

**Minutes**  
**CCMC Authority – Board of Directors**  
**CCMC Admin Conference Room**  
**November 2, 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; Carol Eichert, LTC DON, Carmen Nourie, Lab Director; Lykia Lorenz, Executive Director of Sound Alternatives and Faith Wheeler-Jeppson, Executive Admin Assistant.

There was 1 community member in the audience.

**A. APPROVAL OF AGENDA**

**M/Hawxhurst S/Bennett** “move to approve the Agenda.”

**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. Funding Authorization Levels**

**Scot Mitchell** reported that there is a conflict between what the HSB Bylaws state and what the City Code states in regards to the dollar amount that the CEO can approve payment of unbudgeted items without authorization from the Board. The 2011 HSB Bylaws reflect a \$10,000 limit, the City Code has a \$25,000 limit. The bylaws are in accordance with powers granted by the City of Cordova Ordinance 14.28. In the event of a conflict, the Ordinance will supersede the HSB bylaws.

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

**F. APPROVAL OF MINUTES**

**M/Bennett S/Hawxhurst** “move to approve the September 28, 2017 Regular Meeting Minutes”.

**4 yeas, 0 nay**

**Motion passed.**

**G. REPORT OF OFFICERS AND ADVISORS**

**1. Board Chair Report ~ Kristin Carpenter** reported that she had met with Scot last week to talk about the Agenda, and to get an update on the hiring of the Pharmacy Tech. They also talked about the evaluation process for the CEO, that will be discussed further later in the meeting.

2. **CEO's Report** ~ Scot Mitchell, CEO reported that Dr. Blackadar would be available if Board members had any questions for him. The 340B program cuts will be significant, fortunately for us those cuts are to the outpatient Perspective Payment System (PPS) hospitals and not CAH facilities. Scot has been working with the City for several months to reduce the cost for Healthcare and Pharmaceutical coverage as well. We've been looking at plan design changes, those should take effect around the first of the year. We are going to be making some organizational changes, we have a couple of positions that will be eliminated next week, we're still working with counsel on that. We have just concluded our LTC Survey, overall it went better than what they did on our last survey. Some concerns were repeat deficiencies. The State has ten working days to get their report to us, and we will then have ten calendar days to input our plan of correction. Then they will do a revisit, which can be in person or by phone. In regards to Life Safety some of the things that they brought up in the exit interview were GFCI outlets being too close to a water source, a couple of sprinkler heads that are too close to a light source, a bulb being burnt out on an exit sign, they found penetrations in a fire/smoke barrier, and misuse of power strip. **Carol Eichert** reported on the Clinical side of the survey. Carol reported that each of the surveyors had commented on what a wonderful job the CNA's are doing. A few Policies and Procedures need to be sent to the surveyors. Reporting of incidents was brought up by the surveyors and were curious as to why there hadn't been any in the past year. Since we've had so many travelers we will be working on documentation and standardizing the documentation for the care of the residents. Meals coming up from Dietary to the residents will be reviewed. **Scot Mitchell** reported that part of the new standards for emergency preparedness is that starting November 28<sup>th</sup> there will be Emergency Preparedness surveys along with the Life Safety and CAH surveys.
3. **Finance Report** ~ Lee Holter, CFO reviewed the financial information provided in the packet with the board, a few highlights on the Income Statement, our **YTD Gross Revenue** exceeds our budget, primarily that is due to increased Medicaid Swing Bed utilization. Our **Net Income** shows a positive variance over the budget. Lee Holter reviewed the **AVEC** performance with the board which reflected 53% in the 0-90 days, and 47% in the 91+ days. The goal is to have 20% or less in the over 90 days category.
4. **Nursing Report** ~ Scot Mitchell reported that Tammy Pokorney, CNO's report is in the packet, a handout of the September Partnership for Patients was provided to the Board.
5. **2016 Audit Report** – **Shar Sheaffer, DZA** was in attendance to review the written report on the 2016 Audit with the board.

A few items from the Audit report that were discussed were the Assets, Receivables, Capturing Charges, Pharmacy, PERS and the Physical Plant.

A full copy of the 2016 Audit Report was entered into the file.

## H. CORRESPONDENCE

## I. ACTION ITEMS

### 1. Appointment of Board Member to fill a vacant position

**M/Bennett S/Hawxhurst** "I move to appoint Amanda Wiese to fill the vacant position on the board."

**4 yeas, 0 nay**

**Motion passed.**

Kristin Carpenter swore Amanda Wiese in.

**J. DISCUSSION ITEMS**

**1. Cordova Drug Acquisition Status ~ Scot Mitchell** reported that he and the City Manager had met with David O'Brien with a proposal that was very close to what David had originally presented, that he did not accept. The offer will be left on the table for David's consideration until the CCMC Pharmacy opens.

**2. Upcoming Board Meeting Dates**

With Thanksgiving coming up the board came to a consensus that the next meeting date will be December 7, 2017 at 6pm.

**3. CEO Evaluation Preparation**

**Scot Mitchell** reported to the Board that currently we have one Evaluation form for all employees and that one form does not work for everyone. What we will have is one for Executives, one for Department Managers and then one for the hourly employees. The board asked Scot to provide a copy of the template that has previously been used for the CEO evaluation.

**K. AUDIENCE PARTICIPATION - None**

**L. BOARD MEMBERS COMMENTS**

**Carpenter** ~ Thank you for the good work on the Audit. Thank you Lee and thanks again to Scot, I think we're really lucky. And we're excited to see what the Pharmacy does for our organization. One last thing, looking at the roster I notice that Dorne's position on the board will be up in March.

**Hawxhurst** ~ I appreciate all of the work that went into the Audit. I appreciate Shar being here, thank you Scot for all of the things that you're doing to improve the facility Scot. Also, the contact numbers on the website are small and hard to read.

**Bennett** ~ I echo all of that, thank you

**Wiese** ~ I echo the other comments as well, thanks to the Auditors and to Scot. And I'm happy to be here.

**Horton** ~ Thanks Amanda for filling that void, thank you Shar, we look forward to working with you. And I appreciate you Scot for getting us in such a short time in the positive forward direction that we're moving. And we appreciate you Lee.

**M. EXECUTIVE SESSION - None**

**N. ADJOURNMENT**

**M/Bennett S/Horton** "I move to adjourn the meeting."

**Carpenter** declared the meeting adjourned at 8:27pm.

**Prepared by: Faith Wheeler-Jeppson**