



AGENDA
CCMC AUTHORITY BOARD OF DIRECTORS
CCMC CONFERENCE ROOM ALSO VIA TELECONFERENCE
APRIL 30th 2020 at 6:00PM
REGULAR MEETING

AT CCMC, WE BELIEVE THAT HEALTHY PEOPLE CREATE A HEALTHY COMMUNITY.

Board of Directors

Greg Meyer exp. 3/22
Kelsey Hayden exp. 3/23
Linnea Ronnegard exp. 3/21
Gary Graham exp. 3/21
Craig Kuntz exp. 3/21

CCMC CEO

Randall Draney

OPENING: Call to Order

Roll Call – Greg Meyer, Linnea Ronnegard, Kristin Carpenter, Gary Graham and Chris Bolin

Establishment of a Quorum

A. APPROVAL OF AGENDA

B. CONFLICT OF INTEREST

C. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

(Speaker must give name and agenda item to which they are addressing.)

1. Audience Comments (limited to 3 minutes per speaker).
2. Guest Speaker

D. APPROVAL OF MINUTES

1. April 10, 2020 Special Meeting Minutes Pgs 1-2
2. April 22, 2020 Special Meeting Minutes Pgs 3-4
3. April 24, 2020 Special Meeting Minutes Pgs 5-6

E. BOARD DEVELOPMENT

1. COVID-19 – Funding update by Kim and Status update by Vivian

F. REPORTS OF OFFICERS OR ADVISORS

1. Board Chair Report
2. CEO/CFO Report Pgs 7-9
3. Medical Director's Quarterly Report Pg 10
4. Chief Nursing Officer Report Pgs 11-13
5. Business Office Report Pg 14
6. Ancillary Services Report Pg 15
7. Sound Alternatives Quarterly Report Pg 16

G. DISCUSSION ITEMS

1. ADM 802 Board Communications with Staff policy Pg 17-18
2. CCMC Confidentiality and Conflict of Interest Disclosure Pg 19-20

H. ACTION ITEMS

1. Delineation of Privileges for Alaska Regional Radiology Pgs 21-23
2. Election of Officers Pg 24
3. Authorizing CCMC Check Signers Pg 25-26
4. Designating CCMC as a Smoke Free Facility Pgs 27-31

I. AUDIENCE PARTICIPATION (limited to 3 minutes per speaker)

Members of the public are given the opportunity to comment on matters which are within the subject matter jurisdiction of the Board and are appropriate for discussion in an open session.

J. BOARD MEMBERS COMMENTS

K. EXECUTIVE SESSION

L. ADJOURNMENT

*Executive Session: Subjects that may be considered in executive session are: 1) Matters, immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity; 2) Subjects that tend to prejudice the reputation and character of any person, provided that the person may request a public discussion; 3) Matters which by law, municipal charter, or ordinance are required to be confidential; 4) Matters involving consideration of governmental records that by law are not subject to public disclosure; 5) Direction to an attorney or labor negotiator regarding the handling of specific legal matters or labor negotiations.

Due to COVID-19, we ask that you not come to CCMC to attend Board meetings in person. If you are interested in calling in to the meeting, please call 424-8231 for the call in information.

Thank you!

For a full packet, go to www.cityofcordova.net/government/boards-commissions/health-services-board

*Executive Session: Subjects that may be considered in executive session are: 1) Matters, immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity; 2) Subjects that tend to prejudice the reputation and character of any person, provided that the person may request a public discussion; 3) Matters which by law, municipal charter, or ordinance are required to be confidential; 4) Matters involving consideration of governmental records that by law are not subject to public disclosure; 5) Direction to an attorney or labor negotiator regarding the handling of specific legal matters or labor negotiations.

Minutes
CCMC Authority – Board of Directors
CCMC Admin Conference Room
April 10, 2020 at 12:00pm
Special Meeting

CALL TO ORDER AND ROLL CALL –

Greg Meyer called the Board Meeting to order at 12:00pm.

Board members present: **Greg Meyer, Linnea Ronnegard, Gary Graham, Craig Kuntz and Kelsey Hayden**

A quorum was established. 5 members present.

CCMC staff present: Randall Draney, CEO; Tamara Russin, Director of Ancillary Services; and Faith Wheeler-Jeppson, Executive Assistant to the CEO.

A. APPROVAL OF AGENDA

M/Graham S/Ronnegard "I move to approve the Agenda."

Meyer - yea, Ronnegard - yea, Kuntz - yea, Graham – yea, Hayden - yea
5 yeas, 0 nay, 0 absent; Motion passed.

B. CONFLICT OF INTEREST ~ None

C. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

1. Audience Comments ~ None
2. Guest Speaker ~ None

D. BOARD DEVELOPMENT ~ None

E. REPORTS OF OFFICERS and ADVISORS

F. CORRESPONDENCE ~ None

G. DISCUSSION ITEMS ~ None

H. ACTION ITEMS

1. Delineation of Privileges for Myron Fribush, M.D.

M/Ronnegard S/Kuntz "I move that the CCMC Authority Board of Director's approve the Delineation of Privileges for Myron Fribush, M.D. as presented."

Meyer - yea, Ronnegard - yea, Kuntz - yea, Graham – yea, Hayden - yea
5 yeas, 0 nay, 0 absent; Motion passed.

I. AUDIENCE PARTICIPATION - None

J. BOARD MEMBERS COMMENTS

Meyer – The PERS Termination Study has come back and it is about 1/3 of what Sitka's was. We'll be (inaudible) PERS and Rob Allen.

Graham – No comment

Kuntz – No Comment

Hayden – No comment

Ronnegard – I don't believe that we need to hire a second person to do grants if Kim is already doing it.

- K. EXECUTIVE SESSION ~ None
- L. ADJOURNMENT
M/Graham S/Hayden "I move to adjourn"

Greg Meyer declared the meeting adjourned at 12:12pm.

Prepared by: Faith Wheeler-Jeppson

Minutes
CCMC Authority – Board of Directors
CCMC Admin Conference Room
April 22, 2020 at 12:00pm
Special Meeting

CALL TO ORDER AND ROLL CALL –

Greg Meyer called the Board Meeting to order at 12:00pm.

Board members present: **Greg Meyer, Gary Graham, Linnea Ronnegard, Craig Kuntz and Kelsey Hayden (arrived at 12:04)**

A quorum was established. 4 members present.

CCMC staff present: Randall Draney, CEO; Tamara Russin, Director of Ancillary Services; Kim Wilson, Director of Support Services; Barb Jewell, Behavioral Health Program Manager; Vivian Knop, Materials Management and Faith Wheeler-Jeppson, Executive Assistant to the CEO.

A. APPROVAL OF AGENDA

M/Ronnegard S/Kuntz “I move to approve the Agenda.”

Meyer - yea, Ronnegard - yea, Kuntz - yea, Graham – yea, Hayden - absent
4 yeas, 0 nay, 1 absent; Motion passed.

B. CONFLICT OF INTEREST ~ None

C. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

1. Audience Comments ~ None
2. Guest Speaker ~ None

D. BOARD DEVELOPMENT ~ None

Kelsey Hayden joined the teleconference

E. REPORTS OF OFFICERS and ADVISORS

Greg Meyer reported that he had sent out a spread sheet with the wish list priorities and a sheet tracking CCMC grants/donations.

Kim Wilson reported that we had applied for the SBA PPA and we should be receiving the \$1.14 million today.

F. CORRESPONDENCE ~ None

G. DISCUSSION ITEMS ~ None

H. ACTION ITEMS

1. Approval of the CEO Contract

M/Ronnegard S/Graham “I move that the CCMC Authority Board of Director’s approve the CEO contract for Dr. Hannah Sanders, effective April 22, 2020 for a period of 1 year.

The board asked to have a special meeting on Friday to approve the contract, this will allow enough time for them to review that draft contract before voting.

Ronnegard - no, Meyer - no, Graham – no, Kuntz - no, Hayden - no
3 yeas, 0 nay, 2 absent; Motion passed.

M/Kuntz S/Graham "I move to direct the CCMC Board Chair, Greg Meyer to negotiate and execute a 1 year CO contract with Dr. Hannah Sanders, M.D. in an amount not to exceed \$230,000."

M/Kuntz S/Graham to rescind his motion

I. AUDIENCE PARTICIPATION

J. BOARD MEMBERS COMMENTS

Graham – One concern I have is – I have heard of a few comments that were made on social media saying that the CCMC Board should keep its nose out of (inaudible). That they are injecting themselves into everything. Have we done that?

Kuntz – Thanks to staff, everyone is doing a great job. I don't think there is any ill will, I wouldn't worry about what people say. It will be great to have Dr. Sanders back in the community.

Hayden – Thank you everybody. I am really excited for Dr. Sanders to be back in Cordova. I see good things on the horizon.

Meyer – Thank you staff, everyone is doing a good job.

Ronnegard – Thank you to all of the staff for putting forth all of the effort they have been.

K. EXECUTIVE SESSION ~ None

L. ADJOURNMENT

M/Kuntz S/Ronnegard "I move to adjourn"

Greg Meyer declared the meeting adjourned at 12:45pm.

Prepared by: Faith Wheeler-Jeppson

Minutes
CCMC Authority – Board of Directors
CCMC Admin Conference Room
April 24, 2020 at 12:00pm
Special Meeting

CALL TO ORDER AND ROLL CALL –

Greg Meyer called the Board Meeting to order at 12:00pm.

Board members present: **Greg Meyer, Craig Kuntz and Kelsey Hayden**

A quorum was established. 3 members present.

CCMC staff present: Randall Draney, CEO; Tamara Russin, Director of Ancillary Services; Kim Wilson, Director of Support Services; Barb Jewell, Behavioral Health Program Manager; Vivian Knop, Materials Management and Faith Wheeler-Jeppson, Executive Assistant to the CEO.

A. APPROVAL OF AGENDA

M/Kuntz S/Hayden "I move to approve the Agenda."

**Meyer - yea, Ronnegard - absent, Kuntz - yea, Graham – absent, Hayden - yea
3 yeas, 0 nay, 2 absent; Motion passed.**

B. CONFLICT OF INTEREST ~ None

C. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

1. Audience Comments ~ None

2. Guest Speaker ~ None

D. BOARD DEVELOPMENT ~ None

E. REPORTS OF OFFICERS and ADVISORS

Greg Meyer reported that we did get more money in, some from HHS and from the City.

F. CORRESPONDENCE ~ None

G. DISCUSSION ITEMS ~ None

H. ACTION ITEMS

1. Approval of the CEO Contract

M/Kuntz S/Hayden "I move that the CCMC Authority Board of Director's approve the CEO contract for Dr. Hannah Sanders, effective April 22, 2020 for a period of 1 year.

**Ronnegard - absent, Meyer - yea, Graham – absent, Kuntz - yea, Hayden - yea
3 yeas, 0 nay, 2 absent; Motion passed.**

I. AUDIENCE PARTICIPATION

Vivian reported that Dr Sanders has been pretty involved in our preparation in response to this event and that's a good step in the right direction. I am thankful that you guys have taken that step.

Barb Jewell spoke to in appreciation of the Board.

Kim Wilson spoke favorably about Dr. Sanders being on is going to be a great thing.

Randall said that he is really happy that she has decided to do this.

J. BOARD MEMBERS COMMENTS

Meyer – Thank you everyone for your hard work and your time.

Kuntz – Asked for clarification as to whether CCMC is making a dent in purchasing the needed items. Thank you to staff.

Hayden – No comment.

K. EXECUTIVE SESSION ~ None

L. ADJOURNMENT

M/Hayden S/Kuntz "I move to adjourn"

Greg Meyer declared the meeting adjourned at 12:10pm.

Prepared by: Faith Wheeler-Jeppson

ADMINISTRATIVE REPORT TO THE BOARD
Randall Draney, CEO
April 30, 2020 Board Meeting

Financial Statements

The March statements will be available by the board meeting.

Maintenance Problems

The repairs on the elevator was ordered and we are awaiting parts.

Physician Recruiting

Dr Gloe will be here permanently around August/September, 2020.

COVID-19 Activities

Wow! Too many to write down. Vivian, Incident Commander, will give the board an update.

COVID-19 Funding

Wow again! A lot of activity! Kim (HR Director) will give the board an update.

Board, Medical Staff, CCMC Staff

Awesome teamwork! Every ONE rose to the challenge!

Cordova Community Medical Center Statistics

MARCH, 2020

31 Jan 31 Feb 31 Mar 31 Apr 31 May 31 Jun 31 Jul 31 Aug 31 Sep 31 Oct 31 Nov 31 Dec 31

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Cumulative Total	Monthly Average
Hosp Acute+SWB Avg. Census														
FY 2020	3.4	2.2	2.4										7.9	2.6
FY 2019	3.5	1.6	1.2	1.4	1.2	1.1	2.4	3.3	3.3	3.2	4.0	4.3	30.4	2.5
FY 2018	6.4	4.4	4.6	2.8	1.1	1.8	2.1	1.5	2.1	2.0	2.3	2.6	33.6	2.8
Acute Admits														
FY 2020	2	0	1										3	1.0
FY 2019	6	0	2	4	2	1	3	6	4	2	3	3	36	3.0
FY 2018	12	4	5	4	1	4	5	3	2	0	4	3	47	3.9
Acute Patient Days														
FY 2020	5	0	4										9	3.0
FY 2019	33	0	6	12	7	4	13	10	12	3	10	11	121	10.1
FY 2018	32	8	18	9	2	10	16	6	5	0	8	11	125	10.4
SWB Admits														
FY 2020	1	1	1										3	1.0
FY 2019	2	2	0	0	0	0	3	0	0	2	1	1	11	0.9
FY 2018	2	1	0	0	0	3	1	1	1	0	0	1	10	0.8
SWB Patient Days														
FY 2020	99	61	70										230	77
FY 2019	75	44	31	30	31	30	61	93	86	95	109	121	806	67
FY 2018	166	116	124	75	31	43	50	41	57	62	60	70	895	75
CCMC LTC Admits														
FY 2020	0	1	0										1	0.3
FY 2019	2	1	1	0	0	0	0	0	0	0	1	0	5	0.4
FY 2018	2	0	0	2	0	0	1	0	0	0	0	1	6	0.5
CCMC LTC Resident Days														
FY 2020	310	289	310										909	303
FY 2019	299	278	308	300	310	300	280	310	300	310	300	303	3,598	300
FY 2018	303	278	310	295	310	286	309	310	300	310	300	304	3,615	301
CCMC LTC Avg. Census														
FY 2020	10.0	10.3	10.0										30.3	10.1
FY 2019	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	120.0	10.0
FY 2018	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	120.0	10.0
ER Visits														
FY 2020	36	38	34										108	36
FY 2019	31	41	47	54	60	55	68	81	64	43	22	28	594	50
FY 2018	46	43	60	46	54	57	78	54	52	33	38	30	591	49

Cordova Community Medical Center Statistics

MARCH, 2020

31 Jan 31 Feb 31 Mar 31 Apr 30 May 31 Jun 30 Jul 31 Aug 31 Sep 30 Oct 31 Nov 30 Dec 31

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Cumulative	Monthly
Outpatient Registrations w/ER														
FY 2020	183	192	147										522	174
FY 2019	144	168	170	374	254	202	241	263	206	213	181	199	2,615	218
FY 2018	162	158	213	301	235	176	204	198	152	159	147	128	2,233	186
PT Procedures														
FY 2020	309	409	314										1,032	344
FY 2019	443	386	438	440	381	358	305	352	294	295	321	311	4,324	360
FY 2018	370	221	184	215	295	281	271	408	334	400	424	333	3,736	311
Lab Tests														
FY 2020	252	295	233										780	260
FY 2019	330	356	198	361	423	244	366	473	378	310	392	406	4,237	353
FY 2018	352	290	339	208	269	244	358	269	215	236	285	267	3,332	278
X-Ray Procedures														
FY 2020	47	49	55										151	50
FY 2019	44	52	83	88	86	98	94	79	77	59	59	46	865	72
FY 2018	67	36	58	29	50	59	71	63	39	53	30	30	585	49
CT Procedures														
FY 2020	12	14	13										39	13
FY 2019	13	12	13	15	26	11	24	35	21	6	12	19	207	17
FY 2018	14	7	16	7	7	14	18	21	9	8	0	0	121	10
CCMC Clinic Visits														
FY 2020	186	193	141										520	173
FY 2019	162	161	144	178	250	205	247	252	207	360	183	173	2,522	210
FY 2018	206	183	203	176	219	190	170	236	241	270	201	152	2,447	204
Behavioral Hlth Visits														
FY 2020	153	138	138										429	143
FY 2019	62	98	69	60	89	86	82	61	101	148	112	107	1,075	90
FY 2018	111	98	127	114	112	99	126	111	35	84	95	64	1,176	98
Retail Pharmacy Scripts														
FY 2020	1,131	999	1,568										3,698	1,233
FY 2019	1,047	956	1,198	1,135	1,184	1,142	1,270	1,232	1,218	1,148	1,025	1,216	13,771	4,590
FY 2018	864	752	969	1,002	1,072	1,020	1,093	1,047	869	1,150	984	1,048	11,870	989

Medical Director report 4/20/2020

What a year 2020 has been! The last 2 months required extensive and diligent pandemic response planning. The hospital has gone from having capacity to manage a small handful of respiratory patients at once, to being ready to manage all aspects of a potential cluster in Cordova.

Very Brief overview of our Covid-19 Response

Increased oxygen to recommended levels for pandemic response for hospital and community our size

Increased lab capacity for Covid-19 and supportive lab testing

Increased beds

Increased staffing with surge Staffing plan

Isolated LTC both physical and staffing separation to keep our most vulnerable residents safe

Ordered equipment and supplies including tools for mechanical ventilation in preparation for Covid-19

Grant and Covid19 funding opportunities closely monitored and applied for

Adopting televideo appointment options in clinic

Volumes

Across the country, patient volumes are low as people hunker down and avoid injuries. Many others are avoiding care afraid of contracting Covid-19. We have dedicated exam areas for people that are not demonstrating infectious type illness. We are reaching out to our community to ensure people have access to care they need.

Staffing

Amazingly mid covid19 pandemic, CCMC successfully executed a last minute recruiting trip for Dr. Paul Gloe. He has agreed to take the position as a full time provider in Cordova. His start date is not yet determined as the current pandemic necessitates we all remain flexible for him to plan this move with his family. He plans to wait until he has integrated into the clinic and hospital. I will provide mentorship to him until he is ready to assume the medical director role.

To: CCMC Authority Board of Directors
From: Kelly Kedzierski, RN
RE: April 2020 Nursing Update

- Staffing:
 - We have 5 permanent nursing staff and 3 traveler nurses.
 - We currently have a few ER/Acute nurses scheduled to come to Cordova to help bulk up our staffing so we can continue to meet the needs of our community.
- Census:
 - LTC census is 10. Currently, we have 2 swing bed occupied.
- The ongoing challenges:
 - For the safety of our long-term care residents, the LTC unit has been separated from the main part of the hospital with walls dividing the two areas.
 - We hold monthly Nursing staff meetings. We address many different topics in these meetings with patient safety being the key focus. With COVID19 there are many new protocols going into place on what seems to be a daily basis. As things change protocols will also change.

Kelly Kedzierski, RN

CNO

To: CCMC Authority Board of Directors
From: Kelly Kedzierski, RN
RE: April 2020 Quality Improvement Report

Quality Improvement

The CCMC team is continuously and consistently working hard to build a healthcare system that focuses on keeping our community healthy, provides appropriate and timely access to excellent healthcare, and provides the right care, at the right time, in the right place, all the while promoting focused improvement.

Currently we are meeting on a monthly basis. The last Quality meeting was held on January 24th, 2020 where we discussed:

- Activities ongoing:
 - LTC unit moved for safety of LTC residents.
 - Environment of care rounds will be conducted by department managers and sent to QAPI coordinator prior to Quarterly meetings.
 - Due to COVID-19 many new protocols are being written and have been implemented, such as: LTC protocol, Cleaning Protocols, ED protocols, Visitation protocols, dietary protocols. Staff and patient daily checks protocols, laundry and supplies protocols. PPE protocols and in-services. Specimen collection in-services and guidelines. Just to name a few.

- Our next Quality meeting will be a virtual meeting for April 29th, 2020.

To: CCMC Authority Board of Directors

From: Kelly Kedzierski, RN

RE: April 2020 Infection Prevention

Infection Control

- The last meeting was held on January 31th, 2020. Our next meeting will be a virtual meeting on April 30thth, 2020.
- We are all working diligently and collaboratively during this Covid-19 Pandemic
- CCMC, Ilanka, the city of Cordova and the Emergency management coordinator all attend regular Medical Response Team (MRT) calls on Mondays, Wednesdays and Fridays. CCMC participates in a state wide “Situational Awareness” call with the State every Tuesday and Thursday 2020 and will continue to be on these regularly scheduled calls for as long as they are having them.

Fun Fact: The CDC and the Mayo Clinic suggest the following to stay healthy during this Pandemic

Take everyday preventive steps

- Wash your hands frequently.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

Take care of your body

- Get enough sleep
- Participate in regular physical activity
- Eat healthy
- Avoid tobacco, alcohol and drugs
- Limit screen time

Take care of your mind

Reduce stress triggers:

Keep your regular routine. Maintaining a regular schedule is important to your mental health. In addition to sticking to a regular bedtime routine, keep consistent times for meals, bathing and getting dressed, work or study schedules, and exercise. Also set aside time for activities you enjoy. This predictability can make you feel more in control.

- **Stay busy.** A distraction can get you away from the cycle of negative thoughts that feed anxiety and depression. Enjoy hobbies that you can do at home, identify a new project or clean out that closet you promised you'd get to. Doing something positive to manage anxiety is a healthy coping strategy.
- **Focus on positive thoughts.** Choose to focus on the positive things in your life, instead of dwelling on how bad you feel. Consider starting each day by listing things you are thankful for. Maintain a sense of hope, work to accept changes as they occur and try to keep problems in perspective.
- **Use your moral compass or spiritual life for support.** If you draw strength from a belief system, it can bring you comfort during difficult times.
- **Set priorities.** Don't become overwhelmed by creating a life-changing list of things to achieve while you're home. Set reasonable goals each day and outline steps you can take to reach those goals. Give yourself credit for every step in the right direction, no matter how small. And recognize that some days will be better than others.

CCMC Authority Board of Director's April 2020 Report
April 24, 2020
Business Office
Mariesa Woods

The business office is currently getting Coding Concepts on boarded and up to speed in the system. There have been a few meetings over the last couple of weeks to so. They are eager and ready. They have gone through our CDM and made some recommendations. There are a couple of kinks due to the system that we are working on together to take the correct approach. My hope is the CDM will be updated by June 30, 2020 for all departments. The last time the CDM was fully reviewed and updated was May 2017.

A goal for the business office is to clean up the system as much as possible. Reports are being ran and being addressed by the team to clean up now that the 3rd party vendor is no longer in the system. Hopefully when reports are run in a few months, the data will be more trustworthy.

The revenue cycle staff continues to have a weekly meeting to discuss internal/systematic/account processing issues. This meeting also serves as a weekly communication that is opened up to other departments, as necessary, to discuss registration, ancillary departments and clinical that effects the billing.

The month of March ending receivables were \$900k. This is about \$46k lower than last March. 2020 has been off to a good start for receivables, averaging about \$700k per month for the first quarter.

CCMC Authority Board of Director's April 2020 Report
April 21, 2020
Clinic & Ancillary Services
Tamara Russin

Clinic

The Clinic continues to see patients, both in person and via telehealth. There seems to be two kinds of perspectives at the moment: get in before covid hits Cordova and stay home. We are continuing to encourage well child visits with immunizations and other routine follow-ups for things like diabetes, as well as acute issues such as chest pain. It is important for everyone to continue to take care of their overall health even in the middle of a pandemic.

If further testing is needed after a telehealth visit, swabs are being done in the patient vehicle and lab draws are being done in the Clinic by the Clinic nurse to minimize exposure.

The Clinic strongly encourages anyone to call with any concerns. We will make sure those concerns are addressed in the safest possible way.

Lab/Radiology/PT

Both lab and radiology are scheduling patients as much as possible to avoid patient overlap and provide an opportunity for thorough cleaning between patients. Radiology currently has two technicians and we will be getting a traveler to replace Jeff when he begins seining this summer. The portable xray machine is available for suspected covid scans in the room off the ambulance bay.

The lab received two of the Abbott rapid testing machines. At this time the state of Alaska requires all negative Abbott test swabs to be sent to their lab for confirmation. The lab director is working closely with Dr. Sanders to ensure testing supplies for covid patients are well stocked and the most relevant lab tests are available onsite.

Angela has transitioned many patients to home exercises. She continues to see patients in person when required for ortho surgery follow-up. She has been very pro-active in learning about telehealth options and discussing individual needs with patients and providers. She's committed to providing the safest care for PT patients.

April Board Report (January 1/20-3/31/20)

Sound Alternatives Behavioral Health and Developmental Disabilities Services

Barb Jewell-Behavioral Health Program Manager

Behavioral Health

We served 59 individual clients during this time, almost exactly the same as the previous quarter. The number of services declined approximately 15%. Some of this decline is attributed to Spring break as we had a number of clients traveling, and the Coast Guard boat being out. However we also saw a steep decline at the end of March due to the pandemic and anticipate that decline in requested services will continue. At the end of the quarter we began looking at providing services through telehealth going forward and as the state allows.

The need for emergency services increased this quarter. We served 5 individuals and provided 13 emergency services.

We will be submitting our Continuation Grant Application in April.

We started our Parenting class in collaboration with CFRC. It is our first time providing bi lingual services and was going very well. We had some challenges with weather in February, and then needed to put the class on hiatus due to the Pandemic. We are working on ways to provide it over video conferencing.

Developmental Disabilities:

This report remains the same. We still have 4 participants with a 5th on the State's waitlist for services. Lifeskill classes continue to be offered twice a week, as well as ongoing individual services. Due to travel restrictions our Applied Behavior Analyst could not visit to provide the planned community training. She is providing services remotely. At the end of this quarter we began looking at how to provide services remotely.

We continue to have difficulty recruiting and retaining staff for these challenging positions. We did not have any applicants for positions this quarter despite increased outreach.

Memorandum

To: CCMC Authority Board of Directors

Subject: Adm 802 – Board Interaction with CCMC Staff policy

Date: 4/24/2020

Background.

July 14, 2016 the City Council sitting as the HSB unanimously passed a motion directing Tim Joyce Board Chair to work with staff to create a Communications with Staff policy. The HSB Chair, CEO and CCMC Attorney's worked in conjunction to create a policy that would restrict inappropriate communications between the Board and CCMC Staff. This policy's intent was to direct all CCMC employees to use the internal chain of command (employee > supervisor > department manager > CEO) to discuss issues related to their employment, including compensation, evaluations, discipline, work load, and work environment, also restricting employees from contacting members of the Board regarding any grievance or personnel matters, as neither of these matters are the responsibility or role of the Board.

At the **October 13, 2016 HSB Meeting**, the members present unanimously passed the current ADM 802 Board Interactions with Staff policy.

At the **October 30, 2019** Board Meeting Chair Greg Meyer offered to be the CEO's designee so that if there is an issue hospital employees would be able to go to Greg and discuss it in lieu of having the CEO present for every discussion between a Board Member and an employee.

November 14, 2019 the Board of Directors reviewed the current policy and felt it to be too restrictive. The Board Vice-Chair offered to email recommended changes to be made to the existing policy to make it less restrictive and allow for the Board and Staff to communicate more freely.

At the QMC (Quality Management Committee) Meeting on **February 20th 2020** ADM 802 policy with recommended changes by the Board was on the Agenda for approval, after careful review and discussion amongst the members of QMC the policy was not approved. The following recommended motions were made by the QMC with unanimous consent.

Motion to recommend that the Board of Directors draft and approve a Board Communications policy with no restrictions regarding communications between staff and the Board.

Motion to recommend that ADM 802 Board Interactions with Staff policy be archived.

The following motion and subsequent discussion took place during the **February 27, 2020 Board of Director's meeting**.

M/ Carpenter S/Bolin "I move that the CCMC Authority Board of Directors draft and approve a Board Communications policy with no restrictions regarding communications between staff and the Board, and archive the current ADM 802 Board Interactions with Staff policy."

The Board had an open discussion on how and why the current policy came to be. They discussed whether having a policy at this point during the NVE collaboration process would be a moot point. In further conversation it was brought up that some employees may feel more comfortable speaking with one Board member compared to another. Being restricted to speak only to one member may hamper employees from coming to talk to the Board at all.

Randall expressed that as the CEO he does not have a problem with there not being a policy, as long as everyone understands that there is a chain of command and that they follow it.

Meyer - yea, Carpenter - yea, Bolin - yea, Ronnegard – absent, Graham - absent 3 yeas, 0 nay, 2 absent; Motion passed.

The Board asked that this be brought back to the April Meeting as an Agenda Item.

CCMC CONFIDENTIALITY AND CONFLICT OF INTEREST DISCLOSURE FORM

1. Indicate your relationship to CCMC:
 - I am a CCMC employee
 - I am a CCMC Authority Board Member
 - I am an Affected Person as defined in the Conflict of Interest Policy
 - Other

2. I acknowledge and agree to abide by CCMC's Confidentiality Policy which requires me to:
 - a. Maintain the strict confidentiality of CCMC's non-public information including, but not limited to protected health information, employee information, business or propriety information, and any other type of confidential information that I am not authorized to release or disclose.
 - b. Not pursue for personal gain any opportunities that arise from my knowledge of confidential or proprietary information acquired by virtue of my relationship to CCMC.
 - Yes
 - No

3. I further acknowledge and agree to abide by CCMC's Conflict of Interest Policy which requires me to:
 - a. Disclose the existence and nature of any financial interest that may give rise to an actual, perceived, or potential conflict of interest to my supervisor or appropriate CCMC resource.
 - b. Put CCMC's interests before a personal interest in any business or corporate opportunity of which I learn in my role with CCMC.
 - c. Abstain from participating and absent myself from any board, committee, or other meeting which discusses or votes on matters where I have an actual, perceived, or potential conflict of interest.
 - d. Not accept any favor, payment in cash of any kind, gifts, or other items or service of value from any third party in exchange for influencing the actions of CCMC.
 - e. Supplement this disclosure and inform your supervisor or appropriate CCMC resource promptly in the event that a conflict of interest that has not yet been disclosed arises.
 - Yes
 - No

4. Disclosure of interests.
 - a. Financial Interests. List and describe any financial interest that you or an immediate family member has, including ownership in vendors or consultants to CCMC, or in a business that competes with CCMC. Write "None" if you have no financial interests to disclose.

- b. **Contracts.** List any contracts or other written or verbal agreement that you may have with CCMC. Write “None” if you have no contracts to disclose.

- c. **Gifts and Favors.** List any gifts or favors received in your capacity as an interested or affected person at CCMC. Examples include non-business meals, travel, tickets to events, or discounts. Write “None” if you have no gifts or favors to disclose.

- d. **Other Potential Conflicts.** List and describe any other situations including board membership, employment, business or professional activity that may conflict with your duties and responsibilities for CCMC. Write “None” if you have no potential conflicts to disclose.

5. I have disclosed all actual, perceived, or potential conflicts of interest to my immediate supervisor and or appropriate CCMC resource as identified in the CCMC Conflict of Interest Policy.

Affirmation: I affirm that the responses provided in this conflict of interest disclosure form are true and accurate to the best of my knowledge, and that this disclosure was personally completed by me.

Printed Name	Signature	Date
Witness		Date



Memorandum

To: CCMC Authority Board of Directors

From: Randall Draney, CCMC CEO

Subject: Approval of Delineation of Privileges for Dr. Ben Avi

Date: 04/03/2020

Suggested Motion: “I move that the CCMC Authority Board of Directors approve the Delineation of Privileges for Doron Ben Avi, MD with Alaska Regional Radiology as presented.”



Memorandum

To: CCMC Authority Board of Directors

From: Randall Draney, CCMC CEO

Subject: Approval of Delineation of Privileges for Dr. Cronin

Date: 04/03/2020

Suggested Motion: “I move that the CCMC Authority Board of Directors approve the Delineation of Privileges for Matthew Cronin, MD with Alaska Regional Radiology as presented.”



Memorandum

To: CCMC Authority Board of Directors

From: Randall Draney, CCMC CEO

Subject: Approval of Delineation of Privileges for Dr. Powers

Date: 04/03/2020

Suggested Motion: “I move that the CCMC Authority Board of Directors approve the Delineation of Privileges for Kelly Powers, MD with Alaska Regional Radiology as presented.”



Memorandum

To: CCMC Authority Board of Directors

Subject: Election of Officers

Date: 4/10/2020

Suggested Motion: “I nominate the following board members to serve as Officers on the Board.”

_____ as Chairperson

_____ as Vice-Chairperson

_____ as Secretary/Treasurer



Memorandum

To: CCMC Authority Board of Directors

Subject: Resolution to Update CCMC authorized check signers

Date: April 24, 2020

Due to recent changes within the Board it is necessary to update the CCMC Authorized Check Signers to reflect those changes:

To remove the following CCMC Authority Board of Director as an authorized check signer:

Board of Director's Vice-Chair Kristin Carpenter

To add the following CCMC Authority Board of Director's as an authorized check signer:

Board of Director Kelsey Hayden

Board of Director Craig Kuntz

The updated list of CCMC authorized check signers will be as follows:

Family Practice Clinic Manager Tamara Russin

Chief Nursing Officer Kelly Kedzierski

HIM Manager Holly Rikkola

Board of Directors Chair Greg Meyer

Board Treasurer/Secretary Linnea Ronnegard

Board of Director Gary Graham

Board of Director Kelsey Hayden

Board of Director Craig Kuntz

Suggested Motion: "I move to approve the Resolution of the CCMC Authority Board of Directors designating the representatives authorized for signing checks,

non-check payroll tax payment, and cash transfers for Cordova Community Medical Center.”



Memorandum

To: CCMC Authority Board of Directors

Subject: Smoke Free Facility

Date: 4/27/2020

Suggested Motion: “I move that the CCMC Authority Board of Directors approve the request by Kelly Kedzierski, Chief Nursing Officer to move CCMC to being a Smoke Free Facility effective immediately.

I would like to add the agenda item to the board packet for April 30th, 2020 meeting moving that CCMC become a Smoke free facility.

I have spoken with the State of Alaska division of Public health and the CMS Surveyors regarding what it will take for CCMC to become smoke free. I have written up a smoke free Policy and have the signs that must be placed for people to see that we are smoke free facility. Under the smoke free law there is to be no smoking within 20 feet of the building.

Kelly Kedzierski,RN

Please see below:

Sec. 18.35.306. Notice of prohibition.

(b) A person in charge of a building at which smoking is prohibited within a specific distance from the entrance of the building under AS 18.35.301(c)(4) shall conspicuously display a sign that reads "Smoking within (number of feet) Feet of Entrance Prohibited by Law--Fine \$50" visible from the outside of each entrance to the building.

c) The department shall furnish signs required under this section to a person 15 who requests them with the intention of displaying them.

*The signs have already been delivered to CCMC and will be put up upon approval.

The Smoke free Alaska Law (AS 18.35.300 – 18.35.399) is a state law that prohibits smoking and vaping in workplaces and public places, protecting the health of all Alaska workers, residents and visitors. The Alaska Legislature passed the law during the 2017-2018 regular legislative session, with an effective date of October 1, 2018.

Under the Smoke free Alaska Law, smoking and vaping is not allowed in the following:

- All places of employment including vehicles
- Office buildings and offices
- Hotels and motels
- Restaurants and bars
- Retail stores and shopping centers
- Common areas in an apartment building or multiple-family dwelling
- Public or private educational facilities
- Places of government or public assembly
- Public transportation facilities, including bus shelters, airport terminals, transit depots

- Health care facilities, including residential units in health care facilities

- In buildings or homes used to provide paid child care whether or not children are present in the building, or in buildings or residences, or care for adults on a fee-for-service basis
- Vessels operating as a shore-based fisheries business
- Entertainment venues or sport arenas
- Busses, ferries, taxis, or other vehicles used for public transportation

Q: Where is smoking and vaping not allowed outdoors?

A: Under the Smoke free Alaska Law, smoking and vaping is not allowed in the following outdoor areas:

- within 20 feet of an entrance, open window, or heating or ventilation system air intake vent at an enclosed area at a place where smoking is prohibited
- within a reasonable distance, as determined by the owner or operator, in the case of a vessel operating as a shore-based fisheries business or a long-term health care facility
- a seating area for an outdoor arena, stadium, or amphitheater
- at a place of employment or health care facility that has declared the entire campus or outside grounds or property to be smoke-free
- within 10 feet of an entrance to a bar or restaurant that serves alcoholic beverages
- within 10 feet of playground equipment located at a public or private school or at a state or municipal park while children are present

CORDOVA COMMUNITY MEDICAL CENTER	POLICY # ADM 003
SUBJECT/TITLE: Smoke Free Facility	PAGE: 1 OF: 2
DEPARTMENT/SCOPE: Administration	EFFECTIVE: REVISED:

Purpose and/or Policy Statement:

The purpose of this policy is to ensure a safe and healthy environment for staff, patients, and visitors at Cordova Community Medical Center. The Smoking Policy will help protect people from unwanted and involuntary exposure to tobacco and secondhand smoke, as well as to create a cleaner living and working environment by ensuring that Community Medical Center (CCMC) is a smoke free facility.

Definitions:

“Electronic Smoking Devices” for the purposes of this Policy, are devices that simulate smoking through inhalation of vapor or aerosol from the device, including e-cigarettes, e-cigars, e-pipes, or vape pens.

Patient: a person seeking medical care at CCMC.

Resident: a person admitted to Long Term Care at Cordova Community Medical Center CCMC.

Policy:

- Smoking, including the use of Electronic Smoking Devices shall be prohibited in all facility buildings.
- Smoking shall not be permitted in any structure, i.e., main building, out buildings, garages, offices, dining areas, waiting areas, staff lounges, etc.
- The no-smoking policy also applies to private offices.
- Personnel and medical staff who are noncompliant with this policy shall be subject to progressive discipline.
- To attempt to ensure a safe environment for all patients, visitors and employees, smoking materials may be removed from patients who are noncompliant, or the patient may be discharged. Visitors who are noncompliant may be asked to leave the facility grounds.
- Smoking shall be prohibited for all facility-based ambulatory care patients and for all child or adolescent patients. No medical exceptions shall be allowed.

CORDOVA COMMUNITY MEDICAL CENTER	POLICY # ADM 003
SUBJECT/TITLE: Smoke Free Facility	PAGE: 2 OF: 2
DEPARTMENT/SCOPE: Administration	EFFECTIVE: REVISED:

- Enforcement of this policy shall be the shared responsibility of all staff.
- To ensure appropriate reduction and eliminate the incidence of noncompliance with the organization’s smoking policy:
 - Any violations of the smoking policy shall be reported to the Compliance Officer who shall forward a completed investigative report to the Safety Committee and employees direct supervisor.

Procedure:

- Patients and Residents and/or family/guardian will be informed of the smoking policy, prior to admission and on day of admission. “No Smoking” signs shall be posted at all entrances.
- This policy will be reviewed with the patient or resident and/or their representative on the day of admission.
- Smoking in patient rooms, resident rooms, common rooms, treatment rooms, waiting rooms, restrooms, and break rooms is strictly prohibited. SMOKING IN BED IS STRICTLY PROHIBITED.

Documentation:

EHR- Document review of smoking policy with all new admissions.

References:

None