

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

**May 28, 2013 – LCCH BOARD ROOM
1:30 PM – 3:02 PM**

MEETING MINUTES

CALL TO ORDER

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

Members Present:

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

Others in Attendance:

Kevin Abel, CEO	Robert Wiegenstein, CFO
Katherine Jerald, Foundation Executive Director	Carol Velasquez, CNO
Emit Aston, Foundation	Celeste Thomas, Marketing
Sue Varhola, Peri-operative Manager	Dee Cook, Human Resource
Karl Jonasson, EMS Director	Barbara Engstrom, GMNW
Ray Eickmeyer, EMS Operations Manager	Sue Young, Radiology Manager

REVIEW OF MISSION:

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

OTHER BUSINESS:

- Carol Velasquez introduced Sue Varhola, Peri-operative Manager.

CONSENT AGENDA:

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

1. Board Minutes of April 23, 2013.
2. Financial & Business Office Report
3. Vouchers/Warrants: \$805,058.80, in payroll direct deposits; \$1,006,373.70. Write offs: \$60,415.32 in bad debt, Charity Care: \$34,250.40 Bankruptcy: \$584.36, with combined total of \$95,250.08.
4. Policies and Procedures

Surgical Attire	Rules Regarding Solicitation
Employment Disciplinary Procedures	Employee Fund
Dress Code & Personal Appearance	Awards & Recognition
Creatinine Enzymatic	Critical Incident Stress Debriefing Policy (CAH)
Epidural Steroid Injections Policy (CAH)	Referral for Chaplain Care Policy
Guideline for Operative Wound Classification	
Return to Work Program (Transitional Duty Program)	

SPECIAL REPORTS:

- **Grants Management Northwest Annual Update – Barbara Engstrom**
 - USDA Distance Learning and Telemedicine in the amount \$156,614 was a 3 year grant and expires March 2014. It supports 50% of: Ultrasound lease, Pyxis (telepharmacy) lease and the purchase of a Konica x-Ray unit. An additional \$46,000 will be allocated to LCCH.
 - Barbara is looking into a “KidsFit” grant for \$15,000, a Community Foundation of NCW grant for \$5,000, A Premera Foundation Grant for \$5,000 and a Cambia Foundation Grant for \$136,000 to further promote our Community Wellness Campaign and a Kids Fit program to instill positive behaviors and decisions.

- **Replacement Hospital Discussion – Kevin Abel, CEO**
 - The Board decided that we would tentatively proceed with the Replacement Hospital Ballot on November 4, 2014.
 - A polling agency would be engaged to conduct a telephone survey.
 - We are looking at hiring other consultants for strategic recommendations..

- **Physical Therapy Space Discussion – Brad Hankins, COQO**
 - The Physical Therapy department has received comments from several PT patients about the lack of space. LCCH is looking at five (5) different options.
 1. Do nothing.
 2. Move Administration to Lake Chelan Apartments.
 3. Move Administration to the EMS Garage site.
 4. Move Administration to mobile unit off site.
 5. Move Physical Therapy & Occupational Therapy to new hospital site.
 - The Board made recommendations to look into options 2 & 3.

- **2011 Audit – Bob Wiegenstein, CFO**
 - The financial audit report for 2011 was issued on May 13, 2013 with no findings. There were only 3 wording items that were questioned in the notes to the financials that WIPFLi prepared and were subsequently changed to satisfy the State Auditors.
 - A brief overview of 2011 included the following:
 - The cash on hand as of 12/31/2/11 was \$4,010,301.
 - Total operating revenue was \$19,042,487.
 - Net income was \$984,947.
 - The excess margin was 4.8%
 - The net assets or fund balance was \$7,944,710.

STATE OF THE HOSPITAL REPORTS

- **Quality Report – Brad Hankins, COQO**
 - MSU had one fall without injury, ER had one patient that left without being seen, and the Sanctuary had two AMA's.
 - At the end of April we had seven falls compared to six for the same period last year.

- **Patient Care Services – Carol Velasquez, CNO**
 - Swing bed days were decreased in April, compared to March, but are 21.6% ahead of 2012 year-to-date.
 - Nurses' Week was May 6th-12th. The nursing leadership team made breakfast for the nursing caregivers on Monday, and each nurse was given a card and a token of appreciation. Karen

- Batchelor in Home Health received the “Excellence in Nursing” award, and Delena Eisenhard in the Emergency Department received the “Excellence in Growth and Leadership” award.
- Susie Fenton received “Caregiver of the Quarter” for the 1st quarter.
- Leanna Ashley has been hired as our Medical Social Worker starting June 17th.

- **Chief Financial Officer – Robert Wiegenstein, CFO**

- April 2013 closed with net income at \$25,511 for the month which was \$2,460 over the budgeted income for the month.
- Year to date net income is \$210,402 or \$86,266 over budget for the year.
- AR day were 59.4
- Bob reported that Cascade Medical Center in Leavenworth through their payroll portal to Bank of America (Chelan County’s Bank) was attacked by cyber criminals who were able to withdraw over \$1,000,000 from Cascade’s payroll account. The money was transferred to approximately 96 different accounts across the US. As a result of this cyber attack, Lake Chelan Community Hospital has put into effect extra security, creating the payroll process to be completed on Friday instead of Thursday.

- **Chief Executive Officer –Kevin Abel, CEO**

- **Foundation Strategic Planning** – The Foundation Board voted to fund \$30,000 per year for the next three years for community wellness. We will use these funds to support the wellness position and activities such as Get Fit.
- **Parking Lot Sealcoat** – I have received comments from patients and their families regarding the condition of the parking lot. For \$7,215 LCCH can have the cracks sealed and two layers of asphalt sealcoat to the lot to smooth the surface. This will not fix some long-term issues with the lot, but it will improve the area for a 5-8 year period.
- **Safety Dashboard** – The Washington Hospitals Workers’ Compensation Program changed their safety dashboard reporting system and the current first quarter report is unavailable. Brad will present the first quarter safety dashboard at a future meeting when made available.
- **Physician Recruitment** – Both clinics are trying to fill their open positions that will be left by Martin Clements and Lorinda Parks. They may request assistance from the hospital by utilization of a Hospitalist during the transition. Administration will meet with the clinics in the next couple of weeks to discuss this issue.

OLD AND NEW BUSINESS

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

- Resolution #510 – Flex Plan Benefits
- Resolution#511 – Fire District #5 Interlocal Agreement Amendment

- Credentialing the following Providers:

Kyle Sandoval	PT Student	Preceptor, Jeff England
Michael Previti, MD	Consulting, Neurology	Provisional Appointment
Ravi S Menon, MD	Consulting, Neurology	Provisional Appointment
Matthew Newman, MD	Consulting, Cardiology	Initial Appointment
James Dodge, MD	Consulting, Cardiology	Initial Appointment
Geoffrey Harms, MD	Consulting, Cardiology	Re-Appointment
John Arnold, PhD	Psychologist	Re-Appointment
Catherine Estremera, CRNA		Provisional Appointment

MEETING ADJOURNED:

- Meeting adjourned @ 3:45P.M.

Submitted:

Phyllis L. Gleason

Board Secretary
6/26/2013

Date

Attest:

Kevin Abel

Kevin Abel, CEO
6/26/2013

Date