

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

**November 24, 2015 – LCCH BOARD ROOM
1:30 PM – 3:14 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

Members Present by Phone:

Jim Wall, Commissioner

Members Not Present:

Phyllis Gleasman, Secretary

Others in Attendance:

Kevin Abel, CEO
Vickie Bodle, CFO
Brad Hankins, COO
Arlene Abbot, Executive Director, Foundation
Rose Olcott, Go Lake Chelan
Karl Jonasson, EMS Director

Mary Murphy, Community Member
DeLynn Barnett, Human Resources Director
Carol Velasquez, CNO
Diane Witsil, Exec Assist to CEO
Emmit Aston, Foundation Member
Lee Tinsley, Utilization Review

REVIEW OF MISSION:

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

OTHER BUSINESS:

- Emmit Aston introduced Arlene Abbot as the new Executive Director for the Foundation.
- Mary Murphy wanted the Board to consider a 20 year vision as a component of facilities planning.

CONSENT AGENDA:

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

1. Board Minutes of October 28, 2015
2. Financial & Business Office Report
3. Vouchers/Warrants; \$755,527.74, in payroll direct deposits; \$786,505.52. Write offs: \$88,764.27 bad debt, Charity Care: \$13,932.66. Bankruptcy: \$0.00, with combined total of \$102,696.93.
4. Policies and Procedures
 - Behavioral Health-Mental Incident Reporting
 - Employment of Volunteers
 - PSA
 - Training & Education of Health Care Workers
 - LCC Employee Medical Records
 - Newborn Screening for Congenital Heart Disease
 - Initial Management of Traumatic Brain Injury
 - Board of Commissioners Continuing Education (CAH)
 - Flexible Endoscopes-Cleaning & Processing (CAH)
 - Environmental Services Hours of Work, Call & Call Back
 - Screening, Brief Intervention & Referral for Alcohol/Substance Abuse for Trauma Patients
 - Harassment & Intimidation – Free Work Environment (CAH)
 - Dental Services (CAH)
 - Hospital Parking Regulation (CAH)
 - Public Records Request Policy
 - Unprofessional Conduct Policy

- **Medical Staff Report – Tobe Harberd, MD**
 - Dr. Harberd is the current Chief of Medical Staff for Lake Chelan Community Hospital. He presented information from the medical staff to the board regarding highlights from 2015, opportunities for quality improvement, patient safety and hospital services that could be improved or added. The Medical Staff recommended a Speech Therapist be added to our staff or contracted personnel.
- **Edie Bailly Proposal – Kevin Abel, CEO**
 - Prior to the board retreat, the facilities planning group recommended that LCCHC get an outside financial analysis done as a part of the planning process. The committee needs direction from the board whether to move forward with this analysis at this time as the commissioners concurrently discuss long term vision as brought up at the board retreat. The board approved to initiate a proposal for Eide Bailly to update the LCCHC debt analysis

Motion: M. Signorelli / Second: F. Miller & approved by Board of Commissioners

- **End of Life Washington – Kevin Abel**
 - End of Life Washington provides information about the Washington Death with Dignity Act (DWDA) to patients, physicians, hospitals and other medical providers. The group was active in the passage of the Death with Dignity Act that passed into law in 2008. Over the past year, End of Life Washington has conducted a review of hospital Death with Dignity policies with three primary goals. First, to better understand how Washington hospitals are responding to patients seeking to access the Act; second to develop an online tool for patients and families seeking support in their local communities; and third to identify practices among both participating and non-participating organizations for hospital boards to consider in the future when revising their policies. No changes were made to the current LCCHC policy.
- **3rd Quarter Safety Dashboard – DeLynn Barnett**
 - The quality indicators are all green with the exception of timeliness. 80% of the claims were within the 12 day requirement. One claim can reduce our percentage by a large amount because we are a small facility.

STATE OF THE HOSPITAL REPORTS

- **Operating Report – Brad Hankins, COO**
 - Current major projects include the CT room remodel and sterile compounding room. The CT room project is taking the initial resources. The permitting process should be complete with the State of Washington, Department of Health and City of Chelan by mid-January.
- **Outpatient**
 - Third available averages remain at 12 days, down from the mid-twenties a year ago, but still not at our goal of five.
 - In October, Lake Chelan Clinic set monthly records for encounters at 2,072 and average daily encounters at 20.2 and primary care gross charges.
 - On November 18th we held an open enrollment fair at Lake Chelan Clinic with the three local insurance brokers and our two IPA's. Attendance was low.
 - We continue actively recruiting for a nurse to work with Dr. Bradley, and for an orthopedic Advanced Practice Provider.
 - Dan Campbell, PA has covered for two providers, and the process has worked well.
- **Quality & Patient Safety – Carol Velasquez, CNO**
 - In October, there were no patient falls on any unit and there were four patient or family concerns reported.
- **Patient Care Services –**
 - The Clinical Informatics and the Educational Coordinator manager position will soon be posted.

- The three (3) nurses who attended instructor training on non-violent crisis prevention and intervention last month are developing their plan for the education of other caregivers.
 - David Ellis, CRNA was selected as Caregiver of the Quarter.
 - Cindy Leonard will be retiring at the end of December. She has worked in the Laboratory for 17 years.
 - The nursing leadership team is having a planning retreat next week.
- Chief Financial Officer – Vickie Bodle, CFO**
- October financial statements closed with net income at (\$124,249) for the month and \$509,267 for the year. The primary variance was in purchased services for locums OB nurse coverage, and the annual RVU production payments.
 - AR days 66.1 with hospital and clinic.
 - The CMS Cost Report for the year ended 2013 settled in LCCHC's favor for \$653,064. The payment was received in October and is reflected in the increase in cash for the month.
- Chief Executive Officer –Kevin Abel, CEO**
- **Guild B Check** – Guild B presented LCCHC with a check in the amount of \$19,159 for the purchase of the enhanced defibrillator for the emergency room. Celeste will be developing a press release.
 - **Foundation Executive Director** – The foundation hired Arlene Abbott as the new executive director. Arlene has facilitated in past foundation strategic planning meetings and is well known in the community.
 - **Summit Pacific Medical Center** – Members of the facilities planning group visited Summit Pacific Medical Center in Elma, WA to discuss how they financed and built the replacement critical access hospital. Summit Pacific volumes increased, by over 25%, after the new hospital was built. On December 17th a group will tour Coulee Medical Center.
 - **Holiday Party** – The LCCHC Holiday Party is 5:30 December 19th at Campbell's Resort. Please contact Diane or Carolyn for tickets if interested in attending.
 - **Eagles Women's Auxiliary** – Donated \$2,500.00 for heart services to the hospital.

OLD & NEW BUSINESS

- **Action Items:** It was m/s/c.to approve

A. Action Items:

1. Resolution
 - Res. #557 Regular Levy
 - Res #558 EMS Levy
 - Res #559 2016 Legal Holidays
 - Res #560 2016 Board Meeting Dates
 - Res #561 Levy Limit Amendment to Res #557

Action Items Motion: J. Wall / M. Signorelli & approved by Board of Commissioners

2. Credentialing:

Kassandra Tricola, M.D.	Resident	Proctor: Dr. Harberd
Matthew Mullinix, CRNA	Locum	Anesthesiology
Christine Lamourex, M.D.	Re-Appointment	Tele-Radiology
Steven Edson, M.D.	Re-Appointment	Tele-Radiology
George Mulopulos, M.D.	Re-Appointment	Tele-Radiology
Tal Delman, M.D.	Re-Appointment	Tele-Radiology
Cynthia Lyle, M.D.	Initial Appointment	Tele-Radiology
Shelly Jain, M.D.	Initial Appointment	Tele-Radiology

Action Items Motion: M. Signorelli / F. Miller & approved by Board of Commissioners

MEETING ADJOURNED:

- Meeting adjourned @ 3:14 P.M.

Submitted:

Phillip D. Gleason

Board Secretary

12/15/2015

Date

Attest:

Kevin Abel
Kevin Abel, CEO

12/15/2015
Date