

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

**June 21, 2016 – LCCH BOARD ROOM
1:30 PM – 3:27 PM**

MEETING MINUTES

CALL TO ORDER

Mary Signorelli called the meeting to order at 1:30 P.M.

Members Present:

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

Others in Attendance:

Kevin Abel, CEO	Art Campbell, Community Member
Vickie Bodle, CFO	Virginia Murphy, Foundation
Brad Hankins, COO	Carol Velasquez, CNO
Kaitlyn Hetterscheidt, Go Lake Chelan	Lee Tinsley, Utilization Review/Compliance
Ty Witt, MD. CMO	Dee Barnett, HR Director
Celeste Thomas, Marketing	

REVIEW OF MISSION:

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

OTHER BUSINESS:

- Art Campbell asked the question if the Board has had formal dialogue with Confluence Health on merging. Confluence is interested in partnering in programs such as, echocardiogram services, mammography readings, EPIC, Community Health Needs Assessment and other programs. Confluence is not interested in a full merger.

CONSENT AGENDA:

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

1. Board Minutes of May 25, 2016.
2. Financial & Business Office Report
3. Vouchers/Warrants; \$670,796.10, in payroll direct deposits; \$820,783.10. Write offs: \$144,442.49 bad debt, Charity Care: \$13,551.02, Bankruptcy: \$368.75, with combined total of \$158,362.26.
4. Policies and Procedures
 - Nutritional Svc. – Dress Code
 - In-Service Training
 - Nutritional Svc. – Hand Washing
 - EMS Medication Management
 - LCC Court Time & Disposition Billing

Consent Agenda Motion: T. Warren / Second: P. Gleasman & approved by Board of Commissioners

SPECIAL REPORTS:

- **Website Update – Celeste Thomas - Marketing**
- Celeste Thomas indicated the LCCHC website would always be a work in progress. Per Google more searches on performed on handheld devices than PCs. The updated website has better

visibility for hand held devices. There were 5 priorities that were instrumental in the website change.

- Branding and onboarding
- Clinic & outpatient visibility
- Navigation and accessibility
- Mobile responsiveness
- Internal control for changing platforms.

– **Annual Compliance Review – Lee Tinsley, Compliance Officer**

- Lee Tinsley, Compliance Officer presented a Compliance and Utilization Review program update. Compliance also regulates security within our system and compliance for electronic patient privacy. One area with the highest risk that was identified was auditing Business Associate Agreements (BAA) with outside companies. We also have expanded our cyber threat security by adding a second firewall, and installing an image backup system which takes pictures every ten minutes to protect us from ransomware. All employees of LCCHC have been enrolled in further security training.

– **State Flex Grant Healthcare Facilities Planning & Development & Facilities Workshop Review – Kevin Abel, CEO**

- Kevin has been notified that a flex grant from Washington State Hospital Association is available in the amount of \$5,000 which could be used with Health Facilities Planning and Development to facilitate community conversations on the status of Critical Access Hospital healthcare systems specific to our community.
- As the next step from our Facilities Planning workshop, Jody Corona will facilitate small community conversations, funded by the State Flex grant, for groups of 12-15 people that reside within the hospital district. The purpose of these smaller community conversations would be to introduce what programs are presently available at the hospital and why, collect information as to what services would benefit the community, explain the Healthcare Transformation within our community, what's happening with the Affordable Care Act, and obtain input on facilities options.

STATE OF THE HOSPITAL REPORTS

– **Operating Report – Brad Hankins, COO**

- Planning is in progress with our plumbing vendor on the eight hour shut down for the sewer line repair. We will have an internal meeting once the time for the shut down approaches.
- The CT remodel and Pharmacy Hood remodel are complete. The sterile compounding cabinet is expected to be delivered in late June and training is in progress for the CT.
- The Suzan Group has conducted their first review of the electrical connection to the emergency generator and will begin their estimate of cost for the 2017 capital budget. This has been waived by DOH until April 1, 2017.

– **Outpatient –**

- Orthopedics will be beginning their five day work week on July 11th.
- The no-show rate continues to be 5% for the primary care and specialties.
- Our third available average is 12.6 days year-to-date. We are currently at 10.1 days.
- The first regional Community Health Needs Assessment (CHNA) meeting was last week. Regional data has been established and became available to the group this past week. One for the group goals is to roll the regional CHNA planning and results into the NCWACH efforts.
- The Medicare Grant contract for Transform Clinical Practices Information (TCPI) with HealthStream has been signed and will be implemented the fourth quarter of the year to report issues. The TCPI portal is finished; care coordination nurses and community health workers have been trained. We are working on standardizing our annual Medicare wellness visits.

- Surgical volumes are down year-to-date by 17%. This is due to increasing stringency in insurance authorizations and high deductibles to satisfy. The encounter numbers for our surgeons is up at 1,668 through May which is a 9% increase.
- **Quality & Patient Safety – Carol Velasquez, CNO**
 - In May, there were three falls without injury and one with minor injury on the Sanctuary. The Sanctuary team is working on finding an alternate outing, as multiple falls have occurred at the bowling alley over the past 2-3 years. There were two falls without injury on Med-Surg
 - There were two, non-billing related, patient or family concerns reported in May. Letters were sent to both patients.
- **Patient Care Services –**
 - We have hired two per diem Radiology Techs, and two Medical Technologists for the lab.
 - We are presently working on a contract with Confluence Health to resume echo services which includes a Confluence Health’s technician coming to LCCHC two times per month.
 - LCCHC medically screened over 50 fourth graders, teachers, and class volunteers on June 8th in connection with the bus accident. Dr. Larsen, Dr. Harberd, and Kelly Bainbridge PA-C were instrumental in their efforts along with the nursing and support staff to process all medical screening within two hours. Our nutritional service provided the students, teacher, volunteers and parents with pizza.
- **Chief Financial Officer – Vickie Bodle, CFO**
 - May financial statements closed with net income at (\$83,689) for the month and (\$376,880) for the year.
 - Operational adjustments are being made to the current budget. Areas of concern that are below budget are; surgical services, emergency department, pharmacy, physical therapy, orthopedic clinic, and walk-in-clinic. Some areas being reviewed for changes are; not rehiring a replacement for one Physical Therapy position, reduction in locums, and reductions in travel and minor equipment.
 - We have received the WSHA Flex Grant in the amount of \$10,000. This will be used to help fund the Chargemaster review of our coding, charging and billing. Wipfli will begin work on the evaluation at the end of June. This was included in our 2016 budget.
 - AR days 62.7 with hospital and clinic.
- **Chief Executive Officer –Kevin Abel, CEO**
 - Dr. David Schmitz, an outside consulting source representing the University of Washington Residency Program visited CVCH and LCCHC on June 14th to appraise the readiness of this region for a potential residency program. Thank you Mary Signorelli and Mary Murphy for joining us during this evaluation. On July 12th a fiscal advisor will evaluate the financials of the clinic and hospital as part of the assessment for the residency program.
 - Dr. Louise Simons has agreed to a contract with LCCHC in the Emergency Department. She will be starting in the Emergency Department full time in October 2016.

OLD & NEW BUSINESS

- **Action Items:** It was m/s/c to approve
 - A. Action Items:
 - 1. Resolution:
 - Res. #566 Surplus
 - Action Items Motion: M. Murphy / F. Miller & approved by Board of Commissioners*
 - 2. Credentialing:

William Murray, M.D.	Re-appointment - Consulting	Cardiology
Ralph Mack M.D.	Re-appointment – Consulting	Cardiology

Aura Sanderson, PA-C
Matthew Mullinix, CRNA
Miguel Stelo
Adiran Hagan

Re-appointment – Labs & Diagnostics
Locums
MD Student
PA Student

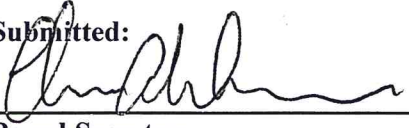
Family Medicine
CRNA
Dr. Harberd
Drs. Cagle/Barstad

Action Items Motion: P. Gleasman / T. Warren & approved by Board of Commissioners

MEETING ADJOURNED:

– Meeting adjourned @ 3:27 P.M.

Submitted:




Board Secretary

7-26-16

Date

Attest:



Kevin Abel, CEO

7-26-16

Date