

**WRANGELL MEDICAL CENTER  
BOARD OF DIRECTORS' MEETING  
JULY 16, 2003**

**PRESENT:**

Roll Call showed those board members present were: Doug Schwartz, President; James Stough, Secretary; Marlene Clarke and Michelle Galla Members; Also present were: Brian Gilbert, CEO; Olinda White, Controller; Karen Wright, Administrative Assistant.

**CALL TO ORDER:**

The meeting was called to order at 5:17 p.m. by President Doug Schwartz.

**APPROVAL OF AGENDA:**

Marlene Clarke moved to approve the agenda as presented. Motion was seconded and passed.

**APPROVAL OF MEETING MINUTES:**

James Stough moved to approve the minutes of May 21, 2003. Motion was seconded. At this time, Dr. McCandless expressed that he was misinterpreted in his answer to Heidi Armstrong, in that he did not agree with Mr. Gilbert as stated.

James Stough amended his motion to change the May minutes to reflect that Dr. McCandless did not agree with Mr. Gilbert. Amendment was seconded and passed unanimously. Original motion was voted on, and passed unanimously.

James Stough moved to approve the June 12, 2003 minutes. Motion was seconded and passed with Michele Galla abstaining, as she was not at that meeting.

**CORRESPONDENCE:**

Articles from the American Governance and Trustee received were discussed, with special emphasis on ER coverage article in the AGL.

Mr. Gilbert recommended to the board that they read the article in the June Trustee on *Revenue Cycle*.

**PERSONS TO BE HEARD**

Steve Miller stated that minutes on the website were not readable; that there were no written minutes since February, and it took too long to download the audio versions.

Karen Wright will check on this with Bob Shymanski, our webmaster.

Sue Nikodym reported on CE classes available through ASHNHA on the internet, primarily for nurses at this time, but will be expanded for other medical professionals. She proposed to the board that students, upon certification of course completion, be reimbursed.

James Stough moved to reimburse students for continuing education classes upon presentation of certification of course completion. Motion was seconded

and passed unanimously.

**NEW BUSINESS:**

*Financial Statements* — Olinda White reported on the Financial statements for the months of April, May and June. Olinda stated that financial statements this next year will be more current due to improvements in our computer system.

Cash Flow Statement for the month of June was reviewed. Accounts Receivable are down; this is due to more clean bills going out to third party payers.

*Board Statistics* — Statistics for the last two years were compared which showed the drop in utilization.

**OLD BUSINESS:**

*Alcohol and Drug Abuse Program* — Dr. James reported that he was waiting for the Policies and Procedures review by the medical center and the contract from the medical center.

Mr. Gilbert stated that Karen Pearson, Commissioner of Drug and Alcohol with the state, had told him to hold off for now, as we do have to be licensed for this program.

Dr. McCandless and Janet Bunes have reviewed the policies and procedures which need a lot of changes in order to be applicable for our facility; however, Dr. McCandless stated that work on these have stopped, as per instructions from Mr. Gilbert.

*Personnel Policies* — James Stough moved to approve the revised policies and procedures. Due to no second, the motion died.

Michelle Galla moved to have two copies of the revisions placed in the employee staff room, and the policies will be reviewed at next month's meeting. Motion was seconded and passed unanimously.

**MEDICAL STAFF REPORT:**

Dr. McCandless reported that the clinic was working on the goal for the patient to be able to leave the clinic with the bill in hand.

Medical staff is working on new contracts, and options on staffing are being discussed.

The U of W Student Program has been revamped somewhat in order to stagger the students more due to lack of time needed for the program.

Remote clinics were suspended over the summer, primarily due to the impact on other staff. Dr. McCandless is going to continue these clinics on his own time.

**ADMINISTRATOR'S REPORT:**

Mr. Gilbert stated that we have received \$265,000 from the Denali Commission to remodel the clinic. These funds will pass through the city to us.

The Foraker Group feels odds are very good to get supplemental funds from the Rasmusen Fund. Also, we may go to the Murdoch or Paul Allen Foundations for money to implement Electronic Medical Records.

Mr. Gilbert asked for a motion to go out for an RFP to hire a design group or architect for the planning of the clinic renovation.

Following discussion, James Stough moved to put out an RFP for the hiring of a design group or architect for the planning of the clinic renovation. Motion was seconded and passed unanimously.

The Core Committee met for the second time today. There was discussion by the board of adding community members to this committee.

We will be filing for Exceptional Relief on August 1<sup>st</sup>. It looks fairly good for three to four hundred thousand dollars.

**BOARD COMMENTS:**

Michelle Galla stated that the Administrator's Evaluation is overdue and needs to be done. Karen Wright will mail the forms to the board members, so that evaluation can be done at next month's meeting.

Following discussion on an employee picnic this year under our current financial problems, Jim Nelson donated \$100 in memory of his daughter. Steve Prysunka donated another \$200.

There being no further business, the meeting was adjourned at 8:10 p.m.

K.A. Wright, Recorder