



**Petersburg Borough
Petersburg Medical Center**

12 South Nordic Drive
Petersburg, AK 99833

**Meeting Minutes
Hospital Board
Regular Meeting**



Thursday, November 21, 2024

5:30 PM

Assembly Chambers

Please click this URL to join.

<https://us06web.zoom.us/j/89941696726?pwd=l7khby1JL9Lx8Qzto9LXvaYNubTbdC.1>

Passcode: 656502

Webinar ID: 899 4169 6726

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 Joe Stratman
Board Member Jim Roberts

ABSENT

Board Member Kimberley Simbahon

2. Approval of the Agenda

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

3. Approval of Board Minutes

A. Approval of Oct 24th, 2024 Board Meeting Minutes

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

4. Visitor Comments

None.

5. Board Member Comments

Member Conn addressed the response to the water leak in the ceiling of a hospital patient room, expressing gratitude to everyone who assisted in temporarily resolving the issue, which caused significant water to enter the ICU. Member Cook requested clarification on the incident. Plant Manager Wolf Brooks explained that the leak was caused by the failure of an air bleeder in the hydronic heating system and noted that other components in the area are also nearing failure and will require replacement. Member Cook also extended appreciation to those involved in managing the situation.

Member Cook commented on the fact that the United States Coast Guard visited Petersburg Medical Center and presented PMC with a plaque today. Member Cook read the plaque: "Presented to Petersburg Medical Center in recognition of your medical team's monumental efforts above and beyond the normal resources of the medical center to receive, stabilize, treat, and transport the four injured crew members of U.S. Coast Guard Rescue Helicopter 6016 on the night of November 13-14, 2023. Thank you for your dedicated service! Semper Paratus! "

6. Committee Reports

A. Resource

Member Cook commented on investment accounts being lower in October but are currently back on the rise which is to be expected. No other significant changes noted but there will more detailed information from the finance report later in agenda.

B. CAH

Member Cushing reported on the CAH meeting, where the ICU leak was discussed. It was noted that all pressurized lines in the hospital are at risk due to their age, and replacing them would require bringing the entire system up to current codes. Similar incidents are expected to continue.

The committee reviewed policies and action items, highlighting that 2,000 referrals have been made in 2024, many for internal services like home health, physical

therapy, and nutrition. Key metrics being monitored include patient access to care, such as appointment availability for acute issues and regular visits.

The dietary department now offers meals tailored to residents' preferences, which have been well-received, with plans to expand this service to acute care patients in the future.

C. LTC

Member Cushing provided updates from the recent long-term care meeting, noting the review of policies and action items. A new rehab technician position is available, offering on-the-job training for individuals interested in healthcare. Rehab technicians assist physical therapists with patient mobility exercises, including wheelchair and bed transfers.

She also highlighted new safety measures being implemented to comply with updated CMS regulations outlined in a recently received 900-page document. Additionally, storage challenges for residents are being addressed, as shower stalls can no longer be used for storage.

The Thanksgiving dinner for long-term care residents is scheduled for the following Wednesday, with 48 guests already registered.

In response to Member Cook's question about the 900-page document, Jennifer Bryner clarified that it contains revised regulations received last week. The team is reviewing changes to ensure policies and procedures align with the new requirements.

D. Infection Control

Member Stratman reports the next meeting is scheduled for December.

7. Reports

A. New Facility

J. Wetzel Arcadis provided written report.

Justin Wetzel expanded on the progress with site work and building construction.

Member Stratman inquired whether or not it would need to warm up for more concrete work to be done.

J. Wetzel responded that concrete work can still happen and there are ways to mitigate temperature concerns to continue the work.

B. Quality & Infection Control

S. Romine and R. Kandoll provided written reports.

C. Executive Summary
CEO P. Hofstetter provided written report.

CEO Phil Hofstetter reflected on the recent visit from the U.S. Coast Guard, expressing appreciation for the opportunity to debrief with PMC’s medical, nursing, lab, and imaging teams. He highlighted the significance of the Coast Guard’s update on their personnel and praised PMC staff for their dedication, emphasizing how fortunate the community is to have such a committed team. Hofstetter thanked the Coast Guard for their visit and meaningful connection with PMC staff.

Hofstetter reported that the Assembly/Board work session is scheduled for January 27, 2025. He also noted that monthly site visits at the WERC building will continue during the winter months, although a December visit may be skipped due to contractors being away for the holidays. Advocacy efforts at upcoming Assembly meetings are critical to securing state and federal funding for the hospital, and Hofstetter stressed the importance of prioritizing this initiative.

He expressed gratitude to Brandy Boggs for her successful asset protection and long-term Medicaid sessions, which saw strong community turnout. More sessions are planned for February when Brandy returns for another visit.

Additionally, Hofstetter announced that the Telestroke team from Airlift Northwest and Harborview will visit PMC to explore opportunities for providing real-time specialty support, with further details forthcoming. Efforts are ongoing to coordinate with SEARHC for surgical scopes, and telepsych services with Dr. Sonkiss remain available through the behavioral health department, with consultations facilitated by PMC providers.

Member Cushing commended the asset protection course led by Brandy Boggs, describing it as an excellent resource for the community. She noted Brandy’s ongoing training to assist with Medicaid eligibility and encouraged residents to take advantage of the upcoming sessions in February.

D. Financials
J. McCormick provided written report.

J. McCormick expanded on his written report. Noted the finance team is finalizing the audit and the cost report.

8. New Business

A. Election of Officers

Board will elect officers for the next one-year term.

Nominations from the floor:

Election:

President-
Vice-President-
Secretary-

A majority vote of all members of the Board shall be necessary to elect.

Terms shall begin upon adjournment of the meeting at which election is held.

Nomination of Jerod Cook for Hospital Board President made by Board Member Cushing, Seconded by Board Member Roberts. Voting Yea: Chairman Cook, Board Member Conn, Board Member Cushing, Board Member Lagoudakis, Board Member Stratman, Board Member Roberts

Nomination of Cindi Lagoudakis for Hospital Board Vice President made by Board Member Cushing, Seconded by Board Member Stratman. Voting Yea: Chairman Cook, Board Member Conn, Board Member Cushing, Board Member Lagoudakis, Board Member Stratman, Board Member Roberts

Nomination of Marlene Cushing for Hospital Board Secretary made by Board Member Stratman, Seconded by Board Member Conn. Voting Yea: Chairman Cook, Board Member Conn, Board Member Cushing, Board Member Lagoudakis, Board Member Stratman, Board Member Roberts

Election Results:

Hospital Board President: Jerod Cook

Hospital Board Vice President: Cindi Lagoudakis

Hospital Board Secretary: Marlene Cushing

B. Amendment to Resolution

Board to consider amending resolution to include signors for Long Term Care trust account (see attached).

Member Cook read attached resolution with amendment aloud.

Amendment read as follows:

"PMC also has a fiduciary responsibility to oversee funds held in trust at First Bank, the balance of which belongs to the residents of the Long-Term Care facility. In order to ensure timely transactions within statutory guidelines of resident requests the CEO may appoint/remove staff signature authority on the trust account."

Member Roberts asked whether long-term care residents have individual accounts or share a single account. Jennifer Bryner explained that residents have what is called a Resident Trust Account. Jason McCormick clarified that, while there is one bank account, PMC uses a separate accounting system to track each resident's individual balance. Residents receive regular statements and can request their balance at any time.

Member Lagoudakis asked whether the document had been reviewed by the attorney. Member Cook explained that the document primarily facilitates bank processes, allowing authorized personnel to add or remove signers without requiring a meeting for each change. Jason McCormick added that it serves as an update to streamline internal procedures, eliminating the need for resolutions with every staffing change.

Motion made by Board Member Cushing to accept the amendment to the resolution, Seconded by Board Member Conn. Voting Yea: Chairman Cook, Board Member Conn, Board Member Cushing, Board Member Lagoudakis, Board Member Stratman, Board Member Roberts

9. Unfinished Business

A. Committee Appointments:

Board will review current committee appointments (attached) and update committees as agreed

Quality Improvement Committees:

Long Term Care:

Infection Control:

CAH:

Resource Committee:

Board President (standing appointment)

Foundation Committee:

Community Engagement Committee:

Evaluation Committee:

Bylaws Committee:

Kinder Skog Advisory Committee:

Committee Appointments were agreed and updated as follows:

Quality Improvement Committees

Long Term Care: Marlene Cushing

Infection Control: Joe Stratman

Critical Access Hospital: Joe Stratman

Resource Committee

Jerod Cook, Cindi Lagoudakis, James Roberts

Foundation Committee

Marlene Cushing

Community Engagement Committee

Marlene Cushing, Cindi Lagoudakis

Evaluation Committee

Jerod Cook, Heather Conn, Kim Simbahon

Bylaws Committee

Jerod Cook, Joe Statman, Jim Roberts

Kinder Skog Advisory Committee

Cindi Lagoudakis

10. Next Meeting

Borough Assembly & Hospital Board Work Session is scheduled for January 27th, 2025, at 6pm.

Next Hospital Board Meeting is scheduled for Thursday January 30th, 2025. at 5:30pm.

11. Executive Session

By motion, the Board will enter in Executive Session to consider medical staff appointments/reappointments and legal matters.

Motion made by Board Member Roberts to enter executive session to consider medical staff appointments and reappointments and to discuss legal matters, Seconded by Board Member Lagoudakis.

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

Reconvened after executive session.

Motion made by Member Cushing to reappoint Jeffry Anderson MD Radiology RAPC, and William Winn FNP to medical staff. Seconded by Board Member Roberts. Voting Yea: Chairman Cook, Board Member Conn, Board Member Cushing, Board Member Lagoudakis, Board Member Stratman, Board Member Roberts.

12. Adjournment

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

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

Meeting Adjourned at 6:27pm

