

AGENDA
COMMUNITY HEALTH SERVICES BOARD MEETING
Cordova Library Conference Room
October 3, 2012 – 6:15 PM

CCMC'S core purpose is to deliver quality health care locally.
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President
David Allison
term expires 03/13

Vice-President
EJ Cheshier
term expires 08/13

Secretary
David Reggiani
term expires 08/15

Board Members
Bret Bradford
term expires 08/13
Jim Kasch
term expires 08/15
Tim Joyce
term expires 08/13
NVE Tribal Council – Vacant

Administrator
Theresa Carté

- I. OPENING**
 - A. Call to Order
 - B. Roll Call – David Allison, Bret Bradford, EJ Cheshier, Jim Kasch, Tim Joyce, David Reggiani
 - C. Establishment of a Quorum
- II. COMMUNICATIONS BY AND PETITIONS FROM VISITORS**
 - A. Guest Speaker
 - B. Audience Comments (limited to 3 minutes per speaker). Speaker must give name and agenda item to which they are addressing.
- III. CONFLICT OF INTEREST**
- IV. APPROVAL OF AGENDA**
- V. APPROVAL OF CONSENT CALENDAR**
 - A. HSB Meeting Minutes – 9/19/2012Page 1
- VI. REPORTS AND CORRESPONDENCE**
 - A. Administrator’s Report
 - B. President’s Report

- VII. ACTION ITEMS**
 - A. Approve Bylaws Change Related to Sound Alternatives Advisory BoardPage 5
 - B. Appoint Individuals to Sound Alternatives Advisory Board Vacancies
- VIII. DISCUSSION ITEMS**
 - A. FY2013 (January-December 2013) BudgetPage 9
 - B. FY2013 (January-December 2013) Capital ItemsPage 10
- IX. 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.
- X. BOARD MEMBERS COMMENTS**
- XI. EXECUTIVE SESSION***
- XII. ADJOURNMENT**

*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 person may require a public discussion; 3) Matters which by law, city charter, or ordinance are required to be confidential; 4) Matters involving consideration of government 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

Minutes
Community Health Services Board
Cordova Library Conference Room
September 19, 2012 – 6:45 PM

I. CALL TO ORDER AND ROLL CALL –

David Allison called the HSB meeting to order at 6:45 pm. Board members present: **David Allison, EJ Cheshier, Jim Kasch, Tim Joyce, and David Reggiani**. Absent: **Bret Bradford**. A quorum was established.

CCMC staff present: **Theresa Carté**, (CEO) and **Stephen Sundby**, (Director, Sound Alternatives)

II. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

- A.** Guest Speakers – None
- B.** Audience comments – None

III. CONFLICT OF INTEREST – None

IV. APPROVAL OF AGENDA

M/Cheshier, S/Joyce: Move to approve the agenda.

A vote was made on the motion: 5 yeas. - 0 nays. Motion passed.

V. APPROVAL OF CONSENT CALENDAR

Allison informed the Board that the consent calendar was before them.

- a. Health Services Board meeting minutes from August 1, 2012.

M/Joyce, S/Kasch: Move to approve the agenda.

A vote was made on the motion:: 5 yeas, 0 nays. Motion passed.

VI. REPORTS AND CORRESPONDENCE

- A. Administrator’s Report – Carté** provided an update on the EMR (Electronic Medical Records) selection process. She is working with Providence to compare two options: Epic, which is used by Providence, and Healthland, our current vendor. The comparison involved web-based demonstrations of both products and a spreadsheet comparison tool. In addition, staff is evaluating both software options in relation to meaningful use and setting up EMR to best take advantage of reimbursement options. Staff is targeting October to provide a recommendation to the Health Services Board. **Allison** asked how the two interface for patients that transfer out, to which **Carté** responded that factor is part of the evaluation criteria. **Kacsh** asked what percentage of the cost could Cordova

expect to be reimbursed, to which **Carté** responded 50-80% is the range seen by other facilities. **Joyce** noted that there was a significant cost difference and asked if the reimbursement was based on the full cost. **Carté** responded that the costs were expected to be \$1M or \$1.6M and that reimbursement was not a flat percentage applied to the total cost. **Allison** asked when the deadline for implementation was to which **Carté** responded that EMR had to be in place and the facility demonstrating use by 2015 to take advantage of incentives.

Carté reported that staff is working on the FY13 operating budget and capital requests; the information will be presented to the Board at October's meeting.

With respect to the previous Board meeting, and direction to present updated bylaws relative to the Sound Alternatives Advisory Board representation, **Carté** noted that this item would be addressed following the next Sound Alternatives Advisory Board meeting.

- B. President's Report** – Allison noted that there would be a Sound Alternatives Advisory Board meeting at 5 PM on the 26th. He would attend if there were no volunteers.

VII. ACTION ITEMS

- A.** Privileging of Elizabeth Turgeon, MD.

M/Reggiani, S/Joyce: Move to approve the privileging of Elizabeth Turgeon, MD.

A vote was made on the motion: 5 yeas. - 0 nays. Motion passed.

- B.** Privileging of Yvonne Gambini, NP.

M/Joyce, S/Reggiani: Move to approve the privileging of Yvonne Gambini, NP.

A vote was made on the motion: 5 yeas. - 0 nays. Motion passed.

- C.** Privileging of Leon Koenck, PA-C.

M/Joyce, S/Kasch: Move to approve the privileging of Leon Koenck, PA-C.

A vote was made on the motion: 5 yeas. - 0 nays. Motion passed.

- D.** Privileging of Jere Alm, PA-C.

M/Joyce, S/Kasch: Move to approve the privileging of Jere Alm, PA-C.

Joyce commented on Alm's work history and current status as a provider currently credentialed at CCMC. **Allison** affirmed that based on the privileging documentation, the committee, including the Medical Director, has approved his qualifications and recommends approval.

A vote was made on the motion: 5 yeas. - 0 nays. Motion passed.

VIII. DISCUSSION ITEMS

Joyce requested an update on the roof project. **Carté** responded that the project was on schedule and the crew estimates they are three weeks out. Outdoor work was held up due to the weather and the crew transitioned to completing indoor work during inclement weather. In response to **Joyce's** query regarding leaks, **Carté** responded there were numerous leaks, but the crew is very responsive.

Carté added that with respect to the HVAC project, the Siemens review has helped with the temperature control inside the building and that the City is getting recommendations for further improvements. These recommendations may not require a new chiller, which will significantly reduce the cost of the HVAC repair. CCMC is not moving on the floor quote at this time.

IX. AUDIENCE PARTICIPATION – None

X. BOARD MEMBER COMMENTS – None

XI. EXECUTIVE SESSION – None

XIII. ADJOURNMENT

M/Reggiani, S/Kasch: Move to adjourn the meeting. **Allison** declared the meeting adjourned at 7:03 pm.

Transcribed by: Laura Cloward

VII. A. Approve Bylaws Change Related to Sound Alternatives Advisory Board

The current Health Services Board bylaws, adopted by the Board on January 11, 2011 and approved by the City Council on June 10, 2011, state, in part, that the Board will establish a standing subcommittee known as the Sound Alternatives Advisory Board. Specifically, Article III, Section I, Subpart 1. states that “members of this subcommittee shall be appointed by the board. At least two of the subcommittee members shall be voting board members.”

Following direction from the Health Services Board at the August meeting, the Sound Alternatives Advisory Board reviewed the membership component at its September meeting. As a result, and in accordance with the Health Services Board’s wishes, Article III, paragraph 2, of the Sound Alternatives Bylaws, reviewed and adopted on September 26, 2012, states that “one of the members shall also be members of the Health Services Board.”

Recommendation: Move to amend Article III, Paragraph I, subpart 1 of the Health Services Bylaws to read “At least one of the subcommittee members shall be voting Board members.” or provide alternative direction in response to the conflict. The pertinent section of the Health Services Bylaws and the Sound Alternatives bylaws are reproduced as follows:

Article III, Section I, Subpart 1 of the Health Services Board Bylaws:

- I. COMMITTEES. The board shall establish such standing and ad hoc committees and shall assign such duties and responsibilities to the committees, as it deems necessary. Committees shall act in an advisory capacity, making recommendations to the board. The health services administrator may serve as an advisor to any committee at the discretion of the board. No committee action shall be binding on the full board. The board as a whole shall have the final consideration in all matters. Committee meetings are subject to the State Open Meetings Act.
 1. A standing subcommittee of the board, known as the Sound Alternatives Advisory Board, is to provide guidance to the behavioral health and developmental disabilities programs and develop and present a budget to the Community Health Services Board. Members of this subcommittee shall be appointed by the board. At least two of the subcommittee members shall be voting board members.
 2. A Standing Bylaws Committee shall be appointed consisting of two board members. At least biennially the Bylaws Committee shall review the bylaws. When the need for a new bylaw or modification of an existing bylaw is recognized, the committee shall draft a new or modified bylaw for consideration by the board.

SOUND ALTERNATIVES ADVISORY BOARD
BYLAWS

ARTICLE I: Identification

The name of this board is the Sound Alternatives Advisory Board. The address of Sound Alternatives is P.O. Box 1092, Cordova, Alaska 99574.

ARTICLE II: Philosophy

Sound Alternatives is based on the belief that chemical dependency, mental illness, and developmental disabilities are difficult issues that may be debilitating, not only to the individual but to his/her family. These concerns present in a varied combination of biological, social, psychological, and spiritual factors, and may result in extreme family dysfunction. Sound Alternatives believes that for this population the most beneficial treatments begin with education. With regard to chemical dependency and/or abuse, abstinence is the most effective means by which to overcome this painful, progressive, permanent, yet treatable disease. Mental illness has long been stigmatized in the American society as one of those things that one must address by sheer willpower. Sound Alternatives believes that mental illness, disorder, or emotional distress is biologically and chemically based, and that the best treatment is a combination of therapy and medication when warranted. Developmental disabilities can affect any family regardless of their station in life. Sound Alternatives believes that the best care comes from assisting families by providing quality respite services that allows the primary caretaker(s) relief from the constant stress of a developmentally disabled child. The success of all Sound Alternatives programs is built upon the contention that these populations need to turn outside of themselves for help, and that help comes in many forms. Treating the whole person first, and assisting family through education, allows most of these individuals to live independent and quality lives.

ARTICLE III: Qualifications, Number and Tenure

- 1) Membership is open to anyone without regard to age, sex, race, creed, religion, marital status, political affiliation, sexual orientation, national origin, or mental or physical disability.
- 2) The membership of this board is appointed by the Health Services Board of Cordova Community Medical Center. The sound Alternatives Advisory Board consists of a minimum of five members. One of the members shall also be members of the Health Services Board. The remaining members shall be selected so as to be representative of the larger Cordova Community.
- 3) Members shall serve three year terms and may be re-appointed. The officers of the Sound Alternatives Advisory Board shall be President, Vice-President and Secretary, each of which will be filled by the board members.
- 4) The Officers of the Advisory Board shall be elected each September by the Sound Alternatives Advisory Board members.

5) The duties of the officers are, but are not limited to:

President: Preside over all Sound Alternatives Advisory Board meetings.

Vice-President: Preside over Board meetings in the absence of the President.

Secretary: Sign all the meeting minutes.

ARTICLE IV: Committees

The Sound Alternatives Advisory Board shall appoint committees as deemed necessary by the Board. The committees shall meet on a schedule deemed necessary by the Board and make recommendations as assigned. The Vice-President shall supervise the committees to make sure the meetings are held and information is given to the Board.

ARTICLE V: The Board

1) Meeting Places: The Board may designate any location within the City of Cordova as the site for any regular or special meeting.

2) Regular Meeting: Regular meetings of the Advisory Board shall be held on a quarterly basis per year, on the date and time scheduled at each previous meeting, preferably the week prior to the monthly Health Services Board meeting.

3) Quorum: A Quorum, for business purposes, shall consist of a simple majority of the Board, at least one of which shall be a member of the Health Services Board.

4) Open Meetings: All meetings shall be open to the public. An annual business meeting shall be held each January. This meeting shall be announced to the public by any and all appropriate means at least two weeks in advance of the scheduled meeting.

5) Telephonic Meetings: The Advisory Board may hold any lawful meeting by simultaneous telephone communication.

6) Employment: No Advisory Board member may become an employee of the organization or accept a contract for goods or services while remaining on the Board.

7) Termination: No member of the Advisory Board may be removed from the Board during his/her term except for cause. Cause for removal from the Board may be found upon the happening of any of the following:

- a) Three unexcused absences from any regular or special Board meeting without good cause. It is the responsibility of any Board member who expects to be absent to notify the President, or the receptionist at Sound Alternatives, 24 hours prior to the absence. Excused absences include sickness, travel, personal emergency, education and employment. The President shall have final authority to determine if an absence is excused or unexcused;

- b) The breach by any Board member of any confidential information regarding Sound Alternatives, its employees, or clients;
- c) The failure of any Board member to disclose any financial interest in any contract or activity of Sound Alternatives;
- d) Any dishonest, unethical, or illegal conduct on the part of the Board member.

ARTICLE VI: Duties of the Board

The duties of the Advisory Board shall include but is not limited to:

- 1) Serve as a liaison between Sound Alternatives and the Health Services Board. In addition, a Sound Alternatives Advisory Board member shall be appointed as the community liaison;
- 2) Review, revision, and approval of program policy and procedures as needed;
- 3) Advise the Sound Alternatives Executive Director on matters of policy;
- 4) Review budgets and make recommendations to the Sound Alternatives Executive Director;
- 5) Attend and participate in annual Sound Alternatives Board Retreats;
- 6) Review treatment programs offered by Sound Alternatives and make recommendations for program development as needed.

ARTICLE VII: Amendments:

These bylaws may be amended or repealed and new bylaws may be adopted by the Advisory Board members at any regular or special board meeting.

We hereby certify that the foregoing bylaws were duly represented to and adopted by the Sound Alternatives Advisory Board on the 26 day of September, 2012, in Cordova, Alaska.



Authorized Board Member

REVENUE	FY 10 Jul - Jun	FY 11 Jul - Jun	FY 12 Jul-Jun	Budget FY 13 Jul-Dec	Budget FY 13 Jan - Dec 13	FY 11 Variance	FY 12 Variance	FY 13 Variance
Patient Services Revenue	6,337,750	6,492,109	7,075,191	3,790,667	8,013,942	2.4%	9.0%	13.3%
Deductions	(467,423)	(839,686)	(1,377,504)	(643,900)	(1,302,846)	79.6%	64.0%	-5.4%
Bad Debt	(711,827)	(8,617)	(321,065)	(168,877)	(341,700)	0.0%	0.0%	6.4%
Cost Recoveries	1,910,144	1,822,162	1,703,402	1,047,546	1,638,548	-4.6%	-6.5%	-3.8%
TOTAL REVENUES	7,068,644	7,465,968	7,080,024	4,025,436	8,007,944			
%Deductions/Bad Debt to Reven	-18.61%	-13.07%	-24.01%	-21.44%	-20.52%			

EXPENSES	FY 10	FY 11	FY 12	Budget FY 13 Jul-Dec	Budget FY 13 Jan - Dec 13	FY 11 Variance	FY 12 Variance	FY 13 Variance
Wages	(3,253,403)	(3,029,984)	(2,980,822)	(1,533,134)	(3,136,707)	-6.9%	-1.6%	5.2%
Taxes and Benefits	(1,496,340)	(1,533,358)	(1,400,639)	(705,935)	(1,462,804)	2.5%	-8.7%	4.4%
% Benefits to Wages	45.99%	50.61%	46.99%	46.05%	46.64%			
General and Malpractice Insurance	(118,684)	(157,235)	(92,430)	(52,358)	(103,861)	32.5%	-41.2%	12.4%
Repair & Maint	(46,510)	(46,075)	(71,966)	(32,716)	(64,900)	-0.9%	56.2%	-9.8%
Travel & Training	(41,320)	(28,339)	(37,850)	(32,966)	(56,100)	-31.4%	33.6%	48.2%
Other Expenses	(62,371)	(74,350)	(69,636)	(37,183)	(75,165)	19.2%	-6.3%	7.9%
Recruitment & Relocation	(21,634)	(22,532)	(12,232)	(25,205)	(40,000)	4.2%	-45.7%	227.0%
Professional Services	(903,936)	(1,312,507)	(1,241,694)	(882,790)	(1,794,090)	45.2%	-5.4%	44.5%
Supplies	(419,354)	(478,949)	(478,560)	(259,271)	(514,317)	14.2%	-0.1%	7.5%
Minor Equipment	(31,640)	(35,245)	(34,046)	(19,509)	(87,700)	11.4%	-3.4%	157.6%
Utilities and Fuel	(632,491)	(717,475)	(788,898)	(416,243)	(825,700)	13.4%	10.0%	4.7%
Rent/Lease Equip & Buildings	(14,197)	(26,520)	(41,809)	(21,676)	(43,000)	86.8%	57.7%	2.8%
TOTAL EXPENSES before Depr	(7,041,880)	(7,462,569)	(7,250,582)	(4,018,986)	(8,204,344)			
NET OPERATING INCOME	26,764	3,399	(170,558)	6,450	(196,400)	-87.3%	-5117.9%	15.2%
Depreciation Expense	(253,972)	(266,076)	(276,454)	(135,182)	(226,007)	4.8%	3.9%	-51.1%
NET INCOME	(227,208)	(262,677)	(447,012)	(128,732)	(422,407)	15.6%	70.2%	-5.5%

**CORDOVA
COMMUNITY
MEDICAL
CENTER**



P.O. Box 160 • 602 Chase Ave. • Cordova, Alaska 99574-0160
Phone: (907) 424-8000 • Fax: (907) 424-8116

October 1, 2012

2013 CAPITAL BUDGET

Electronic Health Record	1,050,000
CT Scanner including installation	750,000
Nurse Call Station	<u>400,000</u>
TOTAL 2013 Capital Funding Needs	2,200,000
Amount Provided from Hospital Cash Reserves	-0-
Expected Meaningful Use Reimbursement	450,000
Total Needs	1,750,000