

# Wrangell Medical Center Wrangell, Alaska



**Our Mission: To Enhance The Quality Of Life For All We Serve!**



**Board of Trustees**

**July 17, 2013**

# AGENDA



**WRANGELL MEDICAL CENTER**  
**BOARD OF DIRECTORS MEETING AGENDA**  
**July 17, 2013 -- 5:30 p.m.**  
**Location: Nolan Center**

MEMBERS: Woody Wilson, President; Bernie Massin, Vice-President; Terri Henson, Secretary; Cori Robinson, Treasurer; Members Dorothy Sweat, Judy Allen, Barbara Conine, Marleen Messmer, Megan Clark, Ex-Officio member Marla Sanger, RN, Interim CEO

1. CALL TO ORDER
2. ROLL CALL
3. AMENDMENTS TO THE AGENDA
4. CONFLICT OF INTEREST
5. CONSENT ITEMS
  - a. Minutes of the meeting held 6/19/2013
  - b. Financial statements: May 2013
  - c. Statistics: June 2013
6. PERSONS TO BE HEARD

During this section of the agenda, the WMC Board will invite and listen to topics not on the agenda. The Board will note the topics, and will not take any official action on any of the topics presented but will refer items to the administration to be researched. A sign up sheet is available before the meeting to allow community members to sign up for an opportunity to speak before the board.
7. CORRESPONDENCE: None
8. ADMINISTRATOR'S REPORT: Attached
9. MEDICAL STAFF REPORT: Verbal
10. ACTION ITEMS:
  - a. Approval of Updated WMC Personnel Policies (Health Insurance)
  - b. Discussion on and approval of WMC Board Bylaws
  - c. Approval of Amended CEO Evaluation tool
  - d. Approval of CEO Evaluation Procedure and Letter of Notice of Scheduled Evaluation
11. DISCUSSION ITEMS: None
12. INFORMATION ITEMS

New Hospital Project update (standing agenda item).

*OUR MISSION: To Enhance The Quality of Life For All We Serve!*

WRANGELL MEDICAL CENTER  
BOARD OF DIRECTORS MEETING AGENDA  
June 19, 2013 -- 5:30 p.m.

13. BOARD COMMENTS

14. EXECUTIVE SESSION

15. ADJOURN



## 5. CONSENT AGENDA

- a. 6/19/13 Meeting Minutes
- b. Financials: May 2013
- c. Statistics: June 2013



**WRANGELL MEDICAL CENTER  
BOARD OF DIRECTORS MEETING MINUTES  
June 19, 2013 -- 5:30 p.m.  
Location: Nolan Center**

**CALL TO ORDER:**

Meeting was called to order by President Wilson at 5:41 p.m.

**ROLL CALL:**

Present: President Woody Wilson, Secretary Terri Henson, Members Judy Allen, Barb Conine, Marlene Messmer, Dorothy Sweat,

Absent: Vice-President Bernie Massin, Treasurer Cori Robinson and Member Megan Clark,  
Quorum established

Assembly Member James Stough was absent

**AMENDMENTS TO THE AGENDA:** Add May Statistics to Consent Agenda items

**CONFLICT OF INTEREST:** None

**CONSENT ITEMS**

Motion made by Barb Conine to approve consent item 5.a, minutes of the regular meeting held May 15, 2013, item 5.b, Financial Statement for April 2013, and item 5.c, Statistics for April and May 2013. Seconded by: Secretary Terri Henson.

Motion passed unanimously.

**PERSONS TO BE HEARD:** None

**CORRESPONDENCE:** None

**CEO'S REPORT:**

Attached. Marla Sanger, Interim CEO, explained the change in reporting to include weekly updates (which will be either copied directly to the Board packet each month or will be included in the monthly report – for the purpose of transparency - upon request of the Board President). It was also noted that there will be an update to the CPSI (Electronic Medical Records) program which will give staff an opportunity to practice 'offline' procedures for the few hours it takes to make the update. There was discussion about the future of Electronic Medical Records and the ability to access one's own personal medical records via the internet – and the difficulties inherent in keeping online records secure.

**MEDICAL STAFF REPORT:** None

WRANGELL MEDICAL CENTER  
BOARD OF DIRECTORS MEETING AGENDA  
June 19, 2013 -- 5:30 p.m.

ACTION ITEMS:

- a. Motion was made to ratify the Hospital Auxiliary's revised bylaws by Judy Allen, seconded by Barb Conine;
  - i. Discussion: the question was asked 'who was involved in making the changes' – it was reported that a total of 15 members of the Hospital Auxiliary worked on the changes over a three-month period.
  - ii. Motion passed unanimously.
- b. Motion was made for adoption of updated WMC Personnel Policy Manual based on the recommendation of the Bylaws, Policy and Ordinance Review Committee, by Marlene Messmer, seconded by Barb Conine;
  - i. Discussion: It was noted that work on the revisions was done by Mary Jo Pullman, with a group of WMC staff who met monthly over the period of 6 months. The WMC Board 'Bylaws, Policy and Ordinance Review' committee also met to go over the changes and recommended to the full board that the revised Personnel Policy Manual be accepted and sent on to the City and Borough Assembly.
  - ii. Motion passed in a unanimous poll-vote.
- c. Motion was made to accept the CEO Evaluation tool for one use only, by Terri Henson, seconded by Dorothy Hunt-Sweat;
  - i. Discussion: President Wilson wished to make clear that, in order to have the CEO evaluation completed in a timely manner, this tool was developed among a small group, and as such, he felt that it should be approved for just the one use and then re-visited by the board as a whole for input in creating a tool that can be used down the line.
  - ii. Motion passed unanimously.

DISCUSSION ITEMS: None

INFORMATION ITEMS:

- a. New Building Update: Marla Sanger, Interim CEO, reported that she and City Manager, Tim Rooney, met on Monday, June 10 with Tammye Travino and Jim Nordlund, USDA Rural Development, in Ketchikan. It was reported later that Jim Nordlund remarked that he was thrilled by what he'd heard from the Wrangell presentation. It was also relayed to the Wrangell delegation that there are funds available to lend with less competition currently (compared to the time of the original application).

BOARD COMMENTS:

Judy Allen – Asked what can be done to reverse the trend shown in the statistics in order for the Hospital to look like a better 'risk' when applying for loans for the new building

Marla Sanger – replied that it's important not to react strongly to a few months because



WRANGELL MEDICAL CENTER  
BOARD OF DIRECTORS MEETING AGENDA  
June 19, 2013 -- 5:30 p.m.

BOARD COMMENTS (continued):

you may end up responding to a false problem, however when census is down the staff do everything they can to decrease costs. Also noted that it will be increasingly important to invite folks to look at WMC for Long Term Care for their loved ones (and this task will be much easier when we have rooms with private beds).

President Wilson – it is important to move forward because the facility we have is no longer adequate, part of doing that will be to step up and begin working together.

Marla Sanger – Which is also why we need to take a fresh look at the plans – they are 4 to 5 years old and we need to make sure they reflect what healthcare is and what Wrangell needs.

Judy Allen – It sounds like we need to get the word out – do more advertising in the paper and on the radio.

Barb Conine – And on the scanner.

Dorothy Hunt-Sweat – I appreciate that we want to move forward, but we might need to rethink some of the old plans and get input from the community.

President Wilson – We will do our due diligence and make sure we've done what is needed for our community.

EXECUTIVE SESSION:

Motion made by Dorothy Hunt-Sweat, pursuant to AS 44.62.320 to recess into executive session to discuss matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;

And, pursuant to AS 44.62.320 to recess into executive session to discuss subjects that tend to prejudice the reputation and character of any person, specifically evaluation of the CEO;

Seconded by Barb Conine; motion passed unanimously with a poll-vote.

Meeting recessed into executive session at 6:19 p.m.

Meeting reconvened into regular session at 9:15 p.m.

ADJOURN

With no further business, the regular meeting adjourned at 9:30 p.m.

Terri Henson

Kris Reed,  
Certified:

## 6. PERSONS TO BE HEARD

## 7. CORRESPONDENCE

- a. None



8. ADMINISTRATOR'S REPORT  
Attached



CEO Report to the Board of Directors,  
Wrangell Medical Center  
July 17<sup>th</sup>, 2013

**Community Benefit**

On June 10<sup>th</sup> the American Hospital Association's *News Now - Hospitals in Pursuit of Excellence* publication highlighted Wrangell Medical Center's partnership with the community as illustrated by the Rural Health Careers Initiative that provided healthcare related training to more than 200 students and saved over \$250,000 dollars in educational costs for those who participated.

Another activity emphasized, that continues to have significant impact, is the WMC Health Fair. This year's WMC Health Fair provided 1,625 health screening lab tests, more than double the screenings done in 2009. In addition to the benefit of early detection and/or monitoring of certain clinical conditions, the greatly reduced cost for the screening tests saved Wrangell residents over \$440,000 in expense.

The next major effort in WMC's partnership with the community will be a Community Health Needs Assessment, which will be a collaborative activity involving all interested stakeholders to produce a comprehensive and actionable plan. More to come!

**Quality Improvement Training**

Three members of the WMC team recently trained in "Lean" principles for improving quality. Lean focuses on getting the right things to the right place at the right time in the right quantity to achieve perfect work flow, while minimizing waste and being adaptable to change. These important concepts need to be shared across the organization. ASHNHA funded the initial training and will now provide an expert in Lean principles to come to Wrangell where 10 more people will receive the education and practical experience by improving a process using these new skills. Selection of the participants and project is currently under discussion.

**Long Term Care Ombudsman Visit**

Lisa Gowdy, Alaska State Office of the Long Term Care Ombudsman, visited WMC on June 28<sup>th</sup>. This visit was not precipitated by a complaint but was a scheduled annual visit that occurs in all similar Alaska facilities. Ms. Gowdy singled out Dale McMurren, CNA, for the excellent way he interacted with one of our residents, noting specifically the way he talked the resident through a transfer change. Dale kept the resident informed and calm during each step of the process. Mr. McMurren's technique was described as an example worthy of a training video. We are proud of this and many other examples where our caregivers demonstrate skill, professionalism and patient- and family-centered care.

## **CPSI Upgrade – Enhancements to our Computer System**

A major upgrade to our computer system, version 18.50, was installed at 4am on June 25<sup>th</sup>. The early hour installation was scheduled to minimize downtime. Downtime was expected to last up to four hours, however, a very smooth installation took just over two hours. Small CPSI system upgrades happen every week with no downtime associated with them. The 18.50 upgrade is the most significant upgrade WMC has had to date and made enhancements to Pharmacy, Lab, Imaging, Point of Care, Financial, Materials, and others. CPSI has been a strong contributor in our effort to obtain Meaningful Use Stage I status, which is required by the Federal government to recoup costs of both software and hardware. WMC is expecting to receive \$126,000 very soon for achieving Meaningful Use Stage I.

## **Changes in Medical Staff**

On Monday, July 8<sup>th</sup>, Dr. Lynn Prysunka offered her resignation from the position of Chief of Staff after serving in that role for several years. Dr. Greg Salard agreed to assume these duties effective immediately. WMC greatly appreciates all of our physicians and wishes to acknowledge in particular the highly professional and skillful leadership that Dr. Prysunka has provided to WMC in her long tenure as Chief of Staff.

Laura Dooley, MD, is a new Medical Staff member at WMC. She along with her husband moved to Wrangell just a month ago. Dr. Dooley is the newest member of the physician team employed by Alaska Island Community Services. We welcome Dr. Dooley to the WMC Medical Staff!

## **Leadership Change**

Garth Hamblin, CFO will soon leave WMC. Garth arrived Nov 5<sup>th</sup>, 2012 and his experience as an executive leader helped stabilize WMC after a series of organizational challenges. Garth's duties have included oversight of the Business Office, Health Information Management, CPSI (Computer Program) support and accounting/finance functions.

Garth shared these thoughts with our WMC team: "I first came to Wrangell Medical Center as Interim CFO late last year. One of the things I wanted to do during the 6 to 9 months of my commitment as Interim CFO was to evaluate interest in staying for a longer period of time. Over the past several months I have talked to Marla about just that. Recently a good friend was called and has now gone to the Kingdom of Tonga in the South Pacific to serve as a Mission President for The Church of Jesus Christ of Latter-Day Saints. Two months ago he and I talked about the possibility of Sandy and I going to Tonga to help them. We have accepted an assignment to serve a mission in Tonga. We will go to Utah for some training in August and then depart for Tonga. I have provided official notice that I will no longer be the Interim CFO at WMC. We have enjoyed our time in Wrangell. I have enjoyed my association with Wrangell Medical Center. Much good work has been done. There is much yet to do. I will miss you and wish you all the best."

I greatly appreciate Garth for his skill, professionalism and wisdom. He and Sandy will truly be missed by our WMC family and the Wrangell Community. We wish Garth and Sandy the very best!





## Weekly Update to the Governing Board

For the week of Monday, June 17<sup>th</sup>, 2013

*From Marla Sanger, Interim CEO*



### THE CHAIRMAN'S FILE



**Benjamin Chu, M.D.**  
AHA Chairman

### Rural Health Partnerships June 10<sup>th</sup>, 2013

Being accessible only by airplane or boat adds to the scenic character of Wrangell, Alaska (population 2,300), but it also creates challenges for health care delivery. **Wrangell Medical Center**, the only hospital in the community and one of its largest employers, includes an eight-bed acute unit and 14-bed long-term care unit, along with an emergency department, lab, and specialty clinics. To meet Wrangell's economic and social challenges and address the need for qualified nursing assistants, WMC partnered with the local educational system to establish the Rural Health Careers Initiative. This program provides clinical education and training to interested students, who receive mentoring and financial assistance for the yearlong course. WMC prescreens applicants and offers hands-on training to increase students' educational performance. To date, this program has trained more than 200 students and saved more than \$250,000 in education costs. WMC employs the majority of students who pass the state certification exam. WMC also sponsors an annual community health fair, featuring more than 60 vendors in health, social services and education. Local businesses help with registration and marketing. The health fair has grown significantly and contributes to improving health outcomes for patients receiving health screenings. The number of individual screenings has increased from 761 in 2009 to 1,625 in 2013. Since these screenings are offered at a greatly reduced rate, the savings just this year to the community totaled more than \$440,000.

For more information, contact Kris Reed, development assistant, at [kreed@wmcmail.org](mailto:kreed@wmcmail.org). Visit *Hospitals in Pursuit of Excellence* at [www.hpoe.org](http://www.hpoe.org) to access the new HPOE guide, "[The Role of Small and Rural Hospitals and Health Systems in Effective Health Partnerships](#)."

## WMC Governing Board

**Woody Wilson, Chair**

**Bernie Massin, Vice Chair**

**Terri Henson, Secretary**

**Cori Robinson, Treasurer**

**Judy Allen**

**Megan Clark**

**Barb Conine**

**Marlene Messmer**

**Dorothy Hunt-Sweat**

**James Stough, CBW Liaison**

**Marla Sanger, Interim CEO  
Ex-Officio Member**

## Physician Leaders

**Lynn Prysunka, MD,  
Chief of Staff**

**Greg Salard, MD,  
Medical Staff**

**Bob Urata, MD,  
Medical Director**

## Other Recipients

**Bob Shymanski, ES Director**

**Sue Nelson, DON**

**Garth Hamblin, CFO**

**Tim Rooney, CBW Manager**

**Pat Branco, CEO, PH KMC**

**Nancy Steiger, CEO PH NW  
Network of Care**



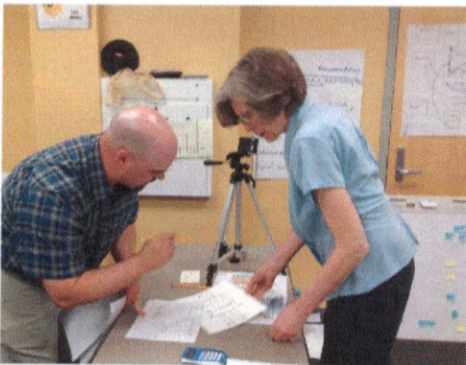
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## Quality Improvement Training

On Monday, June 10<sup>th</sup>, Bob Shymanski, Sandi Calvert and Marla Sanger traveled to Anchorage to attend a very well-organized training in “Lean” principles for improving quality. Lean provides a set of tools to assist in identifying waste that can be eliminated. As waste is eliminated, quality improves while production (or service delivery) time and costs are reduced. Lean focuses on getting the right things to the right place at the right time in the right quantity to achieve perfect work flow, while minimizing waste and being adaptable to change.

### Lean philosophy for health care is focused on:

- Defining value in the eyes of the patients
- Eliminating wasteful steps that add no value to the organization
- Creating flexibility and agility to meet the changing needs of the patient and industry
- Empowering frontline staff by incorporating easy problem-solving tools to use daily
- Doing more with less



During an Emergency Department simulation, “Dr.” Randy Apodaca from Cordova and “Radiology Tech” Sandi Calvert from WMC discuss physician orders in one of many table-top exercises.

Next steps will include a one day on-site training at each participating hospital during July-Sept 2013. This training is designed to provide a team of about 10 people at each hospital with specific Lean tools and processes so that they can use Lean to improve operational and clinical efficiency. We will decide which tools will be most useful for WMC. This will build on the 3 day training in Anchorage and allow more people at WMC to learn Lean techniques.

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## Upcoming Meetings

### Governing Board

Every 3<sup>rd</sup> Wednesday

June 19 <sup>th</sup>	5:30pm
July 17 <sup>th</sup>	5:30pm
Aug 21 <sup>st</sup>	5:30pm

Location:  
Nolan Center

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### Quality

Every 4<sup>th</sup> Thursday:

June 27 <sup>th</sup>	3:00pm
July 25 <sup>th</sup>	3:00pm
Aug 22 <sup>nd</sup>	3:00pm

Location:  
Hospital Library



## Weekly Update to the Governing Board

For the week of Monday, June 24<sup>th</sup>, 2013

*From Marla Sanger, Interim CEO*

### WMC Governing Board

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Network of Care

Wrangell Sentinel

### **Personnel Policies**

The Board Bylaws, Policy Committee met and reviewed Personnel Policy changes prior to last week's WMC Board meeting. This hasn't been a short term project, rather a team of hospital staff has worked over a number of months to review and update the policies. These changes were presented to the Committee for their comment and approval and subsequently were brought to the board this past Wednesday where they were approved.

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### **HMS / State of Alaska Long Term Care Payment Audit**

The State of Alaska has contracted with HMS to conduct a compliance audit of payment for LTC patients. In Compliance Audit projects, an HMS auditor reviews selected records to ensure providers are providing care and billing appropriately with respect to the program's specific coverage, documentation, billing, reimbursement, and quality of care requirements.

The period under review is May 2010 through October 2012. Staff has been working to clarify documentation needed and to submit information for review as part of the audit.

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### **Computer upgrades**

Our CPSI system is being upgraded to a newer version which is expected to provide better functionality. Planning for the brief period of "down time" has provided an opportunity to craft a procedure WMC could use if the Electronic Medical Record became unavailable at any time in the future.





## Weekly Update to the Governing Board

For the week of Monday, July 1, 2013

*From Marla Sanger, Interim CEO*



### Unannounced Long Term Care Ombudsman visit to WMC

At 3 pm on Friday, June 28<sup>th</sup>, WMC held an exit interview with Lisa Gowdy, from the Alaska State Office of the Long Term Care Ombudsman. Bob Shymanski and Diana Nore were in attendance and I joined by phone from SW Washington.

Ms. Gowdy stated that this visit was not precipitated by a complaint but was a scheduled annual visit that occurs in all similar Alaska facilities. She had arrived at WMC the evening before and observed staff interacting with residents.

Ms. Gowdy singled out Dale McMurren, CNA, as an excellent example of interacting with one of our residents, noting specifically the way he talked a resident through a transfer change, keeping the resident informed and calm during each step of the process. Mr. McMurren's technique was described as an example worthy of a training video.

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Long Term Care Ombudsman visit to WMC continued

Visits with residents and family members generated suggestions such as having WMC include all three meals for the day on our meal menu signage. This would provide something residents could look forward to.

A recommendation for improving staff interactions with minimally responsive / nonverbal patients or residents was to add communication training from the State's Alzheimer's Agency. Classes cost \$400 and can be an in-house, public, or a combination of both (which may reduce the cost). The last time this class was offered in Wrangell it had a very strong turnout of public interest and a repeat would most likely be welcomed by the public. If this class can be arranged in time this may be a great addition to our upcoming CNA class.

As background, the federal Older Americans Act requires every state and territory of the U.S. to establish an Office of the Long Term Care Ombudsman that identifies, investigates and resolves complaints relating to seniors in nursing homes and assisted living facilities. The Office of the Long Term Care Ombudsman is located in the State Department of Revenue under the Alaska Mental Health Trust Authority. Supported by federal and state funds, the Office has five staff to cover over 300 facilities statewide. <http://www.akoltco.org/index.cfm>

On a personal note, I continue to be humbled by the trust I hold to serve the Wrangell community and medical center. I greatly appreciate this privilege. I look forward to enjoying the next few days celebrating our many freedoms and appreciating the blessings we enjoy living in such a beautiful place!!



## Upcoming Meetings

### Governing Board

Every 3<sup>rd</sup> Wednesday

July 17 <sup>th</sup>	5:30pm
Aug 21 <sup>st</sup>	5:30pm
Sept 18 <sup>th</sup>	5:30pm

**Location:**  
**Nolan Center**

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### Quality

Every 4<sup>th</sup> Thursday:

July 25 <sup>th</sup>	3:00pm
Aug 22 <sup>nd</sup>	3:00pm
Sept 26 <sup>th</sup>	3:00pm

**Location:**  
**Hospital Library**





## Weekly Update to the Governing Board

For the week of Monday, July 8, 2013

*From Marla Sanger, Interim CEO*

### **Garth Hamblin, CFO, will be leaving WMC**

Garth came to Wrangell in early November of 2012 and his experience as an executive leader helped stabilize WMC after a series of organizational challenges. He will truly be missed at WMC and in the community. Garth's duties have included oversight of the Business Office, Health Information Management, CPSI (Computer Program) support and of course accounting/finance functions. I appreciate Garth for his hard work, wisdom and professionalism. I wish Garth and his wife Sandy all the best in the next chapter of their lives and always.

### ***This is a message Garth shared with our WMC family***

"I first came to Wrangell Medical Center as Interim CFO late last year. One of the things I wanted to do during the 6 to 9 months of my commitment as Interim CFO was to evaluate interest in staying for a longer period of time. Over the past several months I have talked to Marla about just that. Recently a good friend was called and has now gone to the Kingdom of Tonga in the South Pacific to serve as a Mission President for The Church of Jesus Christ of Latter-Day Saints. Two months ago he and I talked about the possibility of Sandy and I going to Tonga to help them. We have accepted an assignment to serve a mission in Tonga. We will go to Utah for some training in August and then depart for Tonga. I have provided official notice that I will no longer be the Interim CFO at WMC.

We have enjoyed our time in Wrangell. I have enjoyed my association with Wrangell Medical Center. Much good work has been done. There is much yet to do. I will miss you and wish you all the best."

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Laura Dooley, MD

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Tim Rooney, CBW Manager

Pat Branco, CEO, PH KMC

Ken Tonjes, CAO, PH KMC

Nancy Steiger, CEO PH NW  
Network of Care

Wrangell Sentinel



## WMC Medical Staff News

On Monday, July 8<sup>th</sup>, Dr. Lynn Prysunka offered her resignation from the position of Chief of Staff after serving in that role for several years. Dr. Greg Salard agreed to assume these duties effective immediately. WMC greatly appreciates all of our physicians and wishes to acknowledge in particular the highly professional and skillful leadership that Dr. Prysunka has provided to WMC in her long tenure as Chief of Staff.

***With heartfelt gratitude to Dr. Lynn Prysunka for her years of superb service and dedication as WMC's Chief of Staff!***



**Dr. Laura Dooley**

Dr. Laura Dooley, pictured at left, attended the WMC Medical Staff meeting for the first time this week. She and her husband moved to Wrangell just a month ago and she is the newest member of the physician team employed by Alaska Island Community Services. We welcome Dr. Dooley to the WMC Medical Staff!

## CPSI: Significant Computer Program Upgrade

Nearly all employees use the CPSI system in some way. Many have noticed the changes some big, some small in the addition of CPSI version 18.50 that was installed at 4 am on June 25<sup>th</sup>. The early hour this installation was scheduled for was to minimize any downtime. Downtime was expected to be four hours, however, a very smooth installation took just over two hours. Small CPSI system upgrades happen every week with no downtime associated with them. The 18.50 upgrade is the most significant upgrade WMC has had to date and made enhancements to Pharmacy, Lab, Imaging, Point of Care, Financial, Materials, and others. CPSI has been a strong contributor in our effort to obtain Meaningful Use Stage I status, which is required by the Federal government to recoup costs of both software and hardware.

## Upcoming Meetings

### Governing Board

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July 17 <sup>th</sup>	5:30pm
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Sept 18 <sup>th</sup>	5:30pm

**Location:**  
**Nolan Center**

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### Quality

Every 4th Thursday:

July 25 <sup>th</sup>	3:00pm
Aug 22 <sup>nd</sup>	3:00pm
Sept 26 <sup>th</sup>	3:00pm

**Location:**  
**Hospital Library**

## 9. MEDICAL STAFF REPORT

Verbal

## 10. ACTION ITEMS

- a. Approval of Updated WMC Personnel Policies (Health Insurance)
- b. Discussion on and approval of WMC Board Bylaws
- c. Approval of Amended CEO Evaluation tool
- d. Approval of CEO Evaluation Procedure and Letter of Notice of Scheduled Evaluation



**(Draft)**

## **INSURANCE DEDUCTIBLE**

Wrangell Medical Center will forgive the \$1,500.00 annual deductible for regular employees and any employee's spouse, domestic partner or dependent children that are covered under Wrangell Medical Center's group health insurance plan for services received at Wrangell Medical Center. That means that employees and their covered dependents will not be required to pay any deductible expense for services received at Wrangell Medical Center. For services that are received outside of Wrangell Medical Center through other providers, the employee and any covered dependents will be responsible for the first \$500.00 of the deductible expense up to \$1,500.00 annually for the family coverage. Any deductible expenses incurred over \$500.00 per individual will need to be submitted to Flex Plan Services for reimbursement. Flex Plan Services will reimburse the deductible expenses incurred from \$501.00 - \$1,500.00 for each individual family member for the calendar year.

## **EMPLOYEE DISCOUNT**

Wrangell Medical Center will accept insurance payments on regular employee bills, as paid in full. A regular employee's spouse, domestic partner or dependent children that are covered under Wrangell Medical Center's group health insurance plan will receive a twenty-five percent (25%) discount on hospital bills incurred during employment on any balance of the bill that the insurance carrier does not pay. This employee discount does not apply to long-term care, COBRA coverage, elective procedures or services not covered by insurance. PRN employees do not receive the employee discount. Any employee's spouse, domestic partner or dependent children who are not covered under Wrangell Medical Center's group health insurance plan will not receive the employee discount.

It is the employee's responsibility to assist the billing department in recouping payment from third party payers. This may include responding to questionnaires from insurance companies.



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# **WRANGELL MEDICAL CENTER**

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## **BOARD OF DIRECTORS' BYLAWS**



## **The MISSION and VISION Wrangell Medical Center**

**Our Mission: To enhance the quality of life for all we serve.**

**Our Vision: Honor our heritage and be the pride of the community**

By being a community driven organization;

By being an active participant in planning for the future of our community;

By being the leader in our industry and region in providing high quality care for patients;

By being ready and responsive to meet health care needs;

By being the hospital and long term care facility of choice;

By providing a beautiful, comfortable setting for our patients and our long term care residents;

By being the employer of choice;

By being financially healthy; and

By being a model of excellence in promoting wellness and restoring health.





## The VALUES of Wrangell Medical Center

### **INTEGRITY**

We do the right thing, even if it is not the easy choice. We hold ourselves to high standards in the work that we do - this means we have a strong work ethic and do our jobs to the best of our abilities. We are honest, fair, and respectful to our patients, our community and ourselves.

### **COMPASSION AND CARING**

Patients are always the focus and center of everything we do. Regardless of our role in the organization, we go above and beyond to provide services in a manner that lets patients know that we care deeply about them.

### **TRUST**

It is absolutely important to us that that our patients and our community trusts us. We will provide patient care and conduct our business such that they always do.

### **TRANSPARENCY**

We are open and forthright with our community, our partners, and ourselves. Our community and patients have a right to know how we are planning for the future. They deserve to know how we are performing in the present, both financially and on quality measures.

### **LOYALTY**

We are loyal to our patients, because we care about them deeply as our friends, family, and neighbors. We are also loyal to Wrangell Medical Center, and always act as excellent ambassadors of the organization. We treat each other with respect, and work cooperatively as members of a cohesive team.

### **HONORING OUR HERITAGE**

We respect and remember our long history of caring for the diverse people in our community and region. We are committed to honoring this heritage by holding in the highest esteem our elders who came before us. We will focus on planning for our future so our elders can age in place, and maximize the potential that all patients may be served right here in the community.

### **QUALITY**

Above all, we provide safe, high quality health care. We strive for excellence in everything we do, regardless of whether or not it is related directly to patient care. We hold ourselves accountable for this excellence. We embrace growth and change that comes with constantly improving ourselves. We focus on creating strong systems, and do not blame individuals for outcomes related to weak systems.

### **FISCAL RESPONSIBILITY**

We believe in the prudent use of our resources. We deliver high quality services in a manner that is cost-effective while not compromising our services. Good stewardship of our finances benefits our community in the form of improvements and expansion of the services available.

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**WRANGELL MEDICAL CENTER  
BOARD OF DIRECTORS' BYLAWS**

**DEFINITIONS**

**“Board of Directors” or “Board”:** The governing body of Wrangell Medical Center. Whenever the term “Board” is used in the Bylaws, it means a member of the Board of Directors.

**“President”:** The individual elected by the Board to serve as the President of the Board of Directors.

**“Dentist”:** An individual who is licensed to practice dentistry in the State of Alaska.

**“Ex-Officio”:** Service as a member of a body by virtue of an office or position held, and unless otherwise expressly provided, without voting rights.

**“Hospital”:** Wrangell Medical Center

**“Medical Staff”:** The Medical Staff of Wrangell Medical Center who have been granted privileges by the Board to attend patients in the Hospital.

**“Physician”:** An individual licensed to practice medicine and/or surgery in the state of Alaska.

**WRANGELL MEDICAL CENTER**

Wrangell Medical Center is concerned with meeting the health needs in this community and is owned by the City and Borough of Wrangell. As the community medical center, it must serve all people regardless of race, creed, or economic status.

**OBJECTIVE**

To competently operate the Wrangell Medical Center’s hospital and long term care facility while following the mission, vision and values as defined and adopted by the staff and Board.

**WRANGELL MEDICAL CENTER  
BOARD OF DIRECTORS' BYLAWS**

## **ARTICLE I**

### **NAME**

The name of the board shall be "Wrangell Medical Center Board"

## **ARTICLE II**

### **ROLE AND FUNCTION**

The Board shall operate and maintain Wrangell Medical Center, including custody and management of the building, furnishings and property situated thereon. The Board shall provide for repairs and improvements thereto which are necessary to maintain the facility in good condition.

The Board shall also have the power to purchase, sell, exchange, operate, maintain and repair all personal property which it deems advisable, in accordance with the City and Borough of Wrangell's Code.

## **ARTICLE III**

### **MEMBERSHIP**

#### **SECTION I   *Membership***

The membership of the Wrangell Medical Center Board shall consist of nine (9) members, none of whom shall be engaged in medical or health professions. Each member shall be elected by Borough and City voters with

**WRANGELL MEDICAL CENTER  
BOARD OF DIRECTORS' BYLAWS**

the terms of office staggered so only one fourth of the board shall expire each year.

Board Members shall not receive compensation, but may receive reimbursement for travel and associated out-of-pocket expenses and paid as are other expenses of Wrangell Medical Center.

**SECTION II   *Resignation of Members***

A vacancy on the board shall be reported to the Clerk of the City and Borough. A notice requesting letters of interest shall be posted for two weeks. Selection will be made by City and Borough Assembly. The selected person will serve until the next general election.

**SECTION III   *Indemnification and Insurance***

Wrangell Medical Center shall indemnify and hold harmless any Board Member against the reasonable expense, including attorneys' fees, actually and necessarily incurred in connection with the defense of any action, or threatened action, in which such Board Member is made a party, or threatened to be made a party.

Indemnification shall likewise apply in any sums actually paid by way of settlement of any actual or threatened action, or in satisfaction of any judgment rendered against such Board Member. Indemnification, however, shall apply only when such Board Member acted in good faith for a purpose which they reasonably believed to be in the best interests of Wrangell Medical Center. Indemnification should not apply when a judgment or other final adjudication adverse to the Board Member establishes that their acts were committed in bad faith or were the result of active and deliberate



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BOARD OF DIRECTORS' BYLAWS**

dishonesty, or that they personally gained a financial profit or other advantage to which they were legally entitled. Wrangell Medical Center is authorized to purchase insurance for indemnification of its Board Members to the maximum extent permitted by the laws of the State of Alaska.

**ARTICLE IV  
OFFICERS AND THEIR ELECTION**

**SECTION I   *Officers***

The officers shall be President, Vice-President, Treasurer and Secretary.

**SECTION II   *Nomination and Election***

Nomination and election will be held at the October meeting each year. Nominations shall be made by Board Members with election to follow immediately. A majority vote of all members present shall be necessary to elect. Officers must be selected from among the Board members.

**SECTION III   *Officer Vacancies***

An officer resigning from their position shall submit a letter to the Board. The vacancy in office shall be filled by election at the next meeting.

**ARTICLE V  
DUTIES OF ELECTED OFFICERS**

**SECTION I   *President***

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The president shall call and preside at all meetings of the board, and shall interest ~~their-selves~~themselves in all affairs of the medical center.

**SECTION II *Vice-President***

The vice-president shall act as president in the absence of the president, and when so acting, have all the powers of the president.

**SECTION III *Secretary***

The secretary shall provide for the keeping of minutes of all meetings of the Board, and if specifically requested, any or all Board Committees, and shall assure that such minutes are filed with the records of the Corporation. He or she shall give or cause to be given appropriate notices in accordance with these Bylaws or as required by law; shall act as custodian of all corporate records and reports and of the corporate seal, assuring that it is affixed, when required by law, to documents executed on behalf of the Corporation; shall perform all duties incident to the office and such other duties as may be assigned from time to time by the Chairperson or the Board.

**SECTION IV *Treasurer***

The Treasurer shall keep or cause to be kept correct and accurate accounts of the properties and financial transactions of the Corporation and in general perform all duties incident to the office and such other duties as may be assigned from time to time by the Chairperson or the Board. If required by the Board, the Treasurer shall give a bond for the faithful discharge of his or her duties in such sum and with such surety as the Board shall determine. The Treasurer may delegate any of his or her duties to any duly elected or appointed Assistant Treasurers.



**WRANGELL MEDICAL CENTER  
BOARD OF DIRECTORS' BYLAWS**

**ARTICLE VI  
BOARD COMMITTEES**

**SECTION I**     *Standing, Special or Ad Hoc Committees*

Except as otherwise provided in these Bylaws, the Chairperson shall appoint the chairperson and members of each standing and special committees. The chairperson may also appoint members of standing and special committees from outside the Board of Trustees with the concurrence of the Board. The standing committees are the Executive Committee, the Finance Committee, Strategic Planning Committee and the Quality Council. Special Committees, such as a Nominating Committee, may be established by the Chairperson, with the concurrence of the Board. Upon completion of the task for which created, a special committee shall stand discharged. There shall be a Medical Liaison Committee which shall not be a standing or special committee, but shall meet on an *ad hoc* basis. Minutes of all meetings of standing, special and *ad hoc* committees shall be made available to the Board.

**SECTION II**     *Finance Committee*

The Finance Committee consists of not less than three members, the Chairman, Treasurer and one other board member, and is responsible for general oversight of the financial affairs. The Committee will review, advise,



**WRANGELL MEDICAL CENTER  
BOARD OF DIRECTORS' BYLAWS**

and report to the Board of Trustees on the investment and management of the financial resources of the Corporation and shall review the annual budget and capital plans, fund managements procedures, and internal controls relating to the safeguard of financial assets. The Committee shall:

(1) act as financial advisor to the Board in all financial affairs of the Corporation, including the annual operating budget, which will include all anticipated income and expenses; (2) review the proposed scope of the annual audits of the Corporation by independent auditors and identify areas of particular concern to the Board; (3) review the independent auditors' reports on the financial statements at the conclusion of the audit of the Corporation; (4) review the independent auditors' "management letters" to the Corporation and management's responses thereto; (5) review the adequacy of accounting policies and of the Corporation's internal control structures; (6) review relationships between management and the independent auditors; (7) recommend the appointment of independent auditors to the Board of Trustees; and (8) review periodically the Corporation's conflicts of interest policies and oversee compliance therewith. The Committee shall meet at the call of the Committee Chairperson.

**SECTION III *Quality Committee***

The Quality Committee shall ~~be chaired by a member of the Board and shall~~ be comprised of the representatives of the Board, Administration, Medical Staff, Nursing and others, as determined by the Chairperson of the Board.

The ~~Council-Board~~ shall oversee the quality improvement activities and priorities of the Hospital, and as part of its duties, shall receive reports from the Quality Committee as well as other appropriate committees and

**Comment [D21]:** Shall this still be the case?

**WRANGELL MEDICAL CENTER  
BOARD OF DIRECTORS' BYLAWS**

departments. The ~~Council~~Quality Committee shall meet on a regular basis, as determined by its Chairperson or the Board, and shall report its findings and recommendations to the Board.

**SECTION IV    *General Committee Provisions***

A Trustee shall chair each of the standing Committees. Meetings may be called by the Chairperson, the Chairperson of the Committee, or a majority of the Committees voting members. Notice of meetings ~~may~~will be given ~~at any time and in any manner reasonably designed~~in accordance with the Open Meetings Act requirements, to inform the members of the time and place of the meeting. A majority of members of a Committee shall constitute a quorum for the transaction of business, and a vote of a majority of members present at the time of the vote, ~~is~~if a quorum is present, shall constitute the act of the Committee. Committees shall keep minutes and report to the Board. Except as provided as to the Executive Committee, Committees shall be empowered only to make recommendations. Committees may hold joint meetings to discuss matters of common interest. In such meetings, a majority of the total members of the Joint Committee shall constitute a quorum.

**ARTICLE VII**

**ADMINISTRATOR~~CEO~~**

The Board shall select and employ one ~~administrator~~CEO, who shall serve at the pleasure of the board.



**WRANGELL MEDICAL CENTER  
BOARD OF DIRECTORS' BYLAWS**

**SECTION I**    *General Description*

The ~~administrator~~-CEO is directed by this board to establish and direct all operations of the facility's activities, both internal and external.

The ~~administrator~~-CEO coordinates these activities to ensure compliance with established standards; promotes public relations; and arranges, and obtains transfer and working agreements with other health facilities.

**SECTION II**    *Duties*

Establishes policies pertaining to total patient care, personnel, medical staff, financial status, public relations, maintenance of building and grounds under broad directives from the board. Explains such policies to staff and other concerned parties. Reviews compliance with established policies by personnel and other medical staff. Periodically reviews policies and makes changes as found necessary.

Supervises preparation of policy and procedure manuals, by department heads, for all departments with annual review.

Reviews compliance of the facility with national, state, and local standards and accreditation agencies.

Selects competent personnel to supervise activities of major departments.



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Establishes departmental staffing patterns. Evaluates jobs, prepares job descriptions, establishes job classifications and sets wage and salary schedules with help of department heads. Meets with department heads at regular intervals and receives advice on matters pertaining to department operation and external relationships. Conducts inservice and supervisory training meetings through appointed inservice education employee. Reviews and frequently checks competence of work force. Seeks to maintain high employee morale and to maintain a professional, healthful atmosphere and environment in the facility.

Regularly checks financial status of the facility and maintains an efficient accounting system to meet the needs of the facility. Directs that forecast budgets be prepared and changes in fee schedules be made to insure coverage of cost of operations.

Represents the medical center in dealings with outside agencies, including governmental and third party payors or delegates a representative. Represents the facility at top level meetings, etc., and participates in such. Inspects physical structure and condition of the facility. Directs repairs and new construction programs at the request of the Board, guided by the financial status of the facility.

Authorizes purchases of major equipment and supplies. Reports to the Governing Board as required.

**SECTION III** *Absence of ~~Administrator~~CEO*

**WRANGELL MEDICAL CENTER  
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1. In the absence of the ~~administrator~~CEO, the director of nursing, CFO, or another person appointed in advance by the ~~administrator~~CEO shall assume the duties of ~~administrator~~CEO.
2. The duties of the acting ~~administrator~~CEO shall be those duties ~~delegated~~ to her/him by the ~~administrator~~CEO.

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## **ARTICLE VIII**

### **MEDICAL STAFF**

Acting on the advice of the Medical Staff, the board shall appoint a medical staff composed of physicians, surgeons, osteopaths, and dentists, and shall see that they are organized in such a manner as to secure the best possible results.

In the professional care of the patients, the attending physician appointed to the medical staff shall have full authority, subject only to the policies approved by the medical staff and Wrangell Medical Center Board.

In administrative matters, the medical staff, as an organized body, shall act in an advisory capacity, this function being carried on through the medical center Board.

In circumstances that involve the denial of initial appointment or reappointment to the Medical Staff, the current Medical Staff By-Laws,



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Article IX shall be followed and shall be binding on all parties as to the procedures for hearings and appeals.

**ARTICLE IX  
MEETINGS AND QUORUMS**

**SECTION I**     *Meetings*

Regular meetings shall be held monthly on the third Wednesday and at such time and location as shall be decided by members after installation of officers. ~~Meetings shall be held in the medical center, or other places so designated by the board.~~ Special meetings may be called by the president or by quorum. ~~Board Members shall attend all meetings in person unless permission to attend by means of a conference telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time is granted. Participation by such means shall constitute presence in person at a meeting.~~

Board members shall attend all meetings in person, unless a member attends electronically via a means that allows all persons participating in the meeting to hear each other at all times. Participation by such means requires that the member attending electronically does not vote and does not count in establishing a quorum. No more than two members may attend any one meeting electronically, and no member may attend more than two meetings a year electronically. When

**Comment [D22]:** This needs to reflect the discussion held earlier regarding attending via electronic means and should include language regarding how 'electronic attendees' can vote. (revised as below)



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attending an executive session electronically, the Board member may be required to sign an affidavit affirming the confidentiality of their location.

**SECTION II**    *Members*

Five members, attending in person, shall constitute a quorum for the transaction of all business of the board.

*Removal from Board*

~~Should it be deemed necessary to remove a board member, he/she, by recommendation to the City and Borough will be asked to be removed from his/her seat.~~

If removal of a Board member is deemed necessary and is approved by a majority vote of voting members, the removal recommendation shall be forwarded to the City and Borough of Wrangell for their consideration.

**AUTHORITY ON PROCEDURE**

*Robert's Rules of Order, Revised, and Robert's Parliament Law* shall apply on all questions of procedure and parliamentary law not specified in these bylaws.

**ARTICLE X  
AMENDMENTS AND ADDITIONS**

These bylaws may be amended at any regular meeting of the board by a majority vote. The amendment shall have been submitted in writing and

**WRANGELL MEDICAL CENTER  
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read at the previous regular meeting. Copies of the proposed changes shall be mailed to board members at least one week prior to any meeting at which it is to be put to a vote. Additional articles or sections voted by the board must be included in these bylaws, providing they have been read at the previous regular meeting.

**ARTICLE XI  
VOLUNTEER ORGANIZATION**

**SECTION I**

The governing board is authorized to designate a volunteer organization (auxiliary) for the Medical Center and to provide for its organization as an integral part of the Medical Center.

**SECTION II**

The designated organization may perform patient-related services with, or outside of the hospital; conduct fund-raising activities; conduct community service projects; enter into contracts as approved by the medical center administrator; and carry on other activities necessary to accomplish its purposes as approved by the board.

The above bylaws are adopted by Wrangell Medical Center.

Date: August 19, 2010

**WRANGELL MEDICAL CENTER  
BOARD OF DIRECTORS' BYLAWS**

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~~Lynne Campbell~~ Larry (Woody) Wilson, President  
~~Rea~~ Marla Sanger, C.E.O.

~~Noel~~



**Our Mission:** Enhance the quality of life for all we serve

**Our Vision:** Honor our heritage and be the pride of the community



---

WMC CEO Evaluation

Name \_\_\_\_\_ Date of Evaluation \_\_\_\_\_

Date of Hire \_\_\_\_\_ Period of Review: from \_\_\_\_\_ to \_\_\_\_\_

Job Overview: Serve as the Wrangell Medical Center (WMC) CEO to provide administrative and fiscal oversight for WMC operations.

---

**Performance Responsibilities:**

<b>1. Provides executive leadership for hospital and long term care facility:</b>	5 Exemplary	4 Exceeds Standard	3 Meets Standard	2 Needs Improvement	1 Below Standard	0 Not Observed
1a. Works with and through individuals and groups.						
1b. Facilitates teamwork and collegiality among leaders, staff and physicians.						
1c. Creates plans and goals that support the priorities of WMC in the context of patient/family -centered care, employee and community wellbeing.						
1d. Provides direction, motivates others and supports the priorities of WMC in the context of patient/family -centered care, employee and community wellbeing.						

1e. Recognizes and acknowledges outstanding performance.						
1f. Solves or convenes others to solve problems using appropriate tools and methods. Makes sound judgments based on WMC's mission, vision values, goals and evidence-based practices.						

Comments:

<b>2. Assures that leaders and staff receive relevant professional development:</b>	5 Exemplary	4 Exceeds Standard	3 Meets Standard	2 Needs Improvement	1 Below Standard	0 Not Observed
2a. Oversees supervision of staff for the purpose of improving individual and organizational performance.						
2b. Works with executive / leadership teams and staff to identify individual and group professional needs and designs appropriate development opportunities.						

Comments:

<b>3. Uses assessment, analysis and discernment in strategic decision-making:</b>	5 Exemplary	4 Exceeds Standard	3 Meets Standard	2 Needs Improvement	1 Below Standard	0 Not Observed
3a. Uses appropriate tools and processes to gather needed information from patients, their families, employees, physicians, community members and others. Uses information to determine whether goals have been met and implements changes where appropriate.						
3b. Analyzes quantitative and qualitative data to provide meaningful information to the governing board and other stakeholders						

Comments:

<b>4. Communicates with diverse groups and individuals with clarity and sensitivity:</b>	5 Exemplary	4 Exceeds Standard	3 Meets Standard	2 Needs Improvement	1 Below Standard	0 Not Observed
4a. Communicates clearly, effectively and with sensitivity to the needs and concern of others.						
4b. Obtains and uses feedback to communicate more effectively.						



4c. Recognizes the influence of culture on communication style and communicates with sensitivity to cultural differences.						
4d. Communicates a positive image of WMC in the community and beyond.						

Comments:

<b>5. Acts in accordance with established laws, policies, procedures and good business practices:</b>	5 Exemplary	4 Exceeds Standard	3 Meets Standard	2 Needs Improvement	1 Below Standard	0 Not Observed
5a. Acts in accordance with federal and state laws and regulations						
5b. Administers contracts and financial accounts responsibly, accurately efficiently and effectively.						
5c. Supports team to achieve successful revenue cycle, management of supply chain and oversight of property, plant and equipment utilization / maintenance.						

Comments:

<b>6. Understands the influence of social, cultural, political, regulatory and economic forces on the healthcare environment and uses this knowledge to serve the needs of patients, staff and community:</b>	5 Exemplary	4 Exceeds Standard	3 Meets Standard	2 Needs Improvement	1 Below Standard	0 Not Observed
6a. Acts with awareness that WMC exists in a political environment that is affected by other systems.						
6b. Addresses ethical issues that arise in the healthcare environment, acting with care and sound judgment within required time frames.						
6c. Enlists public participation in, and support for WMC's aims, initiatives and programs.						

Comments:

<b>7. Works as a partner with patients, families and with the community:</b>	5 Exemplary	4 Exceeds Standard	3 Meets Standard	2 Needs Improvement	1 Below Standard	0 Not Observed
7a. Promotes and maintains regular and meaningful communication between patients, families, and with the community. Promotes Community Health						

Comments:

<b>8. Demonstrates high ethical standards, dedication to the healthcare profession, and continued growth and development:</b>	5 Exemplary	4 Exceeds Standard	3 Meets Standard	2 Needs Improvement	1 Below Standard	0 Not Observed
8a. Maintains a high standard of professional ethics. Maintains and updates knowledge of current administrative practices. Engages in professional development activities to improve the strategic direction, operational performance and quality of WMC programs.						

Comments:

Strengths:

Improvement Goals:

Recommendations:



**For the Board member performing this evaluation:**

Overall, how would you assess this person? (Exemplary, Exceeds Standard, Meets Standard, Needs Improvement, Below Standard, Not Observed)

Operational and professional development goals for the coming year (with agreement by the CEO and WMC Board members).

**For the person being evaluated:**

What were your key new learnings this year?

Describe outcomes of leadership development goals that you set last year.

Did you complete all of your required / mandatory training?

What are your most significant continuous improvement outcomes / successes this past year?

What are your goals for the next year?

---

I have read and understand the above evaluation. I am entitled to write and attach a statement to this evaluation if choose.

---

CEO Signature

---

Date

## **CEO Evaluation and Process**

The Wrangell Medical Center CEO shall be evaluated at least once per year and more often at the discretion of the board. The annual evaluation will be performed prior to July 1 of each calendar year. The procedure will be as follows with minor exceptions at the discretion of the president of the board or the board as a whole.

The purpose of the evaluation is to determine the level of performance of the CEO. This level of performance may lead to actions of the board concerning commendation, reprimand, considerations for salary adjustment, continuation of employment or other recommendations or actions as the board may see fit.

1. The board approved evaluation instrument will be used.
2. Documentation, evidence, and artifacts beyond the board evaluation instrument may also be used or included as a part of the evaluation.
3. The CEO will complete the evaluation document one week prior to the board meeting in which the evaluation is to be conducted and provide h/her completed assessment of h/her evaluation to individual board for consideration and use in their assessment of the CEO's performance.
4. The board members will also complete an evaluation of the CEO, which they will bring to the evaluation meeting.
5. The CEO will be notified by the President of the Board that the meeting will be held in executive session, in accordance with the Alaska Open Meetings Act, unless the CEO specifically and in writing requests the evaluation to be held in open session. The letter to the CEO with this specification will be sent prior to the evaluation meeting and must be returned with the CEO's signed and dated decision for the evaluation to be in executive session or in open session.
6. The next step of the evaluation process will be an opportunity for the CEO to review h/her compilation of the evaluation instrument before the board.
7. After the CEO's presentation to the board h/she will be excused from the session (unless the session is open to the public). At this time the board will discuss each item of the evaluation based upon the CEO's presentation and each members observations and perceptions of the CEO's performance. Concurrence of the level of performance will be reached through consensus of the board. If for any reason consensus is not attained any board member's scores that appear as outliers to the opinions of other board members scores will be removed and another try as consensus attempted. If the board is still unsuccessful at arriving at consensus all scores will be reported and alternate opinions expressed and attached to the instrument.
8. One master copy of the evaluation instrument will be completed for presentation to the CEO.
9. The CEO will then be returned to the session (unless the session is open to the public) where the evaluation completed by the board will be

presented to the CEO.

10. The Completed Evaluation Instrument will be signed and dated by the President of the Board and the CEO. The CEO's signature does not imply agreement with the board's assessment but rather that the evaluation has been presented and h/she has been offered a copy.
11. The CEO is entitled to write a statement or rebuttal to the evaluation, which, if a statement or rebuttal is written, will be attached to the evaluation instrument written and presented by the board.
12. The original instrument, evidence, artifacts and any comments added by the CEO are considered confidential will be placed in the CEO's personnel file. The CEO receives a copy of this original instrument.



(DATE)

(Name) \_\_\_\_\_

WMC CEO  
PO Box 1081  
Wrangell, Ak  
99929

Dear (name),

This is to serve as notice that your performance evaluation will take place at the Wrangell Medical Center Board meeting to take place at the (location, time, date).

The Board plans to discuss the evaluation in executive session. In accordance with Alaska's Open Meetings Act, you have the right to have this discussion take place in public if you prefer. Please let choice be known by signing and returning this letter to Kris Reed with your decision prior to the board meeting in which your evaluation will be conducted.

Sincerely,

Woody Wilson  
President, Wrangell Medical Center Board  
Wrangell Medical Center  
(907) 305-0305

I agree that the board should conduct my evaluation in executive session.

I wish my evaluation to be conducted in open session.

\_\_\_\_\_  
Signature, CEO

\_\_\_\_\_  
Date

## 11. DISCUSSION ITEMS

- a. None

## 12. INFORMATION ITEMS

- a. New Hospital Project Update



## 13. BOARD COMMENTS

## 14. EXECUTIVE SESSION

- a. Discussion with attorney re financial matters