

Minutes
CCMC Authority – Board of Directors
April 25, 2024 at 12:00pm
Quarterly Meeting

CALL TO ORDER AND ROLL CALL –

Kelsey Hayden called the Board Meeting to order at 12:07pm.

Board members present: **Kelsey Hayden, Ann Linville, Liz Senear, and Diane Ujioka.**

Quorum was established. 4 members present.

CCMC staff present: Dr. Hannah Sanders, CEO; Tamara Russin, Director of Ancillary Services; Kim Wilson, Director of Support Services; Denna Stavig, Director of Finance; Alexis Allen, CAH Director of Nursing; Olivia Morena, LTC Director of Nursing; Barb Jewell, Director of Community Services, and Faith Wheeler-Jeppson.

A. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

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

B. BOARD DEVELOPMENT ~ Dr. Sanders reported that she did not do a written Board Development, but she wants thank Kelsey for bringing the Board binder. The Board binder contains the City Code that establishes the Hospital and it describes the separation between the City and the hospital, the Board Bylaws, the CCMC Bylaws, and the Org Chart, the Confidentiality statement, and Disclosure of Financial Interest which also requires your signature annually after elections, we will email a copy out to you for your signature. Also included in the binder is the Community Health Needs Assessment, and the hospital Budget. We will set you up with a log-on to our Policy Manager site, there will be a couple of policies that you'll need to read and sign.

We will leave a hardcopy of the binder in the Conference Room and the Board members can come take a look when it's convenient for them.

CCMC Staff Leadership present for the meeting introduced themselves to the Board and gave a brief description of what their position is and what they're responsible for.

C. CONFLICT OF INTEREST ~ None

D. APPROVAL OF AGENDA

M/Senear S/Linville "I move to approve the agenda."

Hayden – yes, Linville – yes, Ujioka – yes, and Senear – yes.
4 yeas, 0 nay - Motion passed.

E. APPROVAL OF MINUTES

M/Linville S/Senear "I move to approve the March 28, 2024 minutes."

Linville – yes, Senear – yes, Hayden – yes, and Ujioka - yes.
4 yeas, 0 nay - Motion passed.

F. REPORTS OF OFFICERS and ADVISORS

- 1. Board Chair report** – Kelsey Hayden reported that last week she had a really good conversation with a community member about the hospital. He had the perception that the hospital wasn't in a good place. It was a great opportunity to talk to him about my history on the board starting with Covid up until now and the fantastic place you all have brought it to. He was kind of shocked to hear how good things are going, and I'm trying to do more without bragging that I'm on the hospital board. And communicate a little more with the public about our roles, and let them know that the hospital is in a really good place. That is part of our jobs as board members.
- 2. CEO Report** – Dr. Sanders stated that her written report is in the packet. As you see from the monthly stats, we continue to struggle with volumes. In talking with other hospitals low volumes have been a common struggle for the last month or two as well. As a small community hospital, we need to harness every dollar that we can. We need for community members to utilize our services instead of going out of town for care. We want to make sure Cordovans trust us with their care.

May 12th begins Hospital Week; we're working on some things to show our staff how much we appreciate them.

- 3. Director of Finance Report** – Denna Stavig reported that the Financials are in the packet. Revenues were lower than what we had predicted in a couple of areas. The Bad Debt amount that we had written off was \$63k, but due to our allowance calculation we adjusted money back in and we ended up slightly to the positive. Our Cash is still okay.
- 4. Medical Director Quarterly Report** – Dr. Sanders reported that Dr. Bejes' written report is in the packet, if anyone has any questions, she would be happy to answer them.
- 5. Ancillary Services Quarterly Report** – Tamara Russin reported that her written report is in the packet. In addition to what is in the packet, I'd like to add that when someone comes in to Rehab Services there is a sheet that shows the cost for services. And people don't always know how their insurance works, so please encourage everybody to reach out to Cindy in the Business Office if they have questions.
- 6. Director of Nursing Quarterly Report** – Alexis Allen stated that her written report is on page 11 of the packet, and she would like to point out that we have been really focused on staff and patient safety recently. Noelle and Olivia have done a really good job at providing De-escalation Training in May, we have someone flying in and they're going to be teaching all of the staff de-escalation techniques. We're trying to promote a safer environment for residents and staff, that's something exciting that we've all been trying to work towards.
- 7. Sound Alternatives Quarterly Report** – Barb Jewell stated that the only thing she'd like to add is that we've had our transition with our Clinicians and our new one joined us last week and Ebony Brooks is getting up to speed. And Holly McGuire joined us in the beginning of March so she is getting her feet under her. If everything goes as planned when Liz comes back from maternity leave, we will be staffed with permanent clinicians. Dietary has been run off of their feet, we had to bring in extra tables and chairs into the dining room to accommodate all of the seniors joining us for lunch. Community Case Management hosted a gardening activity last weekend that went really well. Aniessa chose to tie it to the Bike Rodeo which I thought was a really smart strategy.
- 8. Quality Quarterly Report** – Noelle Camarena reported that a few highlights for Quality are that facility-wide we're focusing in on our hand hygiene monitoring which will be a year long focus. Other thing that we're working on is creating a professional development

skills for our Nursing Assistants to give them new skills to look forward to more responsibilities and helping them increase their professional development. We've also finalized our merit-based bonus rubric.

G. DISCUSSION ITEMS ~ None

H. ACTION ITEMS

1. Hospital Services Board Election of Officers

M/Linville S/Senear "I move to nominate the following Board Members as Officers of the CCMC Hospital Services Board until the next election in April 2025 or until their seat expires, whichever comes first. Kelsey Hayden - Chairperson; Liz Senear – Vice Chair; and Ann Linville – Secretary/Treasurer."

Voice Vote on Motion

Linville – yes, Senear – yes, and Hayden – yes.

3 yeas, 0 nay, 1 absent; Motion passed.

I. AUDIENCE PARTICIPATION ~ None

J. BOARD MEMBERS COMMENTS

Senear ~ Just wanted to let everyone know that the Trails Committee is going to publish their plans soon, once that's done, we can start working on projects. We have six projects, and two of them are already funded. One of them is upgrading the Odiak Pond trail to make it wheelchair accessible, and hopefully extending it.

Linville ~ I am excited, it looks like we're going to be fully staffed in Sound Alternatives, I know it's been awhile and it's a struggle. I've heard from people that they're benefiting from the service. Good job.

Hayden ~ Yeah, I've heard really great things about Holly, I'm glad we have her there. Thank you all for your efforts.

K. EXECUTIVE SESSION ~ None

L. ADJOURNMENT

M/Senear S/Linville "I move to adjourn"

Kelsey Hayden declared the meeting adjourned 1:01pm.

Prepared by: Faith Wheeler-Jeppson