

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

**SPH Conference Rooms**

**October 28, 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 – 6:02 p.m.\*\*\*\*\***

**\*\*\*\*\*Out of Executive Session – 7:00 p.m.\*\*\*\*\***

**\*\*\*\*\* Regular Session – 7:09 p.m.\*\*\*\*\*.**

President Barbara Howard called the regular meeting to order at 7:09 p.m.

Present:	Kelly Cooper	Vickey Hodnik
	Nina Allen	Kent Haina
	Walter Partridge	Bernadette Wilson
	Barbara Howard	Matt North

Excused: Julie Woodworth

Also Present: Robert Letson, CEO  
Lori Meyer, Acting CFO, Controller/Materials Manager  
Christine Anderson, Director of Patient Care  
Sara Karnos, Administrative Assistant  
Judy Lund, SAB Chair  
Michelle Waneka, Executive Director of Kachemak Bay Family Planning Clinic  
Jimmy Day, Retiring SPH Employee  
Jan Hanenberger, Homer Secretarial Services

A quorum was present.

**Announcements, Welcome Guests & Public**

President Howard welcomed everyone. There were no announcements.

**Approval of Agenda**

Ms. Cooper moved to approve the agenda with the following changes:

- Move Item 7.b., Announcement: Proclamation for Recognizing Years of Service for Retiring Employee to be Item 8. a. for presentation.
- Move Item 10.a., Strategic Action Plan Update, 1<sup>st</sup> Quarter, to New Business as Item 11.d.
- Add Agreement for Potential Clinical Services for the Psychiatric Services Department as Item 11.e.
- To insert Comments from SAB Representative as Item 17, and change the following item numbers appropriately.

Ms. Allen seconded the motion to approve the agenda as amended. Motion passed.

**Comments of Audience**

No comments.

**Approval of Consent Agenda**

Partridge/Cooper moved/seconded:

To approve the Consent Agenda.

Board Secretary Wilson read the consent calendar item into the record:

- A. Consideration to Approve the Minutes of September 23, 2009 Regular Board of Directors Meeting.

Motion passed.

**Presentations:**

**A. Proclamation for Recognizing Years of Service for Retiring Employee**

At this time President Howard introduced Jimmy Day and read a proclamation honoring her for 28 years of excellent service to SPH.

**B. Kachemak Bay Family Planning Clinic**

President Howard introduced Executive Director, Michelle Waneka, who provided information on the clinic and its relationship with SPH. The clinic has been open for 26 years and provides the following services:

- Routine gynecological exams for women ages 13-64
- Birth control consultation, education, supplies
- STD testing and treatment, including HIV
- Pregnancy testing and options counseling
- Mammogram referrals, coupons, and follow-up care
- Diagnostic testing and treatment for abnormal pap smears or mammograms through local providers
- Male exams, sport and work physicals with Title X emphasis
- Vasectomies at a sliding scale cost

Funding sources are: Federal, State, private, client fees/donations, fundraising, insurance and Medicaid payments.

**C. Bainbridge Video Presentation: The Board's Role in Managing Change**

Mr. Partridge mentioned this video is the second in preparation for the board's January retreat, and is part of the continuing education planned for the BOD.

**Reports:**

**A. Service Area Board Meeting Representative**

Chair Judy Lund reported:

- Newly elected SAB members will be sworn in at their November 12 meeting which starts at 6:30 p.m.
- Nancy Branch has resigned as a SAB member. If BOD members know of anyone who might be interested in serving applications are available at the local KPB office or they can contact Judy Lund or Homer Secretarial Services.
- She enjoyed Ms. Waneka's presentation this evening and invited her to provide the presentation for the SAB.

**B. Chief Executive Officer**

Other than his written report, CEO Letson mentioned:

- SPH received 140 doses of H1N1 vaccine for the healthcare workers and as of today 129 employees have been immunized. They are expecting more doses to arrive.
- Several of the hospital's personnel are working on a quarterly QI feedback which will be provided to the doctors who requested it at the doctors' dinner.
- SPH recently held a program at the South Peninsula Hospital Training Center in cooperation with The Center. It was a very good educational program for clinical management and psychiatric issues, specifically suicidal ideations, and focused on the role of mental health staff on call and nursing intervention.
- Acute Care staff have been very busy lately, have been on "yellow alert" status for approximately a week, and have been almost full with patients. Last night they had 15 patients, 17 beds, with four OB patients due this week.
- November 2 the hospital will have a Productivity Consultant, David Jacocks, who will be at SPH for approximately two weeks to work with managers on productivity and staffing study. His report should be available in approximately 30 days.
- The Fire Marshall made unexpected visits this week for follow-ups on the Critical Assess and Long Term Care survey. Everything went very well.

Mr. Partridge asked if the boiler start-up problem had been rectified. Mr. Letson said they do not have a scheduled visit from a factory representative yet

Mr. Partridge also thanked Mr. Letson for his report that the oxygen generator has been approved. Mr. Letson said he wanted to publicly thank Glenn Radeke for all his efforts in solving the problem with the generator.

**D. Chief Financial Officer**

Lori Meyer had nothing further to add to her written report. There were no questions from the members.

**E. Board President**

President Howard had nothing to report.

**F. Board Committees:**

**Finance**

Mr. Partridge had nothing further to add to the written report. There were no questions.

**Governance**

Governance Committee did not meet.

**Membership**

Nothing to report.

**Quality Improvement**

Ms. Wilson had no report.

**Marketing/Website**

Mr. Haina mentioned he had nothing to add to the written report.

President Howard reminded the members the Health Fair will be Saturday, November 14. Those that will be able to provide help in setting up and working during the fair should contact Administration.

**Construction.**

No report.

**Education**

Mr. Partridge mentioned they met last week and had a telephone conversation with Belinda Breaux. The committee will meet again on November 9 to work on the information she provided and will have another telephone conference with her on November 11. They may also have one or two more phone conversations with her before she sends a draft agenda.

**BOD Representative to SAB Meeting**

No report.

**Pension Plan**

Mr. Partridge reported this is still on hold until a CFO is on staff.

**Unfinished Business**

Nothing on the agenda.

**New Business**

**A. Consideration to Approve Resolution 10-12, Destruction of Records**

CEO Letson reported Imaging has requested permission to destroy some of the films that are five to seven years old, which is the state requirement, in order to make room for newer films. This would not involve any minors' films.

Partridge/Allen moved/seconded:

To adopt the Resolution of the South Peninsula Hospital Board of Directors approving disposition of records, dates January 1, 1999 through December 31, 2002.

Ms. Wilson provided background as a review of prior presentations and discussions on records management and retention, as well as information on research she has done. She added she is

strongly against destroying these records, and there is only a draft policy regarding health information management which has not been approved by the BOD yet. Discussion followed including possibly hiring a consultant for records destruction.

President Howard passed the gavel to Vice President Cooper, commented on the resolution, and made a proposed amendment to the motion to insert the word “certain” in the resolution. It would then read, *A resolution of the South Peninsula Hospital Board of Directors approving disposition of certain records.* There was no one in dissent.

Ms. Howard suggested another amendment to the motion and asked for consent regarding the third “WHEREAS” in which reference to HW-174 draft would be stricken: *WHEREAS, by virtue of South Peninsula Hospital attached policies HIM-001, Medical Records Retention, HW-152, Records Management, and draft HW 174, Records Management Medical, South Peninsula Hospital has declared its intent to follow the schedules and procedures for the disposition of records as set forth in said policies.* There was no dissent.

Ms. Howard then also suggested an amendment to strike the fourth “WHEREAS” and asked for consent. There was no dissent.

The motion now reads: To adopt South Peninsula Hospital Resolution 10-12, a resolution of the South Peninsula Hospital Board of Directors approving disposition of certain records.

The role call vote: Yes – Howard, Cooper, North, Hodnik, Partridge, Allen  
No – Wilson, Haina  
Absent – Woodworth

Motion passed.

#### **B. Consideration to Approve Critical Access Hospital Program Evaluation for 2009**

CEO Letson reported that once a year Critical Access Hospitals must do an evaluation which is usually reviewed by Critical Access surveyors. Since Critical Access does not provide a form, and this is the hospital’s first report, Mr. Letson obtained an evaluation format from another hospital and modified it for SPH. It covers various statistics and services and he thanked Lori Meyer and Sheila Burgess for their assistance in preparing the report. Discussion and suggestions followed. Ms. Cooper suggested this be tabled until next month allowing for time for the members to provide input to Mr. Letson. Mr. Partridge will work with Mr. Letson on a resolution to adopt the evaluation. Input should be sent to Mr. Letson by Friday, October 30.

#### **C. Consideration to Approve Vendor Selection for Third Party Administrator Services of 403(b) Plan**

CEO Letson mentioned Acting CFO Meyer received three responses to the RFP for third party administrator services. Although they are not the lowest bidder, G. Russell Knobel & Associates were recommended because of their familiarity with the hospital’s program.

Cooper/Haina moved/seconded:

To accept G. Russell Knobel & Associates proposal for 403(b) Third Party Administrator Services in the amount of \$1,500 to be charged to account 61215000 to be accompanied by a resolution. Motion passed.

**D. Strategic Action Plan Update, 1<sup>st</sup> Quarter**

CEO Letson mentioned Derotha Ferraro, Lori Meyer, and Christine Anderson helped with the update. Plans are to add information for each quarter to the prior quarter's information. Questions and answers followed. Mr. Partridge requested cross-referencing the board's Strategic Plan's numbers with items on the Action Plan.

**E. Agreement for Potential Clinical Services for the Psychiatric Services Department**

CEO Letson mentioned the agreement is relatively short-term. It would provide for psychiatric consultation assistance to patients in the community and help the Medical Staff and asked for the board's support.

Cooper/Hodnik moved/seconded:

To accept the agreement for provision of potential clinical services for the Psychiatric Services Department. Motion passed.

**Discussion: None**

**Comments from the Audience**

Christine Anderson mentioned:

1. H1N1 vaccine is federally controlled and SPH was the first facility in the area to get vaccine which they are sharing with other healthcare partners.
2. Volume data shows SPH reaches up to 15 patients approximately 5% of the time, and average is 10 to 12 patients.

**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**

- Vickey Hodnik felt it was a great meeting and appreciated all the information.
- Matt North commented on the great presentations.

Chair Howard reminded everyone:

- Thanksgiving Potluck at the hospital is on Tuesday, November 17.
- Meetings in November and December have been moved up one week due to Thanksgiving and Christmas.
- Juliussen Training for the BOD is Friday, November 20, from noon to 2:30 p.m. Please contact Sara Karnos if you cannot attend.
- Bainbridge Quality Workshop at Land's End is Saturday, November 21, starting at 7:30 a.m. Please verify you will be attending.

She asked if anyone can attend the SAB meeting November 12 to contact her.

**Executive Session**

Nothing further.

**Actions Resulting from Executive Session**

Wilson/Cooper moved/seconded:

That Dr. Nicole Howell be approved for locum tenens Pathology privileges as requested. Motion passed.

**Adjournment**

Meeting adjourned at 9:00 p.m.

Respectfully submitted,

Accepted:

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

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Barbara Howard, President

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Bernadette Wilson, Secretary