

# Wrangell Medical Center Wrangell, Alaska



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



**Board of Trustees**

***August 21, 2013***

# AGENDA



**WRANGELL MEDICAL CENTER  
BOARD OF DIRECTORS MEETING AGENDA  
August 21, 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 7/17/2013
  - b. Financial statements & interim CFO report: June 2013
  - c. Statistics (available at the meeting): July 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. Discussion on and approval of WMC Board Bylaws
11. DISCUSSION ITEMS:
  - a. Discussion of continuation of CEO's contract
12. INFORMATION ITEMS
  - a. Status of Personnel Policy Manual
  - b. New Hospital Project update (standing agenda item).

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WRANGELL MEDICAL CENTER  
BOARD OF DIRECTORS MEETING AGENDA  
August 21, 2013 -- 5:30 p.m.

13. BOARD DEVELOPMENT

- a. 'Navigating the Boardroom', chapters 5-8, discussion.

14. BOARD COMMENTS

15. EXECUTIVE SESSION

16. ADJOURN

## 5. CONSENT AGENDA

- a. 7/17/13 Meeting Minutes
- b. Financials: June 2013  
& interim CFO report
- c. Statistics: July 2013



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

**CALL TO ORDER:**

Meeting was called to order by Vice President Bernie Massin at 5:30 p.m.

**ROLL CALL:**

Present: President Woody Wilson (via teleconference), Secretary Terri Henson, Members Judy Allen, Megan Clark, Barb Conine, Marlene Messmer, Dorothy Sweat,

Absent: Treasurer Cori Robinson

Quorum established

Assembly Member James Stough was absent

**AMENDMENTS TO THE AGENDA:** Remove Executive Session from agenda

**CONFLICT OF INTEREST:** None

**CONSENT ITEMS**

Motion made by Megan Clark to approve consent item 5.a, minutes of the regular meeting held June 19, 2013, item 5.b, Financial Statement for May 2013, and item 5.c, Statistics for June 2013. Seconded by: Barb Conine.

Motion passed unanimously.

**PERSONS TO BE HEARD:** None

**CORRESPONDENCE:** None

**CEO'S REPORT:**

Attached. Marla Sanger, Interim CEO, brought the board up to date regarding Garth Hamblin's departure and efforts being made to find a permanent replacement as well as the short-term contract with Olinda White who has agreed to assist with the annual audit (which takes place in early August, after Garth will have left WMC), getting the Cost Report together for Medicaid and helping with the transition when Garth's replacement is found. It was suggested by the board that advertising for the CFO's position could go into the Sentinel, on the radio and on the WMC website.

**MEDICAL STAFF REPORT:**

Marla welcomed Dr. Salard as the new Chief of Medical Staff.

Dr. Salard thanked Dr. Prysunka for her years of service as the Medical Director.

There are now 3 full-time doctors on staff at the clinic with the arrival of Dr. Laura Dooley, who will be in Wrangell for the next year.

Dr. Dooley has been able to get up to speed quickly on using the computer for charting and reporting which will help with the backlog of reporting which needs to be completed (mostly by

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

MEDICAL STAFF REPORT (continued):

locums). Dr. Salard has met with Cathy Gross to see what can be done to reduce the backlog and one of the ideas is for AICS to schedule extra time for the locums doctors so they can get their reporting done before they leave.

Work is being done on the Medical Staff Bylaws which he hopes will be presented at the Medstaff meeting in September and then be ready for the attorneys to look over.

Dr. Salard also spoke in support of Olinda White's work to prepare for the audit, Cost Report and assisting with the transition to Garth's replacement.

ACTION ITEMS:

- a. Motion was made to approve the adoption of updated WMC Personnel Policies: "Insurance Deductible" and "Employee Discount" by Barb Conine, seconded by Terri Henson, with no discussion, the motion passed unanimously.
- b. Motion was made to approve adoption of updated WMC Board Bylaws based on the recommendation of the Bylaws, Policy and Ordinance Review Committee, by Barb Conine, seconded by Terri Henson;
  - i. Discussion:
    1. it was recommended that the sentence "No more than two members may attend any one meeting electronically, and no member may attend more than two meetings a year electronically," be stricken from the Bylaws,
    2. Marla will check with the state for clarification on whether the bylaws must specify the Administrator as a 'CEO',
    3. There was no consensus on whether a member can vote if attending the meeting electronically, further guidance will be sought on this matter,
    4. Legal counsel will be sought on the question of how many meetings (if at all) a board member can miss before they are removed from the board,
  - ii. After discussion, Barb Conine withdrew the motion, Terri Henson withdrew her second, and Bernie Massin, Vice Chair, sent the bylaws back to the committee for the recommended changes/clarifications.
- c. Motion was made to approve the amended CEO evaluation tool, by Judy Allen, seconded by Terri Henson;
  - i. Discussion:
    1. Some of the Board felt that the form was cumbersome and redundant in places, but after discussion – particularly noting the importance of showing the public that the Board was being thorough in their evaluation of the CEO – the evaluation tool was accepted as written.
  - ii. Motion passed with 7 votes for and Bernie Massin voting against.

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

ACTION ITEMS (continued)

- d. Motion was made to approve the CEO Evaluation Procedure and Letter of Notice of Scheduled Evaluation, by Barb Conine, seconded by Terri Henson;
  - i. Discussion:
    - 1. Only change would be to line 4 to read: "The board members should..." ( from "The board members will..")
  - ii. Motion passed unanimously

DISCUSSION ITEMS: None

INFORMATION ITEMS:

- a. New Building Update: Marla Sanger, Interim CEO, reported that she has asked for an amendment to the PeaceHealth management contract to include Gary Hall (for the purpose of looking over the new building plans) and Roshan Parikh (to study the agreement with Innovative Capitol). This has been sent to Tim Rooney for approval. Once these two mini-studies have been completed it will be possible to move forward with the feasibility study (which is a requirement before funding can be secured).

BOARD COMMENTS:

Bernie Massin: Introduced the 'Code Red' program (a partnership between the City and Borough of Wrangell, the Medical Center, Schools and EMS/Fire Department). The infrastructure is in place and it will be important to begin getting the community to sign up for the program which can be used to send out mass texts or emails in the event of a natural disaster, or even more specifically (to the parents of school children when there is an unexpected closure for a snow day, for example). A comment about studying the booklet "Navigating the Boardroom" resulted in the item "Board Development" being added as a regular agenda item beginning with the August meeting.

ADJOURN

With no further business, the regular meeting adjourned at 7:17 p.m.

Terri Henson

Kris Reed,  
Certified:



WRANGELL MEDICAL CENTER  
 BALANCE SHEET  
 FOR THE MONTH ENDING: 06/30/13

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	Current Year	Prior Year	Net Change
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
CASH IN THE BANK	896,885.53	1,058,710.74	(161,825.21)
PATIENTS A/R	3,074,898.34	2,624,515.49	450,382.85
NET ALLOWANCE OF A/R	(301,685.00)	(301,685.00)	.00
GRANT RECEIVABLE	32,435.46	143,948.26	(111,512.80)
OTHER A/R	.00	274,021.54	(274,021.54)
INVENTORY	165,446.44	162,028.43	3,418.01
PREPAID EXPENSE	29,227.62	28,968.74	258.88
<b>TOTAL CURRENT ASSETS</b>	<b>3,897,208.39</b>	<b>3,990,508.20</b>	<b>(93,299.81)</b>
<b>PROPERTY PLANT &amp; EQUIPMENT</b>	<b>12,208,792.09</b>	<b>12,107,836.09</b>	<b>100,956.00</b>
ACCUMULATED DEPRECIATION	(7,390,896.61)	(6,929,900.76)	(460,995.85)
NET PROPERTY PLANT & EQUIPMENT	4,817,895.48	5,177,935.33	(360,039.85)
<b>TOTAL ASSETS</b>	<b>8,715,103.87</b>	<b>9,168,443.53</b>	<b>(453,339.66)</b>
<b>LIABILITIES/FUND EQUITY</b>			
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
A/P AND ACCRUED EXPENSES	329,868.09	555,661.19	(225,793.10)
EMPLOYEE COMPENSATION	406,123.17	425,384.67	(19,261.50)
<b>TOTAL CURRENT LIABILITIES</b>	<b>(735,991.26)</b>	<b>(981,045.86)</b>	<b>245,054.60</b>
<b>FUND EQUITY</b>			
UNRESERVED	8,187,397.67	8,187,397.67	.00
NET INCOME (LOSS)	(208,285.06)	.00	(208,285.06)
TOTAL RETAINED EARNINGS	(7,979,112.61)	(8,187,397.67)	208,285.06
<b>TOTAL EQUITY</b>	<b>(7,979,112.61)</b>	<b>(8,187,397.67)</b>	<b>208,285.06</b>
<b>TOTAL LIABILITIES/EQUITY</b>	<b>8,715,103.87</b>	<b>9,168,443.53</b>	<b>(453,339.66)</b>

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WRANGELL MEDICAL CENTER  
 OPERATING/INCOME STATEMENT  
 FOR THE 12 MONTHS ENDING 06/30/13

	S I N G L E M O N T H				Y E A R T O D A T E			
	ACTUAL	BUDGET	\$ VARIANCE	% VAR	ACTUAL	BUDGET	\$ VARIANCE	% VAR
ROUTINE ROOM AND BOARD								
INPATIENT REVENU	83,909.13	105,342.27	(21,433.14)	(20.34)	825,548.44	1,264,107.35	(438,558.91)	(34.69)
OUTPATIENT	6,220.77	7,739.55	(1,518.78)	(19.62)	80,973.64	92,875.26	(11,901.62)	(12.81)
EMERGENCY ROOM	135,359.69	104,195.85	31,163.84	29.90	1,320,551.12	1,250,348.88	70,202.24	5.61
LONG TERM CARE	248,879.85	289,154.31	(40,274.46)	(13.92)	2,890,511.61	3,469,851.39	(579,339.78)	(16.69)
TOTAL ROUTINE	474,369.44	506,431.98	(32,062.54)	(6.33)	5,117,584.81	6,077,182.88	(959,598.07)	(15.79)
ANCILLARY CHARGES								
INPATIENT	65,458.14	58,516.26	6,941.88	11.86	502,650.76	702,194.57	(199,543.81)	(28.41)
OUTPATIENT	358,238.40	361,569.48	(3,331.08)	(.92)	4,243,831.15	4,338,834.64	(95,003.49)	(2.18)
LONG TERM CARE	13,676.97	15,459.86	(1,782.89)	(11.53)	169,310.16	185,518.76	(16,208.60)	(8.73)
TOTAL ANCILLAR	437,373.51	435,545.60	1,827.91	.41	4,915,792.07	5,226,547.97	(310,755.90)	(5.94)
TOTAL CHARGES	911,742.95	941,977.58	(30,234.63)	(3.20)	10,033,376.88	11,303,730.85	(1,270,353.97)	(11.23)
FED MAN DISC IP	(11,419.57)	(7,891.44)	(3,528.13)	(44.70)	426,450.50	(94,697.72)	521,148.22	550.32
STATE MAN DISC I	(6,276.20)	(8,856.44)	2,580.24	29.13	(90,473.45)	(106,277.61)	15,804.16	14.87
STATE MAN DISC L	(49,427.81)	(73,296.38)	23,868.57	32.56	(456,305.44)	(879,556.56)	423,251.12	48.12
BAD DEBTS	(4,504.04)	(27,495.89)	22,991.85	83.61	(299,869.24)	(329,950.79)	30,081.55	9.11
CHARITY	(1,355.10)	.00	(1,355.10)	.00	(226,176.31)	.00	(226,176.31)	.00
OTHER DISCOUNTS	(25,107.03)	(17,805.39)	(7,301.64)	(41.00)	(313,275.21)	(213,664.57)	(99,610.64)	(46.62)
NET PATIENT RE	813,653.20	806,632.04	7,021.16	.87	9,073,727.73	9,679,583.60	(605,855.87)	(6.25)
OPERATIONAL EXPENSES								
SALARIES	123,567.73	327,478.62	203,910.89	62.26	3,412,393.10	3,929,741.90	517,348.80	13.16
BENEFITS	111,796.31	138,546.22	26,749.91	19.30	1,546,902.58	1,662,555.74	115,653.16	6.95
SUPPLIES	68,915.81	81,370.78	12,454.97	15.30	938,966.09	976,444.30	37,478.21	3.83
DEPRECIATION	43,540.23	32,651.22	(10,889.01)	(33.34)	460,995.85	391,814.64	(69,181.21)	(17.65)
OTHER EXPENSES	202,793.80	229,769.20	26,975.40	11.74	3,180,878.58	2,757,232.49	(423,646.09)	(15.36)
TOTAL EXPENSES	550,613.88	809,816.04	259,202.16	32.00	9,540,136.20	9,717,789.07	177,652.87	1.82
GAIN (LOSS) FR	263,039.32	(3,184.00)	266,223.32	8361.28	(466,408.47)	(38,205.47)	(428,203.00)	(1120.78)
MISCELLANEOUS RE	3,444.50	3,258.22	186.28	5.71	45,575.10	39,098.42	6,476.68	16.56
INTEREST EARNED	(3,475.57)	9.90	(3,485.47)	(35206.76)	423.65	118.36	305.29	257.93
GRANT REVENUE	44,593.36	4,308.37	40,284.99	935.04	148,863.90	51,700.00	97,163.90	187.93
NON OPERATING RE	5,545.00	3,542.02	2,002.98	56.54	63,260.76	42,505.23	20,755.53	48.83
NEW GAIN (LOSS)	313,146.61	7,934.51	305,212.10	3846.64	(208,285.06)	95,216.54	(303,501.60)	(318.74)

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Wrangell Medical Center

FYE 2013

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
<b>GENERAL FD 1010000</b>												
Cash on Hand	150,671.86	358,464.40	120,468.70	40,645.97	294,342.24	275,351.41	158,175.95	124,532.76	50,585.68	10,965.64	8,143.97	2,098.45
Deposits & Transfers	983,460.46	884,172.44	561,824.86	1,075,607.49	814,874.10	635,923.10	830,931.03	655,061.13	753,432.71	724,854.68	1,005,786.51	687,026.97
Interest							1,086.52	0.00			32.50	
Bk Chg	578.41											
Expenditures	775,089.51	1,122,168.14	641,647.59	821,911.22	833,864.93	753,098.56	863,487.70	729,008.21	793,032.75	727,696.35	1,011,801.53	527,998.95
BALANCE	358,464.40	120,468.70	40,645.97	294,342.24	275,351.41	158,175.95	124,532.76	50,585.68	10,965.64	8,143.97	2,098.45	161,124.47
<b>MONEY MARKET ACCOUNT 10120000</b>												
Beginning Balance	90,609.10	2,823.19	3,777.77	2,952.67	28,061.67	39,624.21	654,928.33	541,346.84	581,859.32	358,742.84	341,166.99	81,816.25
Deposits	427,211.29	254,954.19	83,174.34	315,106.97	346,560.71	815,285.94	146,391.03	240,494.90	201,871.44	282,414.93	240,645.54	159,994.16
Interest	2.80	0.39	0.56	2.03	1.83	18.18	27.48	17.58	12.08	9.22	3.72	1.04
Transfers	515,000.00	254,000.00	84,000.00	290,000.00	335,000.00	200,000.00	260,000.00	200,000.00	425,000.00	300,000.00	500,000.00	165,000.00
Balance	2,823.19	3,777.77	2,952.67	28,061.67	39,624.21	654,928.33	541,346.84	581,859.32	358,742.84	341,166.99	81,816.25	76,811.45
Accts. Rec. Hosp - 10310000	2,748,587.30	2,419,993.98	2,642,581.92	2,421,439.49	2,363,575.52	2,323,082.74	2,527,732.06	2,420,202.40	2,505,344.00			
Accounts Payable	229,986.18	95,477.87	211,541.21	111,635.48	266,061.90	160,387.62	125,250.14	103,235.01	79,694.37	128,303.67	126,161.31	262,517.21
<b>BOARD DESIGNATED FUND 10150000</b>												
Cash on Hand	628,197.64	628,197.64	628,197.64	628,197.64	628,197.64	628,197.64	628,197.64	628,197.64	628,197.64	628,197.64	628,197.64	628,197.64
Deposits												
Interest												
Withdrawals												
BALANCE	628,197.64	628,197.64	628,197.64	628,197.64	628,197.64	628,197.64	628,197.64	628,197.64	628,197.64	628,197.64	628,197.64	628,197.64
<b>RESTRICTED FUND 10170000</b>												
Cash on Hand	5,581.20	5,581.44	5,581.68	5,541.91	5,542.14	5,542.37	5,542.61	5,542.84	5,543.04	5,543.18	5,543.31	5,543.45
Interest	0.24	0.24	0.23	0.23	0.23	0.24	0.23	0.20	0.14	0.13	0.14	0.14
Withdrawals			40.00									
BALANCE	5,581.44	5,581.68	5,541.91	5,542.14	5,542.37	5,542.61	5,542.84	5,543.04	5,543.18	5,543.31	5,543.45	5,543.59
<b>FIRSTBANK 10130000</b>												
Beginning Balance	3,167.49	36,429.13	59,670.18	86,599.28	100,439.54	109,318.56	116,444.23	125,026.81	132,878.54	139,293.91	153,219.29	12,272.98
Deposits	33,814.65	24,264.24	27,510.62	14,631.87	9,135.14	7,406.05	8,804.61	8,122.64	6,650.73	14,139.82	16,920.83	15,353.90
Interest	1.39	6.23	12.08	16.76	21.31	24.08	25.47	24.46	28.84	30.09	29.25	1.60
Bank Charges	554.40	784.42	593.60	808.37	277.43	304.46	247.50	295.37	264.20	244.53	401.39	471.00
Withdrawals		245.00									157,495.00	
Balance	36,429.13	59,670.18	86,599.28	100,439.54	109,318.56	116,444.23	125,026.81	132,878.54	139,293.91	153,219.29	12,272.98	27,157.48
<b>TOTAL CASH ON HAND</b>	<b>1,031,495.80</b>	<b>817,695.97</b>	<b>763,937.47</b>	<b>1,056,583.23</b>	<b>1,058,034.19</b>	<b>1,563,288.76</b>	<b>1,424,646.89</b>	<b>1,399,064.22</b>	<b>1,142,763.21</b>	<b>1,136,271.20</b>	<b>729,926.77</b>	<b>898,834.63</b>

Corrected Cash Flow

# Wrangell Medical Center

FYE 2014

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB
<b>GENERAL FD 1010000</b>								
Cash on Hand	161,124.47							
Deposits & Transfers	949,421.06							
Interest								
Bk Chg	1,259.58							
Expenditures	1,016,538.09							
<b>BALANCE</b>	92,747.86							
<b>MONEY MARKET ACCOUNT 10120000</b>								
Beginning Balance	76,811.45							
Deposits	178,877.10							
Interest	0.89							
Transfers	250,000.00							
Balance	5,689.44							
Accts. Rec. Hosp - 10310000	3,250,169.01							
Accounts Payable	114,556.76							
<b>BOARD DESIGNATED FUND 10150000</b>								
Cash on Hand	628,197.64							
Deposits								
Interest	150,000.00							
Withdrawals	478,197.64							
<b>BALANCE</b>								
<b>RESTRICTED FUND 10170000</b>								
Cash on Hand	5,543.59							
Interest	0.14							
Withdrawals								
<b>BALANCE</b>	5,543.73							
<b>FIRSTBANK 10130000</b>								
Beginning Balance	27,157.48							
Deposits	17,883.24							
Interest	4.64							
Bank Charges	398.13							
Withdrawals								
Balance	44,647.23							
<b>TOTAL CASH ON HAND</b>	626,825.90							



August 13, 2013

To: Wrangell Medical Center Board of Directors

Upon Garth's departure I came in to get the books ready for the auditors, prepare for the Cost Report and if time permits work on the Budget for FYE 14.

In reconciling the General Ledger I corrected discrepancies involving depreciation, the sick/vacation bank plus journal and general ledger entries. In addition, I cross-trained Mary Jo Pullman and Laura Johnson to perform data entry tasks and produce spreadsheets displaying B-1 and PT Stats, plus ER and Medicare/Medicaid Logs for the past fiscal year. These employees will be able to continue with the data entry tasks, keeping these documents up to date on a monthly basis going forward.

To reconcile cash in the bank I went back to January 2013 and verified every deposit with every posting. The Balance Sheet item labeled Cash in the Bank should be close to the number at the very bottom of the Cash Flow page. These numbers are very seldom the same because of posting and deposit delays but a significant difference between these two numbers should be considered a red flag requiring further scrutiny.

I forwarded the Trial Balance to the Auditors on Wednesday August 7, 2013. They were glad to get it before they arrived so they could have the worksheets set up. I am in the office this week to answer the questions brought forward by the auditors. They should hopefully be finished by Friday Aug 16, 2013. I can give you a verbal report of their findings at the board meeting.

I am almost finished with the Cost Report information. I should have the check list today to cross reference to make sure I haven't forgotten anything. Then I can send this off to Marty Michaels the financial consultant who completes the Cost Report.

The next step is to train Dana Strong and start on the FY 2014 Budget. We will need input from the Department Heads, Doctors and Board about any equipment needed, any changes in personnel in all of the departments and anything new we should be considering.

I will be leaving town on the morning of Aug 26<sup>th</sup> for my long awaited retirement trip and will be returning on Nov 22, 2013. The first 34 days I will be in Hawaii so may be called on my cell if there are questions, but after that I will be on a cruise ship and not available by phone.

Report submitted by Olinda White

## 6. PERSONS TO BE HEARD

## 7. CORRESPONDENCE

- a. None

8. ADMINISTRATOR'S REPORT  
Attached





**CEO Report to the Board of Directors,  
Wrangell Medical Center  
August 21<sup>st</sup>, 2013**

**WMC Said Thank You to Lab Personnel with a “Back Yard Barbecue” on July 19<sup>th</sup>**

The Lab Department at WMC worked hard in advance of the Tideline move to mitigate potential inconvenience for our patients seeking services from both AICS and WMC. By getting the certification to run a satellite lab at the new AICS building, certain tests can be performed right there. The Lab Team has a reputation for putting patients first as can be seen every April when patients receive low cost health screening tests at the annual WMC Health Fair. This year the lab performed 1625 health screening lab tests at a very low cost, saving Wrangell residents over \$440,000. WMC could not do this without the dedication and skill of our Lab Team! We are fortunate to have such professional and caring individuals providing not only these services but contributing to the WMC vision.

**Certified Nursing Assistant Class at WMC**

On Monday, July 22nd, a new Certified Nursing Assistant (CNA) class began at WMC with eight students participating. Six of the students are from our local community, one is from Petersburg and one is from Prince of Wales Island. While their healthcare exposure varies, each is aiming to enter the nursing field as a certified nursing assistant. Four of the students hope to pursue a nursing degree and RN license in the future. The varied age range in this class is optimal for bringing in a broad range of perspectives and experiences. The course is rigorous requiring 52 chapters of study, 22 required skills and a minimum of 48 hours of bedside care with Long Term Care residents, which is where the students are currently at in their six week program. Upon completion of the class the students are eligible to take the CNA exam offered by the Alaskan State Board of Nursing to become Certified Nursing Assistants. CNA's who keep that certification current have a marketable job qualification that is highly sought after in a variety of care settings. CNAs in training are: Hannah Gunkel, Kimi Spence, Candy Pete, Shaleen Kuntz, Danika Smalley, Billie Younce, Chelsie Ludwig and Courtney Neidiffer.

**Two Successful Events Supporting Cancer Care**

On August 10<sup>th</sup> the WMC Foundation hosted **the Rally for Cancer Care**, a golf tournament that attracted 83 lady golfers including 45 women from Petersburg and 2 from Ketchikan. A **Men's Cancer Care** fundraiser happened the following day with both events being held on beautiful sunny days at Muskeg Meadows. These events provide support to patients and their loved ones across SE Alaska.

**WMC Welcomes Dana Strong, Interim CFO, and His Wife Sally**

On Tuesday August 13<sup>th</sup> Dana and Sally arrived in Wrangell having traveled from one coast to the other. Dana and Sally come from Falmouth, Maine where he founded and owns his own business (Strong Consulting LLC). Dana is in an interim position with an initial term of one year. He and Sally have already been out and about getting to know Wrangell and surrounding areas. Please welcome Dana and Sally as new members of our WMC family and new residents of Wrangell!





## Weekly Update to the Governing Board

For the week of Monday, July 15, 2013

*From Marla Sanger, Interim CEO*



### **The Day Room in Long Term Care gets a new look!**

Thanks to the vision, creativity and effort of Solene Allen and Brian Smith, the Day Room in our Long Term Care area has been completely rearranged to better meet the needs of our residents and caregivers. By moving the recliner chairs that used to be against the wall in this photograph, there is a lot more daylight coming into the room, light that had been partially blocked by the chairs. The chairs were moved and positioned in a way that opens up more space yet still makes TV viewing much the same as it was before. The resident's large table, seen in this photo, is closer to the bigger windows and is easier to get around. One of the motivations for making the change was ease of access to residents with lift equipment so essential to moving people safely between recliners and wheel chairs. Solene sought input from many staff members to be sure to capture good ideas from others. This was truly a team effort and seems to be one that is beneficial!

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Network of Care

Wrangell Sentinel



## Patient Safety Culture

WMC was invited to participate in the nationally recognized Hospital Survey of Patient Safety Culture, a measure of staff perceptions about the organization in which they work. Thanks to the Alaska Hospital and Nursing Home Association in partnership with the University of Nebraska, we are able to take this survey and benefit by learning from the results without cost. The surveys were starting to arrive in employee e-mails beginning last week. The findings of this survey will serve as a baseline for future comparisons as we pursue various methods to improve teamwork, communication and other means of improving a culture of safety. This is an important step toward improving the quality and safety emphasis at WMC.

## Community Health Needs Assessment

Staff at Wrangell Medical Center are laying the groundwork for our first-ever Community Health Needs Assessment. When complete, the CHNA will give direction to WMC's work in the community, more closely aligning the efforts of the Medical Center with the health needs of Wrangell's citizens. The Assessment will pull from work already done in the community and will include a number of meetings together with other agencies in the community who serve the physical, mental, spiritual and emotional health of Wrangellites.

## A fun way to support Clinical Education at WMC

Nursing staff at WMC continued their decades-long tradition of selling home-brewed root beer during the 4<sup>th</sup> of July holiday. Preparations and brewing take a couple of months and this year the nurses' efforts resulted in 41 cases brewed and just over \$950 raised which will go towards the cost of clinical education programs for staff at WMC.

## 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 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



## Weekly Update to the Governing Board

For the week of Monday, July 22, 2013

*From Marla Sanger, Interim CEO*

**Dr. Prysunka was honored** on July 16<sup>th</sup> for her years of dedication and skillful leadership as Chief of the Medical Staff at WMC. The celebration was an expression of heartfelt gratitude for Dr. Prysunka!



**Lynn Prysunka, MD**

### **“Meaningful Use” Pays Off – in more ways than one . . .**

On Monday, July 22<sup>nd</sup>, WMC received its Electronic Health Record (EHR) incentive payment of \$125,000 from Medicaid for completing the attestation process for Meaningful Use Stage 1. While the payment is essential to cover investments in EHR, the bigger “pay off” is in benefits to our patients.

#### **What is Meaningful Use?**

Meaningful Use is mandated by law to receive incentive payments. Meaningful Use is using certified Electronic Health Record (EHR) technology to:

- Improve quality, safety, efficiency, and reduce health disparities
- Engage patients and families in their health care
- Improve care coordination
- Improve population and public health

All the while maintaining privacy and security!

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**Wrangell Sentinel**



## WMC Thanks Lab Personnel with a “Backyard” Barbecue!



**Garth Hamblin, CFO, at the grill**

Last Friday, July 19<sup>th</sup>, WMC hosted a barbecue lunch to say THANK YOU and to acknowledge our Lab Team for helping make a smooth transition when the Tideline moved to its new location.

## Upcoming Meetings

### Governing Board

Every 3<sup>rd</sup> Wednesday

Aug 21<sup>st</sup> 5:30pm

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

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

The Lab Department at WMC worked hard in advance of the Tideline move to mitigate potential inconvenience for our patients seeking services from both AICS and WMC. By getting the certification to run a satellite lab at the new AICS building, certain tests can be performed right there.

The Lab Team has a reputation for putting patients first as can be seen every April when patients receive low cost health screening tests at the annual WMC Health Fair.

This year the lab performed about 1,600 health screenings within a four week period providing many Wrangell residents with important information about their health at a fraction of the cost they would normally expect to pay.

The goal of providing these screenings is to improve the overall health of Wrangell as a community by helping to identify signals that something requires attention and possibly intervention.

WMC could not do this without the dedication and skill of our Lab Team! We are very fortunate to have such professional and caring individuals providing not only these services but contributing to the vision of the Wrangell Medical Center.

### New Certified Nursing Assistant (CNA) Class

On Monday, July 22<sup>nd</sup>, a new CNA class began at WMC with eight students participating. Stay tuned!

### 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 29, 2013

*From Marla Sanger, Interim CEO*



**Students currently enrolled in WMC's  
Certified Nursing Assistant Training Program**

Our current CNA class includes eight women, six from our local community, one from Petersburg and one from Prince of Wales Island. Having varied experience in healthcare or care giving, each wants to enter the nursing field as a certified nursing assistant. Four of the students want to work toward their nursing degree and RN license. This class has an ideal age range of 18 to mid-40, allowing students to explore the way different age groups think and react to the objectives taught in the class while fostering discussion within the group.

Students are starting their second week and have four more weeks to go. The CNA class requires a lot of work and dedication to cover 52 chapters, 22 required skills and a minimum of 48 hours of bedside care with Long Term Care residents all within that 6 week period. Upon completion of the class the students are eligible to take the CNA exam offered by the Alaskan State Board of Nursing to become Certified Nursing Assistants. CNA's who keep that certification current have a marketable job qualification that is highly sought after in a variety of care settings.

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**Wrangell Sentinel**



### **CNA Class Continued**

Carin Rhodes, RN stated "As an instructor I find it rewarding to be able to assist the hospital in "growing our own". WMC receives highly qualified nursing assistants that are taught to care for the residents in a way that meets our hospital's *Standards of Performance* and upholds our Mission, Vision and Values. This class is well on its way. The students are highly motivated and genuinely interested in meeting the care needs of our residents. Seven of the students are interested seeking employment here at WMC upon course completion while the eighth will be leaving this fall to attend UAS and start her education toward a nursing degree and RN license"

### **Life Alaska**

George McCann, MD, President, and CEO of Life Alaska Donor Services visited WMC on Wednesday, July 24<sup>th</sup>. Life Alaska Donor Services is the tissue donation organization serving the State of Alaska, offering the option of donation to families who have suffered a death in Alaska. Life Alaska was established in 1991 as the state's tissue donation program. Since that time, Life Alaska has had many donors and has supplied thousands of tissues for transplantation to Alaskan patients. Life Alaska works in partnership with the federally designated Organ Procurement Organization in Washington ([LifeCenter Northwest](http://www.lifealaska.org/index.htm)) to provide education on tissue and organ donation throughout the state. Tissue donations have taken place across the state, from Barrow to Ketchikan. For more information about Life Alaska please visit their website at: <http://www.lifealaska.org/index.htm>

### **SEARHC Representatives Visit WMC**

Dan Neumeister, COO and Noel Rea, soon to be Interim Administrator at Southeast Alaska Regional Health Consortium, visited WMC on Thursday, July 25th. Mr. Neumeister is getting acquainted with healthcare organizations that serve recipients of SEARHC services.

### **SEARCH for Interim CFO is underway**

The Healthcare Initiative, a recruiting agency, provided 5 solid candidates for the Interim CFO position. All have been interviewed and we expect a signed offer letter soon. With gratitude to Garth, WMC bids farewell to Garth and Sandy as they head for Tonga!

## **Upcoming Meetings**

### **Governing Board**

**Every 3<sup>rd</sup> Wednesday**

**Aug 21<sup>st</sup> 5:30pm**

**Sept 18<sup>th</sup> 5:30pm**

**Location:  
Nolan Center**

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### **Quality**

**Every 4th Thursday:**

**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, August 5<sup>th</sup> 2013

*From Marla Sanger, Interim CEO*

### WMC Patient Volumes Increase

After a winter and spring of lower activity Wrangell Medical Center has recently been particularly busy with an increase in Emergency Department visits, and inpatient admissions to acute care and swing beds. This increased activity came at a time when Sue Nelson, Director of Nursing, was away on a long awaited vacation. Diana Nore, Director of Clinical Services, did a great job leading our nursing team and with help from Katrina Ottesen and department leaders, WMC met the needs of the community. I want to express my sincere gratitude to our medical center leaders and to every single member of the WMC team for rising to the challenges of a small hospital that at times has been filled to capacity and beyond. Patient care, always the first priority, continues to be provided by their loving hearts and hands with skill and grace.

### Finding a CFO

The search for a new CFO started as soon as Garth Hamblin gave his 30-day notice. Given the upcoming financial audit and other time-sensitive requirements it was decided to seek an Interim CFO to bring a qualified financial leader to the position as quickly as possible. I sought the services of Amy Jensen, Managing Partner at The Healthcare Initiative (THI), an agency that specializes in placing interim and permanent healthcare leaders. Amy presented five qualified candidates within about a week. A second round of interviews of the top three applicants resulted in an offer letter to Mr. Dana Strong. Dana has been a financial leader in critical access and larger healthcare environments. He has demonstrated his ability to produce Medicare Cost Reports, hospital budgets, revenue cycle improvements, and more while being a team player.

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**Don't Miss These Great Events!**

Please invite your friends and neighbors to join us on August 10<sup>th</sup> and 11<sup>th</sup> for two very important events supporting cancer care! Petersburg is sending a large team so let's welcome them and show our own community spirit. The weather will be beautiful so come join in the fun and help make a difference in the lives of others who need our help!

GOLF\* RALLY\* GOLF\* RALLY\* GOLF\* RALLY\*



*Rally For Cancer Care*

**Ladies Golf Rally with Fun & Frolic events and designated Pit Stops**

Saturday, August 10th at Muskeg Meadows in Wrangell, Ak  
 Registration \$30 *\*Please make checks payable to WMC Foundation Cancer Care Fund*  
 Golf Supplies \$10

Black/Pink Rally jersey shirts available for purchase  
 Teams announced at 9:30am. Registration begins at 8:00am or call Muskeg Meadows  
 to pre-register and reserve your golf supplies: (907) 874-GOLF(4653)

*\*\*Men can caddy and work at pitstops for a \$30 donation to the cause\*\**

Questions, Donations or to Volunteer Please call Muskeg Meadows 874-GOLF

GOLF\* RALLY\* GOLF\* RALLY\* GOLF\* RALLY\*



**Men's Cancer Care Fundraiser**

**9-Hole Best Ball Scramble from the CHAMPION TEE BOXES**

AUGUST 11, 2013  
SIGN UP BY 9:45 AM

*Golf Tournament (907) 874-GOLF(4653)*

**Upcoming Meetings**

**Governing Board**

Every 3<sup>rd</sup> Wednesday

Aug 21<sup>st</sup> 5:30pm

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

**Location:**  
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**Quality**

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**Location:**  
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## 9. MEDICAL STAFF REPORT

### Verbal

## 10. ACTION ITEMS

- a. Discussion on and approval of  
WMC Board Bylaws

## 11. DISCUSSION ITEMS

- a. Discussion of continuation of CEO contract

## 12. INFORMATION ITEMS

- a. Status of Personnel Policy Manual
- b. New Hospital Project Update

## 13. BOARD DEVELOPMENT

- a. Navigating the Boardroom,  
chapters 5-8 discussion



## 14. BOARD COMMENTS

## 15. EXECUTIVE SESSION