

**CHELAN COUNTY PUBLIC HOSPITAL DISTRICT No. 2
LAKE CHELAN COMMUNITY HOSPITAL
MEETING OF THE GOVERNING BOARD**

**September 22, 2015 – LCCH BOARD ROOM
1:31 PM – 2:53 PM**

MEETING MINUTES

CALL TO ORDER

Tom Warren called the meeting to order at 1:31 p.m.

Members Present:

Tom Warren, Chairman
Jim Wall, Commissioner
Phyllis Gleasman, Secretary
Fred Miller, Commissioner

Members Not Present:

Mary Signorelli, Vice Chairman

Others in Attendance:

Kevin Abel, CEO
Vickie Bodle, CFO
Brad Hankins, COO
Lee Tinsley, Utilization Review
Celeste Thomas, Marketing
Tara Hensley, HIMS Manager

Mary Murphy, Community Member
Virginia Murphy, Foundation
Carol Velasquez, CNO
Karl Jonasson, EMS Director
Diane Witsil, Exec Assist to CEO

REVIEW OF MISSION:

- Our Mission is to provide patient-centered, quality healthcare with compassion and respect.

OTHER BUSINESS:

- Karl Jonasson shared the Chelan area has established a normalcy since the fires.

CONSENT AGENDA:

It was m/s/c to approve the Consent Agenda as presented:

1. Board Minutes of August 25, 2015
2. Financial & Business Office Report
3. Vouchers/Warrants; \$609,210.41, in payroll direct deposits; \$804,144.31. Write offs: \$66,879.48 in bad debt. Charity Care: \$27,217.49, Bankruptcy: \$0.00, with combined total of \$94,096.97.
4. Policies and Procedures
 - Services for Pregnant Women
 - Setting Up & Care of Housekeeping Cart
 - Balancing & Reimbursing Cash Boxes & Tills
 - Film & Image Process
 - LCC CLIA Laboratory License
 - LCC Medical Records Dictation
 - LCC Settlements
 - LCC Refund to Third Party Payers
 - LCC Medical Records Signature Log
 - LCC Medical Records Subpoena Compliance
 - LCC Other Services
 - LCC Patient Check-In
 - LCC Provider Cancellations
 - Primary Care Medical Director
 - LCC Purging Paper & Electronic Med. Records
 - LCC Medical Records Duplication & Form Completion
 - Administering Anesthesia for Podiatric & Dental Surgery
 - Credentialing Allied Health Professionals Policy
 - Credentialing Allied Para Professionals (Midlevel Providers)
 - Cervical Ripening
 - Pulmonary Tuberculosis
 - Board Level Detailed Accts Payable Review
 - LCC Authorization to Release Med. Records
 - LCC Medical Records
 - LCC Payment Plan
 - LCC Refund to Patients
 - LCC Payment Posting
 - LCC Medical Records Standards
 - LCC New Patient Registration
 - LCC Parental Pre-Authorization for Minors
 - LCC Pharmaceutical Representatives
 - LCC Safety Committee

- CT Lease Discussion – Carol Velasquez, CNO

Our old CT came off lease and is now on a month to month contract. We have reviewed CT replacements from different vendors and are recommending the Siemens Somatom Perspective 64 slice CT to replace the current CT. Benefits include an upgrade from a 16 slice CT to 64 slice as well as reduced radiation exposure to patients. The current lease and service cost is \$11,277 per month and the new lease is \$11,272. Ander Baltzo, our outside physicist reviewed the regulations and stated new regulations will be taking effect in July. He states that if we change the equipment out before July we will be grandfathered in with the room. The only remodel needed is the moving of a leaded CT wall by about 1 ½ feet. We would also order a hover mat to ease the movement of patients from the gurney to the CT scan table.

CT Lease Upgrade: F. Miller / Second: P. Gleasman & approved by Board of Commissioners.

- ICD-10 – Tara Hensley, HIMS Manager

October 1, 2015 is the ICD – 10 implementation date for all healthcare facilities. ICD – 10 are the diagnosis codes used by the majority of western countries and necessary for coding, the billing process, and quality reporting. The system was developed by the World Health Organization. The new code set requires more specified documentation, revised forms, and re-training of staff and physicians, as well as software changes. The hospital has been preparing for the change for two years.

STATE OF THE HOSPITAL REPORTS

- Operating Report – Brad Hankins, COO

- Construction continues on the server room.
- New carpet in the PT/OP is complete.
- Due to the fire our August outpatient encounters were down 18% from expected.
- Max kids programs are back for this school year, we are very appreciative of the support of the Hospital Foundation & Chelan Fresh.
- Max will also be at our second annual, “Fun Run” this coming Saturday, 9:00 a.m. at Mill Bay Casino. It is held in conjunction with a Manson Cross Country meet and the Chelan Harvest Festival.
- We should have Outpatient Behavioral Health on Centricity soon and will have our first integrated OPBH provider at Lake Chelan Clinic on January 4th. Their schedule will be three days per week.
- Tabettha Hale Bradley, M.D. has verbally committed to signing her contract for the General Surgeon position.
- Recruitment for an Orthopedic Physician Assistant will begin soon.
- Landscape cleanup around the hospital was done last week.
- Dan Campbell, PA has applied for privileges to fill in while a provider is on vacation at the clinic.

- Quality Report & Patient Care Services – Vernita Nolan, RN – Quality

- Quality and Patient Safety –

- **Values Program** – Agustin is leading a group to work on a values based program to replace Planetree. We will focus on our values, AIDET, and the patient and family advisory council as a basis for our culture and use HCAHPS as a feedback loop.
- **Transfusion Review** - Six units were typed and cross-matched, and five units were transfused, for a C:T ratio of 1.2:1, within the target of less than 2:1.
- **Emergency Department Returns** – There were 12 unscheduled returns to the ED within 48 hours. All returned for continued symptoms, and two were admitted.

- Patient Care Services –

- The nursing program has numerous education offerings planned for the remainder of this year and into next year.
- Todd Garrett, CRNA will be starting in October as a contracted provider and Matt Mullinix, CRNA as a locum.
- Deborah Mauro-Bender, CRNA will be starting January 4, 2016.
- Our updated professional preceptorship agreement with Deaconess has been finalized, and we'll be working on the initial requirements to schedule Wanda to go for echocardiography clinical experience.
- Our new tele-stroke cart has arrived, compliments of Providence/Swedish. Our caregivers are being trained on the use of this cart this week.

- **Chief Financial Officer – Vickie Bodle, CFO**
 - August financial statements closed with net income at \$415,580 for the month and \$689,739 for the year
 - AR days 57.2 with hospital and clinic.
- **Chief Executive Officer –Kevin Abel, CEO**
 - **Landscaping** – We are in the process of obtaining quotes for landscaping near the business office. It will entail replacing the old railroad ties with cement blocks.
 - **Pharmacy Sterile Compounding** – An internal group has reviewed the placement of the sterile compounding unit for pharmacy. The compounding system and CMS requirements for its use was discussed at the May board meeting. We will be submitting an application to the Department of Health Construction Review Services to take out a wall between the OB Supply Room and the RT Supply Room to locate the compounding unit in a new space.
 - **Clinic Owners Meeting** – We have met with the owners of the Lake Chelan Clinic building to discuss future options around LCCH’s space needs. Options for the Facilities Steering Committee in relation to that building include LCCH continuing to lease and remodeling to fit all LCCH providers. LCCH moving the clinic from that building to the Apple Blossom site or the hospital location, or LCCH purchasing the clinic from the owners.

OLD & NEW BUSINESS

- **Action Items:** It was m/s/c to approve

A. Action Items: Action Items:

1. Resolution

Res. # 555 NCB Line of Credit Revision

Resolution Motion: P. Gleasman / J. Wall & approved by Board of Commissioners

2. Credentialing:

Bonnie M. Keung, M.D.

Provisional Appt.

Tele-Stroke, Swedish Med Ctr.

Ketan C. Davae, M.D.

Provisional Appt.

Tele-Radiology V-RAD

Igor Zaytsev, M.D.

Provisional Appt.

Tele-Radiology V-RAD

Jay Donohoo, MD

Provisional Appt.

Tele-Radiology V-RAD

John Maxwell, M.D.

Provisional Appt.

Radiology

Stephanie Habner

PT Student

Proctor: Jeff England, DPT

Portia Kamps

PA Student

Proctors: B. Barstad, MD &

W. Cagle, MD

Action Items Motion: P. Gleasman / F. Miller & approved by Board of Commissioners

MEETING ADJOURNED:

- Meeting adjourned @ 2:45P.M.

Submitted:

Phyllis L. Gleasman
 Board Secretary

10/27/2015

Date

Attest:

Kevin Abel
 Kevin Abel, CEO

10/27/2015

Date