

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

**October 28, 2014 – LCCH BOARD ROOM  
1:30 PM – 3:12 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  
Jim Wall, Commissioner  
Phyllis Gleasman, Secretary  
Fred Miller, Commissioner

**Others in Attendance:**

Kevin Abel, CEO  
Vickie Bodle, CFO  
DeLynn Cook, HR & Risk Management  
Brad Hankins - COO  
Emit Aston, Foundation Board Member  
Vernita Nolan, Dir. Quality & Patient Safety; Sanctuary Nursing Manager  
Katherine Jerald – Foundation Executive  
Les Cooper, Foundation President

**REVIEW OF MISSION:**

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

**OTHER BUSINESS:**

- Emit Aston announced that Rio Tino & Magnum Pacific have donated \$20,000, Chevron \$5,000 and Pool Engineering donated \$1,000.
- Next Foundation meeting is November 6<sup>th</sup>.
- Katherine Jerald – Employee Annual Appeal kickoff will be October 31<sup>st</sup>.

**CONSENT AGENDA:**

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

1. Board Minutes of September 23, 2014.
2. Financial & Business Office Report
3. Vouchers/Warrants; \$833,983.47, in payroll direct deposits; \$1,155,419.77. Write offs: \$90,742.74 in bad debt, Charity Care: \$12,243.14 Bankruptcy: \$0.00, with combined total of \$102,985.88.
4. Policies and Procedures
  - Discharge of Phase II Patients to Home
  - Peer Review
  - Staffing Assignments
  - Neutropenic Isolation (Neutropenic Precautions)

## **SPECIAL REPORTS:**

- **2015 Budget – Vicki Bodle, CFO**
  - With the proposed capital budget at \$500,000, the Senior Team ranked and sorted the departments' requests according to the established criteria.
  - Vickie discussed the operating budget provided in the Board packet in detail. The overall proposed budget includes:

-	Net Operating Revenue	\$25,544,831
-	Total Expenses	\$26,389,000
-	Non-Operating Revenue	\$1,651,929
-	Net Income	\$807,761
  
- **Lake Chelan Community Apartments Financials– Vicki Bodle, CFO**
  - Vickie presented the 3<sup>rd</sup> Quarter Financials for the LCCA
    - Cash Balance: \$35,393.46
    - Income: \$7,806.72 compared to a budget of \$12,628.49
    - Expenses: \$9,579.51 compared to a budget of \$11,226.13
    - Net Loss: (\$1,772.79) compared to a budgeted profit of \$1,402.36
  
- **Bond Timeline – Kevin Abel, CEO**
  - Jim Nelson, D.A. Davidson called in to present the time-line after the bond approval from voters. Jim also presented the Bond Buyer Index graph which indicates the recent drop in bond interest rates.
  
- **Hourly Rounding – Vernita Nolan, Directory of Quality & Patient Safety**
  - Nursing is implementing a new hourly rounding program to improve patient care and foster positive interactions with patients. This program is based on the five P's: pain, bathroom (potty), position, personal items, and promise to return.

## **STATE OF THE HOSPITAL REPORTS**

- **Operating Report –Brad Hankins, COO**
  - LCC is gaining on replacing technology and equipment. The two main issues remaining are; the computed x-ray equipment, (on the 2015 budget), and the ultrasound machine which we will petition the Foundation to purchase next month.
  - LCC Staff - We have three hospital nurses orientating for per diem fill in for the clinic. We will be interviewing a per diem mid-level for coverage for our Walk-In Clinic. Our patient access team is now fully staffed.
  - Work remains on the EMR both in function and application. EMR training begins mid-November and options for chart reconciliation are being explored.
  - Dr. Guffey's practice is settling in and we are discussing increasing her scheduled encounters the first of November.
  - The specialty practices are performing well, except for a recent slowdown in GYN. We will begin re-marketing GYN the second week of November.
  
- **Quality Report & Patient Care Services – Vernita Nolan**
  - Transfusion review, the C:T ratio was 1:1 in September, with both units transfused meeting criteria. There were no hospital acquired infections for September.
  - Ebola training is in process, starting with Patient Access Services staff's list of questions for incoming patients. We have the necessary equipment, and we now have a turn-around of 6-8 hours for blood test results from Shoreline, WA.

- **Chief Financial Officer – Vickie Bodle, CFO**
  - Sept closed with net income at (\$96,145) for the month. Some one-time expenses were booked due to the purchase of Lake Chelan Clinic. Year-to-date net income is \$265,308. AR days 59.6
- **Chief Executive Officer –Kevin Abel, CEO**
  - The Regional Support Network Board (RSN) held a meeting on October 13<sup>th</sup> at Confluence Health to discuss whether we will merge with Spokane or create our own area including Grant, Chelan, Okanogan, and Douglas counties. LCCH’s position was in support of a four county region so mental health services merge well with medical referral patterns. The state of Washington will make a determination soon.
  - T-System which is used for documentation in the emergency department will be upgraded. The upgrade will make the system eligible for meaningful use funding.
  - There were 340 participants for the Chelan Chase held on Oct 4<sup>th</sup>.
  - Lake Chelan Community Hospital owns .06% of Caribou Trail. Kevin has asked the Board to think about a 60 day notice of withdrawal from the Caribou Trail. This will be revisited at the next regularly scheduled meeting.
  - The 2014 Board Retreat is scheduled for Tuesday, November 18<sup>th</sup> at Lakeside Resort.

**OLD & NEW BUSINESS**

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

1. Resolutions/Motions
  - Res # 540 2015 Budget

2. Credentialing

Donald Halcrow	PA Student	Preceptor: I Pawlowicz, MD
Ruben J. Torrez, M.D.	Provisional	Emergency Medicine
Nancy Espelin, PA-C	Re-Appointment	Family Medicine
Linda Hollier, PT	Re-Appointment	Physical Therapy
Michael Travers, MD	Re-Appointment	Courtesy – Family Medicine
Gordon Tagge, MD	Re-Appointment	Active - General Surgery
Charles Waszkewitz, M.D.	Re-Appointment	Active – Family Medicine
Lorraine DiRaffaello, CRNA	Re-Appointment	Allied Professional -Anesthesiology
Nathan L. Scott, OD	Re-Appointment	Courtesy - Optometry
Todd Czartoski, MD	Re-Appointment	Consulting – Tele Stroke

**MEETING ADJOURNED:**

- Meeting adjourned @ 3:12 P.M.

**Submitted:**

*Phyllis L. Gleason*  
 \_\_\_\_\_  
 Board Secretary

11/25/2014  
 \_\_\_\_\_  
 Date

**Attest:**

*Kevin Abel*  
 \_\_\_\_\_  
 Kevin Abel, CEO

11/25/14  
 \_\_\_\_\_  
 Date