

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

**SPH Conference Rooms**

**June 23, 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 – 5:08 p.m.\*\*\*\*\***

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

**\*\*\*\*\* Regular Session – 7:03 p.m.\*\*\*\*\*.**

Vice President Julie Woodworth called the regular meeting to order at 7:03 p.m.

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

Excused:	Kent Haina	Kelly Cooper
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Also Present: Robert Letson, CEO  
Christine Anderson, Chief Nursing Officer  
Deanna Graham, Quality Improvement/Risk Manager  
Sara Karnos, Administrative Assistant  
Ralph Broshes, Service Area Board Representative  
Jan Hanenberger, Homer Secretarial Services

A quorum was present.

**Announcements, Welcome Guests & Public**

Vice President Woodworth welcomed everyone. There were no announcements for the BOD.

**Approval of Agenda**

The Agenda was approved as submitted

**Comments of Audience**

There were no comments.

**Approval of Consent Agenda**

Allen/Hambrick moved/seconded:  
To approve the Consent Agenda.

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

- A. Consideration to Approve the Minutes of May 26, 2010 Board of Directors Meeting.
- B. Ratification of Credentialing Process Project Contract Approval.
- C. Ratification of Resolution 2010-13-A, Approve the cost proposal from Jay-Brant for the construction of the MRI building.
- D. Consideration to Approve Revision of HW-146, Patient Discount Policy to reinstate the Self Pay Discount.

Motion passed.

**Presentations:**

**A. Quality Improvement, Quarterly Presentation – Deanna Graham**

Deanna Graham, QI/Risk Manager, provided a review of the workings of the Quality Improvement Committee which has representation from various hospital departments along with BOD member Ms. Wilson. She provided information on the various steps taken by the departments for services provided, reports that are done on these services, and scorecards that are then developed.

**B. Orlikoff Reinertsen Boardworks Presentation: The Board’s Role in Quality and Patient Safety – The Summit Series, Program 11 “Credentialing, the Medical Staff, and the Board”**

Mr. Partridge mentioned Ms. Graham reviewed the series of video presentations, which build on each other, and recommended starting with the credentialing video. The video was then presented. Comments and suggestions followed. CEO Letson commended Ms. Graham and her department on their excellent work.

**Reports:**

**A. Service Area Board Representative**

Ralph Broshes reported the SAB will not be meeting in June or July but did have a short special meeting to approve the financing for the MRI building.

**B. Chief Executive Officer**

Other than his written report CEO Letson mentioned:

- Center for Medicare/Medicaid Services did their annual survey this week of Community Health Services Home Health Care Department. Mr. Letson will inform the BOD when the complete report is available.
- Very proud of the Billing Department and the HIM Department for getting the A/R days down to 66. This is the lowest since 2002.
- Robert Whitehead, the new HIM Manager from St. Louis, started this week and has approximately 20 years experience as a hospital HIM Manager.

**C. Chief Financial Officer**

No report.

**D. Board President**

No report.

**E. Marketing Report**

No report.

**F. Board Committees:**

**Finance**

Mr. Partridge had nothing further to add to his written report. Questions and answers followed.

**Governance**

There were no questions on the written report and nothing further was added.

**Education**

Nothing further.

**Pension Plan**

Mr. Partridge and Mr. North reviewed the minutes and actions from the Trustee's meeting. There were no questions.

**BOD Representative to Service Area Board Meeting**

No report

**Old Business**

**A. MRI Update**

CEO Letson provided an update on the MRI building which has a final price of approximately \$1.2 million. Donna Rufsholm, Director of Imaging, was able to negotiate a better price for the equipment than originally budgeted. The KPBA Assembly will be voting on the award to build the building on July 6.

**New Business**

**Governance Committee Recommendation**

**A. Consideration to Approve Board Policy SM-07, Board Member Orientation**

Mr. Hambrick reviewed the changes.

Partridge/Hodnik moved/seconded:

To approve the revised Operating Board Policy SM-07 as proposed. Discussion followed.

Motion passed.

**B. Consideration to Approve Board Policy Q-03, Professional Liability Insurance**

Mr. Hambrick reviewed the changes.

Partridge/North moved/seconded:

To approved the revised Operating Board Policy Q-03. Discussion followed.

Motion passed.

**C. Consideration to Approve Changes to Board By-Laws**

Vice President Woodworth mentioned this will be the first reading of two before a vote. Mr. Hambrick reviewed the information. Ms. Wilson provided some background information on the research and work done on this project over the last few years. Discussion followed.

**D. Consideration to Approve Committee Charter for Joint Conference Committee**

Mr. Hambrick provided a brief background.

Partridge/Allen moved/seconded:

To approve the Charter for the Joint Conference Committee. Discussion and comments followed. Ms. Wilson suggested changes to the bulleted sentences on page 56 of the packet under **Responsibilities**.

Motion passed.

**Comments from the Audience**

- Christine Anderson felt the presentations were very educational and she appreciates all the work the BOD does
- Sara Karnos thanked the Pension Plan, Governance and Finance Committees for all the work they do.

**Comments from Chief Finance Officer**

No comments.

**Comments from Chief Executive Officer**

Robert Letson agreed with Ms. Karnos' comment and felt the BOD is a very hard working board.

**Comments from Homer Secretarial Services**

Jan Hanenberger thanked the BOD for all their work.

**Comments from Service Area Board Representative**

Ralph Broshes felt the BOD was doing a great job.

**Comments from the Board**

- Matt Hambrick felt they were all thinking about Ms. Cooper and her family.
- Vickey Hodnik echoed Mr. Hambrick's comment and would like for everyone to be kept informed so they can help in a way they can.
- Matt North offered his help as well.
- Bernadette Wilson dittoed the prior comments. She mentioned the presentations were very good.

- Nina Allen felt the same about Ms. Cooper and her family and thanked Ms. Woodworth for stepping up as Vice President.
- Walter Partridge agreed with the members comments.
- Julie Woodworth mentioned continuing their thoughts and prayers for Ms. Cooper and her family. She asked that anyone with future agenda items contact her, the calendar is included in the packet, and the Governance Committee will be meeting next week.

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

Wilson/Allen moved/seconded:

For the Credentialing Agenda as recommended by the MEC for appointment.

Approval of new appointments: Margit Sheinmel, Richard Anschuetz, and Mario Binder.

Approval of reappointments: Larry Lawson and David Nelson.

Approval of Locum Tenens appoints: Leon Mensch, Jayanthi Kini, and Jeffrey Zuckerman.

Motion passed.

There were no further actions for Executive Session.

**Adjournment**

North/Woodworth moved/seconded:

To adjourn.

Motion passed.

Meeting adjourned at 8:36 p.m.

Respectfully submitted,

Accepted:

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

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Julie Woodworth, Vice President  
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Bernadette Wilson, Secretary