

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

**January 26, 2016 – LCCH BOARD ROOM
1:33 PM – 4:08 PM**

MEETING MINUTES

OATH OF OFFICE

- Tom Warren and Mary Murphy were sworn in as Commissioners for Lake Chelan Community Hospital & Clinics by Fred Miller, Commissioner.

CALL TO ORDER

Tom Warren called the meeting to order at 1:33 P.M.

Members Present:

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

Others in Attendance:

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| Kevin Abel, CEO | Debbie Miller, NCWAC |
| Vickie Bodle, CFO | DeLynn Barnett, Human Resources Director |
| Brad Hankins, COO | Carol Velasquez, CNO |
| Arlene Abbot, Executive Director, Foundation | Diane Witsil, Exec. Assist to CEO |
| Kaitlyn Hetterscheidt, Go Lake Chelan | Jeri Dion, Business Office Manager |
| Amanda Ballou, Heritage Heights Administrator | Lee Tinsley, Utilization Review |
| Bernice McCaully, Heritage Heights Board Member | Emmit Aston, Foundation Member |
| Jan Ellis, Community Member | Celeste Thomas, Marketing |
| Kathleen Miller, Heritage Heights Board Member | Jane Jedwabny, Sanctuary Director |
| Dan Baker, CCFD #5 Commissioner | Tabetha Bradley, M.D. |
| Morgan Picton, Windermere Real Estate | Cheri Lewman, Notary & Employee |

REVIEW OF MISSION:

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

OTHER BUSINESS:

- Emmit Aston announced the Red Dress Event for Women's Health, on Friday, Feb 5th Tsillian Cellars. Megan Guffey, M.D. will be the spokesperson.
- The Foundation has increased the Scholarship Fund to \$96,000.00. The deadline for scholarships is April 1st, 2016.

CONSENT AGENDA:

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

1. Board Minutes of December 16, 2015
2. Financial & Business Office Report
3. Vouchers/Warrants; \$1,214,636.26, in payroll direct deposits; \$1,230,526.35. Write offs: \$10,467.73 bad debt, Charity Care: \$19,135.62, Bankruptcy: \$0.00, with combined total of \$29,603.35.
4. Policies and Procedures

| | |
|---|--|
| Respiratory Protection Program | Photography Audio & Video Recording Policy |
| Credentialing-Telemedicine Policy | CPSI Interface Instructions |
| Care Plans as Problem List (CAH) | Spinal Injuries Management Policy |
| Respiratory Therapy Scope, Organization & Provision of Services Policy | |
| GlideScope AVL Laryngoscope Blades & Laryngoscope Clean & High Level Disinfection | |

Consent Agenda Motion: P. Gleasman / Second: M. Signorelli & approved by Board of Commissioners.

SPECIAL REPORTS:

- **Election of Officers & Duties**

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|-----------------------------------|---|
| - Chairman, Mary Signorelli | Medical Staff |
| - Vice Chairman, Phyllis Gleasman | Credentialing |
| - Secretary, Tom Warren | Vouchers & Warrants |
| - Commissioner, Fred Miller | Finance / Bad Debt / Charity Care / Retirement Fund |
| - Commissioner, Mary Murphy | Quality |
- Meeting has been turned over to 2016 Chairman, Mary Signorelli
- **Nixon Street Application – Morgan Picton**
 - Morgan Picton represented a client who would like to vacate a street right of way on Nixon Avenue adjacent to LCCHC property. His client’s plans are to develop the property into several single family building lots. If the application is approved then part of the vacated portion of the right of way transfers to LCCHC. Heritage Heights has been informed since the parcel being discussed is near the LCCHC land lease to Heritage Heights. More research needs to be done before any decision can be made.
- **Naumes, Inc. Deed Correction – Kevin Abel**
 - LCCHC received correspondence from Jeffers, Danielson, Sonn & Aylward, requesting that we sign a Correction to Deed in regards to two restrictions that were left off by Naumes, Inc. Danielle Marchant reviewed the changes for LCCHC and reported that it mainly consists of notice to be delivered to the school district related to any development application. The only change recommended by the Board was to change the name DBA to match the original document.

Motion with correction: T. Warren / Second: P. Gleasman & approved by Board of Commissioners.

- **North Central Washington Accountable Community of Health – Deb Miller**
 - The North Central Accountable Community of Health board approved primary care transformation and population health improvement as two initiatives to begin work on at the regional level. The ACH board is moving forward with hiring an executive director as well as conducting legal review of the proposed bylaws.
 - The Community Transformation Team announced that the North Central Washington Accountable Community of Health is now recognized as the formal ACH for Chelan, Grant, Okanogan and Douglas counties. The formal recognition allows for grant funding of \$150,000 to assist with startup costs. The Accountable Community’s goal is making better systems of care, at a lower cost.
- **Strategic Plan – Kevin Abel**
 - The updated LCCHC strategic plan from the Board Retreat in November was presented at the Board Meeting. No revisions were made to the mission, vision or values. Changes from the previous year’s Strategic Plan include:
 - removal of Planetree, and replaced with a values based culture,
 - price benchmarking,
 - locating behavioral health with primary care,
 - expansion of general surgery and orthopedics,

- addition of Community Health Needs Assessment to connect with regional activities through the NCW Accountable Communities of Health.

Motion to Strategic Plan: T. Warren / Second: F. Miller & approved by Board of Commissioners.

STATE OF THE HOSPITAL REPORTS

- **Operating Report – Brad Hankins, COO**
 - We are currently in the permitting process for the pharmacy sterile compounding and CT room projects with the DOH and City of Chelan.
- **Outpatient**
 - Six week third available days currently average seven days, the third available average for 2015 was 13 days.
 - We have recruited Trent Lyman an orthopedic PA who will begin orientation March 9th. He will be graduating from a Physician Assistant Master’s Program in February. He has nine years of health care experience as an RN and combat medic.
 - Centricity training is ongoing for Outpatient Behavioral Health providers. Our vendor had an error in chart abstraction which necessitate going back through the medical records to correctly assign the right provider. The re-work is expected to be complete this week and our first Outpatient Behavioral health day on Centricity will be February 8th.
 - Thanks to the willingness of our staff and physicians we will be able to fit the orthopedic PA into Lake Chelan Clinic five days per week along with Dr. Bradley at two days per week.
 - The laptop upgrade at Lake Chelan Clinic is complete.
 - The Family Fun and Fit night was held January 7th in Manson with approximately 250 people attended the event promoting health and wellness in the community. The event was sponsored by the LCCH Foundation.
- **Quality & Patient Safety – Carol Velasquez, CNO**
 - There was one reported medication error on Sanctuary.
 - There were no patient falls on any unit.
 - There were two, non-billing related, patient or family concerns reported.
 - The Patients and Family Advisory Council’s topic for this week’s meeting was patient privacy and release of information.
- **Patient Care Services –**
 - Wanda Nutley completed her clinical training at Deaconess and we have resumed echocardiography services.
 - Jessica Frost, Radiology Technologist has passed her CT registry.
 - We are in the planning state of a Blood Administration module with Evident, (CPSI) which facilitates management and administration of blood products.
- **Chief Financial Officer – Vickie Bodle, CFO**
 - December financial statements closed with net income at (\$255,106) for the month and \$48,447 for the year. The statements are in draft form due to the end of year contractual review and cost report entries.
 - AR days 62.4 with hospital and clinic.
- **Chief Executive Officer –Kevin Abel, CEO**
 - **Nutritional Services Manager – Kurt Rummell** accepted the nutritional services manager position. Kurt previously worked at Columbia Memorial Hospital in Astoria, Oregon and has a degree in culinary arts from the Western Culinary Institute.
 - **Hospital Signs –**A project is underway to replace hospital signs for; offices, departments, restrooms and directional signs to establish consistent appearance throughout the hospital.
 - **Medical Director – Dr. Witt** has agreed to dedicate up to four hours per week on medical director duties for both the hospital and clinic. Duties include medical oversight to the hospital

- and clinic, policy development, medical evaluations of physicians and participation in quality programs. The majority of Dr. Witt's time will remain dedicated GYN services
- **Interpretive Services** – The hospital will be using the In-Demand Interpretive system vs. hiring a full-time employee for interpretive services.

EXECUTIVE SESSION:

- At 3:30 P.M. Commissioner Chairman, Mary Signorelli 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 4:05 P.M.

OLD & NEW BUSINESS

- **Action Items:** It was m/s/c to approve
 - A. Action Items:
 - 1. Resolution
 - Res. #563 CEO Compensation – Approved a 2.5% increase which is the same percentage for this year's salary for all employees through the normal payroll process.

Action Items Motion: T. Warren / P. Gleasman & approved by Board of Commissioners

2. Credentialing:

Anna Hansen, M.D.
Alexander Serra, M.D.
Mitchell Travis, M.D.
Kevan Coffey, ARNP

Re-appointment
Re-appointment
Re-appointment
Student

Confluence – Mammography
V-Rad – Teleradiology
V-Rad – Teleradiology
Proctor: James Larsen, DO

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

MEETING ADJOURNED:

- Meeting adjourned @ 4:08 P.M.

Submitted:

Stephan K. Gleasman
Board Secretary Vice President

2/24/2016

Date

Attest:

Kevin Abel
Kevin Abel, CEO

2-24-2016

Date