

**CHELAN COUNTY PUBLIC HOSPITAL DIST NO. 2
LAKE CHELAN COMMUNITY HOSPITAL
MEETING OF THE GOVERNING BOARD**

**July 25, 2017 – LCCH BOARD ROOM
5:30 PM – 7:10 PM**

MEETING MINUTES

CALL TO ORDER

Mary Signorelli called the meeting to order at 5:30 P.M.

Members Present:

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

Others in Attendance:

Kevin Abel, CEO
Brad Hankins, COO
See list attached
Vickie Bodle CFO
Ty Witt, M.D., CMO

REVIEW OF MISSION:

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

OTHER BUSINESS:

- **COMMUNITY CONSENT AGENDA:**

1. Special Meeting Board Minutes of June 14, 2017
2. Board Minutes of June 20, 2017
3. Financial & Business Office Report
4. Vouchers/Warrants: \$1,032,021.54, payroll direct deposits: \$853,183.98. Write offs: Bad Debt-Hospital \$66,157.78, Bad Debt-Clinic \$14,140.96; Charity Care-Hospital \$24,374.86, Charity Care-Clinic \$0.00; Bankruptcy \$0.00: with combined total of \$104,673.60.
5. Policies & Procedures
 - Oxygen Protocol & Delivery Devices Policy
 - Urinalysis Collection
 - IQCP for Great Basin Portrait C. Diff Assay
 - FREE T4
 - LCCHC Financial Management Policies
 - Medication Samples Outpatient Behavioral Health Clinic
 - Cleaning of Drug Preparation & Dispensing Tools
 - Anesthesia Dept. Format for Updating P&P's annually
 - Protocol for Discharge of All Previously Anesthetized Patients from LCCH
 - Changes in Patient Condition (Chain of Command, Patient Advocacy)
 - X-Ray Policies
 - Filing/Clerical Procedure
 - Blood Collection
 - OR Coverage & Staffing

Consent Agenda motion made by M. Murphy to approve the Consent Agenda, & approved by Board of Commissioners.

SPECIAL REPORTS:

- **Replacing Hospital Financing – Kelly Arduino, WIPFLi**
 - Plan of Finance
 - \$20M General Obligation Bonds
 - \$20.5M USDA Direct Loan
 - \$2M USDA Guaranteed Bank Loan

- \$2M grants and foundation
 - General Obligation bond (paid by property tax) rates have decreased below the 0.38 per thousand indicated in the election and we anticipate a shorter payback time period
 - USDA application has been submitted and the examined financial forecast is complete
 - Do not anticipate problems with the approval, just when it will be approved
- **Collins Woerman Contract – Phil Giuntoli**
 - Have completed the architectural plans on many hospitals in Washington State with the most recent being a USDA approved site, in Port Townsend.
 - Lori Epler Hout would be our lead architect for the project.
 - Goal is to design a highly efficient hospital with user input, flexibility with growth, modularity, and telemedicine in mind.
 - Cost based on State Office of Financial Management published guidelines
 - Recommend the GC/GM process to guide through the construction process.
 - Barry Leahy, Dick Bratton and Stephen Smith (attorney) have extensively reviewed the Collins Woerman contract.
 - Architectural plans will be holding the square footage.
 - Changes to the AIA Standard Form Agreement Between Owner and Architect were discussed.
 - Commissioners were requested to have any suggested contract changes to CEO within two weeks.
 - Steve Smith with Johnson, Gaukroger, Smith and Marchant will be at the August 22nd Board meeting to discuss the agreement.
- **Medical Staff Report – James Larsen, D.O.**
 - Improved inpatient process between the ED /MSU and ED / Sanctuary.
 - Michael Travers, M.D. closed his practice in April.
 - Death with Dignity to be reviewed by the Medical Staff.
 - Vanessa Willey, CRNA to perform lumbar injections for pain management.
 - Medical Staff will provide CEO and Dr. Witt input on the strategic plan.
- **Board Retreat Agenda – Kevin Abel**
 - Jody Carona will be facilitating the Board Retreat on August 9th, lower level of the Chelan Municipal Golf Course Club House.
 - Have metrics available for the meeting in relation to population, immunizations, OB, etc.
 - Switch agenda to provide community needs prior to future hospital and needs.
- **LCCHC 2016 Compilation & Revenue / Expense Review – Kevin Abel, CEO**
 - The closing compilation for 2016 established a net profit of \$105,502.
 - Higher than normal expenses in professional fees and purchased services are a result of hiring locums for the Lab & Clinic / Urgent Care.
 - EMS billable runs are down 18% from last year. Administration will be observing to see if this is a trend.
 - As of August 2, 2017 Medicare reimbursement for inpatient will increase by 6.8%, outpatient 5%, swing beds 4.8%. Rural Health Clinic rates will decrease by 7.8%. The RHC is only 10% of our present budget.
 - Discussed action items to improve net income to include reduction in nursing and lab locums, eliminating the PA locum, project to streamline behavioral health visits, charge capture process review, scheduling changes, co-pay review, PT referrals and the Coordinated Care contract.
- **2nd Quarter Quality Dashboard – Courtney Wallace, Quality Director**
 - The Quality dashboard has a new look which is reflective of the changes made in CQI.
 - The goal is to reduce preventable patient harm by 50% within three years as measured by patient falls, hospital acquired infections, pressure ulcers, and medication error.

- Second goal is to reduce preventable caregiver harm by 33% within three years as measured by the number of caregiver injuries.

STATE OF THE HOSPITAL REPORTS

- Operations & Outpatient – Brad Hankins, COO

- Operations:

- Installed wall sheeting in OR1 for improved infection control and cleaning capabilities.
- Replaced automatic door closure on the main ED entrance
- Cleaned exterior windows and building in preparation of painting exterior sun screens
- Replaced compressor of one HVAC unit in the ED

- Outpatient:

- Our primary care/specialty medical no-show rate for May was 4.8%
- Third available currently are 9.4 days.
- We begin as an ACO partner January 1st, 2018
- Our ACO group has been selected, our partners include health care organization in Orofino Idaho, Lake View Oregon, Landon North Dakota, and Tamuning Guam along with Mid-Valley in Omak and Pull Regional.
- EMS will be trained in October as Community Health Workers to make house calls in the community.

- Medical Staff Report – Ty Witt, M.D., CMO

- Medical Staff will have a meeting to set up strategic planning measures.
- ACGMC site visit is August 9, 2017 for the University of Washington /CVCH resident program.

- Chief Financial Officer – Vickie Bodle, CFO

- June’s financial statements closed with net income of (\$35,655) for the month.
- The clinic quarterly financials account for (\$163,002) of the loss through June.
- Combined AR days for the hospital and clinic for the month was at 65.5 days.

- Chief Executive Officer – Kevin Abel, CEO

- Donna Strand has accepted the CNO position and will start August 8th. Donna has both large and small hospital experience from Samaritan Medical Center, Valley General Hospital in Monroe, University of Washington Medical Center and Swedish Medical Center.
- Capital Projects Advisory Review Board Committee meeting for alternative public works process scheduled July 27th. Group feels prepared for the meeting.

OLD & NEW BUSINESS:

- Action Items:

A. Credentialing:

Credentialing: for June 20, 2017

Brian Barstad, M.D.	Reappointment	Family Medicine
Brett Shafer, M.D.	Reappointment	Emergency Medicine
Tony Kim, DPM	Initial Appointment	Podiatry
Thomas Deuel, M.D.	Reappointment	Tele Stroke / Neurology
Sheila Smith, M.D.	Reappointment	Tele Stroke / Neurology
Aaron Stayman, M.D.	Reappointment	Tele Stroke / Neurology
Frank Welte, M.D.	Reappointment	Tele Radiology
Donald Nicell, M.D.	Reappointment	Tele Radiology
Joshua Morias, M.D.	Reappointment	Tele Radiology
Vincent Lombardi, M.D.	Reappointment	Tele Radiology
Steven Archibald, M.D.	Reappointment	Tele Radiology
Cristina Cavazos, M.D.	Initial Appointment	Tele Radiology
Peter Sumner, D.O.	Initial Appointment	Tele Radiology

Credentialing for July 25, 2017

Malissa Wickeraff

Guatam Nayak, M.D.

Helmuth Vollger, M.D.

Student (UW TRUST)

Temporary re-appt.

Temporary re-appt.

Tobe Harberd

Cardiology

Tele Radiology/

The credentialing has been approved by a motion from P. Gleasman with the approval of all Board Members.

BOARD EDUCATION:

- WSHA & AWPHD Rural Conference
 - One of the key note speakers was Karma H. Bass, MPH, FACHE who presented, "The Board's Role in Leading through Uncertainty".
 - Five critical questions we should be asking are:
 1. How can we master population health?
 2. Are we driving down costs & increasing efficiency fast enough?
 3. Do we have the right leaders at the table?
 4. Are Board members knowledgeable about the issues that matter?
 5. Has the Board embraced physician partnerships as critical to our success?

BOARD SUMMARY:

- This Board meeting was complete with engaging information for everyone.

MEETING ADJOURNED:

- Meeting adjourned @ 7:45 P.M.

Submitted:




Board Secretary

8-27-17

Date

Attest:



Kevin Abel, CEO

8/22/17

Date