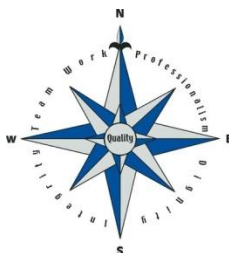


Petersburg Medical Center

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Meeting: Medical Center Board Meeting

Date: July 27, 2023 **Time:** 5:00 p.m.

Board Members Present: Jerod Cook, Jim Roberts, Kim Simbahon, Marlene Cushing, Joe Stratman, via Zoom: Heather Conn, Cindi Lagoudakis

Others (in person and via Zoom): Several PMC staff, members of the media

- I. **CALL TO ORDER:** Member Cook called the meeting to order at 5:00 pm.
- II. **APPROVAL OF THE AGENDA:** Member Roberts made a motion to amend the agenda to add “site work” under new business and approve the agenda as amended. Motion to amend the agenda and approve as amended seconded by Member Cushing. Motion to approve the amended agenda passed unanimously.
- III. **APPROVAL OF BOARD MINUTES:** Member Stratman made a motion to approve the minutes from June 29, 2023 as presented. Motion seconded by Member Ladadoukis. Motion passed unanimously.
- IV. **VISITOR COMMENTS:** None
- V. **BOARD MEMBER COMMENTS:** Member Cook commented that planning commission members requested the ability to see board packets on the website to make them more accessible. Currently, only meeting minutes are posted on the website, and posting the packet to the website will make it more accessible.
- VI. **COMMITTEE REPORTS:**
 - A. **Resource Committee.** Member Cook provided an overview of this month’s Resource Committee meeting, which provided detailed financial reporting. Repayment obligations to Medicare are finished. Financials are improving but PMC is still not yet out of the woods.
 - B. **LTC Committee.** The LTC quality meeting was held earlier this month. Member Cushing was unable to attend.
 - C. **CAH Committee.** Member Stratman attended this month’s CAH quality meeting. They reviewed reports from different departments, and there were no issues of concern.

VII. REPORTS:

- A. Home Health.** K. Testoni was available to answer questions related to the written report (see copy). K. Testoni added that PMC received a portion of the Adult Day Program grant. Member Cushing asked about turnout at the Adult Day Program community cafes/forums. While turnout has been light (about four attendees each session), the people reached were very interested, provided great input and were new contacts for the PMC team.
- B. Imaging.** S. Paul was available to answer questions related to the written report (see copy). Member Cushing asked for details on the new mammogram machine. S. Paul said the contract for a 3-D technology machine is under review, with hopes to see it in place by the end of the year – pending funding from the PMC lease schedule and the \$180K grant from the Borough. Member Roberts asked about the potential for resale of the old machine, but the older machine will revert to the company.
- C. Lab.** V. Shimek was available to answer questions related to the written report (see copy). Member Roberts asked about the outcome of the school educational programs. The programs went well and were very well-received. To help introduce rules of working in the lab, students underwent HIPAA training prior to participating as part of the experience.
- D. Long Term Care.** H. Boggs provided a written report (see copy). Member Cook asked about staff work hours. C. Newman clarified that standard work schedules are 12.5 hour days with 3 days on 3 days off. Member Cushing commented about issues related to size of equipment, and how this patient care need really speaks to the need for a new facility that can adequately accommodate being able to move wheelchairs, beds, and other patient equipment and patients in and out of rooms. Member Cushing commended LTC staff for achieving a 5-star rating given the physical environment for those who live there (about 170 square feet of livable space in a resident's room) and those who work there. Member Roberts commented that the current space is grandfathered in on the regulations, but current regulations require much more space. P. Hofstetter noted that bariatric equipment is very, very expensive and it is not covered by Medicare or Medicaid.
- E. Patient Financial Services.** C. Lantagne was available to answer questions related to the written report (see copy).
- F. Quality & Infection Prevention.** The quality team (J. Bryner, P. Hofstetter, S. Romine) provided a written report (see copy) and Hofstetter was available to answer questions. Member Cushing asked for more details on the HealthSnap program. K. Testoni answered that HealthSnap enables providers to better monitor blood pressure, weight scale, and pulse ox in real time when needed. Clinic providers will serve as the primary provider role with support from the home health department as appropriate.
- G. Executive Summary.** P. Hofstetter provided highlights from his written report (see copy). Member Cook asked about effects of the fire at the church and any discoveries or learning as a result. P Hofstetter relayed that the age of building played into filtration of the smoke. The COVID air scrubbers kept LTC air quality good and saved PMC from having to close entirely. P. Hofstetter commended the fire department for their response and effort; commended Mountain View Manor for being ready and available to accommodate LTC residents if evacuation was needed; and commended PMC maintenance staff for shutting down the HVAC system immediately, which enabled operations to continue operations without impeding or damaging existing HVAC filters and system. P. Hofstetter shared that the LTC resident council expressed no concerns related to the fire incident, but did request

PMC schedule an evacuation drill this year. P. Hofstetter expressed appreciation to the Assembly for moving the site selection forward. He also thanked Members Cook, Conn and Lagadoukis for attending the exceptional relief meeting with the state. As a follow-up to Member Cook's early statement about public meeting accessibility, P. Hofstetter recommended hosting board meetings in Assembly Chambers. Member Lagadoukis added that this would be more accommodating to the public with access to restrooms and drinking fountains. In response to Member Roberts comment on any issues it might present for staff attendance, P. Hofstetter acknowledged that this would not be an issue because of advanced technology capabilities that provide staff the opportunity to attend virtually. P. Hofstetter also added that KFSK's monthly PMC Live, which now features a call-in format for taking questions and provides a great opportunity for community engagement.

H. Financial. J. McCormick provided a financial management update (see copy), an update from the Resource Committee meeting and was available to answer questions. McCormick added that since March, PMC has not had to dip into reserves for expenditures and payments. The CPSI account cleanup continues, with now less than \$100K owed from self-pay. Final notices were sent in June. The focus will now shift to the Cerner system. Altman Rogers & Co. is contracted for the annual audit and was on-site this week to do preliminary work for this year's audit. Unfortunately, they accidentally hit a deer with the hospital 2003 CRV, which now needs significant repair. The finance team is still finalizing processes for grant financials reporting and improving administration of day-to-day operations.

VIII. NEW BUSINESS

A. Health Resources & Services Administration (HRSA) grant

Background: The Health Resources and Services Administration (HRSA) awarded an \$8 million grant to PMC on August 11, 2022 for planning, design and construction activities in support of the new medical center project. The Federal Award Identification Number (FAIN) is CE146549.

Action Required: Acknowledgement of Award and Authorization to Expend Funds

Member Lagadoukis motioned that Petersburg Medical Center's Board of Directors acknowledges FAIN CE146549 and authorizes the use of these funds for planning, design and construction activities related to the new medical center project. Motion seconded by Member Cushing. Roll call vote unanimously approved.

B. Site work

Background: The schedule for the new medical center project includes starting site work in the fall of 2023. This is important for two reasons; (1) it allows for the start of construction of the buildings (Wellness, Education & Resource Center and the main hospital itself) in the spring of 2024, and (2) it will make the overall project truly shovel ready which will help attract additional partners to complete the funding stack.

Actions Required:

1. Identify most appropriate funding source(s) for the site work, including the existing HRSA grant and/or the pending Treasury Department grant.
2. Negotiate a sitework package with Dawson Construction.
3. Present a contract amendment to the Borough Assembly for approval.
4. Execute a contract amendment with Dawson Construction.

Member Lagadoukis motioned that Petersburg Medical Center's Board of Directors, assuming a competitive bid is received that is reconciled against an independent estimate, authorizes the CEO to, (1) identify the most appropriate funding source(s) for the site work, (2) negotiate a sitework package with Dawson Construction, (3) present a contract amendment to the Borough Assembly for approval, and (4) execute a contract amendment with Dawson Construction. Motion seconded by Member Roberts. Roll call vote unanimously approved.

- IX. EXECUTIVE SESSION** Member Stratman made a motion to enter Executive Session to consider medical staff appointments/reappointments, legal matters, to conduct the CEO annual evaluation and to discuss matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the hospital. Motion seconded by Member Roberts. Motion passed unanimously. Board entered Executive Session at 6:29 pm.

Member Cushing made a motion to come out of Executive Session. Motion seconded by Member Simbahon. Motion passed unanimously. Board came out of Executive Session at 7:03 pm. Member Cushing made a motion to reappoint to the medical staff Mark Tucillo, DO. Motion seconded by Member Stratman. Motion passed unanimously.

- X. CEO EVALUATION** Member Cook requested that he and Member Conn schedule a meeting with P. Hofstetter to review the CEO evaluation in the coming weeks.

- XI. NEXT MEETING** The next regularly scheduled meeting was set for Thursday, August 24, 2023 at 5:00 p.m.

- XII. ADJOURNMENT** Member Roberts made a motion to adjourn. Motion was seconded by Member Simbahon. Motion passed unanimously. The meeting adjourned at 7:05 p.m.

Respectfully submitted,

Marlene Cushing, Board Secretary