

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

**January 27, 2015 – LCCH BOARD ROOM
1:30 PM – 3:28 PM**

MEETING MINUTES

CALL TO ORDER

Tom Warren called the meeting to order at 1:30 p.m.

Members Present:

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

Member Present By Phone:

Jim Wall, Commissioner

Others in Attendance:

Kevin Abel, CEO
Vickie Bodle, CFO
DeLynn Cook, HR & Risk Management
Arnold Baker, CCFD #5 Chief
Carol Velazquez – CNO
Les Cooper, Foundation President

Katherine Jerald – Foundation Executive
Robert Thompson, Community Member
Larry Hibbard, Community Member
Celeste Thomas, Marketing
Karl Jonasson, Director EMS

REVIEW OF MISSION:

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

OTHER BUSINESS:

- Chelan Chase donated \$18,000.00 for Mammograms.
- The Soroptimist's Fashion Show will be at Tsillian Cellars on February 6, 2015.
- Les Cooper announced that the Foundation will fully fund the Foundation Executive Director position effective in January 2015. The Foundation is changing their approach on investing and assisting with grant requests.

CONSENT AGENDA:

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

1. Board Minutes of December 16, 2014
2. Financial & Business Office Report
3. Vouchers/Warrants; \$1,538,461.07, in payroll direct deposits; \$801,122.51. Write offs: \$171,986.54 in bad debt, Charity Care: \$22,385.80, Bankruptcy: \$0.00, with combined total of \$194,372.34.
4. Policies and Procedures

Patient Nondiscrimination Policy ADA Discrimination Grievance Procedure Policy Hand Hygiene Prolapsed Umbilical Cord Protocol Swing Bed Program Supervision of Trainees and Interns Patient Care Unit Inspections Policy Performance Appraisal	Admission Policy Notice of Program Accessibility CAH EMO – Employee Medical Options Discharging a Patient from PCS (CAH) Treatment Plan (CAH) New Hire Process Building Key Control & Check-Out (CAH) PCS Policies & Procedures (CAH)
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Compliance Training	Low Census
Sanctuary Philosophy of Treatment	Home Health Advance Beneficiary Notices
Occult Blood	Cleaning & Maintenance of Vending Machine
Flexible Endoscopes-Cleaning & Processing	Patient Care Unit Controlled Substances Policy
Employee Travel Expense Procedures	ACCU-CHEK Inform II Glucose Monitoring
Infection Control Committee	Work Restrictions
Criteria for Reporting a Death	Individual Service Plan
Auxiliary Aids & Services for Persons with Disabilities	
Communication with Limited English proficient Patients CAH	
Mental Health Notification to Parents or Guardians of Minors	

SPECIAL REPORTS:

- **Logo – Celeste Thomas, Marketing**
 - Celeste presented two logo options for the board to choose from, that represents both our hospital and clinic services. The Board reviewed and approved “Lake Chelan Community Hospital & Clinics.”

- **Trauma Quality Improvement Plan – Carol Velasquez, CNO**
 - Carol 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 2015 LCCH Trauma Quality Improvement Plan.

- **Continuous Quality Improvement 2015 – Carol Velasquez, CNO**
 - Carol presented the Continuous Quality Improvement 2015 which is mandated to be reviewed on a periodic basis. The Board reviewed and approved the 2015 Continuous Quality Improvement Plan.

- **Critical Access Report 2015 – Dee Cook, Human Resources & Risk Management**
 - Dee presented the Critical Access Hospital Annual Review which is required by Department of Health and Medicare consisting of statistics, service changes, and accomplishments for the past 12 months supporting our critical access hospital status. All numbers and indicators in the report support our continued license as a critical access hospital. The CAH Annual Review was approved by the Board.

- **Board of Commissioner and Committee Assignments – Diane Witsil**
 - The Board members approved the following office positions and board committees.

Tom Warren – Chairman	Medical Staff
Mary Signorelli – V. Chairman	Vouchers & Warrants
Jim Wall – Member	CQI
Phyllis Gleasman – Secretary	Credentialing
Fred Miller – Member	Finance / Bad Debt / Charity Care
	Retirement Fund / Edward Jones–Quarterly Meeting

STATE OF THE HOSPITAL REPORTS

- **Operating Report –Brad Hankins, COO**
 - Occupancy for the two story module is complete. The exterior of the building has a few items that will be completed in the spring as weather permits.
 - PT & OT is looking forward to the remodel and this remodel will not disrupt patient encounters.
 - Dr. Schkrohowsky will be moving to the clinic full time and we are looking for an Orthopedic Physician Assistant.
 - The DEXA machine will be moved from the clinic to the hospital to provide more room.

- **Quality Report & Patient Care Services – Carol Velasquez, CNO**
 - The transfusion review indicated there were five units typed and cross-matched, and all five were transfused, for a C:T ration of 1:1. Surgical case review for August, September, and October included 117 cases, with 100% of cases having matched pre-op and post-op diagnoses. The specimens that were sent to pathology matched the diagnosis and the procedure's performed 100%.
 - The Foundation has purchased a Perinatal Orientation and Education Training Program, which is a ten module education series. This module will provide a didactic foundation for new OB nurses, present OB nurses, House Supervisors, and Med-Surg nurses in their portion of patient care related to supporting delivers, post-partum, and newborn care.
 - Swedish Neurology Services will be providing education on the identification and care of stroke patients and the tele-stroke program this month.

- **Chief Financial Officer – Vickie Bodle, CFO**
 - December (draft) closed with net income at \$(362,632) for the month. Year to date net income (draft) is \$(266,887). The reports are drafts at this time and we are anticipating positive cost report adjustments for 2010 (reopened), 2012 and 2013.
 - AR days 65.1

- **Chief Executive Officer –Kevin Abel, CEO**
 - **Patient and Family Advisory Council** – Carol has completed the outline and research for the Patient and Family Advisory Council. She will present the program at the February board meeting.
 - **Dr. Alissa Camden** – Dr. Camden signed an agreement to start full time in the ER April 1st. Dr. Camden is coming from Quincy Hospital and will be replacing Dr. Torrez who has moved back to New Mexico.
 - **Dr. Pawlowicz** – Dr. Ivan Pawłowicz has accepted a position in Fort Worth Texas to be closer to family. He will be leaving April 1. We have begun recruiting for the Sanctuary Medical Director position.
 - **Foundation Executive Director** – The Foundation Board voted to fully fund the Foundation Executive Director position effective January. LCCH still supports the payroll function but will receive a monthly check from the Foundation to cover salary and benefit expense.
 - **Family Fun and Fitness Night** – 272 participants enjoyed the Family Fun and Fitness night at Manson Elementary School. The LCCH Max program funded by the Foundation was a major sponsor.
 - **Contract Cancelations** – Contracts were canceled for the apartment rental, Community Choice, and Grants Management Northwest as an expense saving measure.

EXECUTIVE SESSION:

- At 2:45 P.M. Commissioner Tom Warren announced Board Members would convene into Executive Session to discuss the evaluation Review Performance of Public Employee (CEO Annual Review) – RCW 42.30.110

REGULAR SESSION:

- The Board of Commissioners reconvened into regular session at 3:21 P.M.

OLD & NEW BUSINESS

- **Action Items:** It was m/s/c to approve
 - Resolution #545 CEO Compensation – Approved at 3% which is the same percentage for this year's salary for all employees through the normal payroll process.

- Resolution #546 Business Office Change Fund


- Credentialing:

Kristi Morris, PA	Re-Appointment	Allied Health, ER & Family Medicine
Tal B Delman, M.D.	Provisional Appointment	V-Rad – Tele Radiology
Sarah C Harrison	Student	Physical Therapy – Michael Raune
Brittany K Beeson, M.D.	Resident	CVCH - Keri Bergeson, M.D.
Elizabeth Lowaik, M.D.	Resident	CVCH – Keri Bergeson, M.D.

MEETING ADJOURNED:

- Meeting adjourned @ 3:28 P.M.

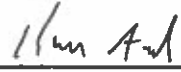
Submitted:



Board Secretary
2/24/2015

Date

Attest:



Kevin Abel, CEO
2/24/2015

Date