

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

**January 23, 2018 – LCCH BOARD ROOM
1:30 PM – 3:43 PM**

MEETING MINUTES

CALL TO ORDER

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

Members Present:

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

Others in Attendance:

Kevin Abel, CEO	Vickie Bodle CFO
Brad Hankins, COO	Donna Strand
Ty Witt, M.D., CMO	Attendance sheet attached

REVIEW OF MISSION:

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

OTHER BUSINESS:

- **COMMUNITY CONSENT AGENDA:**

1. Financial & Business Office Report
2. Vouchers/Warrants: \$774,410.68, payroll direct deposits: \$931,353.80. Write offs: Bad Debt-Hospital \$79,797.01; Bad Debt-Clinic \$6,444.01; Charity Care-Hospital \$37,906.02, Charity Care-Clinic \$0.00; Bankruptcy \$0.00: with combined total of \$124,147.04.
3. Policies & Procedures:

Amnioinfusion	Arterial Blood Gas Procedure
Cholesterol Flex	Fetal Heart Rate (FHR)
QuantiFERON-TB Gold	Room Service – Diabetic Nutrition
Routine Urinalysis (Manual Procedure)	Routine Urinalysis Microscopic Examination
Staffing Assignments	Certifications/License Policy
Synovial Fluid Analysis	General Pharmacy Policies
Controlled Substance Distribution (CAH)	Fluid Warmers Policy
Nosocomial Surveillance Activity	Cactus Smart Sink
Assurance of Patient Medication Supply	Trauma Team Activation Criteria and Team Roles

A motion was made by M. Murphy to approve the Consent Agenda without the December 19th Board Minutes, Jan 5th Special Meeting minutes, and the policy "Setting up New Vendors" which were removed for corrections. It was seconded and so approve by Board of Commissioners.

SPECIAL REPORTS:

- **Board Election of Officers**

- Mary Signorelli, Chair	Medical Staff
Phyllis Gleasman, V. Chair	Credentialing
Tom Warren, Secretary	Vouchers & Warrants
Mary Murphy, Commissioner	CQI
Fred Miller, Commissioner	Finance/Retirement Fund/Edward Jones Quarterly Meeting

A motion to approve current positions for the Commissioners for continuity during the new construction process: T. Warren / 2nd M. Murphy & approved by Board of Commissioners.

- **USDA Update - Kelly Arduino, WIPFLi**

- Kelly Arduino reviewed the financing status with USDA. LCCHC and WIPFLi have bi-weekly meetings with USDA to check on progress. Our challenge is that we are in the queue awaiting approval behind other projects that were received by USDA prior to our submittal. Information on the FAA and helipad were recently submitted to USDA.

- **LCCHC CEO Transition Research – Research Team**

- The CEO Transition Research Committee comprised of Phyllis Gleasman (lead), Mary Murphy, Dr. Bergeson, Dr. Witt, Dr. Barstad, Dee Barnett and Kevin Abel.
- Interim CEO candidates received to date are strong. The committee will publicize the interim position in the Wenatchee World for the next two weekends. Interested candidates must submit their applications by 5:00 pm, Feb 2, 2018.
- The timeline for the interim CEO candidates are as follows:

Candidate Search	Jan 24, 2018 – Feb 2, 2018
Interviews	Feb 19, 2018 – Feb 23, 2018
Interim Job Offer	Feb 26, 2018
Interim start date	Mar 12 2018. This will allow approximately two weeks under Kevin Abel CEO.
- The Research team recommended no more than three candidates for the interim position to be interviewed by the Board.
- The committee requested the Board's assistance in building a matrix on the needs, skills and qualifications for an interim CEO.
 - o References
 - o Credentials
 - o Administrative Healthcare education and experience
 - o Team leadership
 - o Communication
 - o Experience in the oversight of a new hospital
 - o Operational background
 - o CEO experience preferred.
 - o Have maintained stable operation and finances
 - o Need to be familiar with state and local regulations.

A motion made by T. Warren to accept the timeline for the interim CEO search/2nd F. Miller, so approved by the Board of Commissioners.

- The committee believes an executive search firm for the permanent CEO position is in the best interest of the organization. Several executive search firms responded to the request for proposal. The committee recommends B.E. Smith to collaborate with Lake Chelan Community Hospital & Clinics to search for a new CEO. Their decision was based on the following:
 - o Competitive with their rates
 - o Credentials
 - o Robust search methodology
 - o 30 month guarantee for their CEO placement

A motion made by F. Miller to collaborate with B.E. Smith for the search for a permanent CEO, 2nd by T. Warren, so approved by the Board.

- **4th Quarter Quality Dashboard – Courtney Wallace**

- The 4th Quarter Quality Dashboard indicates 1 hospital acquired infection, 0 reportable pressure ulcers, and 0 falls with injury.

- **4th Quarter Strategic Plan Update – Kevin Abel**
 - The strategic plan and supporting measurement document was reviewed by the Board. Outpatient behavioral health moved to clinic as part of the NCACH work. Opioid prescribing and PHQ9 depression screening standardized. Chronic care self-management classes were initiated. Formally adopted the WSHA guidelines for induction and had zero elective deliveries prior to 39 weeks. Total margin positive for year but below goal, management to continue to work on revenue and cost management. All indicators on the Washington State Workers Compensation dashboard better than peer organizations. Met all CMS meaningful use IT indicators for December 31, 2017 reporting period. Residency program with Columbia Valley Community Health and University of Washington in progress. The EHR evaluation will be moved to first quarter 2019.
- **Audit Services – Vickie Bodle**
 - A proposal was submitted to the Board to have the state do the bi-annual compliance audit and WIFPLi perform the annual financial audit. Moving the financial audit to WIFPLi will save departmental time and allow for earlier completion of the audit.

A motion was made to move annual audit services to WIFPLi by T. Warren, 2nd P. Gleasman, so approved by the Board.

STATE OF THE HOSPITAL REPORTS

- **Chief Operations Officer – Brad Hankins, RN, COO**

Operations:

 - Over 90 work orders have been processed which include: painting, installing new monitor, replaced steam table thermostat, repaired gas range, repaired window, replaced ice maker in Dining Room, and moved John Laughlin to the clinic.

Outpatient:

 - Our medical no-show rate for December was 4.9%.
 - Third available currently are at 7 days
 - Three procedures were complete during our first month with our non-operative spine service.
 - John Laughlin, PA is seeing Out Patient Behavioral Health patients at LCC starting January 2nd.
 - Our new Care Coordination nurse has been hired and will be training for the next two weeks.
 - Our first ACO site visit is Friday.
- **Chief Nursing Officer –Donna Strand, RN, CNO**
 - The laboratory passed a recent audit with DOH.
 - Sacred Heart in Spokane WA will assist us with labor and delivery classes for our staff.
 - Currently we have very few open shifts to fill in the nursing area.
- **Chief Medical Officer – Ty Witt, MD CMO**
 - Medical Staff had their election of officers: Keri Bergeson is Chief of Staff.
 - The medical staff has requested a new physician to lead the outside review process as a standard approach to having different physicians review charts.
 - Collins Woerman, the replacement hospital architects, will meet with at least four providers at the next site visit.
- **Chief Financial Officer – Vickie Bodle, CFO**
 - December financial statements closed with net income of (\$58,948) for the month and \$114,752 for the year. The financial reports are considered draft form, until the accounting firm completes the year-end cost report.
 - Combined AR for the hospital and clinic for the month was at 69.5 days.
- **Chief Executive Officer – Kevin Abel, CEO**
 - Lake Chelan Health and Wellness Foundation is sponsoring their annual Red Dress Luncheon & Fashion Show at Tsillan Cellars on February 9th.

- Dr. Arnold and Celeste Thomas conducted a series of QPR Suicide prevention training classes at Manson School District. Approximately 150 individuals took the course.
- The Infection Control has posted signs restricting visitors under the age of 16 due to the spread of the influenza virus.
- Under the public bid process for irrigation work on the new property, M&M, LLC was awarded the contract with a price of \$86,097.00 pending references.
- Physicians and staff have met the Meaningful Use Objectives for electronic prescribing, health information exchange, electronic medication reconciliation, patient electronic access and patient specific education.
- LCCHC will be moving our online credit card payment process to services offered by CPSI & Centricity with an estimated savings of approximately \$8,000 per year.

OLD & NEW BUSINESS:

- **Action Items:**

A. Credentialing:

Kathleen Love, M.D.	Provisional	Cardiology
Catherine Roberts, M.D.	Provisional	Tele-Radiology
Paul Furmanczyk, M.D.	Provisional	Pathology
Daniel Kerr, M.D.	Provisional	Pathology
Ian Bovio, M.D.	Provisional	Pathology
Michael Daines, M.D.	Provisional	Pathology
William Berg, M.D.	Re-appointment	Tele-Stroke/Neurology
James Bartscher, M.D.	Re-appointment	Tele-Stroke/Neurology

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

BOARD EDUCATION:

- Board Education has been deferred to next month's meeting

EXECUTIVE SESSION

- At 3:33 P.M. Commissioner Chair Mary Signorelli, announced Board Members would convene into Executive Session to discuss the Review Performance of Public Employee (CEO Annual Review) – RCW 42.30.110.

REGULAR SESSION:

- The Board of Commissioners reconvened into regular session at 3:40 P.M.
A motion made by T. Warren, due to Kevin Abel's 90 day notice and Mr. Abel's request that no adjustments be made to his compensation due to the 90 day notice, his review will be deferred, 2nd F. Miller, so approved by the Board.

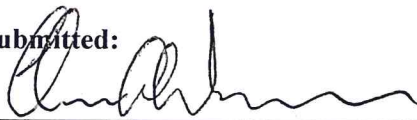
BOARD SUMMARY:

- Thanks to the CEO research team for all their input.

MEETING ADJOURNED:

- Meeting adjourned @ 3:43 P.M.

Submitted:

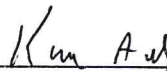


Board Secretary

Date

2/27/18

Attest:



Kevin Abel, CEO

Date

2-27-18

LCCHC Board Meeting

Sign in Sheet for 1/23/18

Dee Barnett

Jen Wall

Courtney Wallace

~~Lee Smiley~~

Delynn Barnett

Valerie Kilg

~~Judy Housh~~

MARIANNE PATTON

Jae a J m

Calan Thomas