



**Petersburg Borough**  
**Petersburg Medical Center**

12 South Nordic Drive  
Petersburg, AK 99833

**Meeting Minutes**  
**Hospital Board**  
**Regular Meeting**



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Thursday, October 24, 2024

5:30 PM

Assembly Chambers

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**1. Call to Order/Roll Call**

A. Call to Order

Member Cook called the meeting to order at 5:30pm.

B. Roll Call

PRESENT

Chairman Jerod Cook  
Board Member Heather Conn  
Board Member Marlene Cushing  
Board Member Cindi Lagoudakis  
Board Member Kimberley Simbahon  
Board Member Joe Stratman  
Board Member Jim Roberts

**2. Approval of the Agenda**

A motion was made to approve the agenda.

Motion made by Board Member Lagoudakis.

Voting Yea: Chairman Cook, Board Member Conn, Board Member Cushing, Board Member Simbahon, Board Member Stratman, Board Member Roberts

**3. Approval of Board Minutes**

A. Approval of minutes for October 24, 2024 board meeting.

Motion made by Board Member Simbahon, Seconded by Board Member Lagoudakis.  
Voting Yea: Chairman Cook, Board Member Conn, Board Member Cushing, Board Member Stratman, Board Member Roberts

#### **4. Visitor Comments**

None.

#### **5. Board Member Comments**

Member Cushing commented on workshops she has been hearing about that are being put on for the public in regard to financial planning for long term care. She requested more information on what the presentations are for and when they will be available. Member Cushing expressed how valuable this information is to the public. Chairman Cook yielded the floor to PMC Patient Navigator, Brandy.

Brandy clarified the workshop being offered is a discussion about the importance of planning for predicted long term care needs and what it means for someone's future or for a loved one's future. Brandy expressed the discussion is about strategies that can help as we age in our community. Discussion topics will include how to look at finances and estates and how to plan. Brandy clarified a single presentation offered four different times; next Tuesday from 6-7:30pm, the following Saturday from 3-4:30, then the following week on Thursday from 6-7:30pm, and again on that Saturday from 3-4:30pm. Brandy also noted the current plan is to continue the discussion in February.

#### **6. Committee Reports**

##### **A. Resource**

Member Lagoudakis attended Resource Meeting this month and reported: investments continue to grow and finances continued to be strong. Accounts receivable days are something we continue to work on. There is a demand for long term care but we do not currently have the space to take in more residents. Clinic visits are up as well as radiology. Rehab visits are down but we are looking for staff in that department. We are still spending grant funds and construction is on track. Thank you to Sarah W. for her work in tracking a number of grants. We are still waiting to hear back on a USDA grant.

##### **B. CAH**

None.

##### **C. LTC**

None.

##### **D. Infection Control**

Member Stratman reported that the last meeting was cancelled, and the next meeting is projected to be in December.

##### **E. Kinder Skog Advisory**

Member Lagoudakis reported; Kinderskog has been awarded the American Camp Association accreditation. The camps this summer were successful and had a lot of

involvement. Kids were very excited about the different activities and the instructors want to come back again. Our Americorps worker is now on staff with Kinderskog.

## 7. Reports

- A. Case Management/Swing Bed Management  
E. Hart provided a written report.

Member Cushing asked for clarification on the number of swing bed patients.

CEO Hofstetter confirmed and remarked that it is the highest number of swing bed days in a long time.

- B. Chief of Staff  
Dr. Hulebak provided a written report.

Member Stratman asked if the dermatologist has a set date to return to Petersburg to see patients.

Dr. Hess responded that while there is not set date, the dermatologist has indicated May 2025 is when he would be able to come next.

- C. Clinic  
K. Zweifel provided a written report.

Member Cushing asked how the flu shot POD went and inquired about the turnout. Angela B. replied the flu shot POD went well and over 100 vaccines were administered, over half of which were high dose.

Member Cook asked for confirmation regarding the number of referrals being sent out of the clinic department.

Dr. Hess confirmed that 1,500 referrals in a year averaging 4-6 a day is correct. She clarified that number encompasses all referrals including in-house physical and occupational therapy. Dr. Hess also noted that referrals are going out in a timely manner, often same day, when in the past it had taken much longer. She expressed the process being more efficient and much improved.

Member Cook commented his appreciation for the statistics and visuals in report.

- D. Community Wellness  
J. Walker provided a written report.

Youth Program Coordinator, Katie Holmlund expanded on the American Camps Association accreditation to PMC Kinderskog. The accreditation was for both the kinder programs and the orca camps which were strategically accredited separately. The ACA is a nationally recognized body that oversees programs like ours. They focus on safety, wellness, and enrichment. They also make sure we have quality, risk management policies and practices in place. Getting this accreditation was a lengthy process which included a site visit from two ACA visitors this summer. They were impressed with our programs, and it was exciting to get their email with the news of accreditation today.

CEO P. Hofstetter thanked Katie for putting on the helmets program as well. He stated that this program means a lot to him as he himself is an avid bike rider. He requests Katie expand on this project.

Katie expanded on the collaboration of the SHARE coalition to produce helmets to kids in the community. Funding was received from the State of Alaska Injury Prevention Unit, the American Legion, and Petersburg Volunteer Fire Association to purchase all MIPS rated helmets. At roll and stroll day there were about 25 helmets given to kids in need. Fifty-five more helmets have been purchased to include helmets for bikes, ATVs, e-bikes and multi-sport helmets that will be available for youth and adults in our community that need one. Katie remarked that hopefully we will see a lot more people wearing helmets and staying out of the emergency room.

Member Lagoudakis asked if the Tai Ji Quan moving for better balance classes could be joined at any time.

Community Wellness manager responded that the program is designed to be started in the first two weeks and this current course is past that mark. While that is recommended, those that may have experience in Tai Ji Quan movements might be able to join mid-course. The intention is to start from the beginning as the movements build on each other. The bingocize program, however, is a drop-in program.

E. Dietary

J. Ely provided a written report.

F. Home Health

L. Holder provided a written report.

CEO P. Hofstetter commented that Home Health manager, Laura Holder went to North Carolina to assist in disaster relief. He stated that there is a great article in the local newspaper and encouraged reading it.

G. New Facility

J. Wetzel Arcadis provided written report.

Member Cook asked for clarification that construction is on track. He noted that the windows looked in place.

CEO P. Hofstetter confirmed that the construction is on track and on budget. The last window has been put in so they can work on interior for the wintertime.

Member Lagoudakis commented that it had been advised by Senator Stedman to phase the project, which is what we are doing. We are doing what the Senator advised and will continue to follow along in that regard.

CEO P. Hofstetter also commented that advocacy is going to be really important to get to this next phase of the project and he encouraged community members to speak out.

H. Quality & Infection Prevention

S. Romine and J. Bryner provided written reports.

Member Stratman noted that the report states the annual review and long term care facility assessment has begun, and staff is working to incorporate new regulatory requirements. Stratman noted that the end of the paragraph states board member input is required, and he inquired about that process.

Member Cushing replied that she is on the long term care committee and that she has been contacted.

I. Executive Summary

CEO P. Hofstetter provided written report.

CEO P. Hofstetter thanked board members Cook and Lagoudakis for attending the Manager Retreat and remarked that it was successful. Hofstetter also congratulates kinderskog for their newly received ACA accreditation and made note of the effort and time taken to apply for that. Highlighted parts of report: higher than usual inpatient and swing bed stays, encounters generated by clinic visits are higher than in years past showing an increase in access to care. PMC is still offering tours of the new facility however with the winter darkness coming those hours may change to earlier in the day and less frequent since there has not been as many people showing up as it gets colder and darker. Having a full medical staff has increased access to care. Clinic has done an incredible job optimizing provider schedules, and again, the referrals process has improved in the last two years as a result of focused effort. We are still waiting on two grants. We are still working on getting Accounts Receivable in house and are actively working towards that with hiring to move in that direction.

Member Cook asked for clarification regarding provider availability. CEO P. Hofstetter clarifies that access to care results show that same day appointments are always available for an acute medical concern, the national standard is around 12 days for a routine visit.

Dr. Hess also commented that providers with an established patient base that have been here longer tend to have a longer wait time. She also commented that sometimes it may seem like a long time, but it could be due to the provider being out of office for two weeks which may skew results.

Hofstetter noted that the best understanding of a wait time is to look at an average.

J. Financials

J. McCormick provided written report.

J. McCormick gave a detailed review of his written report. Member Roberts inquired about statement of revenues and expenses. He noted the last column of variances and inquired about the numbers.

J. McCormick stated he will review for accuracy.

**8. Old Business**

**9. New Business**

A. Review of Hospital Board committee appointments

Current board appointments are as follows:

Quality Improvement Committees  
Long term care: Marlene Cushing  
Infection control: Joe Stratman  
CAH: Joe Stratman

Resource Committee  
Jerod Cook, Cindi Lagoudakis, Heather Conn

Joint Conference Committee  
Board president (standing appointment)

Foundation Committee  
Heather Conn

Community Engagement  
Jerod Cook, Marlene Cushing,

Evaluation Committee  
Jerod Cook, Marlene Cushing, Kim Simbahon

Bylaws Committee  
Jerod Cook, Joe Stratman, Cindi Lagoudakis

Kinder Skog Advisory Committee  
Cindi Lagoudakis

Member Cook read current appointments as they stand currently. Elections and appointments will be added to agenda for next board meeting to give newest member opportunity to review.

#### **10. Next Hospital Board Meeting Date:**

The next Hospital Board Meeting: November 21,2024 at 5:30pm in the Assembly Chambers as it is available.

CEO P. Hofstetter remarked another date we are looking at is the date for the Assembly and Board work session, tentatively third week of January 2025.

#### **11. Executive Session**

- A. By motion, the Board will enter into Executive Session to consider medical staff appointments/reappointments.

Motion made by Board Member Cushing, Seconded by Board Member Lagoudakis.  
Voting Yea: Chairman Cook, Board Member Conn, Board Member Cushing, Board Member Lagoudakis, Board Member Simbahon, Board Member Stratman, Board Member Roberts

Reconvened after executive session.

Motion made by Member Cushing to reappoint Ashley Buice, MD, Corey Orton, MD, Dmitry Kazimirko, MD-Radiologist, and Kelly Lloyd, MD-Pathologist, to medical staff. Motion seconded by Member Lagoudakis

Voting Yea: Chairman Cook, Board Member Conn, Board Member Cushing, Board Member Lagoudakis, Board Member Simbahon, Board Member Stratman, Board Member Roberts

## **12. Adjournment**

Motion made by Board Member Cushing to adjourn, Seconded by Board Member Lagoudakis.

Voting Yea: Chairman Cook, Board Member Conn, Board Member Cushing, Board Member Lagoudakis, Board Member Simbahon, Board Member Stratman, Board Member Roberts

Meeting adjourned at 6:30pm.