

**WRANGELL MEDICAL CENTER
BOARD OF DIRECTORS' MEETING
FEBRUARY 19, 2002**

PRESENT:

Roll Call showed those board members present were: Doug Schwartz, President; Brian Merritt; James Stough, Secretary; Marlene Clarke, Member; Also present were: Brian Gilbert, CEO; Janet Bunes, RN, DNS; Olinda White, Controller; Karen Wright, Administrative Asst.

CALL TO ORDER:

The meeting was called to order at 5:15 p.m. by President Doug Schwartz.

APPROVAL OF AGENDA:

Brian Merritt moved to approve the agenda with the date on the special meeting being changed to February 12, 2003. Motion was seconded and passed unanimously.

APPROVAL OF MEETING MINUTES:

James Stough moved to approve the regular meeting minutes for the January 15, 2003 meeting. Motion was seconded and passed unanimously.

Brian Merritt moved to approve the minutes of the special meeting of February 12, 2003 with the addition to show that the motion made by James Stough to direct the attorney to proceed was seconded and passed unanimously. By Poll Vote Mr. Stough's motion was seconded and passed unanimously.

CORRESPONDENCE:

Marlene Clarke pointed out an article in the Trustee which she felt discussed a good program for the hospital to consider. Mr. Gilbert reported that we were already implementing this program. It is the program that Roxanne Coblenz and Susan Eagle went to Florida for training.

PERSONS TO BE HEARD

There was discussion by the board on limiting the time allotted for each person to be heard. It was felt that at this time it would not be necessary to set time limits.

NEW BUSINESS:

Financial Statements — Olinda White reported December and January Operating Statements and Balance Sheets.

Mr. Gilbert reported that the Federal Pro Share Program has been stopped, due to the states' misuse of the funds.

Cash Flow Statement for the month of January was reviewed.

Olinda White also went over the Locums costs for a two year period breakdown, along with an itemized list of what is included in Other Expenses..

Board Statistics — Statistics were reviewed..

Organizational Chart — The new chart was reviewed. Following discussion, Brian Merritt moved to add /CEO after the title Administrator on the chart. Motion was seconded and passed unanimously.

OLD BUSINESS:

Alcohol and Drug Abuse Program — Mr. Gilbert reported that the feds have given the go ahead for us to use our beds in such a program. The state says we have to license the program. At this point, Dr. James is working on the program and training for hospital staff.

Right now, it would look like we are three to four months out before implementing.

James Stough moved to authorize Brian Gilbert to aggressively proceed on the drug and alcohol program. Motion was seconded and passed unanimously.

Mr. Merritt asked that Mr. Gilbert notify the board on Fridays of progress being made.

MEDICAL STAFF REPORT:

Report, written by Dr. McCandless was read by Mr. Gilbert, as Dr. McCandless is out of town.

Dr. McCandless stated he would like to see the Joint Conference Committee reinstated. This committee consists of the CEO, a member of the medical staff, and a member of the board. James Stough was appointed by the board as its representative to the committee.

ADMINISTRATORS REPORT:

Mr. Gilbert reported that he spoke with the Administrator of Petersburg Medical Center, who stated that the facility has ten department heads plus supervisors.

Mr. Gilbert will be on vacation from February 26th through March 3rd.

We will not pursue Exceptional Relief, as this program will only give us another \$9.00 per bed, and the paperwork alone would not warrant this.

We have been told that we can re-file a cost report, updated, which may update our rate. This will be followed.

Mr. Gilbert stated that the town meeting on Monday consisted mostly of hospital employees. There followed discussion of how to get better turn outs for future town meetings.

We had a perfect Home Health Survey. Diana Nore is the major person responsible for the implementation of the program.

Low Census hours are no longer mandatory, as of March 1st due to work falling behind. For those departments that can continue with the low census hours which are nursing and support services, the program will remain mandatory, as established by the department heads.

BOARD COMMENTS:

Doug Schwartz read a letter from Marcie Garrison regarding a program on Medicaid Waiver System that our facility could look into. Mr. Schwartz will give the information to Janet Bunes.

Brian Merritt questioned the possibility of grant monies being available for a whole new LTC wing.

Mr. Merritt felt that Diana Nore should be congratulated on her success with the Home Health Program. Mr. Gilbert stated that this was done in the facility with notification to the other employees. A cake was also served.

Marlene Clarke asked about our disaster plan. Janet Bunes stated we do currently have one; however, we are going to go to Incident Command for which we have a grant. Janet will send Marlene a copy of our current Disaster Plan.

James Stough asked about the progress on hiring a grant writer. Mr. Gilbert stated that we have hired Lynn Feller on a contract basis, for her to look into possible funds available.

There being no further business, the meeting was adjourned by poll vote, unanimously at 7:31 p.m.

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K.A. Wright
Recorder