None

**Bennett** ~ None

**Horton** ~ Have a good night

#### **M. EXECUTIVE SESSION**

**M/Horton S/Hawxhurst** “I move to go into Executive Session for matters which by law, municipal charter, or ordinance are required to be confidential.”

Went into Executive Session at 7:59pm

Came out of Executive Session at 8:52pm

**N. ADJOURNMENT**

**M/Hawxhurst S/Horton** “I move to adjourn the meeting.”

**Carpenter** declared the meeting adjourned at 8:53pm.

**Prepared by: Faith Wheeler-Jeppson**