

Minutes
CCMC Authority – Board of Directors
CCMC Admin Conference Room
December 7, 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 (telephonically), Kristin Carpenter, Sally Bennett, and Amanda Wiese.**

A quorum was established. 5 members present.

CCMC staff present: Scot Mitchell, CEO; Lee Holter, CFO; and Faith Wheeler-Jeppson, Executive Admin Assistant.

Alan Lanning, City Manager was also present for the meeting.

A. APPROVAL OF AGENDA

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

5 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. Overview of Surveys/Accreditation

Scot Mitchell explained to the board that every year we are required to undergo a Nursing Home survey, every three years we undergo a Critical Access Hospital survey, and because we are a collocated facility we have a Life Safety survey at the same time as our CAH and LTC surveys. In addition to those, we are also subject to a comparative survey, which we just had. There is also a survey by the Joint Commission which is only for Behavioral Health to get accredited. Sound Alternatives just completed their Joint Commission Accreditation in October of this year and there were only three areas of improvement.

January Board Development will be on Quality Reporting

E. APPROVAL OF CONSENT CALENDAR ~ None

F. APPROVAL OF MINUTES

M/Bennett S/Hawxhurst “move to approve the November 02, 2017 Regular Meeting Minutes”.

5 yeas, 0 nay

Motion passed.

G. REPORT OF OFFICERS AND ADVISORS

- 1. Board Chair Report ~ Kristin Carpenter** reported that she had met with Scot to review the Agenda, she attended the Council Meeting, and the Open House for the CCMC Pharmacy.
- 2. CEO's Report ~ Scot Mitchell**, CEO updated the board on the CCMC Pharmacy, it is open and we are filling prescriptions. Scot explained in further detail to the board what a 340b Pharmacy is, and how that will benefit the hospital. We will be purchasing an EHR for Long Term Care, right now all of our records for LTC are on paper and it is an area of improvement. CCMC will see huge benefits with this. Lastly, the CCMC Christmas Dinner is scheduled for 6pm on December 16th at the Reluctant Fisherman, you're all invited to attend.
- 3. Finance Report ~ Lee Holter**, CFO reviewed the financial information provided in the packet with the board. A few highlights on the Dash board, the **Days in AR** have dropped by three days. **Days Cash in Hand** has increased from 17.1 to 18.9 since last month. **Rents and Leases** has decreased by \$2,000 in October. In October **Utilities** decreased by \$26,000. Overall, **Expenses** were down by \$107,000 in October.
- 3. Quality Improvement Quarterly Report ~ Scot Mitchell**, CEO reported that the Quality report is in the packet, but that he would be happy to try to answer any questions that they board may have. Scot provided an explanation as to what Antimicrobial Stewardship is and what the graph in the packet meant. Scot also reported that CCMC has been working with the Prince William Sound College on their Nursing program. We've also been researching Hospice Care.

H. CORRESPONDENCE

I. ACTION ITEMS

- 1. Delineation of Privileges – Dr. Hannah Sanders, MD**
M/Bennett S/Horton "I move that the CCMC Authority Board of Directors approve the Medical Staff privileges for Dr. Hannah Sanders, MD as requested."
5 years, 0 nay
Motion passed.
- 2. Delineation of Privileges – Dr. Murray Buttner, MD**
M/Wiese S/Bennett "I move that the CCMC Authority Board of Directors approve the Medical Staff privileges for Dr. Murray Buttner, MD as requested."
4 yeas, 0 nay, 1 abstain
Motion passed.
- 3. Approval of 2017 Audit Engagement Dingus, Zarecor & Associates**
M/Bennett S/Wiese "I move that the CCMC Authority Board of Directors authorizes Scot Mitchell, CEO to enter into an agreement with Dingus,

Zarecor & Associates, PLLC for the purpose of conducting the 2017 Financial Audit.”

5 yeas, 0 nay

Motion passed.

4. Cordova Drug Asset Purchase

M/Bennett S/Horton “I move that the CCMC Authority Board of Directors authorize Scot Mitchell, CEO to enter into an asset purchase agreement with Cordova Drug to purchase prescription files and medication inventory, not to exceed \$200,000.”

5 yeas, 0 nay

Motion passed.

J. DISCUSSION ITEMS

1. CEO Evaluation Preparation

Kristin Carpenter reported that the Evaluation instrument is in the packet, which will give you all a chance to take a look at the document before we do the evaluation.

K. AUDIENCE PARTICIPATION - None

L. BOARD MEMBERS COMMENTS

Carpenter ~ What can we do to reach policy makers about the things that rural hospitals face?

Hawxhurst ~ No Comment

Bennett ~ No Comment

Wiese ~ No Comment

Horton ~ No Comment

M. EXECUTIVE SESSION

1. Pursuant to AS 42.40.170 Executive Sessions; please see reason #3.

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

The Board entered into the Executive Session at 8:15pm

The Board came out of Executive Session at 8:45pm

N. ADJOURNMENT

M/Bennett S/Wiese “I move to adjourn the meeting.”

Carpenter declared the meeting adjourned at 8:46pm.