



CCMC AUTHORITY BOARD OF DIRECTORS AGENDA
October 26, 2023 SPECIAL MEETING
12:00PM HYBRID IN-PERSON

CCMC, WE BELIEVE THAT HEALTHY PEOPLE CREATE A HEALTHY COMMUNITY.

Board of Directors

Kelsey Hayden	exp. 3/26
Linnea Ronnegard	exp. 3/24
Liz Senear	exp. 3/24
Ann Linville	exp. 3/25
Chris Iannazzone	exp. 3/26

CEO

Hannah Sanders, M.D.

OPENING: Call to Order

Roll Call - Kelsey Hayden, Linnea Ronnegard, Liz Senear, Chris Iannazzone, and Ann Linville.

Establishment of a Quorum

A. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

(Speaker must give name and agenda item)

1. Audience Comments
2. Guest Speaker

B. BOARD DEVELOPMENT ~ none

C. CONFLICT OF INTEREST

D. APPROVAL OF AGENDA

E. APPROVAL OF MINUTES

1. August 31, 2023 Meeting Minutes

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F. REPORTS OF OFFICERS OR ADVISORS

1. Board Chair Report
2. CEO Report
3. Director of Finance Report
4. Medical Director Quarterly Report
5. Quality Quarterly Report
6. Nursing Department Quarterly Report
7. Ancillary Services Quarterly Report
8. Sound Alternatives Quarterly Report

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G. DISCUSSION ITEMS

H. ACTION ITEMS

1. Update the CCMC Authorized Check Signers
2. Approval of an Emergency Preparedness Portable Shelter
3. Approval to Close a CCMC Account
4. Generator Compliance Approval

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I. 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 authority of the Board and are appropriate for discussion in an open session.

J. BOARD MEMBERS COMMENTS

K. EXECUTIVE SESSION

L. ADJOURNMENT

This Board of Directors meeting will be held via ZOOM:

<https://us02web.zoom.us/j/4675701050?pwd=TXEvSFVHOHhIL1JvOGNua1RUUjdQUT09>

Meeting ID: 467 570 1050; Passcode: 379187

To call in: 1-253-215-8782

Meeting ID: 467 570 1050; Passcode: 379187

For a full packet, go to www.cityofcordova.net/government/boards-commissions/health-services-board

*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 the person may request a public discussion; 3) Matters which by law, municipal charter, or ordinance are required to be confidential; 4) Matters involving consideration of governmental 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
CCMC Authority – Board of Directors
ZOOM Meeting
August 31, 2023 at 6:00pm
Regular Meeting

CALL TO ORDER AND ROLL CALL –

Kelsey Hayden called the Board Meeting to order at 6:01pm.

Board members present: **Kelsey Hayden, Liz Senear, and Chris Iannazzone.**

Linnea Ronnegard and Ann Linville were absent

Quorum was established. 3 members present.

CCMC staff present: Dr. Hannah Sanders, CEO; Denna Stavig, Director of Finance; and Faith Wheeler-Jeppson.

A. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

- 1. Audience Comments** ~ None
- 2. Guest Speaker** ~ None

B. BOARD DEVELOPMENT

Dr. Sanders stated that she had added that to the packet as some guidance and encouragement. You know we're always looking for ways for our Board members to get involved. In following along with the American Hospital Association and their guidance to Board Members, we are focusing on recovery month. Sound Alternatives is doing a lot to support recovery in September with a Recovery Month BBQ. So, if anyone can participate in that BBQ on September 6th that would be great. If the weather is nice it will be at the Grassy Field, if not, it'll be at Mt. Eccles Elementary School. It's a great time for community members, family members, or anybody to go and celebrate those people that are in our community that are in recovery.

C. CONFLICT OF INTEREST ~ None

D. APPROVAL OF AGENDA

M/Iannazzone S/Senear "I move to approve the Agenda."

Ronnegard – absent, Senear- ye, Linville – absent, Hayden – ye, and Iannazzone - ye.

3 yeas, 0 nay, 2 absent; Motion passed 3-0.

E. APPROVAL OF MINUTES

M/Senear S/Iannazzone "I move to approve the July 27, 2023 Meeting Minutes."

Senear- ye, Ronnegard – absent, Hayden – ye, Iannazzone – ye, and Linville – absent.

3 yeas, 0 nay, 2 absent; Motion passed 3-0.

F. REPORTS OF OFFICERS and ADVISORS

- 1. Board Chair report** – I don't have much for a report, just that I've been checking in with Dr. Sanders once per week and for the most part trying to see what I can do to help₁or

participate in. I'm looking forward to the Recovery Event next week, and things seem to be going well.

- 2. CEO Report – Dr. Sanders** reported that her written report is in the packet. On September 6th we also have a Joint Commission Survey specific to Sound Alternatives Behavioral Health Department. So, if you do make it to the Recovery BBQ, give everyone there a pat on the back as they'll have been through two days of a clinical survey. Otherwise, our transitions are going well, things seem to be going smoothly with that. We're getting ready to post the RFP for the generator project. We just keep looking for areas that we can improve.
- 3. Director of Finance Report – Denna Stavig** reported that her report is in the packet. It was a slow month for Swing Beds, everything else was around where it should be with the exception of Long-Term Care. Long-Term Care Census was low, so Long-term Care is low. There was a big adjustment to Bad Debt and the Contractual Allowances for this month which resulted in a negative for the month, but we're still positive for the year. Our Cash is doing fine, and everything else seems to be going good.

G. DISCUSSION ITEMS ~ None

H. ACTION ITEMS

1. Approval of the Bad Debt Policy

M/Senear S/Iannazzone "I move that the CCMC Authority Board of Directors approve the 2023 CCMC Finance Department Bad Debt Policy FS P856 as presented."

Senear- yea, Hayden – yea, Ronnegard – absent, Iannazzone – yea, and Linville – absent.

3 yeas, 0 nay, 3 absent; Motion passed 4-0.

2. Delineation of Telemedicine Privileges for Eldon Snyder, DO

M/Senear S/Iannazzone "I move that the CCMC Authority Board of Directors approve the Delineation of Telemedicine Privileges for Eldon Snyder, DO as presented."

Iannazzone – yea, Hayden – yea, Linville – absent, Ronnegard – absent, and Senear- yea.

3 yeas, 0 nay, 2 absent; Motion passed 3-0.

I. AUDIENCE PARTICIPATION ~ None

J. BOARD MEMBERS COMMENTS

Iannazzone ~ No comments, other than I will be at the Recovery BBQ next week, so I'll see you guys there.

Hayden ~ We will also try to be there. I'm hoping for better weather. Thank you all for your hard work.

Senear ~ It's nice that we're still showing a net income for the year, and I will not be here for the September 28th meeting.

Administration and the Board discussed an alternate date for the next Board Meeting, they agreed on October 19th. Staff would reach out to Linville and Ronnegard to see if that date would work for both of them.

K. EXECUTIVE SESSION ~ None

L. ADJOURNMENT

M/Senear S/Iannazzone "I move to adjourn"

Kelsey Hayden declared the meeting adjourned at 6:20pm.

Prepared by: **Faith Wheeler-Jeppson**

September 2023 CEO Report

Last week we attended the Alaska Hospital and Healthcare Association's annuals meeting. At this meeting CCMC's long term care received a quality award from Mountain Health Quality Association. At this event we made many connections with partners that are doing similar work in remote areas of Alaska. These partnerships help CCMC to reach out to other facilities and collaborate on many issues, most notably quality improvement and staffing.

Volume:

We are seeing a fall uptick in utilization of emergency, swing beds services, and inpatient care. We continue to have 2 beds available in our long-term care. The staff are doing an excellent job reaching out to neighboring communities to make sure they are aware we have space for patients that can benefit from our rehab and nursing facility services.

Services:

We have not added any services this quarter but continue to grow existing programs. Our CT scanner is beyond the end of life and is in need of urgent replacement. During the last month we have had greater than 10 days with the CT scanner out of service. The machine is outdated to the point that replacement parts are not being made and refurbished parts are being sourced sometimes from remote areas in Europe. The parts are getting more and more difficult to find. We are working with companies to get quotes and define the scope of the CT replacement. As soon as I have a cost estimate I will bring that information to the board.

Business Office:

One relatively new process for the hospital side is collecting copayments, and partial payment for self-pay, at the time of service. This process serves both financial and operational purposes. It ensures that patients fulfill their financial responsibilities, streamlines revenue collection, promotes appropriate ED utilization. It also ensures we adhere to legal and contractual obligations with payors that require upfront copay.

We are working to train staff to communicate the need for a copayment clearly and empathetically. We want our staff to recognize when patients are experiencing physical pain, anxiety, or fear they should approach when the urgency of the situation is resolved or improved. We are teaching them to explain that this is a standard practice required by most insurance. We are also working on accuracy to ensure we do not request payment greater than what is the expected out of pocket expense is to the patient. We have heard of issues from the community and like every new process we have a lot of kinks to work out in this process.

We have increased efforts to ensure we accurately capture home address and all insurance information for individuals that are migrant summer workers. Too often migrant workers are seen in our hospital and we are unable to reach them after the date of service. In addition, for just the month of August we had over \$76,000 dollars in qualified sliding scale fee write offs for cannery workers. We are planning to reach out to individual canneries to ask how we can collaborate to decrease this number in the future and assist these individuals in having insurance coverage while they are working in our community.

October 2023 CEO Report

Workforce:

CCMC has worked to improve strategies to enhance employee retention. We are seeing our efforts are effective but still have work to do. Our current retention rates are as follows. :

- 0-4 years: 53.52%
- 5-7 years: 14.08%
- 8-14 years: 21.13%
- 15+ years: 11.27%

We are developing comprehensive strategies to improve retention across the board. Briefly here are our focus areas:

- Onboarding and Training: we continue to work to enhance our onboarding process, establishing mentorship opportunities, and expanding training programs to ensure employees feel valued and equipped to excel in their roles.
- Career Progression: we know employees benefit from clear career growth paths and opportunities for leadership development. We are working on career pathways to enable our staff to grow within our facility. This helps improve the skill set of our staff as well as creates job satisfaction.
- Education: For the second year CCMC is participating in a grant program through the department of labor to pay for employees to attend conferences and education programs that result in personal career development.
- Improving day to day life. We are working to understand other issues that our employees face including availability of daycare, cost of meals, and flexibility in scheduling. Our leadership team is working to see where we can support our employees and develop programs to alleviate some of these other stresses.

Budget:

We have begun formulating the fiscal year 2024 budget, with a focus on ensuring that we continue to deliver exceptional healthcare services to our community. We will be reaching out to the city to request funding for vital capital projects. This primary focus for the requested funds will be to supplement what CCMC will be spending to replace the CT scanner.

Cordova Community Medical Center Statistics

	31	28	31	30	31	30	31	31	30	31	30	31	30	31		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Cumulative	Monthly
Hosp Acute+SWB Avg. Census	29														Total	Average
FY 2019	3.5	1.6	1.2	1.4	1.2	1.1	2.4	3.3	3.3	3.2	4.0	4.3				2.5
FY 2020	3.3	2.1	2.4	2.7	1.7	1.1	1.0	0.3	0.7	1.0	1.8	1.0				1.6
FY 2021	1.3	3.2	2.2	1.7	2.2	1.6	2.1	2.4	3.3	5.6	4.3	1.4				2.6
FY 2022	1.6	3.3	2.8	2.1	1.5	1.9	3.5	3.5	3.9	0.5	1.0	2.1				2.3
FY 2023	2.5	1.3	2.3	3.6	2.0	0.5	1.1	0.5	0.0	0.0	0.0	0.0				1.2
Acute Admits																
FY 2019	6	0	2	4	2	1	3	6	4	2	3	3			36	3.0
FY 2020	2	0	1	3	0	2	7	5	4	1	6	2			33	2.8
FY 2021	2	6	4	1	8	7	4	4	4	3	1	2			46	3.8
FY 2022	6	1	2	3	5	7	8	4	3	4	3	5			51	4.3
FY 2023	1	3	6	2	5	4	5	4							30	3.8
Acute Patient Days																
FY 2019	33	0	6	12	7	4	13	10	12	3	10	11			121	10.1
FY 2020	4	0	4	14	4	4	17	9	8	3	36	6			109	9.1
FY 2021	4	13	8	2	17	11	9	14	15	18	13	2			126	10.5
FY 2022	15	11	7	10	8	10	21	9	12	7	5	14			129	10.8
FY 2023	3	9	16	15	15	11	18	4							91	11.4
SWB Admits																
FY 2019	2	0	0	0	0	0	3	0	0	2	1	1			9	0.8
FY 2020	1	1	1	1	0	0	0	0	1	1	0	1			7	0.6
FY 2021	2	2	0	1	1	0	2	2	4	3	1	0			18	1.5
FY 2022	1	3	0	1	2	2	3	2	4	2	2	1			23	1.9
FY 2023	2	1	3	2	1	1	1	0							11	1.4
SWB Patient Days																
FY 2019	75	44	31	30	31	30	61	93	86	95	109	121			806	67.2
FY 2020	99	61	70	67	49	30	14	0	13	29	19	24			475	39.6
FY 2021	37	77	60	49	50	36	55	60	85	155	117	40			821	68.4
FY 2022	34	81	79	54	37	48	89	101	104	7	24	52			710	59.2
FY 2023	73	28	55	94	48	5	15	13							331	41.4
CCMC LTC Admits																
FY 2019	2	0	1	0	0	0	0	0	0	0	1	0			4	0.3
FY 2020	0	1	0	0	1	0	2	0	0	0	3	0			7	0.6
FY 2021	0	0	0	0	0	0	2	0	0	0	1	1			4	0.3
FY 2022	0	0	0	0	0	1	0	0	0	0	0	0			1	0.1
FY 2023	0	0	0	1	1	0	1	2							5	0.6
CCMC LTC Resident Days																
FY 2019	299	278	308	300	310	300	280	310	300	310	300	303			3,598	299.8
FY 2020	310	289	310	293	296	300	301	310	300	309	277	310			3,605	300.4
FY 2021	300	300	298	300	310	299	298	310	300	310	298	309			3,632	302.7
FY 2022	310	280	310	300	310	299	310	310	300	310	290	310			3,639	303.3
FY 2023	310	280	310	309	296	270	257	268							2,300	287.5
CCMC LTC Avg. Census																
FY 2019	10	9	10	10	10	10	9	10	10	10	10	10				9.8
FY 2020	10	10	10	10	10	10	10	10	10	10	9	10				9.8
FY 2021	10	10	10	10	10	10	10	10	10	10	10	10				9.9
FY 2022	10	10	10	10	10	10	10	10	10	10	10	10				10.0
FY 2023	10	10	10	10	10	9	8	9								9.5
ER Visits																
FY 2019	31	41	47	54	60	55	68	81	64	43	22	28			594	49.5
FY 2020	35	38	34	23	52	51	49	47	35	35	29	38			466	38.8
FY 2021	38	42	35	44	77	61	74	78	67	34	32	40			622	51.8
FY 2022	38	38	42	50	75	85	76	97	64	63	38	46			712	59.3
FY 2023	62	39	67	39	56	84	109	100							556	69.5
PT Procedures																
FY 2019	443	423	438	440	381	358	305	352	294	295	321	311			4,361	363.4
FY 2020	404	409	314	218	285	279	201	242	322	363	320	338			3,695	307.9
FY 2021	327	494	646	372	352	444	471	337	413	602	493	310			5,261	438.4
FY 2022	275	459	551	394	307	352	396	384	360	201	274	442			4,395	366.3
FY 2023	364	322	458	405	345	209	304	325							2,732	341.5
OT Procedures																
FY 2019	0	0	0	0	0	0	0	0	0	0	0	0			0	0.0
FY 2020	0	0	0	0	0	0	0	0	0	0	0	0			0	0.0
FY 2021	25	223	183	49	36	115	174	118	161	350	309	120			1,863	155.3
FY 2022	122	190	251	134	120	229	243	200	197	53	87	164			1,990	165.8
FY 2023	94	51	152	115	75	94	70	106							757	94.6
Lab Tests																
FY 2019	330	356	255	361	423	244	404	473	378	310	392	406			4,332	361.0
FY 2020	277	295	233	355	657	1,441	2,229	1,895	1,319	1,084	1,263	1,165			12,213	1,017.8
FY 2021	885	1,010	1,004	805	682	637	1,261	1,115	853	605	614	549			10,020	835.0
FY 2022	825	576	671	902	958	699	610	822	594	585	499	553			8,294	691.2
FY 2023	545	546	575	578	801	655	766	649							5,115	639.4
X-Ray Procedures																
FY 2019	46	48	83	0	0	98	94	79	77	59	59	46			689	57.4
FY 2020	46	49	55	42	52	62	62	58	63	44	47	39			619	51.6
FY 2021	48	50	49	64	64	70	79	86	88	68	53	72			791	65.9
FY 2022	82	63	64	94	60	82	69	93	51	72	58	61			849	70.8
FY 2023	72	45	63	49	50	88	97	107							571	71.4
CT Procedures																
FY 2019	19	12	13	15	26	11	24	35	21	6	12	19			213	17.8
FY 2020	12	14	13	18	20	23	19	23	22	20	20	20			224	18.7
FY 2021	24	27	26	20	27	32	28	38	25	16	12	22			297	24.8
FY 2022	21	21	36	25	29	42	31	26	16	30	15	28			320	26.7
FY 2023	30	18	22	18	16	36	39	34							213	26.6
CCMC Clinic Visits																
FY 2019	162	161	144	178	250	205	247	252	207	360	183	173			2,522	210.1
FY 2020	184	193	141	112	121	151	150	150	152	138	128	127			1,747	145.6
FY 2021	125	134	161	157	188	224	265	277	296	452	303	275			2,857	238.1
FY 2022	288	196	199	237	260	241	221	212	304	359	219	182			2,918	243.2
FY 2023	221	158	151	176	214	188	230	289							1,627	203.4
Behavioral Hlth Visits																
FY 2019	62	98	69	60	89	86	82	94	101	148	112	108			1,109	92.4
FY 2020		138	138	124	113	126	98	104	102	115	123	116			1,297	117.9
FY 2021	85	62	65	74	90	96	60	97	50	35	63	76			853	71.1
FY 2022	84	74	83	79	82	67	74	99	126	125	108	94			1,095	91.3
FY 2023	150	68	86	98	122	86	94	97							801	100.0

CORDOVA COMMUNITY MEDICAL CENTER
OPERATING/INCOME STATEMENT
FOR THE 8 MONTHS ENDING 08/31/23

09/22/23 12:26 PM

	----- S I N G L E -----				----- Y E A R T O -----			
	ACTUAL	BUDGET	\$ VARIANCE	% VAR	ACTUAL	BUDGET	\$ VARIANCE	% VAR
REVENUE								
ACUTE	69,040	150,000	(80,959)	(53)	1,059,198	830,000	229,198	27
SWING BED	80,812	350,000	(269,187)	(76)	2,210,654	2,750,000	(539,346)	(19)
LONG TERM CARE	445,439	510,000	(64,560)	(12)	3,827,601	4,021,000	(193,398)	(4)
CLINIC	133,697	80,000	53,697	67	870,927	586,000	284,927	48
ANCILLARY DEPTS	355,133	247,000	108,133	43	2,366,870	1,882,000	484,870	25
EMERGENCY DEPART	542,131	312,000	230,131	73	3,337,284	2,044,000	1,293,284	63
BEHAVIORAL HEALT	23,389	21,000	2,389	11	194,954	162,000	32,954	20
RETAIL PHARMACY	144,486	125,000	19,486	15	1,021,956	974,000	47,956	4
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PATIENT SERVIC	1,794,130	1,795,000	(869)	(0)	14,889,448	13,249,000	1,640,448	12
DEDUCTIONS								
CHARITY	93,710	17,000	(76,710)	(451)	174,005	133,000	(41,005)	(30)
CONTRACTUAL ADJU	51,783	360,000	308,216	85	3,744,689	2,840,000	(904,689)	(31)
ADMINISTRATIVE A	1,272	37,500	36,227	96	24,761	300,000	275,238	91
BAD DEBT	219,000	21,000	(198,000)	(942)	305,000	166,000	(139,000)	(83)
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DEDUCTIONS TOT	365,766	435,500	69,733	16	4,248,456	3,439,000	(809,456)	(23)
COST RECOVERIES								
GRANTS	60,943	135,000	(74,056)	(54)	315,022	404,000	(88,977)	(22)
IN-KIND CONTRIBU	16,662	18,500	(1,837)	(9)	133,301	146,000	(12,698)	(8)
OTHER REVENUE	50,740	19,000	31,740	167	106,888	150,000	(43,111)	(28)
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COST RECOVERIE	128,346	172,500	(44,153)	(25)	555,211	700,000	(144,788)	(20)
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TOTAL REVENUES	1,556,710	1,532,000	24,710	1	11,196,203	10,510,000	686,203	6
EXPENSES								
WAGES	474,132	504,000	29,867	5	3,772,555	4,032,000	259,444	6
TAXES & BENEFITS	192,554	260,000	67,445	25	2,239,515	2,074,000	(165,515)	(7)
PROFESSIONAL SER	195,516	162,000	(33,516)	(20)	1,499,829	1,293,000	(206,829)	(15)
SUPPLIES	173,573	160,000	(13,573)	(8)	1,383,234	1,279,000	(104,234)	(8)
MINOR EQUIPMENT	293	5,000	4,706	94	28,472	33,000	4,527	13
REPAIRS & MAINT	7,462	17,000	9,537	56	112,433	135,000	22,566	16
RENTS & LEASES	9,536	11,000	1,463	13	93,807	88,000	(5,807)	(6)
UTILITIES	50,201	53,000	2,798	5	404,852	424,000	19,147	4
TRAVEL & TRAININ	7,122	11,000	3,877	35	48,608	82,000	33,391	40
INSURANCES	20,016	18,400	(1,616)	(8)	147,629	141,600	(6,029)	(4)
RECRUIT & RELOCA	1,051	3,400	2,348	69	7,991	26,700	18,708	70
DEPRECIATION	44,676	50,000	5,323	10	451,311	396,000	(55,311)	(13)
OTHER EXPENSES	18,434	30,000	11,565	38	122,218	233,000	110,781	47
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TOTAL EXPENSES	1,194,571	1,284,800	90,228	7	10,312,462	10,237,300	(75,162)	(0)
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OPERATING INCO	362,138	247,200	114,938	46	883,741	272,700	611,041	224
NET INCOME	362,138	247,200	114,938	46	883,741	272,700	611,041	224
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09/22/23 12:26 PM

CORDOVA COMMUNITY MEDICAL CENTER
BALANCE SHEET
FOR THE MONTH ENDING: 08/31/23

	Current Year	Prior Year	Net Change
ASSETS			
CURRENT ASSETS			
CASH	2,553,993	904,942	1,649,051
NET ACCOUNT RECEIVABLE	2,347,185	2,842,757	(495,572)
THIRD PARTY RECEIVABLE	5,627	212,748	(207,121)
CLEARING ACCOUNTS	380	245,763	(245,382)
PREPAID EXPENSES	165,935	137,451	28,484
INVENTORY	409,483	521,926	(112,443)
	-----	-----	-----
TOTAL CURRENT ASSETS	5,482,606	4,865,589	617,016
PROPERTY PLANT & EQUIPMENT			
LAND	122,010	122,010	
BUILDINGS	8,666,889	7,680,171	986,717
EQUIPMENT	9,625,416	9,583,624	41,792
CONSTRUCTION IN PROGRESS		977,683	(977,683)
	-----	-----	-----
SUBTOTAL PP&E	18,414,316	18,363,489	50,826
LESS ACCUMULATED DEPRECIATION	(14,516,043)	(13,858,162)	(657,880)
	-----	-----	-----
TOTAL PROPERTY & EQUIPMENT	3,898,272	4,505,326	(607,053)
OTHER ASSETS			
GOODWILL - PHARMACY	150,000	150,000	
GOODWILL - PHARMACY	(85,000)	(70,000)	(15,000)
PERS DEFERRED OUTFLOW	1,037,998	1,178,466	(140,468)
TOTAL OTHER ASSETS	1,102,998	1,258,466	(155,468)
	-----	-----	-----
TOTAL ASSETS	10,483,877	10,629,382	(145,505)
	=====	=====	=====

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CORDOVA COMMUNITY MEDICAL CENTER
BALANCE SHEET
FOR THE MONTH ENDING: 08/31/23

	Current Year	Prior Year	Net Change
LIABILITIES AND FUND BALANCE			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE	119,091	175,156	(56,064)
PAYROLL & RELATED LIABILITIES	676,755	705,807	(29,052)
INTEREST & OTHER PAYABLES	7,175	1,283	5,891
LONG TERM DEBT - CITY	5,466,458	5,466,458	
OTHER CURRENT LONG TERM DEBT	8,595	117,652	(109,056)
	-----	-----	-----
TOTAL CURRENT LIABILITIES	6,278,077	6,466,359	(188,282)
LONG TERM LIABILITIES			
NET PENSION LIABILITY	8,148,107	6,825,636	1,322,471
TOTAL LONG TERM LIABILITIES	8,148,107	6,825,636	1,322,471
DEFERRED INFLOWS OF RESOURCES			
PENSION DEFERRED INFLOW	(2,907,065)	601,203	(3,508,268)
TOTAL DEFERRED INFLOWS	(2,907,065)	601,203	(3,508,268)
TOTAL LIABILITIES	11,519,119	13,893,198	(2,374,079)
NET POSITION (EQUITY)			
UNRESTRICTED FUND BALANCE	(1,937,496)	(2,950,277)	1,012,781
TEMPORARY RESTRICTED FUND BALANCE	18,513	18,513	
CURRENT YEAR NET INCOME	883,741	(332,051)	1,215,792
	-----	-----	-----
TOTAL NET POSITION	(1,035,241)	(3,263,815)	2,228,573
TOTAL LIABILITIES & NET POSITION	10,483,877	10,629,382	(145,505)
	=====	=====	=====

CCMC Medical Director 3rd Quarter Report 2023

October 11, 2023

Quarterly chart reviews are performed for all deaths and transfers along with random chart reviews for all physicians. There have been no significant findings so far this year. 2nd and 3rd quarter reviews will be performed together in November.

We currently have 9 long term care residents with 2 referrals being reviewed. We currently have 3 swing bed patients, which is an improvement. We continue to review and update policies for the hospital, swing bed program, long term care program and Sound Alternatives as they come up for their annual review. There have not been any significant changes in those we have reviewed.

We have been fortunate to have a stable group of physicians providing emergency room services for some time. The care they provide is excellent.

We have the most recent flu vaccine and covid vaccine available and have started to administer them. Although Covid 19 is not prevalent it can still cause a severe illness. It can also be transmitted from a person who may not get very sick with it to others who are more at risk for a severe illness including infants, people with multiple chronic illnesses, immunocompromised people and elderly people. We encourage people to get this newer version of the covid vaccine along with their yearly flu vaccine.

Snow and ice are approaching. Falls are a major cause of injuries, especially in our older patients. We talk with patients about fall prevention during our visits. We ask that our community members also keep this in mind as they interact with their older family members, friends and other community members.

Respectfully,

Curtis M. Bejes, M.D.

CCMC Board of Directors
Quarterly Quality Report
October 2023
Director of Operations
Noelle Camarena, FNP

CCMC continues to prioritize continuous quality improvement through staff education, process improvement projects, regular facility surveillance and chart reviews. The quality improvement committee meets quarterly. The last quarterly meeting was held in July 2023.

Recent quality related events:

- Many of our staff received active shooter training followed by live drill/simulation in May.
- Direct patient care staff and physicians met with local first responders for trauma training in July. The focus was on transfer of patient care from first responders to hospital staff and there was a lot of positive feedback from both EMS and hospital staff. We will continue to host these meetings in the future.
- Annual education day for nursing staff was held in August. Over 20 topics covered.
- Our LTC received two awards! We were awarded a Bronze Award from the American Health care association. The Bronze Award is a part of the national quality award program. We also received an "Achievement in Quality Award" from the Alaska Hospital and Healthcare Association in partnership with Centers for Medicaid and Medicare.
- 10 CCMC employees will participate in 15 different healthcare related trainings supported by a state of Alaska grant awarded in September. Healthcare trainings range from dementia care specialist, billing and coding bootcamp, vestibular rehabilitation for physical therapists, Spanish-English medical interpreter certification and more.

On-going quality related activities:

- Process improvement projects in every hospital department.
- Environment of care rounds performed regularly. All findings reported to appropriate departments and our facilities crew is very involved in this process.
- All emergency room and inpatient admission charts are reviewed and evaluated for appropriateness of care and complete documentation. Any findings are discussed with the appropriate staff and plan of action is created.
- Our interdisciplinary team meets weekly to discuss all swing bed and awaiting LTC care patients. This team includes DON, RN, physician on-call, PT, OT, pharmacist, case manager and Director of Operations. We focus on current and future care needs, as well discharge planning.



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P.O. Box 160 | 602 Chase Ave., Cordova, AK 99574-0160

CNO report

October 3rd, 2023

Leadership

Daniella Rossi is continuing LTC DON work remote. In-house LTC DON is Noelle Tuesday-Thursday, and I am covering Monday and Friday. Olivia Moreno is expected to return to CCMC as permanent LTC DON in November.

Staffing

Currently, we have five full-time permanent nurses and four travel nurses. We are continuing to seek a full-time ER nurse. Our CNAs are all permanent staff, we have seven full-time and ten as needed.

Education Plan

Unit clerk orientation PowerPoint will now be referred to as “unit clerk reference PowerPoint”. This is available as a resource for all unit clerks. This is ongoing and continuously updated with input from different department heads.

Encouragement for LTC RNs to obtain their ACLS and assist with ER patients is ongoing. LTC RNs have been picking up shifts on acute side and shadowing in the ER. 1 LTC RN signed up for the upcoming ACLS course. I have taken instructor courses to teach BLS, PALS, and ACLS. I shall receive instructor certifications/cards after demonstrating teachings ending October 28th.

Education on our ventilator will be provided by our traveling RN Mike Miller on October 29th.

We have new equipment at CCMC and educational videos/handouts were given regarding these items (PureWicks, Bladder scanner, IO needles for humeral head on conscious patients, pediatric bougies, etc.).

Per trauma meeting with Dr. Woelk, the goal is to meet all criteria for making CCMC a level IV trauma center by December of 2024.

Census

We currently have 8 Long Term Care residents and 3 swing bed patients. 1 LTC patient is expected to arrive this week and 1 swing patient expected to be discharged. 304 patients were seen in the ER this last quarter with 15 transfers.

Let me know if you have any questions.

Alexus Allen BSN

CNO

Clinic

The Clinic has flu and both Pfizer and Moderna covid vaccines in stock. Patients can make an appointment for these vaccines or walk in during regular business hours. Additionally, the Clinic has been/will be open during the lunch hour (12:00-1:00) on Tuesdays and Wednesday through October for vaccines. The new RSV vaccine for 60 years+ is available through the CCMC Pharmacy. This vaccine is covered through Medicare Part D (like the Shingles vaccine) and requires a prescription from a patient's primary care provider. The RSV vaccine and antibody for young patients is not yet available to order through the state of Alaska.

The Clinic patient demographic has returned to mostly local patients. Now until the end of the year is a great time for Clinic patients to have visits and lab work completed since many people have met their insurance deductibles (as well as out of pocket expenses) by this point in the year.

Dr. Kaufman, Podiatry, is here October 16 & 17. Dr. Gifford, Pediatrician, is here October 19. Dr. Gray, Orthopedics, was here September 8.

Additionally, Dr. Sjostedt from Northland Audiology in Juneau is again using CCMC for her audiology clinics.

Lab/Radiology/Rehab Services

CCMC Lab remains consistently ready to serve all Cordovans. As the year ends, employer random drug screens increase, trying to meet requirements for number of screens done throughout the year. Other than that, the types of tests run is pretty consistent throughout the fall and winter.

Vanessa is back in the Radiology department after time off. The CT machine has reached the end of its service and been down quite a few days in the past two months. CCMC is actively seeking bids for a replacement and looking at options to best serve the community.

Megan, the Speech Language Pathologist from Anchorage, will be here in November. Marita Kleissler, the Speech Language Pathologist Assistant, is currently seeing one pediatric patient for speech services. CCMC is slowly building all the pieces for providing speech services and is ready for more patients.

PT and OT are getting busier with orthopedic surgical patient rehabilitation as well as swing bed patients. It has been nice having an additional PT here for a few months, covering for PTO, servicing swing bed PT orders, and supporting employees in workplace training for lifting patients, computer work ergonomics, and exercises for improving employee health. The Rehab team works well together and strives to meet the needs of the community. An example: Melanie and Brittany just returned from the fall Alaska AAPTA (American Physical Therapy Association) conference where the topic was *Spinning Beyond Basics: Balance Training and Current Concepts in Vestibular Rehabilitation*. They attended the conference through a labor department grant particularly because of the increase in the number of patients this year referred to PT for dizziness/balance issues.

October 2023 Quarterly Board Report

Sound Alternatives

Barb Jewell-Director of Community Services

Behavioral Health

Sound Alternatives provided services to 45 individual clients this past quarter, a increase of 20% from last report. The program had 285 visits this quarter which was a increase of 38%. This increase can be attributed to having full and stable staffing. We had an experienced travel Clinician who committed to a 6 month stay and actually stayed 7.5 months. We have another well-trained travel Clinician arriving without any gap and she too has committed to staying for 6 months.

In addition, we hired a Clinical Case Manager who is providing additional services to clients and increasing our abilities to do outreach and expand services.

Community Case Management Program

Again, having stable staffing in this position has increased our ability to meet community needs. Our Community Case manager provided services to 6 individuals, linking them with health care, housing and other community supports. Please note that each individual requires an average for 3-4 visits to assist them with their needs. and engaged in outreach with community organizations. Our Community Case Manager was the lead on two Community events this quarter, The 2nd Annual Recovery Celebration and the Child and Family Wellness fair. Both events were well attended and received positive feedback; the Child & family Wellness Fair in particular which had over 80 participants. Next quarter she will be focusing on health access, health literacy and Senior supports. The priorities are reflective of both the grant which funds the position and the priorities identified in the Community health needs Assessment.

Dietary & Senior Services

Dietary staff provided a total of 7867 meals this quarter: 2352 meals for Long term Care, 5043 meals for seniors through the congregate and Home delivered meals, 365 for staff and for Acute Care Patients. The increase in senior and home delivered meals is as a result of now offering shelf stable meals for weekends. So, on Friday in addition to the hot meal, each senior who wished to also receive a food box with two shelf stable meals. *(please note staff pay for all their meals).*

As a part of our new grant cycle we have been able to increase some outreach and activities for seniors. Through the Ride we have been able to provide some additional community services such as helping with grocery shopping and picking up prescription. Katie Fry will continue to provide Chair Yoga once a week. We are working on starting a senior game night.



Memorandum

To: CCMC Authority Board of Directors

Subject: Resolution to Update CCMC authorized check signers

Date: September 18, 2023

Due to recent changes in CCMC Staff it is necessary to update the CCMC Authorized Check Signers to reflect those changes:

To **add** the following CCMC Staff as a CCMC authorized check signer:

CAH Director of Nursing Alexis Allen

To **remove** the following CCMC Staff as a CCMC authorized check signer:

Chief Nursing Officer Kadee Goss

The **updated list** of CCMC authorized check signers will be as follows:

Director of Ancillary Services	Tamara Russin
Facility Manager	Brian Rezek
CAH Director of Nursing	Alexus Allen
Director of Operations	Noelle Camarena
Board of Directors Chair	Kelsey Hayden
Board of Directors Vice-Chair	Linnea Ronnegard
Board Treasurer/Secretary	Liz Senear
Board of Director	Ann Linville
Board of Director	Chris Iannazzone

Suggested Motion: "I move to approve the Resolution of the CCMC Authority Board of Directors designating the representatives authorized for signing checks, non-check payroll tax payment, and cash transfers for Cordova Community Medical Center."

**Cordova Community Medical Center Authority
Board of Directors
Resolution 2023-02**

**A RESOLUTION OF THE CORDOVA COMMUNITY MEDICAL CENTER AUTHORITY
BOARD OF DIRECTORS DESIGNATING THE REPRESENTATIVES AUTHORIZED
FOR SIGNING CHECKS, NON-CHECK PAYROLL TAX PAYMENT, AND CASH
TRANSFERS FOR CORDOVA COMMUNITY MEDICAL CENTER.**

WHEREAS, the Cordova Community Medical Center checking accounts for the general fund, payroll fund, grant fund and nursing home patient trust accounts, require two (2) signatures; and

WHEREAS, CCMC investment accounts, funded depreciation accounts, and malpractice trust accounts require the Chief Executive Officer and one (1) Board Officer's original signatures, and

THEREFORE, BE IT RESOLVED THAT,

1. All checks issued require two signatures; at least one (1) CCMC Authority Board Officer's signature, and that non-check electronic payments and cash transfers from the general checking account to the payroll checking account should be signed off by at least one Board of Directors officer and another authorized signer.
2. The CCMC Authority Board of Directors authorizes the following individuals only to act as check signers on the above-mentioned accounts:

**Tamara Russin, Director of Ancillary Services
Alexus Allen, CAH Director of Nursing
Brian Rezek, Facility Manager
Noelle Camarena, Director of Operations**

**Kelsey Hayden, Board of Directors President
Linnea Ronnegard, Board of Directors Vice-President
Liz Senear, Board of Directors Secretary/Treasurer
Ann Linville, Board of Directors Member
Chris Iannazzone, Board of Directors Member**

PASSED and approved this 26th day of October 2023.

Board Chair Signature:

Date:



Memorandum

To: CCMC Authority Board of Directors

Subject: Emergency Preparedness Portable Shelter purchase

Date: 09/18/2023

Suggested Motion: "I move that the CCMC Authority Board of Directors approve the purchase of an Emergency Preparedness Portable Shelter at a cost no greater than \$47,000 as presented."



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P.O. Box 160 | 602 Chase Ave., Cordova, AK 99574-0160

Prior approval Request Letter

September 22, 2023

Kelsey Hayden
Chair, Hospital Authority Board
Cordova Community Medical Center
Cordova, AK 99574

Dear Mrs. Hayden and members of the Hospital Authority Board:

Pursuant with CCMC policy requiring board approval for all purchases greater than \$25,000, I am writing to request approval for the purchase of a portable shelter as part of our hospital's emergency preparedness program. This acquisition is essential to enhance our ability to respond effectively to various emergency situations, ensuring the safety and well-being of our patients, staff, and community. The hospital has secured a grant of \$45,000 to cover the purchase. We are requesting approval for up to \$47,000 for this project to ensure we are able to cover incidentals that may come up with acquiring the shelter.

Item Name: **Portable Shelter**

Actual Cost: \$ 44,337.66

Estimates Useful life (in years): 5 years

Description/Purpose: The shelter will be available for use as a location for patient care during emergencies such as natural disasters, mass casualty incidents, or pandemics. In the event of infectious disease outbreaks or biohazard incidents, the shelter can serve as an isolation or quarantine area. It will also enable us to set up mobile clinics or vaccination stations in the community during emergencies

Comments: The cost of this project is covered entirely through a state grant.



Memorandum

To: CCMC Authority Board of Directors

Subject: CCMC Savings Account

Date: 10/10/2023

CCMC currently maintains funds in a savings account that has FDIC insurance up to \$250,000, therefore when CCMC has deposits in excess of FDIC insurance the deposits are not protected. The recommendation is for CCMC to close the existing savings account and place fund balance in a repurchase account. The repurchase account is a collateralized account that protects deposits. In addition, the repurchase account earns interest at a higher rate than current savings account.

Suggested Motion: "I move that the CCMC Authority Board of Directors approve the request for CCMC staff to close the existing savings account and open a repurchase account with those funds."



Memorandum

To: CCMC Authority Board of Directors

Subject: Capital Improvement Project – Generator Compliance

Date: 10/12/2023

The existing CCMC essential electrical system consists of critical/life safety and equipment branches. The life safety and critical branches are currently fed from the same distribution panel instead of a separate panel for each branch which is a code violation. The existing essential electrical system needs to be modified to provide critical, life safety, equipment, and optional standby branches in compliance with the current electrical code. In 2023 CCMC received an appropriation from the city of Cordova with the intent that these funds would be applied to essential capital improvement projects if they are not required for operations. Management intends to apply these funds to the generator capital improvement project to bring our hospital in compliance with current code.

Suggested Motion: "I move that the CCMC Authority Board of Directors approve the request for CCMC staff to issue an RFP for the design, and construction to modify the CCMC current electrical generator system to bring it into compliance with applicable requirements within NFPA 70, NFPA 70E, NFPA 72, NFPA 99, NFPA 101, the IBC, and the IMC."

November 2023						
◀ Oct 2023						Dec 2023 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18 Cordova Business Gala 6-9PM Cordova Center
19	20	21	22	23 Closed for Thanksgiving  Thanksgiving Day	24 Closed for Thanksgiving 	25
26	27	28	29	30 Board Meeting 6PM		

More Calendars: [Dec 2023](#), [Jan 2024](#), [2023](#)