

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

**JANUARY 28, 2014 – LCCH BOARD ROOM  
1:30 PM – 4:04 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  
Fred Miller, Commissioner  
Phyllis Gleasman, Secretary  
Jim Wall, Commissioner (by phone)

**Others in Attendance:**

Kevin Abel, CEO  
Ross Hurd, CIO  
Jerri Dion, BO Manager  
Brad Hankins, COO  
Emit Aston, Foundation

Robert Wiegenstein, CFO  
Mike Sherer, Rec. Center, Representative  
Arnold Baker, CCFD #5 Chief  
Brian Harris, CCFD #5 Commissioner  
DeLynn Cook, Human Resources Director

**OATH OF OFFICE:**

- Tom Warren administered the Oath of Office to Fred Miller for Board of Commissioners.

**REVIEW OF MISSION:**

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

**OTHER BUSINESS:**

- Emit Aston - Foundation Board Member announced that the Foundation has the rest of the money needed for the glidescope.
- The foundation has a new Board Member, Karen Collins. This makes a total of 18 Board Members.
- Arnold Baker – CCFD #5 Chief indicated that their call volume for the last two years does not support just a volunteer staff.

**CONSENT AGENDA:**

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

1. Board Minutes of December 17, 2013.
2. Financial & Business Office Report
3. Vouchers/Warrants; \$1,596,385.47, in payroll direct deposits; \$1,038,587.53. Write offs:  
\$212,663.69 in bad debt, Charity Care: \$24,543.00 Bankruptcy: \$3,044.26, with combined total of \$240,250.95.
4. Policies and Procedures
  - Admission Criteria Medicare Swing Bed
  - Postpartum Hemorrhage Prevention
  - Blood Bank Quality Assurance (CAH)
  - Laboratory Scope of Service & Procedures
  - Assurance of Patient Medical Supply
  - Cervical Spine – Oblique View
  - Guideline for Coagulation Quality Control
  - Cesarean Section-Elective, Emergent or STAT
  - IV Therapy Policy
  - Organ & Tissue Donation

Routine Care of Newborn  
Placenta Storage for Pathology  
Patient Portal  
Annual Evaluation Performance Improvement Policy (CAH)  
Blood Withdrawal via Central Vascular Access Device of Peripheral Catheter  
Guidelines for Documentation Review of Laboratory Maintenance Logs  
Erythromycin Ophthalmic Ointment Newborn Prophylaxis  
Patient Portal

Assurance of Patient Medical Supply  
Discharge of Newborn  
Credit Card Policy (CAH)

**New Policies:**

Obstetric Balloon Tamponade (Ebb) Protocol

**SPECIAL REPORTS:**

- **Lake Chelan Recreation Development Foundation – Mike Sherer**
  - The Lake Chelan Recreation Development Foundation gave a presentation on the three tiered steps to building the new recreation center. Need major supporter to get the recreation development off the ground.
- **Lake Chelan Community Apartments 4<sup>th</sup> Quarter Financials – Bob Wiegenstein**
  - The total income for 2013 was \$166,287, and the total expense for 2013 was \$155,477, with the net income prior to depreciation was \$9,810.00
  - The Mortgage balance was paid off on August 1, 2013.
- **Lake Chelan Community Apartments Purchase & Sale Agreement Extension – Kevin Abel**
  - Wenatchee Housing Authority did not receive funding for the purchase of the apartment building in December 2013.
  - The board approved by motion an extension of the purchase and sale agreement with the Wenatchee Housing Authority.
- **Medical Staff Bylaws and Rules & Regulations– Brad Hankins.**
  - The Board approved by a motion the Lake Chelan Community Hospital Medical Staff Bylaws and Rules & Regulations which were approved by Med Staff at the January 14<sup>th</sup> Medical Staff meeting.
- **Medicare Cost Report Update – Bob Wiegenstein**
  - Currently in the process of providing reconciliations, schedules, time studies, square footage breakdown, etc. to enable WIPFLi to prepare the 2013 Cost Report. We are intent on ensuring that each area of cost allocation is reviewed in an effort to maximize the reimbursement from Medicare.
  - We have a checklist of opportunities from the Chargemaster review back in September to help with the preparation of the Cost Report.
- **LCCH Survey Results – Kevin Abel**
  - The results included 444 surveys with a margin of error at  $\pm 5\%$ .
  - There was a high awareness (90%+) of LCCH's plans to replace/relocate the hospital, and also a high interest in improved facilities to serve the Chelan Valley (80%).
  - Surveyors were interested in increased access to surgery, helipad and energy efficient facilities.
  - About 80% of respondents in every age cohort said that they would be in favor of improved health care facilities in the Lake Chelan Valley.

- **CERB Economy Study Grant – Kevin Abel**
  - Port of Chelan CERB Economic Study - The Port Board approved the grant application to the Community Economic Revitalization Board with the State Department of Commerce for a \$50,000 grant. \$18,000 fee would be split evenly between the Port of Chelan and Lake Chelan Community Hospital with Board approval 4-1.
  - Planning a tour of existing facility and presentation for Media, District 12 Legislators, City Council, Port, Chamber of Commerce Board and others on April 9<sup>th</sup> and 10<sup>th</sup>.

**STATE OF THE HOSPITAL REPORTS**

- **Quality Report & Patient Care Services – Brad Hankins, COO for Carol Velasquez, CNO**
  - There were 2 patient falls in MSU, 2 in Sanctuary and no patient falls in the ER.
  - Total reported medical errors for 2013 was 19 compared to 33 for 2012.
- **Operating Report – Brad Hankins, COO**
  - The elevator pump replacement begins on 2/24/14 and is anticipated to take one week. A contingency plan is being developed.
  - The replacement of one of our two HVAC second stage condenser coils has begun and the project is expected to be complete by 2/1/14.
  - The final plans for the two story modular building have been submitted and the public hearing period for the conditional use permit ended January 17<sup>th</sup>. A conditional use hearing date has not been set.
  - LCCH partnered with Manson Elementary to hold a mini health fair on January 9<sup>th</sup> with over 200 attendees.
  - The Winthrop Orthopedics office is now in full operation with Dr. Schkrohowsky.
- **Chief Financial Officer – Robert Wiegenstein, CFO**
  - December 2013 closed with net income at (\$574,061) for the month. Year to date net income is \$5,024 and (\$944,055) under budget for the year. The December loss was due to a required \$633,000 Medicare cost report payback.
  - AR days 69.8
- **Chief Executive Officer –Kevin Abel, CEO**
  - Soroptimists donated \$15,000.00 for mammograms.
  - LCCH was designated as the recipient of the Eagles Heart Fund Auction on February 8<sup>th</sup>. LCCH will be purchasing an AED for our para-transit van with the proceeds.
  - CVCH will be holding a physician interview this Saturday.
  - Community conversation about Youth Mental Health was hosted by LCCH in January.

**OLD AND NEW BUSINESS**

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

1. Credentialing

Anna A. Hansen, MD	Consulting Staff	Initial Apt – Mammography-Radiology
Carrie L. Kinglsey, ARNP	Inactive Staff	Initial Apt – Family Practice
Alan Velander, MD	Consulting Staff	Provisional – Tele Stroke
Caleb Barnhill	Student	Preceptor: Tobe Harberd
Eric Chang	Student	Preceptor: Ivan Pawlowicz
Tracy Wickersham-Frey	Student	Preceptor: Ivan Pawlowicz
Mark Hanson, M.D.	Active Staff	Provisional – Family Medicine
Tobe Harberd, M.D.	Active Staff	Re-appointment – Family Medicine
Kenneth Jones, M.D.	Courtesy Staff	Re-appointment – Plastic Surgery
Linda Strand, M.D.	Courtesy Staff	Re-appointment – Mammography-
Radiology		

**EXECUTIVE SESSION:**

- At 3:32 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

**COMMISSIONERS RECONVENED INTO REGULAR SESSION AT 4:03 P.M.**

- Action Items:
  - Resolution #526 CEO Compensation – Approved at 3% which is the same percentage for this year’s salary for all employees through the normal payroll process.

**MEETING ADJOURNED:**

- Meeting adjourned @ 4:04 P.M.

**Submitted:**

*Shyllis L. Gleason*  
**Board Secretary**

2/27/2014  
**Date**

**Attest:**

*Kevin Abel*  
**Kevin Abel, CEO**

2-27-2014  
**Date**