

**CITY COUNCIL MEETING NOTICE AND AGENDA**



Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Tuesday, October 11, 2022**, in the Council Chambers located at 25 High Street, **6:00 pm**.

**THE MEETING WILL BE BROADCAST ON CABLE CHANNELS 8 & 1301 AND THE CITY'S YOUTUBE CHANNEL.**

- 1. **Roll Call**
- 2. **Invocation/Inspirational Thought**
- 3. **Pledge of Allegiance**
- 4. **Public Forum** (**PUBLIC COMMENTS SUBMITTED TO THE CITY CLERK PRIOR TO 4:30PM ON THE MEETING DATE WILL BE SHARED WITH THE COUNCIL DURING PUBLIC FORUM. Email [dbrissette@cariboumaine.org](mailto:dbrissette@cariboumaine.org)**)
- 5. **Public Hearing** Pages
  - a. Public hearing for initial liquor license for Pelletier Enterprises LLC D/B/A Evergreen Lanes featuring Rendezvous Restaurant at 60 Access Highway 02
- 6. **Reports by Staff and Committees**
  - a. Manager's report 03
- 7. **Old Business**
- 8. **Reports and Discussion by Mayor and Council Members** Reports
- 9. **Next Regular Meetings:** October 24, November 14 & 28, December 12 04-18
- 10. **Executive Session(s)** (May be called to discuss matters identified under MRSA, Title 1, §405.6.C)
- 11. **Adjournment**

If you are planning to attend this Public Meeting and due to a disability, need assistance in understanding or participating in the meeting, please notify the City Clerk ten or more hours in advance and we will, within reason, provide what assistance may be required.

**Certificate of Mailing/Posting**

The undersigned duly appointed City official for the municipality of Caribou City hereby certifies that a copy of the foregoing Notice and Agenda was posted at City Offices and on-line in accordance with City noticing procedures.

BY: \_\_\_\_\_ Cherie Garman, Deputy City Clerk

**CARIBOU ADMINISTRATION  
25 HIGH STREET  
CARIBOU, ME. 04736**



**MEMO**

**To: Mayor and City Council Members**  
**From: Penny Thompson, City Manager**  
**Date: October 11, 2022**  
**Re: Public Hearing, liquor license (new application) for Pelletier Enterprises LLC 60 Access Hwy**

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Evergreen Lanes featuring Rendezvous Restaurant is making plans to open on or around October 17, 2022. Since this will be a new establishment, there will need to be a public hearing on the initial liquor license.

The Chief of Police, Fire Chief and Code Enforcement Officer have all signed off on the application with no issues noted and have recommended the application be granted to the Pelletier Enterprises LLC new establishment, Evergreen Lanes featuring Rendezvous Restaurant.

Tonight is the public hearing which has been properly advertised.

**Suggested Action:**

Please make a motion to approve the initial liquor license for Pelletier Enterprises LLC D/B/A Evergreen Lanes featuring Rendezvous Restaurant. Second the motion and after any discussion, please vote to approve the initial liquor license for Pelletier Enterprises LLC D/B/A "Evergreen Lanes featuring Rendezvous Restaurant" at 60 Access Highway.

**CARIBOU ADMINISTRATION  
25 HIGH STREET  
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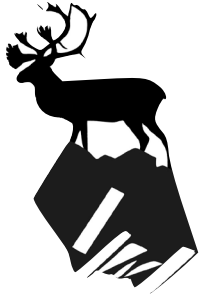
**MEMO**

**To: Mayor and City Council Members**  
**From: Penny Thompson, City Manager**  
**Date: October 11, 2022**  
**Re: Manager's Report**

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This week I have been out of the office on bereavement leave. I will provide a manager's report at the meeting, but I do not have one prepared for inclusion in the packet this week.

Thank you for your patience.



# Caribou Public Library

## DIRECTOR'S REPORT

**To: Mayor and City Councilors  
Penny Thompson, City Manager**  
**From: Peter Baldwin, Library Director**  
**September 2022 Report**

The Library has been focusing on the ThriftBooks Partnership heavily this month. In doing so, we have seen a profit of ~\$113 for the month of September for the sale of our books. Not only will this partnership continue to benefit the Library greatly, we have now begun to clear away a lot of the space that has been taken up by overloaded donations.

The Library building has been redecorated to encompass a more atmospheric fall and Halloween feel for our patrons. In addition to the redecorating, we have changed our periodical section completely. Periodicals were previously located in the Main Library, on shelves in their own corner. This corner was rarely used as it is only designed for the use of periodicals. We have relocated all magazines to the Clara Piper Room, and have begun seeing a lot more patron use as they are now located in a central seating area. The previous section has been converted into a seating area until further notice.

In some unfortunate news, the Library building was vandalized on September 27<sup>th</sup>. We have found all pertinent footage and have relinquished it to the Caribou Police Department. We are hopeful that the person is brought to justice. We are currently exploring options for the removal of the spray paint used, and will hopefully not need to seek a contractor.

Beginning in November, the Library will have new Library Cards. The Director spent the month of September designing new cards with all contact information and pre-printed barcodes. These new cards will come complete with our logo and a removable key fob for easy transport. We are excited for them to arrive. The card barcodes will be noticeably different. Since 2014 we have used a total of 10,000 barcodes for signing up patrons. This is exciting news, but it means that we now need to redo our barcode system for patrons so we do not run into this issue in the future.

The Maine Audubon Society, a Cancer Support Group, and the Girl Scouts of America have all used the Library's rooms this month. We are delighted to see these same groups continue to use the services of the Library. The Library also played host for a Medicare Seminar from AARP this month to help our elderly citizens learn how to apply and seek benefits through medicare.

This month, we contacted some local daycares about starting up a Children's Book Loan Program, one that we have had in previous years, but have been unsuccessful. The reason being the fear of books being damaged or lost. Until we can find a work-around we will not be contacting any more daycares.

That's all for us at the Library, tune in next month for more Library fun!

Peter Baldwin

<b>CIRCULATION STATISTICAL COMPARISON</b>												
<b>MATERIAL TYPE</b>	<b>JAN 2022</b>	<b>FEB 2022</b>	<b>MAR 2022</b>	<b>APR 2022</b>	<b>MAY 2022</b>	<b>JUN 2022</b>	<b>JUL 2022</b>	<b>AUG 2022</b>	<b>SEPT 2022</b>	<b>OCT 2022</b>	<b>NOV 2022</b>	<b>DEC 2022</b>
Adult books	729	554	612	509	579	630	518	540	652			
Juvenile books	584	455	662	673	617	626	736	1,082	815			
Teen/YA books	40	51	55	37	35	82	50	67	91			
DVDs	122	98	129	128	94	89	132	106	137			
eBooks/Audiobooks	25	158	177	128	178	128	163	136	142			
Magazines	36	15	24	19	22	32	57	58	69			
Interlibrary loans	26	33	29	49	33	33	24	28	33			
Puzzles	17	1	9	10	5	7	0	0	2			
STEAM	26	35	17	18	4	17	2	1	8			
Renewals	434	309	479	472	420	350	385	534	348			
<b>TOTAL NUMBERS</b>	<b>2,039</b>	<b>1,709</b>	<b>2,193</b>	<b>2,043</b>	<b>1,987</b>	<b>1,994</b>	<b>2,067</b>	<b>2,552</b>	<b>2,297</b>	<b>0</b>	<b>0</b>	<b>0</b>

**YEAR-TO-DATE OVERALL MONTHLY STATISTICAL COMPARISON**

MATERIAL TYPE	SEPT 2021	OCT 2021	NOV 2021	DEC 2021	JAN 2022	FEB 2022	MAR 2022	APR 2022	MAY 2022	JUN 2022	JUL 2022	AUG 2022	SEPT 2022
Circulation	2,367	2,116	2,246	1,838	2,039	1,709	2,193	2,043	1,987	1,994	2,067	2,552	2,297
Library Visitors	3,709	3,799	4,213	3,782	3,248	3,046	3,890	3,610	3,775	3,487	3,936	4,339	3,884
Wi-Fi access	**See Note	**See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note
Books added	147	149	173	227	138	93	165	133	103	149	115	161	120
Books withdrawn	28	8	70	321	655	18	48	25	228	222	43	254	119
Program Participation	2,448	2,814	2,407	2,092	1,462	1,507	2,040	2,243	2,271	2,001	1,652	2,435	
New patrons	13	12	12	19	16	13	43	19	17	29	23	32	35
Archives (# of users)	38	41	37	24	31	29	43	52	32	28	34	41	58

\*\*As of 2020 the Maine State Library is now requiring that public libraries track renewals as part of their statistics. STEAM Kits made available in November 2021 \*\*

**YEAR-TO-DATE MONTHLY CIRCULATION COMPARISON**

Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
2017	1,429	1,647	2,165	1,671	1,782	2,053	2,086	2,225	1,995	2,335	2,284	2,094	23,766
2018	1,789	1,755	2,396	2,758	2,192	2,501	2,629	3,166	2,727	2,894	2,587	2,104	29,498
2019	2,924	2,026	2,728	2,663	2,116	1,979	2,519	2,297	2,129	2,099	1,603	1,770	26,853
2020	2,404	2,415	1,710	289	281	1,113	2,040	3,327	2,990	3,278	3,063	3,525	26,435
2021	3,850	3,710	4,434	2,270	1,947	2,451	2,277	2,477	2,367	2,116	2,246	1,838	31,983
2022	2,039	1,709	2,193	2,043	1,987	1,994	2,067	2,552	2,297				18,881

**CFAD Monthly Report  
September 2022**

**Fire Calls 21\_Ambulance Calls 197\_Canceled Calls 2\_ = Total Calls \_220**

**See Attached Breakdowns:**

- Alarms for Fires (33)- 3
  - Alarms for Rescues (66) -
  - Silent Alarms - 18
  - Total Hours Pumped – .1.75
  - Gallons of Water Used – 12,255
  - Amt. of Hose used - 800’
  - Ladders Used (in Feet):
  - (75’ Aerial)\_’
  - Thermal Imaging Camera Used - 3
  - Gas Meter Used- 6
  - Rescue Sled & Snowmobile-
  - Rescue Boat -
  - Jaws Used -
  
  - Miles Traveled by All Units – 3,448
  - Color Guard Trng./Ceremonies- .
- ALS Calls - 89
  - BLS Calls - 108
  - Amb. Calls Canceled- 2
  - Target Calls (Drug Behavioral)- 8
  - PIFT Transfers-
  - Long Distance Transfers -2
  - Calls Turned Over - 10
  - Total Out of Town Calls- 62
  - No Transports-41
  - Est. Fire Loss, Caribou -
  - Est. Fire Loss, out of City-
  - Total Est. Fire Loss-
  
  - Total Maintenance Hours - 6
  - Total Training Hours – 164

**MUTUAL AID TO:**

- Presque Isle Fire Dept. - F A-
- Fort Fairfield Fire Dept -.F A -
- Limestone Fire Dept..
- Washburn Fire Dept.- 1
- Stockholm Fire Dept. .
- North Lakes Fire Dept.-
- Crown Ambulance
- Van Buren Ambulance -
- Life Flight - 5

**MUTUAL AID FROM:**

- Presque Isle Fire Dept.-
- Fort Fairfield Fire Dept -
- Limestone Fire Dept.-
- Washburn Fire Dept.-
- Stockholm Fire Dept.-
- North Lakes Fire Dept.-
- Van Buren Fire Dept -
- Crown Ambulance -

**Out of City Fire and/or Ambulance Responses/and No Transports (N/T)**

<b>Location</b>	<b># of Amb. Resp./N/T's</b>	<b># Of Fire Resp.</b>	<b>Man Hrs.</b>
Woodland	14/6		
Stockholm	2		
Connor	5/2	2	
New Sweden	3/1	3	
Limestone	25/6		
Caswell	3		
Fort Fairfield			
Presque Isle	1		
Van Buren	1		
Bangor			
Perham			
Mad. Lake Twp.			
Westmanland	2		
Washburn		1	

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Scott Susi, CFAD Chief



## Fire Breakdowns

Situation Found			# Of Incidents	Fire Casualties	Est. Property Damage
1. Private Dwellings (111) Mobile Homes (121)	2				
2. Apartments (3 or more) (111)	1				
3. Hotels & Motels (111)					
4. Dormitories & Boarding Homes (111)					
5. Public Assembly (Church, Restaurant) (111)					
6. Schools (111)					
7. Institutions (Hospitals, Jails, Nursing Homes) (111)					
8. Stores, Offices (111)					
9. Industry, Utility, Defense (111)					
10. Storage (111)					
11. Vacant Buildings or being Built (111)					
12. Fires outside structure w/value (crops, timber, etc.) (171)					
13. Fires Highway Vehicles (131)					
14. Other Vehicles (planes, trains, Ski Doo etc.) (132)					
15. Fires in brush, grass w/no value (140)					

**Other Incidents**

16. Haz-Mat (400)	1
17. False Calls (740)	
18. Mutual Aid Calls (571)	1
19. Aid to Ambulance (10-55's) (322)	2
20. Aid to Police (551)	
21. Investigation (Smoke, CO, or Alarm)	(smoke ) 3 (CO) 3 (Alarm ) 7
22. Service Calls (500)	1
23. Ambulance Calls (300)	197

Canceled Calls- 2

Fire/Rescue- 21

Total Calls for the Month\_ 220

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**Board of Directors  
September 12, 2022  
5:30 p.m.**

**Present:** Doug Plourde, Chairman; Chris Bell, Vice Chairman; Penny Thompson, Neal Griffith, Mike Quinlan, Kevin Barnes, Dr. Shawn Laferriere, Mike Gahagan, Jane McCall, Dr. Carl Flynn, Kris Doody, RN, CEO; Dr. Regen Gallagher, CMO; Chelsea Desrosiers, CFO; Leslie Anderson, COO, Jenn Plant, CNO, Paula Parent, RN, HR Director; Tanya Sleeper, PHS, Board Chair; Chip Holmes, QHR; Peg McAfee

**Welcome:** Doug Plourde, Chairman, Board of Directors welcomed Tanya Sleeper, PHS Board Chair; Chip Holmes, QHR.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<b>REGULAR MEETING</b>			
<b>1. Call to Order</b>	Doug Plourde, Chairman, called the Regular Meeting of the Board of Directors to order at approximately 5:30 p.m.	Informational.	
<b>2. Review and Approval of Minutes</b>	The minutes of July 11, 2022 were reviewed.	Upon motion duly made and seconded, it was so VOTED to approve the July 12, 2022 meeting minutes as presented.	
<b>3. Report of Chief of Staff</b>	<p>Dr. Flynn provided the following updates from the August 24<sup>th</sup> Medical Staff Executive Committee Meetings:</p> <p><b>Treasurer's Corner</b> – The medical staff voted to approve a \$1,000 donation to the 2022 Annual Medical Professional Health Program. Cary Medical Center generally matches the donation. Chelsea Desrosiers indicated that Cary is able to provide a match of \$1,000 to the program.</p> <p><b>Appointment Courtesy Staff – Eric Roter, MD (Emergency Medicine);</b> The complete appointment application and provider profile of Eric Roter, MD was reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Eric Roter, MD to the Courtesy Medical Staff with privileges as requested through December 31, 2023. Dr. Collamore was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p><b>Appointment Allied Health Professional Staff – Jenifer Haynes, CRNA (Anesthesia);</b> The complete appointment application and provider profile of Jenifer Haynes, CRNA was reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the Report of Chief of Staff as presented.</p> <p>Informational.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Eric Roter, MD to the Courtesy Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of</p>	



**Board of Directors  
September 12, 2022  
5:30 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>appointment of Jenifer Haynes, CRNA to the Allied Health Professional Staff with privileges as requested through December 31, 2023. Dr. Smith was appointed as proctor and supervising physician during the provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p><b>Appointment Allied Health Professional Staff – Kathleen Irvin, CRNA (Anesthesia):</b> The complete appointment application and provider profile of Kathleen Irvin, CRNA was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Kathleen Irvin, CRNA to the Allied Health Professional Staff with privileges as requested through December 31, 2023. Dr. Smith was appointed as proctor and supervising physician during the provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p><b>Resignation – Daniel Eurman, MD</b> - The resignation of Daniel Eurman, MD was reviewed. Upon motion duly made and seconded it was so VOTED to recommend accepting the resignation of Daniel Eurman, MD effective June 15, 2022 as requested. This was forwarded to the Board of Directors for action.</p> <p><b>Utilization Review and Case Management Program Plan Policy</b> – The Medical Staff Executive Committee approved the policy as presented.</p> <p><b>CT Scanner</b> – Dr. Laferriere provided the MSEC an update on the CT Scanner, noting the new scanner should be installed by early 2023.</p> <p><b>October 3<sup>rd</sup> Board Meeting</b> – Dr. Flynn noted he is unable to attend the October 3<sup>rd</sup> Board Meeting. Dr. Flynn will find a member of the Medical Staff to attend the meeting to report on the MSEC and GMS Meetings.</p>	<p>Jenifer Jaynes, CRNA to the Allied Health Professional Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Kathleen Irvin, CRNA to the Allied Health Professional Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the resignation of Daniel Eurman, MD.</p> <p>Informational.</p> <p>Informational.</p> <p>Informational.</p>	
<p><b>4. Quality Management Committee, Patient Safety Committee, Dashboard</b></p>	<p>Dr. Regen Gallagher reported the following from the July QM Committee Meeting:</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the Quality Management Committee report as presented.</p>	



**Board of Directors  
September 12, 2022  
5:30 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p><b>Old Business included:</b></p> <ul style="list-style-type: none"> <li>Operative report in medical record immediately after surgery</li> <li>UR/Case Management Program Plan Policy</li> </ul> <p><b>Utilization and Case Management reports reviewed included:</b></p> <ul style="list-style-type: none"> <li>Delays in Stay (Internal/External)</li> <li>Readmission Rates</li> </ul> <p><b>QM Compliance Indicators reviewed were:</b></p> <ul style="list-style-type: none"> <li>Pharmacy, Nutritional Services, Rehab, OR and PACU, Environment of Care, Radiology</li> </ul> <p><b>QM Plan</b> – The UR/Case Management Program policy was presented for review and approval. The plan has been approved by the Medical Staff Executive Committee.</p> <p><b>Patient Safety Committee</b> – The August 10<sup>th</sup> Patient Safety Committee Minutes were included in the packet for review.</p> <p><b>2022 Dashboard</b> – Dr. Gallagher reviewed the inpatient and outpatient core measures, patient safety, Medical Staff and Departmental Leadership quality indicators. She noted there has not been a lot of changes.</p> <p><b>Customer Satisfaction</b> – Leslie Anderson reviewed the customer satisfaction results.</p>	<p>Informational.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the UR/Case Management Program Policy as presented.</p> <p>Informational.</p>	
<p><b>5. Report of Chairman, Board of Directors – Doug Plourde, Chairman</b></p> <p>a. Report from Board Members – PHS</p> <p>MSEC</p>	<p><b>Pines Health Services</b> – Dr. Shawn Laferriere reported the meeting was very informative.</p> <p><b>MSEC</b> – Penny Thompson reported it was her first MSEC meeting. She was pleased with how well all the physicians worked together. She noted that one surgeon had to leave the meeting early in order to assist another surgeon in the OR. After attending several meetings of the Board of Directors she is now aware of the importance of the patient surveys. Congratulations to Cary and Pines for achieving the Best Places to Work in Maine recognition. This shows how good these</p>	<p>Informational.</p>	



**Board of Directors  
September 12, 2022  
5:30 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p style="text-align: center;"><b>Other</b></p>	<p>organizations are to work for and how valuable the employees are.</p> <p><b>Other</b> – Doug Plourde shared his congratulations to Cary and Pines for the Best Places to Work in Maine 2022 recognition. This is the second consecutive year for Cary and the second time for Pines.</p> <p><b>Meeting in Person</b> – Doug Plourde checks on a regular basis about the ability to return to in person meetings. Dr. Gallagher provided a review on the subject. She indicated that Cary is not routinely meeting in person yet. Cary is awaiting the CDC guidelines regarding COVID and the COVID status in the community. She reported that the State and Federal vaccine requirements includes members of the Board of Directors. If you have need to receive a COVID vaccine please reach out to Dr. Gallagher or Jonathan Anderson, Director of Pharmacy.</p>		
<p><b>6. Report of CEO – Kris Doody</b></p> <p><b>a. Physician Recruitment</b></p> <p><b>b. COVID – 19</b></p> <p><b>c. Projects – Maternal/Child</b></p>	<p>Kris Doody reported the following, noting more information is available in the CEO and Provider Activity Reports:</p> <p><b>Physician Recruitment</b> –</p> <ul style="list-style-type: none"> <li>• <b>Hem/Onc</b> – Dr. Elena Vagia has signed a contract with plans to begin full-time at the Jefferson Cary Cancer Center at the end of 2022.</li> <li>• <b>Family Medicine</b> – Kirsten Darrell, PA-C, began working full time August 29<sup>th</sup>.</li> <li>• <b>OB/GYN</b> – Dr. Josette Chamberlain provided coverage in July. Dr. Karen Bossie, Caribou native and OB/GYN, provided weekend call coverage September 10<sup>th</sup>. She will be providing ongoing coverage. A working site visit is scheduled with Dr. Coletta Hargis, an experienced OB/GYN September 28<sup>th</sup> through October 4<sup>th</sup>.</li> <li>• <b>Emergency Medicine</b> – Dr. Kourosh Yazdani completed a site visit with his fiancé, Tara. Dr. Yazdani is a 2023 ER Resident looking for a full-time position. A Letter of Intent was extended to Dr. Yazdani.</li> <li>• <b>Ongoing Recruitment</b> – Recruitment is ongoing for pediatrics, internal medicine, orthopedics, OB/GYN, emergency medicine, anesthesia (CRNA) and hematology/oncology.</li> </ul> <p><b>COVID – 19</b> – Dr. Gallagher reported that Cary has received a shipment of Moderna COVID boosters. Pfizer COVID boosters are on their way. Dates and times for COVID vaccination clinic will be sent to the Board of Directors members if interested in obtaining a booster. Everyone needs to wait 2 months since their last COVID booster to obtain their next booster. Flu vaccination schedules will be out soon. Staff need to receive their flu vaccine by November 9<sup>th</sup>.</p> <p><b>Maternal/Child Renovations</b> – Leslie Anderson reported that renovations are complete. A walk through was completed with the engineers and architects. A punch list was completed. The final</p>	<p>Informational.</p>	



**Board of Directors  
September 12, 2022  
5:30 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p><b>Renovations</b></p> <p><b>d. Air Handling Update</b></p> <p><b>e. Other</b></p>	<p>punch list items should be completed by the end of October.</p> <p><b>Air Handling Project</b> - Doug Plourde inquired about the amount of budgeted money spent on the project. Chelsea Desrosiers shared that as of the beginning of September \$1.4 million had been spent on the project. This includes \$560,000 for the Air Handler project, including \$150,000 of COVID funds. This project should be completed by December 1<sup>st</sup>.</p> <p><b>Other</b> –</p> <ul style="list-style-type: none"> <li>• Cary and Pines All Staff Forum – Kris Doody reported that the All Staff Forums have been combined for Cary and Pines and will be held every 2 months instead of 4 times per year. The September 7<sup>th</sup> forum had over 140 employees in attendance from both organizations. Several gifts are provided during each session to include several staff members receiving an additional 8 hours of vacation time.</li> <li>• CHNA – Kris Doody reported that Cary and Pines received an excellent response rate, with over 400 surveys returned. Quorum Health Resources is very pleased with this response rate. Plans are to have the results brought to the Cary and Pines Board of Directors for approval prior to the end of the year. The results will be posted on both Cary and Pines websites prior to December 31<sup>st</sup>, 2022.</li> <li>• Paula Michaud, RN – Kris shared that Paula Michaud, long-time RN for many years, passed away on September 11<sup>th</sup>, the day after her 65<sup>th</sup> birthday. Paula had requested one of Cary's blood drives be in memory of her late husband, Freddy Sirois, who died at Cary decades ago from a gunshot wound while hunting. The blood drive was a success. Cary Medical Center plans are doing something in Paula's memory in the near future.</li> </ul>		
<p><b>7. Report of Finance &amp; Personnel Committee</b></p> <p><b>a. June and July Financials</b></p>	<p>Chelsea Desrosiers and Carl Soderberg provided the following updates:</p> <p><b>June and July Financials</b> - Chelsea Desrosiers provided an overview of the June and July 2022 Financials for Cary Medical Center, including review of: gross patient revenue, net operating revenue, expenses, COVID funding and net income (loss) for May. Discussion ensued regarding oncology revenue vs. expenses. It was noted this is payor and treatment driven. The major issue driving increased expenses is the use of travelers or temporary staff, especially in the nursing services.</p> <p><b>COVID Matrix Review</b> – The matrix was included in the packet for review.</p> <p><b>Low Volume Adjustment and Medicare Regulations</b> – Chelsea reported that both items are set to expire September 30<sup>th</sup>. Cary Medical Center needs an extension for both. The American Hospital</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the report of the Finance &amp; Personnel Committee as reported.</p>	



**Board of Directors  
September 12, 2022  
5:30 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Association is working with congressional offices in Washington, D.C. for assistance with this extension. Cary's Medicare Accelerated Payment for 2020 is \$6M, an update will be provided at the October meeting.</p>		
<p><b>8. Safety Quarterly Report</b></p>	<p><b>Safety Quarterly Report</b> – Leslie Anderson provided review of the following items:</p> <ul style="list-style-type: none"> <li>• 2022 Environment of Care (EOC) Goals – EOC, Safety Management, Security Management, Hazardous Materials/Waste Management, Emergency Management, Life Safety Management, Medical Equipment Management, Utilities Management.</li> <li>• 2022 EOC Goals have been established and follow existing and new regulations from: Joint Commission, Centers for Medicare and Medicaid Services (CMS), State of Maine Fire Marshall and State of Maine Radiation Control Program.</li> <li>• Updates were provided on fire drills, aggressive incidents, non-aggressive situations and MEMIC employee claims.</li> </ul>	<p>Upon motion duly made and seconded, it was so VOTED to approve the Safety Quarterly Report as presented.</p>	
<p><b>9. Compliance Quarterly Report</b></p>	<p><b>Compliance Quarterly Report</b> – Dr. Regen Gallagher provided a review of the following items:</p> <ul style="list-style-type: none"> <li>• QHR Compliance Risk Assessment – will be held virtually on Wednesday, September 21<sup>st</sup>.</li> <li>• Compliance Hotline – no calls have been received. Information is advertised widely with signage throughout the organization, review during Annual Training and included in any other compliance related communications.</li> <li>• Healthicity – is used for OIG exclusion checks and HIPAA violation tracking</li> <li>• Contracts – there have been no new contracts since the last quarterly report.</li> </ul>	<p>Upon motion duly made and seconded, it was so VOTED to approve the Compliance Quarterly Report as presented.</p>	
<p><b>10. Nursing Quarterly Report</b></p>	<p><b>Nursing Quarterly Report</b> – Jenn Plant, CNO provided a review of the following items:</p> <ul style="list-style-type: none"> <li>• Nursing Recruitment – recruitment is ongoing in the following departments: ACU, Emergency, Maternal Child, ODS, OR, Respiratory Therapy and SCU.</li> <li>• Department Specific vacancies were reviewed noting true and operational vacancies.</li> <li>• Position Status was reviewed for RN's LPN's and NNG's.</li> <li>• Patient Safety measures reviewed include: medication barcode scanning, inpatient falls and AHA education compliance.</li> </ul>	<p>Upon motion duly made and seconded, it was so VOTED to approve the Nursing Quarterly Report as presented.</p>	
<p><b>11. Quorum Health Resources Updates</b></p>	<p>Chip Holmes and Sam Brown provided the following updates:</p> <ul style="list-style-type: none"> <li>• Cary's CHNA (Community Health Needs Assessment) received over 400 responses.</li> <li>• The Compliance Risk Assessment is scheduled for September 21<sup>st</sup>. QHR is looking forward to the assessment. Thank you Dr. Gallagher for the updates.</li> <li>• The FOR (Financial Operational Review) is ready to go. Cary is awaiting other processes to be completed before finalization. Thank you Chelsea for your hard work.</li> <li>• Congratulations on the Best Places to Work in Maine 2022 award for Cary and Pines.</li> <li>• Chip shared that he appreciates being part of the Finance &amp; Personnel Committee</li> </ul>	<p>Informational.</p>	





**Board of Directors  
September 12, 2022  
5:30 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p><b>12. Other, Adjournment &amp; Next Meeting</b></p>	<p>meetings. The focus is on the future with less locum usage and controlling expenses.</p> <p><b>Other – Executive Session</b> – Upon motion duly made and seconded, it was so VOTED to go into Executive Session at approximately 6:25 p.m. The Board of Directors came out of Executive Session at approximately 6:38 p.m.</p> <p><b>Adjournment</b> - Upon motion duly made and seconded, it was so VOTED to adjourn the meeting at approximately 6:38 p.m.</p> <p><b>Next Meeting</b> –The next meeting of the Board of Directors is scheduled for Monday October 3, 2022, 5:30 p.m.</p>	<p>Informational.</p>	

Prepared by: Marguerite E. McAfee (Peg), Executive Assistant to the CEO & COO

Respectfully submitted,

Kris Doody, RN, MSB  
Chief Executive Officer

