

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

**December 17, 2013 – LCCH BOARD ROOM  
1:30 PM – 3:30 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  
Jim Wall, Commissioner (by phone)

**Member Not Present:**

Phyllis Gleasman, Secretary

**Others in Attendance:**

Kevin Abel, CEO  
Ross Hurd, CIO  
Carol Velasquez, CNO  
Brad Hankins, COO  
Agustin Benegas, Planetree  
Kemberly Province, Dietary Manager  
Kenneth Peters, Environmental Care Director

Robert Wiegenstein, CFO  
Karan Fischer, Director of Quality  
Arnold Baker, CCFD #5 Chief  
John Spencer – CCRD #7 Commissioner  
Les Cooper, VP Foundation  
Emit Aston, Foundation

**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:**

- The Foundation is still collecting money for the Glidescopes.
- Chelan County Fire District #5 asked LCCH for a letter outlining the EMS partnership between LCCH and the Fire District.

**CONSENT AGENDA:**

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

1. Board Minutes of November 26, 2013.
2. Financial & Business Office Report
3. Vouchers/Warrants: \$547,388.79, in payroll direct deposits; \$348,430.01. Write offs: \$111,015.95 in bad debt, Charity Care: \$63,798.52 Bankruptcy: \$0.00, with combined total of \$174,814.47.
4. Policies and Procedures
  - Reportable Ranges
  - Flushing & Locking
  - Patient Care Unit Controlled Substances
  - Coagulation Collection, Transport & Prep of Blood Specimens
  - Guideline for Siemens Dimension EXL Temperature Review

## Credentialing Allied Para Professional (Midlevel Providers)

### EXECUTIVE SESSION:

- At 1:55P.M. Commissioner Tom Warren announced Board Members would convene into Executive Session to discuss the evaluation of an applicant for public employment – RCW 42.30.110.
- Commissioners reconvened into regular session at 2:30 P.M.
- Action Items:
  - No action was taken.

### SPECIAL REPORTS:

- **Home Health Presentation – Jill Thompson, Manager**
  - Home Health would like to expand the service area to include Mansfield, Sun Cove, etc., and to expand the private pay services and geriatric care management.
  - Home Health is still working with Confluence Health for hospice contracting services.
- **Lake Chelan Recreation Development Foundation Letter Request – Kevin Abel**
  - The Lake Chelan Recreation Development Foundation Board has asked that LCCH write a letter outlining hospital interest in using the pool for aquatic therapy.
- **Community Health Needs Assessment Report – Brad Hankins**
  - The Community Health Needs Assessment provides macro data from each community in our region. It comprises of an internal committee within each community, and five (5) external committee members that work on the report. This meets the requirements set forth by the Federal Government.
  - The Community Health Needs Assessment is working on four (4) main areas for the assessment:
    - Access to Care
    - Mental Health Needs
    - Perinatal Health
    - Chronic disease prevention

### ELECTION OF BOARD OFFICERS 2014

Tom Warren, Chairman	Medical Staff & Caribou Trail Board
Mary Signorelli, V-Chair	Vouchers & Warrants
Phyllis Gleasman, Secretary	Credentialing
Jim Wall, Member	CQI
Fred Miller, Member	Finance/Bad Debt/Charity Care & Retirement Fund

### STATE OF THE HOSPITAL REPORTS

- **Quality Report & Patient Care Services – Carol Velasquez**
  - There was one patient fall and one reported medication error for this month.
  - Congratulation to Sally Harper and her caregivers for a successful Lab survey.
  - Kudos to Sue Young and the caregivers in Radiology for a successful review by the Food and Drug Administration. They inspected our mammography equipment and process in October, and found all items to be in compliance.
- **Operating Report – Brad Hankins**
  - Ken Peters began work as our new plant director on December 16<sup>th</sup>. We will be moving our environment of care services under Ken in an effort to improve and streamline our housekeeping services.

- On Jan 1<sup>st</sup> our long time dietary manager, Diane Haight is retiring. Kemberly Province joins us on December 9<sup>th</sup> and comes to us from Children's Hospital where she has worked as dietary manager for the past 10 years.
- A huge thank you to Modi, Maria & Brittanie for doing an exemplary job while being short three staff members in Environmental Care Services.
- Our elevator power supply replacement was put on hold for an electrical engineering consultation to see if we could increase the available amperage in the elevator room. Unfortunately due to the age and size of the wiring the amperage increase is not possible. This means the power supply can be upgraded but the speed of the elevator will not improve.
- **Chief Financial Officer – Robert Wiegenstein, CFO**
  - November 2013 closed with net income at (\$42,501) for the month. Year to date net income is \$579,085 and \$231,828 under budget for the year.
  - AR days 70.3
- **Chief Executive Officer –Brad Hankins, COO for Kevin Abel, CEO**
  - The wellness position transferred from Leah Thompson to Agustin Benegas to coincide with Leah's certification as a wound care nurse.
  - Tom and Kevin met with Mike Mackey, Commissioner, and Mark Urdahl, Executive Director of the Port of Chelan to discuss the proposed grant to study the economic impact of healthcare services in the Chelan / Manson area.
  - The Foundation Board voted to give LCCH a check for \$15,000 to go towards the purchase of Glidescopes for EMS. This is 50% of the 2014 letter fundraising goal for the project.
  - Health Facilities Planning and Development started the survey process with input from Michelle Rathman. The number of direct dial phone numbers has decreased since 2006 when the last survey was complete so it will be a combination of phone and internet surveys.
  - An engagement letter with WIPFLi was signed, for accounting and valuation services, for estimated fees between \$9,000 and \$11,000.
  - Three Rivers Hospital has announced that they will retain OB practices, but discontinue Cardiac services. This could have an impact on hospitals within the area.

**OLD AND NEW BUSINESS**

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

1. Resolution

Res # 525 Lake Chelan Community Apartments / HUD Signers

**MEETING ADJOURNED:**

- Meeting adjourned @ 3:50 P.M.

**Submitted:**

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

1/28/2014  
 \_\_\_\_\_

Date

**Attest:**

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

1/28/2014  
 \_\_\_\_\_

Date