MINUTES: HOSPITAL BOARD MEETING  
Regular Session: Thursday, May 22, 2008

Board Attendance: Patricia Autrey, Pauline Fredrickson, Jeffrey Johnston, Gwen Lazzarini, and Roger Golub, MD (Medical Staff Liaison). Carroll Fader and Nancy Cavanaugh (Assembly Liaison) were absent and excused. Two seats are vacant.

Staff & Others: Lee Bennett, Moe Chaudry, Joanne Clyde, Tom Marthaller, Angela McGraw, Bill Spivey, Elisabeth Crane, Ronda Anderson, Kathy Inman, and 1 other.

1. Convene: Jeffrey Johnston called the meeting to order at 6:35 p.m. Roll call established that four Board members were present.

2. Changes to Agenda: Elisabeth Crane, Wellness Team Coordinator, was added to the agenda under “Presentations”.

3. Minutes: Moved/seconded by Fredrickson/Autrey to approve the minutes of the May 1, 2008, Board meeting. Motion carried, 4-0.

4. Correspondence: The April 30, 2008, letter of resignation received from Board President Karen Zamzow1, in which she resigned effective immediately, was reviewed and discussed. After additional discussion with reference to Sitka Community Hospital Policy and Procedure BD-014, Board Officers, it was suggested that the succession procedures outlined in the paragraph titled “Vacancies of officer positions” be followed. In keeping with Hospital Board policy BD-014: Board Officers, Vacancies of Officer Positions, it was moved/seconded by Autrey/Lazzarini to name Jeffrey Johnston as President. Motion carried, 4-0. Moved/seconded by Autrey/Lazzarini to name Pauline Fredrickson as Vice President. Motion carried, 4-0. Moved/seconded by Lazzarini/Fredrickson to name Patricia Autrey as Secretary. Motion carried, 4-0.

5. Persons to be Heard: None.

6. Presentations: Elisabeth Crane presented an update on the Wellness Team activities over the past two years including: collaboration with the State of Alaska Section of Chronic Disease Prevention and Health Promotion to bring health fairs and health risk appraisals to SCH employees, providing healthy choices in the Basement Bistro, and promoting physical activity through “Step Challenges”. An outcome of the recent Sitka Health Summit is community interest in developing local food markets, supporting physical activity with a walk-ability study, and supporting the Hames Athletic and Wellness Center. SCH Workplace Wellness Team goals for the 2008-2009 fiscal year will focus on promoting preventative health care and offering information on health management. Other areas of focus will include injury prevention, tobacco cessation, and stress reduction.

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1 30 April 2008: Dear Jeff, Moe, and Angela, Regretfully, due to changing family responsibilities and additional concerns, I find that I am no longer able to devote the time and energy necessary to carry out my commitment to the Sitka Community Hospital Board. I must resign effective immediately. Thank you for the opportunity to have been of service, and I wish you all well in continuing to carry out the mission of serving the medical needs of the community of Sitka. Please let me know if there is anything I can do to ease any necessary transition. 
Sincerely, Karen Zamzow, DC
7. **Staff Reports:**

   **A. Administrator’s Report:** Moe Chaudry presented the Administrator’s report. • Chaudry and Bennett are scheduled to meet with SEARHC on Friday, May 30, regarding the physician recruitment issue. • LTC Census is currently 11 residents. • National Hospital Week was May 11-17. Fun activities were scheduled for the staff all week. • The Rehabilitative Services Department has been asked to serve as mentors for the Teach Industry Externships and is anticipating three local educators working in the clinic as part of this program. • The new digital mammography equipment has been installed. Ronda Anderson gave a presentation to the Hospital Auxiliary about the new equipment. • Thank you to Lee Asnin and the SEARHC lab for their assistance during the month that our CellDyne unit was broken. SEARHC graciously ran the required tests for us. • The Revenue Cycle Team (RCT) is preparing for the Recovery Audit Contractor (RAC) Program, which is scheduled to begin in Alaska in January, 2009. The RAC is a federal program designed to identify areas of Medicare overpayment. The RCT is also developing a core team of Dairyland “superusers” to help maximize understanding and use of our medical record and billing system. • The tobacco cessation program, being offered through SEARHC, has 18 active enrolled clients. A total of 27 clients have been served since November 2007. • We are currently using “travelers” in the following departments: laboratory (including a lab technician at Sitka Medical Center), radiology, rehabilitative services, nursing, surgery, and the business office while continuing to actively recruit for permanent positions. • The 2nd Annual Health Summit, co-sponsored by Sitka Community Hospital and SEARHC, was held May 14-16, and went well.

   **B. Finances:** The budget was presented to the Assembly at their budget work session on May 15 and was accepted at that time. Lee Bennett presented the financial report to the Board using the Dashboard graphs. He discussed financial statistics noting that net patient service revenue has increased. Total operating expenses have also increased due to increased utilization. The total operating loss for the month of April was $88,000 with a year to date operating loss of $848,600. After non-operating revenues/expenses, there was a 9 month net loss of $60,000, with a year to date net loss of $144,000. Bennett noted that these are the areas in which the organization should strive to break even through budgeting and operations.

   **C. Quality Committee Report:** Moe Chaudry reviewed the minutes of the May Quality Committee meeting. The Policy & Procedure Committee meeting minutes were also included in the Board’s packets for their review.

8. **Board & Liaison Reports:**

   **A. Board President’s Report:** No report.

   **B. Medical Staff Report & Recommendations:** The Medical Staff forwarded the following recommendations and Dr. Golub presented them to the Board:

   • Approve change from Active to Courtesy staff effective June 1, 2008, for John W. Totten, MD, FRCS.
   • John Rosenfeld, MD, pediatrician – withdrawal of privileges.
   • Approve Sandra L. Hurst, CRNA, to full AHP status, due to end of six month probationary period.
   • Approve Scott H. Gibson, Medical Student to courtesy notification.

   Moved/seconded by Lazzarini/Fredrickson to accept the recommendations of the Medical Staff as noted. Motion carried, 4-0.
C. **Committees & Liaisons Reports**: Fredrickson reported that she attended the Auxiliary luncheon on May 13, 2008. Ronda Anderson, Radiology Manager, gave a presentation on the new equipment in radiology. Johnston recommended that a campaign be created for the public regarding the new digital mammography machine. Angela McGraw will work with Ronda Anderson to create a campaign.

9. **New Business**:  
   A. **Human Resources (Personnel Policies) Review and Adoption**: In FY 2008, four Human Resources policies were revised, posted, and approved, as required: HR-340a, HR-340b, HR-530, and HR-545. Moved/seconded by Fredrickson/Lazzarini to adopt the listed policies and forward the revised Human Resources Policy Manual to the Assembly for their annual review. Motion carried, 4-0.  
   B. **Approval of Purchase of Laboratory Equipment (Immunoassay Instrument)**: Moved/seconded by Fredrickson/Autrey to lease/purchase requested equipment. A roll call vote was taken on the motion. It passed unanimously.

10. **Other Business**:  
    A. **Announcements**:  
       - Thank you to the Food Services Department for the excellent meals provided during the Health Summit.  
       - Johnston urged other Board members and staff to actively recruit for the 2 open positions on the Hospital Board.  
       - Regarding physician recruitment, Golub suggested that the Board decide what the medical services at Sitka Community Hospital should be. Johnston suggested that a plan be formulated and an update be provided at the next Board meeting.  
    B. **Update from Work Teams**:  
       1) **CEO Development**: No recent meetings. Lazzarini, Johnston, and Chaudry will meet and a report will be presented at the next Board meeting.  
       2) **Financial Oversight**: No recent meetings. Johnston requested a list of major pieces of equipment with the anticipated replacement dates listed. Bennett will provide the list to him.  
       3) **Strategic Planning**: A 5-10-15 year plan needs to be developed by this fall regarding the hospital building. Three options are: do nothing; build a new facility; or a remodel/addition to existing facility. This will be the focus of the Strategic Planning Team.  
    C. **Wellness**: See report from Elisabeth Crane under “Presentations” on page 1. Johnston would like to recognize the hard work and dedication of the Wellness Team.

11. **Adjourn**: Moved/seconded by Autrey/Fredrickson to adjourn. Motion carried, 4-0. Meeting adjourned at 8:25 p.m.