

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

**January 22, 2013 – LCCH BOARD ROOM
1:30 PM – 4:11 PM**

MEETING MINUTES

CALL TO ORDER

Tom Warren, Chairman, called meeting to order at 1:30 P.M.

Members Present:

Tom Warren, Chairman
Mary Signorelli, Commissioner
Fred Miller, Commissioner
Phyllis Gleasman, Secretary

Present by Phone:

Jim Wall, Vice Chairman

Others in Attendance:

Kevin Abel, CEO
DeLynn Cook, Director of HR & Risk Mgmt
Katherine Jerald, Foundation Executive Director
Jerri Dion, Business Office Manager
Karl Jonasson, EMS Director
Jerry Bragg, Commissioner CCFD #5
John Spenser, Commissioner CCFD #5

Brad Hankins, COQO
Robert Wiegenstein, CFO
Celeste Thomas, Marketing
Judy Moser, Credit Services
Arnold Baker, Chief, CCFD #5
Brian Harris, Commissioner CCFD #5
Tim Lemon, Chief, CCFD #7

REVIEW OF MISSION:

- Our Business is Healthcare. Our mission is to provide patient-centered, quality healthcare with compassion and respect.

OTHER BUSINESS:

- Katherine Jerald announced the next Foundation event scheduled for February 12 @ 4:00, “Meet & Greet Dr. Barstad” at the Vogue.

ELECTION OF OFFICERS:

- Tom Warren was elected as Chairman
- Mary Signorelli was elected as Vice Chairman
- Phyllis Gleasman was elected as Secretary

CONSENT AGENDA:

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

1. Board Minutes of December 18, 2012.
2. Financial & Business Office Report
3. Vouchers/Warrants: \$739,994.89, in payroll direct deposits; \$1,045,274.96. Write offs: \$136,473.10 in bad debt, Charity Care: \$25,278.02 Bankruptcy: \$20.62, with combined total of \$161,771.74.

SPECIAL REPORTS:

- **Chelan County Fire District #5 Strategic Plan – Arnold Baker, Chief, Chelan Co. Fire District #5**
 - Fire Chief, Arnold Baker gave a presentation covering Fire District #5's recent strategic planning session.
 - An open invitation was extended for our board members to attend CCFD #5 Board Meetings on the 2nd Tuesday of every month @ 7:00 p.m.

- **2013 Trauma Quality Improvement Plan – Brad Hankins**
 - Brad presented the Annual Trauma Quality Improvement which is mandated to be reviewed on a periodic basis to reflect changes, updates of policies, committees, and benchmark activities. The Board reviewed and approved the 2013 LCCCH Trauma Quality Improvement Plan including the Department of Health recommendations.

- **4th Quarter Financial Review Lake Chelan Community Apartments – Bob Wiegenstein**
 - Bob reviewed the 4th quarter LCCA financials. The ending cash balance was \$5,545. The year-to-date net income was \$16,987. The Lake Chelan Community Apartments loan will be paid off in August 2013.

- **Vision – Kevin Abel**
 - The vision statement has been reworded to read: The vision of Lake Chelan Community Hospital is a healthy community. We will accomplish this as our superb medical staff and caregivers partner with others to provide patient-centered care in a respectful, healing environment, while ensuring fiscal responsibility.

- **Commissioner Assignments**

Tom Warren -	Caribou Trail Representative
	Med Staff
Jim Wall -	Quality – CQI
Fred Miller -	Finance
	Retirement
Phyllis Gleasman -	Credentialing
Mary Signorelli -	Vouchers/Accounts Payable

STATE OF THE HOSPITAL REPORTS

- **Quality Report –Brad Hankins, COO**
 - In December we had one medication error that reached a patient; this was a timing error that had no untoward patient outcome. We had one (1) AMA in the Emergency Department, and two (2) AMAs in the Sanctuary.
 - For the year-end we had 20 falls compared to 26 falls in 2011, and we had 33 reported medication errors compared to 35 in 2011.

- **Patient Care Services – Kevin Abel for Carol Velasquez, CNO**
 - We have made an offer to one of our applicants for the Peri-operative Manager position and are awaiting an answer.
 - During the year 2012, we had a 15% increase in surgeries over 2011.
 - Plans are already underway for Nurses Week in May.

- **Chief Financial Officer – Robert Wiegenstein, CFO**
 - December 2013 closed with net income at negative (\$232,835) for the month. Year-to-date net income is \$382,162 or \$232,150 under budget for the year. The primary reason for the variance

is that the paid time off accrual was adjusted for the end of the year and was approximately \$200,000.

- The Finance team will start adjusting the accrual monthly so we will not have a large end of year adjustment.

- Chief Executive Officer –Kevin Abel, CEO

- Acupuncture services have been approved by Med Staff.
- The order for the retrofit of the ambulance has been placed with Braun Northwest. The retrofit will use the same shell but include a new truck and components. This project was approved in the board capital budget and will cost \$91,000.
- Dr. Larsen has signed a contract to join the staff in the Emergency Dept. We will continue using the clinic physicians on a rotating basis to keep their emergency skills current.

OLD AND NEW BUSINESS

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

- Resolutions:
 - Resolution #507 Surplus
 - Motion – Acupuncture - The Medical Staff of LCCH approved the use of acupuncture within the facility. This requires a change in the Medical Staff Bylaws. The Board made a motion in favor of Acupuncture in Medical Staff Bylaws.

- Credentialing the following Providers:

Martin Clements, M.D.	Family Medicine	Re-appointment
Kristi Morris, PA-C	Emergency Dept	Initial Appointment
Margaret Waechter	Student	Proctor: Dr. Pawlowicz
Ann Tran, M.D.	Tele-Rad	Re-appointment
Arra Reddy, M.D.	Tele-Rad	Re-appointment

EXECUTIVE SESSION:

- 3:15 p.m. Commissioner Tom Warren announced Board Members would convene into Executive Session at 3:20 P.M. to discuss the Administrator’s annual performance review – RCW 42.30.110.
- Commissioners reconvened into regular session at 4:07 P.M. with the approval of Resolution #508 CEO Compensation.

MEETING ADJOURNED:

- Meeting adjourned @ 4:11P.M.

Submitted:

Phyllis L. Gleason

 Board Secretary

7/26/2013

 Date

Attest:

Kevin Abel

 Kevin Abel, CEO

7-26-2013

 Date