

**CHELAN COUNTY PUBLIC HOSPITAL DISTRICT NO. 2  
LAKE CHELAN COMMUNITY HOSPITAL & CLINICS  
MEETING OF THE GOVERNING BOARD**

**OCTOBER 23 2018 – LCCH BOARD ROOM  
1:30 PM – 4:30 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  
Fred Miller, Secretary  
Mary Murphy, Commissioner  
Jordana LaPorte, Commissioner

**Others in Attendance:**

Steve Patonai, Interim CEO  
Vickie Bodle, CFO  
Donna Strand, CNO  
Brad Hankins, Clinic Administrator  
Ty Witt, M.D., CMO  
List of attendees

**REVIEW OF MISSION:**

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

**PUBLIC COMMENTS:**

- No public comments were made.

**OTHER BUSINESS:**

**CONSENT AGENDA:**

- A. Regular Board Minutes, September 25, 2018
- B. Special Board Meeting Minutes, October 16, 2018
- C. Special Board Meeting Minutes, October 19, 2018
- D. Vouchers/Warrants \$548,823.34; payroll direct deposits \$952,575.04. Write offs: Bad Debt-Hospital \$83,199.49; Bad Debt-Clinic \$168.50; Charity Care-Hospital \$24,436.62; Charity Care-Clinic \$0.00; Bankruptcy \$0.00 with combined total of \$17,804.61.
- E. Credentialing
  - Nathan Scott, OP
  - Kevin Morris, DPM
  - Joshua Morais, MD
  - Frank Welte, MD
  - Jonathan Bold, MD
  - David Tague, MD
  - Shwan Kim, MD
  - Quinn Cannon
  - Charles Waszkewitz, MD
  - Re-appointment Optometry
  - Re-appointment Podiatry
  - Re-appointment Tele-Radiology
  - Re-appointment Tele-Radiology
  - Re-appointment Tele Radiology
  - Re-appointment Tele-Radiology
  - Re-appointment Tele-Radiology
  - Re-appointment Tele-Radiology
  - Medical Student – Dr. Bergeson
  - One year leave of absence.

Mary Signorelli submitted a correction on the Facilities Steering Committee Meeting Minutes from September 18, 2018. Page 2, last item #4. Changed statement to read Mary Signorelli notified the committee that the board had designated the committee as a standing committee.

*A motion was made by J. LaPorte, to approve the Consent Agenda with the correction of the Facility Steering Committee Minutes dated September 18, 2018, seconded by M. Murphy and approved by Board of Commissioners.*

#### **OLD BUSINESS:**

##### **– CEO Recruitment Update – Mary Signorelli, Board Chair**

- The Board has been meeting in Executive Session with Steve Patonai, Interim CEO to video interview four candidates. Dates have been set for on-site interviews with all four candidates.

##### **– Facility Steering Committee Recommendations -**

- It was recommended by the Facility Steering Committee to sell- by- owner the existing hospital. The property and building need to be surplusd by Resolution before this can proceed forward.
- On Resolution #592, the forth WHEREAS, was changed to read, “**WHEREAS**, the District has determined it would be in the best interest of the District to sell the Property.”
- Resolution #592 Surplus Property and Building - The Resolution will be approved subject to receipt of the USDA letter per Fred Miller.

*A motion was made by P. Gleasman to approved Resolution #592 to be dated today, contingent on the receipt of the USDA letter, seconded by F. Miller and approved by the Board of Commissioners.*

*A motion was made by M. Murphy to direct the CEO to work with Heritage Heights with the lease agreement for property access that would be mutually beneficial for both parties, seconded by J. LaPorte, and approved by the Board of Commissioners.*

##### **– Board Committee Charters**

###### **– Affiliations / Partnerships Committee Charter – Steve Patonai**

- The Affiliations / Partnerships Committee will be a standing committee with an advisory role to the Board of Commissioners.
- The purpose of the Committee is to identify, explore, research, and pursue opportunities to informally and formally affiliate and/or partner with other health care organizations whose affiliation and/or partnerships may be beneficial to LCCHC.
- The Committee will meet monthly and report to the Board quarterly.

*A motion was made to approve the Affiliations /Partnership Committee Charter by J. LaPorte, seconded by F. Miller, and approved by the Board of Commissioners.*

###### **– Community Committee Charter – Brad Hankins**

- The Community Committee will be a standing committee with an advisory role to the Board to identify, explore and evaluate opportunities to increase overall communication, wellness, and outreach offerings within the community.
- Will meet as needed and report quarterly to the Board.

*A motion was made to approve the Community Committee Charter by P. Gleasman, seconded by F. Miller, and approved by the Board of Commissioners.*

###### **– Finance Committee Charter – Vickie Bodle**

- The Finance Committee will be a standing committee with an advisory role to the Board to:
  - Review and discuss the monthly volumes, financial statements, financial indicators, trends and variances.
  - Review and recommend the annual budget, annual audit and projects and decision which have potentially significant financial impact.
- Meeting more or less than monthly and report to the board on a monthly basis.



House Supervisor Roles

Call Tree

Emergency Contact List.

Muster Stations

Resource List

Internal Disasters (Emergency Action Plan)

*A motion was made to approve the Disaster Plan as presented by F. Miller, seconded by P. Gleasman and approved by the Board of Commissioners.*

- **Clinical Contracts Review Summary – Donna Strand**

- Clinical contracts are currently in a yearly review process signed off by senior staff.
- Evaluations on done on each contract received by the hospital & clinics.

*A motion was made to approve the Clinical Contracts Review Summary by M. Murphy, seconded by F. Miller, and approved by the Board of Commissioners.*

**STATE OF THE HOSPITAL REPORTS**

- **Financial Report – Vickie Bodle, CFO**

- Septembers' financial statements closed with net income of \$13,512 for the month.
- YTD's financial statements closed with net income of \$7,259.
- Combined AR days were at 61.8.

- **Medical Staff Report – Ty Witt, M.D., Medical Director**

- Applications have been coming through the Residency Program in preparation for Match Day. Match Day is when US medical school students are placed into residency training programs located in the United States teaching hospitals. There are approximately 40 applicants for the two spots for the program.
- Dr. Witt invited the Board of Commissioners to tour the clinic, see operational space and functionality of the clinic.

- **Chief Nursing Officer –Donna Strand, RN, CNO**

- Donna is very busy changing how we manage supplies and developing new policies.

- **Chief Operations Officer – Brad Hankins, RN, Clinic Administrator**

- **Outpatient & Clinic:**

- Our primary care/specialty medical no-show rate for August was 8.2%.
- We have developed 20 minute standardized Primary Care appointments.
- Third available's is currently at 6.8.
- Recruitment continues for one RN, one MA and two unit clerks.
- ACO will change to a larger ACO starting January 2019.
- Upgrading Centricity to version 12.3 went well.
- Two of three Primary Care teams are 80% staffed.
- We receive a \$57,000 Transitional Care Diversion Intervention TCDI grant from NCACH last week, and a \$10,000 OPBH integration LAN grant from NCACH this week. The two grants combined with our high Transitional Care Plan score puts us at fully funded on the ACH side going into 2019.

- **CEO Report – Steve Patonai, Interim CEO**

- We are reducing nine outside storage units.
- Anticipating the State to change the operating budget to the end of the year. We will seek Board approval of our 2019 budget in December which will interface with our Business Plan.

**PUBLIC COMMENTS:**

- Ann Congdon – The public doesn't have an opportunity to weigh in on particular items if they can't speak freely within the meeting at the time of conversation between the Board.

- MaryAnn Patton – Encouraged discussion with the community about the surplus of the property and the building to build trust and generate creative collation of uses for the property.

**MEETING ADJOURNED:**

- Meeting adjourned @ 3:12 P.M.

**Submitted:**

Fred Miller  
Board Secretary  
11/27/18  
Date

**Attest:**

[Signature]  
CEO  
11/27/18  
Date