

**SOUTH PENINSULA HOSPITAL, INC.  
REGULAR BOARD MEETING**

**SPH Conference Rooms**

**July 25, 2007**

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**CALL TO ORDER**

The meeting was called to order at 6:02 p.m. by President Walt Partridge.

**ROLL CALL:**

Present:	Pat Hartley	Arthur Tilgner (telephonic)
	Terry Thompson	Peg Coleman
	Bernie Wilson	Walt Partridge
	Toni Parlow	

Excused: William Marley

Also Present: Charlie Franz, CEO  
Dr. Randy Wiest, Chief of Staff  
Lori Meyer, Controller  
Rosemary Craig, QI/RM/UM Manager  
Derotha Ferraro, Marketing Coordinator/Grant Writer  
Pat Brennan, Medical Tech  
Maria Victoria Soto, Purchasing Tech/Chief Steward Teamster's Union  
Christine Anderson, Director of Patient Care Services  
Larry Dallas, Support Services Director  
McKibben Jackinsky, Homer News  
Jan Hanenberger, Homer Secretarial Services

**APPROVAL OF AGENDA AND CONSENT AGENDA**

Consent Agenda consisted of:

- Approval of Minutes of BOD Regular Meeting, June 27, 2007
- On Call Contracts with Surgeons
- Revision of Board Policies
  1. Non-Physician Medical Screening
  2. Communication with the News Media
- Capital Equipment Substitution
- Administrator Report
- BOD Representative to SAB Meeting

Ms. Wilson requested pulling Non-Physician Medical Screening from the consent agenda.

**COLEMAN/THOMPSON MOVED/SECONDED:  
TO ACCEPT THE AGENDA AND CONSENT AGENDA WITH AMENDMENT.**

**Motion passed unanimously.**

**COMMENTS OF THE AUDIENCE**

None

**BOARD EDUCATION: Carol Garrison, Surgical Services Manager**

Ms. Garrison was in surgery and unavailable.

**OLD BUSINESS:**

**Revision of Sublease and Operating Agreement**

Mr. Partridge reviewed highlights of statements made by KPB Mayor Williams during the July 19, 2007 SAB meeting:

- There will be no sale of the hospital.
- There will be no merger of the hospital or the boards with CPH.
- The BOD will continue to report to the SAB.
- A notice of termination of the SLOA is being prepared which will stipulate that from the time of notice of termination SPH will go into day-to-day operation.
- There will be a major change in the contract for profitability.

As long as SPHI remains in existence the labor agreement is intact. If SPHI no longer exists the labor agreement is null and void and would have to be re-negotiated by the entity running the hospital.

Mayor Williams requested to be provided with the following for review prior to giving his approval to the issuance of bonds for the next construction phase on August 15:

1. Needs Assessment
2. Business Plan for the hospital including the expansion
3. Strategic Plan
4. Third party review of plans and strategies

Mr. Franz provided the members with information on the requested items. Mr. Partridge suggested the information be sent to the SAB for them to forward to the borough.

Barbara Howard, SAB Chair, informed the members the SAB will be holding a special meeting Saturday to discuss requesting the KPB Assembly to either postpone or grant a continuance of their decision on Ordinances 2007-28 and 2007-29 until their meeting held in Homer on September 18 to allow for voter input. Arrangements have been made for the August 7 Assembly meeting to be telephonic from the local KPB office to enable individuals to make public comment without traveling to Soldotna.

Discussion followed.

**COLEMAN/PARLOW MOVED/SECONDED:**

**TO SEND A LETTER TO THE KPB ASSEMBLY MEMBERS ASKING THEM TO DEFER THEIR DECISION ON THE TWO ORDINANCES UNTIL THEIR SEPTEMBER MEETING IN HOMER, GIVING THE HOMER RESIDENTS THE ACCESS AND OPPORTUNITY FOR PUBLIC COMMENT.**

**Motion passed unanimously.**

Mr. Partridge is to sign the letter on behalf of the BOD and will provide copies to the members. Ms. Wilson provided background on the relationship between the City of Homer, SPH, SAB, and KPB regarding the SLOA. Discussion followed.

**Financial Assistance and Upfront Collection Policies**

Mr. Franz provided a brief review of the policies and asked for input from the members. Discussion, and questions and answers followed. Suggestions were:

- Employees be trained to be more sensitive when discussing payment options with patients.
- Proceed in discussion with local bank interested in assisting patients with loans for hospital payment.

**HARTLEY/COLEMAN MOVED/SECONDED:  
TO PROCEED IN DISCUSSION WITH LOCAL BANK REGARDING PATIENT LOANS.**

**Motion passed unanimously.**

**NEW BUSINESS:**

**Electronic Board Packets**

Mr. Franz reported the meeting packet documents can now be e-mailed and posted on the hospital's web site in an Adobe Acrobat file. The members agreed to try this approach in order to save postage and paper.

**Revision of Board Policies**

- **Non-Physician Medical Screening**  
Ms. Wilson requested information on the criteria required for non-physician personnel to provide medical screening. This item was tabled until next month.
- **Communication with the News Media**  
**COLEMAN/PARLOW MOVED/SECONDED:  
TO APPROVE THE REVISION OF COMMUNICATION WITH THE NEWS MEDIA,  
POLICY NO. SM-03.**

**Motion passed unanimously.**

**Annual QI Report**

Mr. Franz reported the departments are doing a tremendous job and thanked them for all their efforts. There were no further comments or questions.

**WILSON/PARLOW MOVED/SECONDED:  
TO ACCEPT THE ANNUAL QI REPORT.**

**Motion passed unanimously.**

**Including Mid-Level Providers in Meetings with Board and Medical Staff**

Dr. Wiest reported they have not yet held a general staff meeting to discuss this item and it will be on next month's meeting agenda.

**Resignation of Dr. Marley**

**PARLOW/WILSON MOVED/SECONDED:**

**WITH REGRET TO ACCEPT DR. MARLEY'S RESIGNATION AND DECLARE A VACANCY ON THE BOARD.**

**Motion passed unanimously.**

**COMMITTEE REPORTS**

**Finance Committee**

Mr. Thompson reported operating costs were down 16%, creating a savings of \$400,000 last month, and staff should be commended for all their efforts at cost savings.

Mr. Franz mentioned another CFO candidate has contacted him.

**President – Mr. Partridge**

Mr. Partridge had nothing further to report.

**Chief of Staff - Dr. Wiest**

Dr. Wiest reported:

- MEC met on July 10, focused mainly on chart review, and a discussion was held on physician response time to the ER. Next meeting will be August 14.
- Two locum tenens surgeons have been filling in during the month and Dr. Sayer has returned to work.
- Will discuss including mid-level providers in meetings with the BOD and Medical Staff at the next MEC meeting.

**Administrator – Mr. Franz**

Mr. Franz added to his written report:

- State surveyors are currently doing the LTC survey and have not yet provided very much feedback. The exit conference is scheduled for tomorrow at 11:00 a.m.
- A Homer resident will be graduating from the University of Alaska Southeast Coding Program in late August and will be doing her clinical internship at SPH.
- Craig Chapman, KPB Finance Director, recommended funds for the telephone system upgrade be taken from the Other Equipment Account instead of the Emergency Equipment Account as previously suggested.

**THOMPSON/HARTLEY MOVED/SECONDED:**

**TO REQUEST TO THE SAB THE TELEPHONE SYSTEM UPGRADE CHARGES COME FROM THE OTHER EQUIPMENT ACCOUNT RATHER THAN THE EMERGENCY EQUIPMENT ACCOUNT.**

**Motion carried unanimously.**

**SAB Chair – Ms. Howard**

Chair Howard mentioned:

- Phone system upgrade will be on the agenda for the special meeting on Saturday, July 28.
- SAB quarterly report was presented to the KPB.
- SAB appreciates the support given by the BOD to the SAB.
- SAB members are concerned about possible worries employees may be experiencing due to the problem with the borough, and would appreciate suggestions on how to address these concerns.
- Thanked everyone who attended the July 19 SAB meeting.
- Invited the BOD members to attend the special meeting Saturday. The meeting will be very brief.
- There are a high number of board member vacancies with five on the SAB and two on the BOD.
- Provided a brief review of the borough mayor's comments and timelines at the July 19 meeting.

### **BOD Representative to SAB Meeting**

Included in the consent agenda.

### **Marketing Committee**

Ms. Hartley had nothing to add to the written report. Mr. Franz mentioned Safeway Pharmacy has shown interest in doing a joint venture with the hospital for the various healthcare prevention months.

### **Governance Committee**

Interviews with board member applicants will be discussed in Executive Session.

### **WILSON/COLEMAN MOVED/SECONDED:**

**TO ACCEPT THE FINANCE COMMITTEE, PRESIDENT'S, AND MARKETING COMMITTEE REPORTS.**

**Motion passed unanimously.**

### **Comments of Audience**

- Christine Anderson thanked Ms. Howard for attending and appreciated the concern for the employees by the SAB. She has confidence in both boards that they will represent the employees' interests.
- Maria Soto suggested more information come from Administration to the employees and asked how staff can help to show support for the SAB. Ms. Howard suggested speaking during the Assembly meeting on August 7.

### **Comments of Board/Staff**

- Toni Parlow thanked Ms. Howard for her hard work and thanked the staff for their cost cutting efforts.
- Charlie Franz mentioned Senator Gary Stevens and his wife will be taking a tour of the hospital at 3:00 p.m. Saturday afternoon.
- Walt Partridge thanked Ms. Howard for a job well done at the meeting July 19.

**COLEMAN/WILSON MOVED/SECONDED:**

**FOR THE BOD TO GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL AND FINANCIAL MATTERS.**

**Motion passed unanimously.**

**\*\*\*\*\*INTO EXECUTIVE SESSION – 8:25 P.M. \*\*\*\*\***

**COLEMAN/PARLOW MOVED/SECONDED:  
TO RETURN TO REGULAR SESSION.**

**\*\*\*\*\*RETURN TO REGULAR SESSION – 9:10 P.M.\*\*\*\*\*.**

**COLEMAN/THOMPSON MOVED/SECONDED:  
TO ADJOURN.**

**Motion passed unanimously.**