

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

**SPH Conference Rooms**

**July 22, 2009**

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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 – 6:00 p.m.\*\*\*\*\***

**\*\*\*\*\*Out of Executive Session – 6:50 p.m.\*\*\*\*\***

**\*\*\*\*\* Regular Session – 7:05 p.m.\*\*\*\*\*.**

President Barbara Howard called the regular meeting to order at 7:05 p.m.

Present:	Kelly Cooper	Nina Allen
	Kent Haina	Walter Partridge
	Julie Woodworth	
	Barbara Howard	

Excused:	Vickey Hodnik	Bernadette Wilson
	Matt North	

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

A quorum was present.

**Announcements, Welcome Guests & Public**

President Howard welcomed everyone.

Announcements were:

- Board toured the very nice new office area for the Home Health and Education Departments.
- Former BOD member Pat Hartley passed away. Services will be at the Catholic Church on Monday at 5:00 p.m., followed by a gathering at 6:15 p.m. at Islands and Oceans.

**Approval of Agenda**

Woodworth/Cooper moved/seconded:

To approve the agenda as submitted. Motion passed.

## Comments of Audience

None

## Approval of Consent Calendar

Cooper moved to approve the consent calendar and read the items into the record:

- A. Consideration to Approve the Minutes of June 24, 2009 Regular Board of Directors Meeting.
- B. Consideration to Approve Fire Safety Plan.

Motion passed.

## Presentation: Board Leadership Role, Bainbridge DVD Presentation

The second DVD of a series of Darlene Bainbridge DVDs was presented. Discussion followed.

## Reports:

### A. Service Area Board Meeting Representative

Judy Lund mentioned the SAB did not meet in June or July but will resume their regular meetings August 13.

### B. Chief of Staff: Dr. Martha Cotten

No report.

### C. Chief Executive Officer

Other than his written report, CEO Letson mentioned:

- o Administration has submitted the OSHA corrected action plan.
- o Held a very good emergency preparedness training session with Bob Becker. A team will meet biweekly to sustain the program, implement the new Disaster Plan, and orient and train employees.
- o LTC survey by the State of Alaska is due soon.
- o On Friday Administration will submit their proposal for the VA doctor in Kenai to hold a weekly VA clinic in Homer.

Questions and answers followed.

### D. Acting Chief Financial Officer

Lori Meyer reported:

- Pension Plan Audit is in process.
- Financial auditors are on site this week for preliminary work and will be back the last two weeks in August to finish their audit. No significant adjustments to operating revenue are expected but there will be adjustments to non-operating revenue.
- Effective July 1 there was a 5% across-the-board rate increase, which had been budgeted.

### E. Board President

President Howard had nothing further to report.

**F. Board Committees:**

**Finance**

Mr. Partridge reported the committee is working on the CIP lists. The MRI was chosen to be the main item on all three lists last year. More information will be coming on items on this year's lists. The committee suggests having a central point of contact person as a way to control using Ms. Mudgett's time.

**Governance**

President Howard reported the Governance Committee met and a report will be provided at the next BOD meeting. October 13 is planned for the next Medical Staff dinner at Land's End.

**Quality Improvement**

Since Ms. Wilson was unable to be present this evening, the report will be continued until the next meeting.

**Marketing/Website**

Mr. Haina reported:

- The new hospital website still needs to have the SAB information added. Chair Lund will discuss the format for their section with the members and report back to Mr. Haina.
- Any suggestions should be brought to Ms. Ferraro or Mr. Haina.

**Construction.**

CEO Letson reported:

- Still on schedule and plan to finish the patient wing in September and move Acute Care in October.
- Continuing to refine the plans for surgery and OB; architects are beginning the MRI building design.
- Patient rooms are essentially complete.
- Thanked Jody Levit and Carrie Warren for all their help with the interior design and furniture choices which has saved the project money.

**Strategic Plan**

No report.

**Education**

No report.

**BOD Representative to SAB Meeting**

No report.

**Pension Plan**

No report.

**Unfinished Business**

**A. Consideration to Approve Resolution 10-01, Authorizing Participation in ASHPIN, LLC**

Mr. Partridge provided a brief review of the need for the resolution. The Finance Committee recommends adoption.

Partridge/Cooper moved/seconded:

To adopt Resolution 10-01, approving the Operating Agreement with ASHPIN, LLC. authorizing the CEO to execute the Operating Agreement on behalf of SPH, Inc.; and authorizing an initial capital contribution of \$4,000 for SPH, Inc.'s membership in ASHPIN, LLC.

The Vote: Yes – Howard, Cooper, Partridge, Woodworth, Haina, Allen

No – 0

Absent – Wilson, North, Hodnik

Motion passed.

**New Business**

**A. Consideration to Approve Resolution 10-02, Opening New High Interest Bank Account**

Mr. Partridge provided background supporting the resolution. The Finance Committee recommends adoption.

Partridge/Allen moved/seconded:

To adopt Resolution 10-02, a resolution of the South Peninsula Hospital Board of Directors authorizing transfer of health benefit reserve account to achieve the highest rate of return.

The Vote: Yes – Haina, Howard, Partridge, Cooper, Allen

No – 0

Absent – Wilson, North, Hodnik

Abstained – Woodworth

Motion passed.

**B. Consideration to Approve Resolution 10-03, Authorizing Bank Signers**

Mr. Partridge provided background supporting the resolution. The Finance Committee recommends adoption.

Partridge/Cooper moved/seconded:

To adopt Resolution 10-03, a resolution of the South Peninsula Hospital Board of Directors authorizing bank account signers.

The Vote: Yes – Cooper, Allen, Haina, Partridge, Woodworth, Howard

No – 0

Absent – Wilson, North, Hodnik

Motion passed.

**C. Consideration to Approve Resolution 10-04, Kachemak Bay Family Planning Clinic Contract**

Mr. Partridge mentioned the Finance Committee reviewed and approve the resolution. CEO Letson provided background regarding the contract which has existed for a number of years. There are no changes to the contract from prior years. The net budget impact for the hospital is \$3,500 with \$4,000 being reimbursed from the SAB.

Woodworth/Cooper moved/seconded:

To approve Resolution 10-04 approving the fiscal year 2010 contract between Kachemak Bay Family Planning Clinic and South Peninsula Hospital in the amount of \$7,500.

Questions and answers followed. President Howard requested Mr. Letson prepare a memo addressing the questions for the BOD and the SAB.

The Vote: Yes – Allen, Haina, Woodworth, Partridge, Cooper, Howard

No – 0

Absent – Wilson, North, Hodnik

Motion passed.

**D. Consideration to Approve City and Borough CIP Lists**

CEO Letson provided information on the CIP lists prepared with help from department managers. Six items were ranked by priority and Mr. Letson asked for input from the BOD members. Discussion followed which included seeking grant funds, as well as other funding sources, for some of the items.

**E. Consideration to Approve CEO Travel for ASHNHA Annual Meeting.**

President Howard suggested the members consider also attending since the cost of \$400 is for an unlimited number of board attendees. Discussion on which days to attend followed with Mr. Letson recommending September 11. It was planned for at least six members to attend and this item will be brought back at the August meeting for confirmation.

Woodworth/Cooper moved/seconded:

To authorize the CEO's travel to Soldotna from September 8 through September 11. Motion passed.

**F. Workers' Compensation Update**

CEO Letson mentioned they will be bringing in a person from Alaska National Risk Management Safety to work with them.

CEO Letson mentioned SPH will be having a BBQ on Thursday, July 30.

**Comments from the Audience**

- Marie Priest, from Psychology Resources, introduced herself and provided information regarding the new mental health clinic in Soldotna.
- Judy Lund, SAB Chair, enjoyed the meeting.

**Comments from Chief Finance Officer**

Lori Meyer had no further comments.

**Comments from Chief Executive Officer**

Robert Letson had no further comments.

**Comments from Homer Secretarial Services**

No comments.

**Comments from the Board**

- Julie Woodworth mentioned hearing rave reviews from individuals who have been patients at SPH.
- Kent Haina mentioned he heard a negative comment but the person felt good doctors were joining the hospital staff.
- Kelly Cooper thanked Ms. Meyer for all her hard work and felt they had a great tour.
- Barbara Howard thanked everyone for coming.

**Executive Session**

Nothing further.

**Actions Resulting from Executive Session**

Cooper/Woodworth moved/seconded:

That Dr. Mark Moronell is appointed to the Telemedicine Medical Staff and that Dr. Stanley Watkins is appointed to the Courtesy Medical Staff of South Peninsula Hospital. Motion passed.

Cooper/Partridge moved/seconded:

That Dr. Matthew Wise, Dr. Patrick Brady, Dr. Charles Burgess are reappointed to the Active Medical Staff, and that Carol Klamser, Julie McCarron, Sheila Jensen, Cecilia Meyer and Heather Tonga are reappointed to the Allied Practitioner Staff of South Peninsula Hospital. Motion passed.

Cooper/Haina moved/seconded:

That Dr. Brian Plasil be approved for Locum Tenens Pathology privileges as requested. Motion passed.

President Howard asked to be excused for the month of August and asked Vice President Cooper to assist with coverage.

**Adjournment**

Meeting adjourned at 8:25 p.m.

Respectfully submitted,

Accepted:

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

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Barbara Howard, President  
\_\_\_\_\_  
Bernadette Wilson, Secretary