

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

**SPH Conference Rooms**

**February 24, 2010**

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**Call To Order**

**The BOD went into Executive Session to discuss personnel and financial matters prior to the start of the regular meeting.**

**\*\*\*\*\*Into Executive Session – 5:32 p.m.\*\*\*\*\***

**\*\*\*\*\*Out of Executive Session – 6:55 p.m.\*\*\*\*\***

**\*\*\*\*\* Regular Session – 7:04 p.m.\*\*\*\*\*.**

Vice President Julie Woodworth called the regular meeting to order at 7:04 p.m.

Present:	Vickey Hodnik	Nina Allen
	Kent Haina	Walter Partridge
	Julie Woodworth	Bernadette Wilson
	Matt Hambrick	Matt North

Excused: Kelly Cooper

Also Present: Robert Letson, CEO  
Lori Meyer, Acting CFO, Controller/Materials Manager  
Christine Anderson, Director of Patient Care Services  
Sara Karnos, Administrative Assistant  
Jan Hanenberger, Homer Secretarial Services

A quorum was present.

**Announcements, Welcome Guests & Public**

Vice President Woodworth welcomed everyone. There were no announcements.

**Approval of Agenda**

Wilson/Allen moved/seconded:

To approve the agenda. Motion passed.

**Comments of Audience**

There were no comments.

**Approval of Consent Agenda**

Partridge/Hambrick moved/seconded:

To approve the Consent Agenda.

Mr. Partridge suggested a minor correction in the first sentence on page five where it reads, “*Mr. Partridge asked if they had received the requested template of CPGH’s Charter.*” It should read “*...requested template of Committee Charters.*”

Ms. Wilson requested some minor clerical corrections in the Patient Grievance Process. On page three, first sentence, it should read, “*For questions of or concerns...*”. Towards the end of the same sentence where it reads “*...patients may contact the Quality Improvement Organization for Alaska, Mountain Pacific Quality Health Foundation*”, it should read “*...patients may contact the Quality Improvement Organization for Alaska, Mountain-Pacific Quality Health Foundation*”. Under **Special Considerations**, on page four, Item 2 should be deleted.

Allen/Hodnik moved/seconded:

To approve the Consent Agenda with recommended changes.

Board Secretary Wilson read the Consent Calendar items into the record:

- A. Consideration to Approve the Minutes of January 27, 2010 Annual Board of Directors Meeting.
- B. Consideration to Approve the Minutes of the February 3, 2010 Special Meeting of the Board of Directors.
- C. Consideration to Approve Revised HW-144, Patient Grievance Process.
- D. Consideration to Ratify Resolution 2010-02-A, Authorizing Purchase of Laboratory Equipment.

Motion passed.

**Presentations: KPB Assembly Presentation Review – Bob Letson**

CEO Letson provided a preview of the hospital report he will be presenting to the KPB Assembly on March 2<sup>nd</sup>. Comments and suggestions followed from the directors.

**Reports:**

**A. Service Area Board Representative**

There was no one present from the SAB.

**B. Chief Executive Officer**

Other than his written report CEO Letson mentioned meeting with Dr. Bell, Dr. Boling, Dr. Alvarez, and the Alaska Women’s Health Group, an OB/GYN group from Anchorage. They discussed conducting a monthly clinic at the Homer Medical Clinic, as well as providing GYN surgery at SPH.

**D. Chief Financial Officer**

Acting CFO Meyer had nothing further to add to her written report. There were no questions from the board.

**E. Board President**

President Cooper was not able to attend this evening. Vice President Woodworth reminded everyone of Jamie Orloff's presentation on March 2<sup>nd</sup> in Soldotna and encouraged members to attend.

**F. Board Committees:**

**Finance**

Other than his written report Mr. Partridge had nothing further to add. There were no questions.

**Governance**

Ms. Woodworth reported the date for the next board members' and doctors' dinner is March 23<sup>rd</sup>. They are currently working on the agenda.

**Membership**

No report.

**Quality Improvement**

No report.

**Marketing/Website**

Other than the written report Mr. Haina reminded everyone of the workshop this week at Islands and Oceans regarding the Community Health Needs Assessment. Ms. Allen added it will be Thursday from 10:00 a.m. until 5:00 p.m., an evening session from 5:00 p.m. to 7:00 p.m., and on Friday from 9:00 a.m. until 5:00 p.m. Mr. Haina will provide agendas to the members.

**Construction.**

Ms. Wilson had nothing further to add to what was discussed in Executive Session.

**Strategic Plan**

No report.

**Education**

No report.

**BOD Representative to SAB Meeting**

Mr. Haina reported:

- KPB Mayor Dave Carey and Craig Chapman attended the last SAB meeting.
- Discussed exploring an energy audit for SPH to increase efficiency.
- Discussed the MRI.
- Approved reimbursement of funds to the Contingency Fund.

**Pension Plan**

No report.

**Unfinished Business**

**A. Consideration to Approve Resolution 2010-03-A, Authorizing Bank Signers**

CEO Letson, Ms. Meyer, and Mr. Partridge provided background. The resolution has been approved by the Finance Committee.

Haina/Allen moved/seconded:

To pass and adopt Resolution 2010-03-A, authorizing bank account signers.

Motion passed.

**B. Consideration to Approve Resolution 2010-04-A, Authorizing Expenditure of Emergency Capital Funds to Complete LTC Egress Project**

CEO Letson provided information and background and recommended using Operating Funds, of approximately \$39,000 to \$40,000, to complete the project.

Haina/Partridge moved/seconded:

To pass and adopt Resolution 2010-04-A-S, authorizing the expenditure of \$40,000 from operating account 11120003 for the completion of the LTC resident egress. Questions and answers followed. Ms. Allen felt the last WHEREAS, *WHEREAS, SPH's Emergency Capital Equipment Fund is not appropriate for this project*, was not needed and recommended amending the resolution to remove it.

Allen/Partridge moved/seconded:

To amend the resolution to remove the sixth WHEREAS.

Role call vote to approve the amendment: Yes – North, Wilson, Hambrick, Hodnik,  
Partridge, Woodworth, Haina, Allen

No – 0

Excused – Cooper

Motion passed.

Role call vote to approve the amended resolution: Yes – Haina, Hodnik, Partridge, North,  
Wilson, Allen, Hambrick,  
Woodworth

No – 0

Excused – Cooper

Motion passed.

**C. Consideration to Approve Resolution 2010-05-A, Awarding Security Guard Services Contract**

CEO Letson provided a report on the RFP to security agencies. Senior management recommends Guardian Security due to state requirements and quality issues and to insure SPH meets these requirements.

Partridge/Wilson moved/seconded:

To pass and adopt Resolution 2010-05-A, approving Guardian Security Systems as the vendor for security guard services, and authorizing Administration to conduct contract negotiations with the vendor. Concerns and comments followed.

Haina/Allen moved/seconded:

To amend Item 2 in the resolution to now read, *Authorize Administration to conduct contract negotiations on behalf of South Peninsula Hospital within the parameters of the RFP.*

Role call vote to approve the amendment: Yes – Hodnik, Allen, Haina, Partridge,  
Woodworth, Wilson, Hambrick,  
North

No – 0

Excused – Cooper

Motion passed.

Role call vote to approve the amended resolution: Yes – North, Wilson, Hambrick, Hodnik,  
Partridge, Woodworth, Haina,  
Allen

No – 0

Excused – Cooper

Motion passed

## New Business

### A. Consideration to Approve Resolution 2010-06-A, Approving Capital Budget for FY 2011

Partridge/Hambrick moved/seconded:

To table this item until after Executive Session. Motion passed.

### B. Consideration to Approve Resolution 2010-07-A, Supporting Borough Ordinance 2009-19-28

CEO Letson reported the ordinance would appropriate supplemental funding of \$136,165 for earlier costs associated with asbestos abatement during a prior portion of the construction project. These funds would be earmarked as Contingency Funds in case something unforeseen would come up again during current construction.

Partridge/Haina moved/seconded:

To pass and adopt Resolution 2010-07-A, supporting Kenai Peninsula Borough Ordinance 2009-19-28. Discussion followed. Since the SAB has already approved the ordinance the following motion was made to amend the wording of the resolution:

Haina/North moved/seconded:

To amend the resolution to include a final WHEREAS: *WHEREAS, the South Kenai Peninsula Hospital Service Area Board has approved Kenai Peninsula Borough Ordinance*

2009-19-28, and also delete Item 2, *Forwards this resolution to the South Kenai Peninsula Hospital Service Area Board for approval.* Motion passed.

The motion on the amended resolution passed.

**C. Consideration to Approve Resolution 2010-08-A, Reallocating Funds for Imaging Digitizer**

CEO Letson mentioned the Imaging Department would like to reallocate the \$10,000 budgeted for purchase of imaging film files to an Imaging Digitizer. This is more appropriate for storage and transmitting of films and would incur less operating costs in terms of processing film.

North/Allen moved/seconded:

To pass and adopt Resolution 2010-08-A, authorizing reallocation of FY2010 capital budget funds for a film digitizer.

The role call vote: Yes – Haina, Hodnik, Partridge, North, Wilson, Allen, Hambrick, Woodworth  
No – 0  
Excused – Cooper

Motion passed.

**D. Consideration to Appoint SPH Foundation Trustee**

Vice President Woodworth mentioned the Foundation requested a member of the BOD, as well as the SAB, become a Trustee of the Foundation. Dr. Hodnik volunteered to act as a Trustee.

Allen/North moved/seconded:

To appoint Vickey Hodnik as the representative for the Operating Board as the SPH Foundation Trustee during her term on the Operating Board which expires December 31, 2012.

**E. Consideration to Approve Vendor Selection for Cyber Risk Liability Insurance**

Mr. Partridge provided background and a brief review of the information provided.

Haina/Hodnik moved/seconded:

To approve binding of Cyber Liability insurance policy with AXIS to include mental anguish and independent contractors for estimated premium of \$11,531.44.

The role call vote: Yes – Hodnik, Allen, Haina, Partridge, Woodworth, Wilson, Hambrick, North  
No – 0  
Excused – Cooper

Motion passed.

**Discussion: Committee Charter Workshop & Committee Assignments**

Since this is a rather large project to cover during a board meeting, Vice President Woodworth suggested they plan to meet for approximately one hour and asked for the members' thoughts on possible times and dates. Discussion followed with March 3<sup>rd</sup> and March 5<sup>th</sup> suggested with either 7:00 a.m., 4:00 p.m., or 5:00 p.m. for the times each day. Members are to notify Ms. Karnos of which day and time would work for them. Ms. Woodworth will try to obtain a template from CPGH before the meeting.

Vice President Woodworth then passed around a sign-up sheet for the members to pick a month to attend a SAB meeting as the BOD representative.

**Comments from the Audience**

- Christine Anderson mentioned prior to the meeting she had gone up to check out the construction area and was very excited on how nice the new areas will be. She thanked the BOD for their support.

**Comments from Chief Finance Officer**

Lori Meyer had no further comments.

**Comments from Chief Executive Officer**

Robert Letson thanked the board for all their support.

**Comments from Homer Secretarial Services**

Jan Hanenberger thanked everyone for all that they do for the hospital.

**Comments from the Service Area Board Representative**

No one present.

**Comments from the Board**

- Walter Partridge thanked Ms. Karnos for the BOD binder and congratulated Kevin Lloyd on being chosen SPH's First Quarter Employee.
- Nina Allen welcomed Matt Hambrick, thanked everyone for their patience with her crazy travel schedule, and felt they had a good meeting.
- Bernadette Wilson asked if anyone was interested in car pooling to Soldotna to see Jamie Orlikoff, felt they had prepared a very good quarterly report to the Assembly, and mentioned hearing some negative comments regarding the route patients have to take to the OR.
- Kent Haina mentioned he likes the new clocks.
- Matt North felt they had an efficient and timely meeting.
- Vickey Hodnik thanked Ms. Woodworth for doing such a good job conducting the meeting, and she will be out of town for the March meeting.
- Matt Hambrick thanked Ms. Woodworth for a fine meeting.
- Julie Woodworth thanked Dr. Hodnik for volunteering to act as the Trustee on the Foundation, and thank everyone for their patience with her conducting the meeting.

**Announcements as a result of the Executive Session**

Wilson/Hambrick moved/seconded:

To approve Support Service Consultation Contract as presented in Executive Session. Motion passed.

Wilson/Hodnik moved/seconded:

To approve Psychiatric Nurse Practitioner Service Memorandum of Understanding amended to include extending for an additional three months at the same terms as discussed in Executive Session. Motion passed.

The regular meeting adjourned at 8:25 p.m. A break was taken before going into Executive Session.

**Executive Session**

\*\*\*\*\*Into Executive Session – 8:37 p.m.\*\*\*\*\*

\*\*\*\*\*Out of Executive Session – 9:08 p.m.\*\*\*\*\*

**Actions Resulting from Executive Session**

\_\_\_\_\_/\_\_\_\_\_ moved/seconded:

To pass and adopt Resolution 2010-06-A approving the Capital Budget for Fiscal Year 2011 in the amount of \$1,337,962. Motion passed.

**Adjournment**

Meeting adjourned at 9:09 p.m.

Respectfully submitted,

Accepted:

\_\_\_\_\_  
Janet E. Hanenberger  
Homer Secretarial Services  
Minutes Approved: \_\_\_\_\_

\_\_\_\_\_  
Kelly Cooper, President  
\_\_\_\_\_  
Bernadette Wilson, Secretary