



**Petersburg Borough
Petersburg Medical Center**

12 South Nordic Drive
Petersburg, AK 99833

**Meeting Minutes
Hospital Board
Regular Meeting**



Thursday, January 30, 2025

5:30 PM

Assembly Chambers

Please click this URL to join:

<https://us06web.zoom.us/j/81672294163?pwd=a6NdTjQRnRVBo6F6kRxCiKlyYi2ngU.1>

Passcode: 261745

Webinar ID 816 7229 4163

1. Call to Order/Roll Call

A. Call to Order

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

B. Roll Call

Member Cook conducted Roll Call:

PRESENT

Chairman Jerod Cook
Board Member Marlene Cushing
Board Member Cindi Lagoudakis
Board Member Kimberley Simbahon
Board Member Jim Roberts

ABSENT

Board Member Heather Conn
Board Member Joe Stratman

2. Approval of the Agenda

Member Cook proposed to amend the agenda to include the audit report under Financials.
Member Roberts motioned to accept the agenda as amended.
Motion made by Board Member Roberts, Seconded by Board Member Cushing.
Voting Yea: Chairman Cook, Board Member Cushing, Board Member Lagoudakis, Board Member Simbahon, Board Member Roberts

3. Approval of Board Minutes

A. Approval of November 21, 2024, Hospital Board Minutes

Motion made by Board Member Lagoudakis to approve the board minutes from Nov 21st, 2024, as presented, Seconded by Board Member Roberts.

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

4. Visitor Comments

None.

5. Board Member Comments

None.

6. Committee Reports

A. Resource

Member Lagoudakis reported that she met with other members of the Resource Committee and noted that overall finances appear strong. However, the committee would like to see improvements in AR days. She stated that there was little discussion regarding any impact from the Federal Grant freeze. Additional details will be provided during the Financials report.

B. CAH

Member Stratman will report out in February.

C. LTC

None.

D. Infection Control

Member Stratman will report out in February.

7. Reports

A. New Facility

J. Wetzel Arcadis provided a written report.

Member Cushing commented that it is good to hear that things are proceeding faster than planned and below costs.

B. Quality & Infection Prevention

S. Romine and R. Kandoll provided written reports.

Member Cushing noted that the report references the Community Needs Survey and encouraged everyone to participate. She also reminded listeners that the survey link is available on the PMC website.

C. Executive Summary

CEO P. Hofstetter provided written report.

1. Logo Refresh Summary submitted by J. Walker

CEO, Phil Hofstetter, reported appreciation for those who attended the work session, extending special thanks to Jason for his presence and availability. He noted that it was a productive session and expressed anticipation for the upcoming legislative fly-in.

He stated that the following week in Juneau, he would be attending the legislative fly-in. He encouraged everyone to review the 2024 Alaska Healthcare Workforce Analysis if they had not already, highlighting that it was great to see PMC staff featured in the statewide report. He emphasized that the report showcased PMC staff while underscoring the importance of a strong local workforce.

The CEO recognized Justin and the team for their efforts on the WERC building project, acknowledging the significant work involved. He noted that despite the challenges of construction in rural Alaska, the project remained on time and under budget. He reiterated the importance of securing funding for new hospital facility, emphasizing that the team had already demonstrated successful collaboration in developing the WERC building site, with contributions from the Assembly, subcontractors, contractors, and architects. He expressed hope that additional funding would be secured this year to keep the project moving forward.

He encouraged everyone to complete the Community Needs Assessment, stating that community feedback was essential in shaping operational priorities. He reported having discussed this on KFSK Live earlier in the day, where he highlighted how community input had influenced key initiatives, such as the progress made in getting MRI services to the area.

He reported on the progress of bringing the revenue cycle in-house, noting that this had been a longstanding challenge. He expressed excitement about the development, emphasizing that it would help reduce Accounts Receivable (AR) days while improving overall efficiencies.

He noted that access to care remains a key priority moving forward and commended the clinic for its efforts in adjusting schedules to optimize provider time and improve access to care. He reported that the clinic has successfully maintained patient volumes and ensured that primary care visits remain readily available to patients.

Lastly, he reported that he has been actively working to recruit specialists. He has been consulting with orthopedic specialists in Anchorage and exploring options to reinstate scope clinic services. He also noted that he is exploring the possibility of

adding additional ENT services in town and is working on expanding specialty outpatient options moving forward.

CEO Hofstetter stated that the logo refresh project is nearing completion and requested J. Walker to provide an update on its progress.

J. Walker reported that PMC began the logo refresh project in September, with contributions from staff, managers, and a dedicated workgroup that included Board Member Lagoudakis—whose efforts were acknowledged with appreciation. The project involved collaboration with Element, an Alaska-based graphic design company, and local artist Grace Wolf. Notably, Grace originally designed PMC's logo nearly 25 years ago as a high school student after winning a contest. She expressed excitement about the opportunity to update her work, noting her growth as an artist and PMC's evolution over the years.

The project was closely aligned with the development of PMC's new facility. The process included a staff survey, focus groups, and multiple design revisions. A key takeaway from the feedback was the importance of preserving the compass imagery and calming blue tones, both of which were modernized. Additionally, Grace incorporated a local landmark, Devil's Thumb, into the design to symbolize PMC's deep connection and commitment to the community.

Currently, PMC is working with managers to update documents and materials across the facility in preparation for the official launch of the new logo in March. J. Walker noted the extensive presence of logos throughout the organization and the efforts required for a smooth transition. The process has been well-received, and meeting attendees were encouraged to review the logo in the packet. J. Walker concluded by welcoming any questions.

Member Lagoudakis noted during their resource meeting that all feedback regarding the contractor was highly favorable, particularly in terms of their engagement with both the public and PMC.

D. Financials

J. McCormick provided written report.

Jason McCormick introduced auditor Shaun Johnson from DZA, a CPA firm based in Spokane, Washington.

Shaun Johnson thanked the group for the opportunity to present and introduced the annual audit report for the fiscal year ending June 30, 2024.

J. McCormick took a moment to express gratitude to everyone in the organization for their contributions to the audit process. He emphasized that an audit is essentially a financial review, comparable to a clinical survey, requiring participation from the entire organization. He noted that auditors examine board meeting minutes for the entire year, meaning the board's role in setting standards and expectations significantly impacts the success of the audit.

He acknowledged the efforts of department managers and administration, particularly in purchasing, invoice coding, and adherence to policies and procedures, all of which contribute to strong financial practices. He highlighted the finance and accounting team's hard work, recognizing Jill, Matt, and others for ensuring accurate financial reporting, as well as Justin Wetzel for his invaluable assistance with grant processing and construction-related financial applications.

J. McCormick reported that the audit findings were very positive, with only one identified opportunity for improvement: the establishment of a formal set of accounting and finance policies and procedures. Work on this has already begun, and the policies will be in place within the next few months to address this recommendation before the next audit.

Reflecting on the organization's financial progress, he noted that nearly two years ago, when he first arrived, PMC was relying heavily on reserve funds. The primary goal was to stabilize financial performance, and the audited financial statements confirm that this goal has been successfully met. He also pointed to strategic progress, including the construction of the new facility, which has been well managed both operationally and financially.

The audit confirms that all financial management and reporting have been conducted professionally and appropriately. J. McCormick emphasized that this reflects the organization's integrity and commitment to transparency for the board, staff, and community. He concluded by thanking everyone for their dedication to the process.

J. McCormick reported on the December financials, highlighting the ongoing process of bringing the revenue cycle billing back in-house. He noted that, in the past, in-house billing was conducted without the advantage of a remote model. With the current approach, PMC can now hire experienced billers remotely, strengthening the existing team and improving overall billing operations.

E. Home Health

L. Holder provided written report.

Member Cushing expressed her satisfaction in seeing that the home health department is now fully staffed.

F. Human Resources

C. Newman provided written report.

C. Newman reported that PMC experiences a high level of employee transitions, including travelers and contracted staff.

She noted that Paylocity has been an excellent program and expressed satisfaction with its integration. Additionally, she highlighted the need for additional vehicles for PMC.

Member Cook asked if we have looked at the difference in getting newer cars vs fixing the older ones.

Newman responded that finance is looking into that due to our need for more vehicles.

Member Cushing commented that Statewide there is a need for rehab employees and

there are jobs available for physical therapists, occupational therapists, and speech therapists.

8. Unfinished Business

None.

9. New Business

None.

10. Next Meeting

A. Currently scheduled for Thursday, February 27, 2025 at 5:30pm.

Board agrees next meeting will be as currently scheduled on Thursday, February 27, 2025 at 5:30pm and further agrees on a standing meeting to be held the last Thursday of the month going forward unless otherwise agreed.

11. Executive Session

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

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

Reconvened after Executive Session:

Motion made by Board Member Cushing to reappoint Alexander Schabel, MD Radiology, to medical staff, Seconded by Board Member Lagoudakis. Voting Yea: Chairman Cook, Board Member Cushing, Board Member Lagoudakis, Board Member Simbahon, Board Member Roberts

12. Adjournment

Motion made by Board Member Simbahon to adjourn, Seconded by Board Member Roberts.

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

Meeting adjourned at 6:43pm.