

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

**FEBRUARY 25, 2014 – LCCH BOARD ROOM
1:32 PM – 3:23 PM**

MEETING MINUTES

CALL TO ORDER

Mary Signorelli called the meeting to order at 1:32 p.m.

Members Present:

Mary Signorelli, Vice Chairman
Fred Miller, Commissioner
Jim Wall, Commissioner (by phone)

Members Not Present:

Tom Warren, Chairman
Phyllis Gleasman, Secretary

Others in Attendance:

Kevin Abel, CEO
Karan Fischer, Quality Manager
DeLynn Cook, HR & Risk Manager Director
Brad Hankins, COO
Emit Aston, Foundation
Celeste Thomas, Marketing

Robert Wiegenstein, CFO
Katherine Jerald, Foundation Executive
Arnold Baker, CCFD #5 Chief
Dan Baker, CCFD #5 Commissioner
Lee Tinsley, Utilization Review

REVIEW OF MISSION:

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

OTHER BUSINESS:

- Arnold Baker – Chelan Fire District #5 handed out performance objectives of our EMS service. The hand out indicated EMS has been outstanding in response time within the Manson area.
- Dan Baker – Commissioner of CCFD #5 and Public Works employee for the City of Chelan shared with us the side walk project, on Bradley St. from Morgan Owings Elementary to Gibson St., may have an impact on the EMS service.
- Emit Aston – Foundation Retreat on April 10th, from 4:00-8:00 P.M. at Campbell's.
- Emit Aston – Bragg Scholarship Foundation increased from \$30,000 to \$40,000 for CME's and college scholarships.

CONSENT AGENDA:

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

1. Board Minutes of January 28, 2014.
2. Financial & Business Office Report
3. Vouchers/Warrants; \$790,256.19, in payroll direct deposits; \$1,482,131.52. Write offs: \$210,593.53 in bad debt, Charity Care: \$15,822.02 Bankruptcy: \$3,230.31, with combined total of \$229,645.86.
4. Policies and Procedures

Sternum – Lateral View	Abdomen – Flat Plate AP View
Ankle – AP View	Ankle – Lateral View
Toes – AP View	T-Tube Cholangiography
Sella Turcica – Lateral View	Orbits – Calewell “Three Point Landing”
Lumbar Spine Spot Lateral	Lumbar Spine – Oblique View
Lumbar Spine – Lateral Projection	Lumbar Spine – AP View

Hip – Anteroposterior View (AP)	Elbow – Oblique
Elbow – Lateral View	Elbow – AP View
Coccyx – Lateral View	Coccyx – SP View
Clavicle – Oblique or Tangential View	Abdomen – Erect AP View
Chest – Pneumothorax	Employee Travel Expense Procedures
Dress Code & Personal Appearances	Employment of Volunteers
ALPI (Alk. Phos)	Post Anesthesia Care RN-Standards of Practice
Chest – PA View	Accounting for Cash – Nutritional Services
Respiratory Protection Program	Abdomen – Left Lateral Decubitus
Small Volume Nebulizer Apparatus	Sanctuary Employee Orientation
Elbow – Oblique (Externally)	Chest – Portable AP View
PCS Policies & Procedures (CAH)	Newborn Screening for Congenital Heart Disease
Respiratory Therapy Scope, Organization, & Provision of Services Policy	
Cervical Area for Soft Tissue or Foreign Body (Lateral & AP)	
PCA Plus II Infuser System Setup & Operation	

SPECIAL REPORTS:

- **Trauma Quality Improvement Plan 2014 – Carol Velasquez, CNO**
 - Carol presented the Annual Trauma Quality Improvement which is mandated to be reviewed on a periodic basis to reflect changes, updates of policies, committees, and benchmark activities. The Board reviewed and approved the 2014 LCCH Trauma Quality Improvement Plan.

- **Continuous Quality Improvement 2014 – Carol Velasquez, CNO**
 - Carol presented the Continuous Quality Improvement 2014 which is mandated to be reviewed on a periodic basis. The Board reviewed and approved the 2014 Continuous Quality Improvement Plan.

- **Critical Access Report 2014 – Dee Cook, Human Resources & Risk Management**
 - Dee presented the Critical Access Hospital Annual Review which is required by Department of Health and Medicare consisting of statistics, service changes, and accomplishments for the past 12 months supporting our critical access hospital status. All numbers and indicators in the report support our continued license as a critical access hospital. The CAH Annual Review was approved by the Board.

- **Environment of Care Plan 2014 – Kevin Abel for Ray Eickmeyer**
 - Kevin Abel presented the 2014 Environment of Care report as required by the Department of Health. The Board made a motion to approve the 2014 Environment of Care report and policy.

- **New Website – Celeste Thomas - Marketing**
 - Celeste outlined the work completed on the Healthy Lake Chelan Valley website with Michelle Rathman from IMPACT.

STATE OF THE HOSPITAL REPORTS

- **Quality Report & Patient Care Services –Carol Velasquez, CNO**
 - There were 29 QMM’s submitted and one patient complaint not related to billing.
 - For January, on Med Surg there was one patient fall without injury and 3 medication errors.
 - The Nurse Staffing Committee made some revisions to the Nurse Staffing plan at the end of 2013 to reflect additional signage related to the staffing plan and daily nurse staffing, per state requirements.
 - In Sterile Processing, we will be replacing the steam sterilizer and adding a washer-disinfector within the next two months.

- **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 comment period for the conditional use permit ended January 17th. A conditional use hearing date has not been set.
 - The Winthrop Orthopedics office is now in full operation with Dr. Schkrohowsky, and open house will be Mar. 6th.

- **Chief Financial Officer – Robert Wiegenstein, CFO**
 - January closed with net income at \$12,636 for the month. We are concerned about the high deductions from revenue number in December and are reviewing cost reduction ideas.
 - AR days 68.6

- **Chief Executive Officer –Kevin Abel, CEO**
 - **State Required Policies** – The State of Washington is requiring that all hospitals publically disclose their admissions, non-discrimination, end of life care and reproductive health care policies on the Department of Health website. The new ruling also requires that we post these policies on our own hospital website for access by the public. The new rules are related to mergers and consolidations occurring in the state with catholic hospitals.

 - **Surgical Block Time** – The number of surgeries is increasing at LCCH due to Dr. Schkrohowsky moving to full time. Due to this change we introduced the concept of block time at the medical staff meeting on February 11th. The family practice physicians had some concerns with the change but are willing to try the process with the understanding that medical staff can revisit the issue in two or three months.

 - **Foundation Membership** - Steve Palmbush resigned from the Foundation after 18 years to spend more time with family. He would like to stay involved with the Foundation and will continue to recommend the organization to his clients as an option for estate planning.

 - **Foundation Donation** – Lake Chelan Boat Club designated funds to the Foundation.

 - **MedStar** – MedStar is planning on opening an air transport base at the Brewster Airport in May. We view this as a positive development that will assist with trauma transport to Seattle or Spokane as necessary.

 - **LCCH Engagement** – A reminder that we are planning a tour of the existing hospital and presentation for Media, District 12 Legislators, City Council, Port, Chamber of Commerce Board and others on April 9th and 10th.

OLD AND NEW BUSINESS

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

1. Resolutions
 - Resolution #527 Provider Recognition
 - Resolution #528 Surplus
2. Credentialing (approved pending Phyllis Gleasman’s approval)

Antara Croft	PT Student	Preceptor: Jeff England, PT
George Mulopulos, MD	Provisional	Virtual Radiology – Tele Rad
Christine Lameroux, MD	Provisional	Virtual Radiology – Tele Rad

Margaret Kang, MD
Dhawai Goradia, MD
Carrie Kinglsey, ARNP
William Berg, MD
Amy Hutton, MD

Provisional
Provisional
Initial Appt.
Re-Appt.
Re-Appt.

Virtual Radiology – Tele Rad
Virtual Radiology – Tele Rad
Columbia Valley Comm Health
Swedish Med Ctr – Tele-Stroke
Lake Chelan Clinic – Family Med.

EXECUTIVE SESSION:

- At 2:45P.M. Commissioner Mary Signorelli announced Board Members would convene into Executive Session to discuss the application for public employment. – RCW 42.30.110


COMMISSIONERS RECONVENED INTO REGULAR SESSION AT 3:20 P.M.

- No actions taken.

MEETING ADJOURNED:

- Meeting adjourned @ 3:23 P.M.

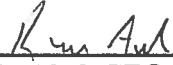
Submitted:



Board Secretary
3/25/2014

Date

Attest:



Kevin Abel, CEO
11/25/2014

Date