

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

**MAY 28 – LCCH BOARD ROOM  
1:30 PM – 3:36 PM**

**MEETING MINUTES**

**CALL TO ORDER:**

Phyllis Gleasman called the meeting to order at 1:33 P.M.

**Members Present:**

Phyllis Gleasman, Chair  
Mary Murphy, Vice Chair  
Jordana LaPorte, Commissioner  
Mary Signorelli, Commissioner

**Members Not Present:**

Fred Miller, Secretary

**Others in Attendance:**

Steve Patonai, CEO  
Mike Ellis, CFO  
Megan Guffey, CMO  
Kris Haasl, CNO  
Kate Pina, CHRO  
Lisa Greenlee  
List of attendees

**REVIEW OF MISSION:**

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

**PUBLIC COMMENTS:**

No comments

**CHAIR'S REPORT:**

P. Gleasman reported the Community Forum on May 8, 2019 was well attended and answered many questions from the community. There were over 1000 views of the meeting video online. The Board is planning for another Forum in November and looking for other methods to engage with the community.

P. Gleasman introduced and welcomed the new executives at the hospital and clinic: Mike Ellis, CFO; Kate Pina, CHRO; Megan Guffey, MD, CMO.

**CONSENT AGENDA:**

- A. Regular Board Meeting Minutes, April 23, 2019
- B. Special Board Meeting Minutes, May 6, 2019
- C. Special Board Forum Meeting Minutes, May 8, 2019
- D. Affiliation/Partnership Minutes, May 20, 2019
- E. Community Committee Minutes, May 1, 2019
- F. Facilities Steering Committee Minutes, May 6, 2019
- G. Vouchers / Warrants \$830,170.45; payroll direct deposit \$1,414,091.89

H. Write-Offs & Charity: Bad Debt-Hospital \$136,409.72; Bad Debt-Clinic \$0.00; Charity Care-Hospital \$53,278.24; Charity Care-Clinic \$0.00; Bankruptcy \$0.00; Total \$189,687.96

I. Credentialing

Ann Diamond, MD	Temporary Privileges
Lisa M. Miller, ARNP	Temporary Privileges
Matthew Newman, MD	Temporary Privileges - Cardiology
James Dodge, MD	Temporary Privileges - Cardiology
Brian Barstad, MD	Re-appointment
Brett Shaffer, MD	Re-appointment
Richard Hodge, MD	Re-appointment VRAD
Catherine Roberts, MD	Re-appointment VRAD
Sheila Smith, MD	Re-appointment Swedish Med Ctr
Thomas Deuel, DO	Re-appointment Swedish Med Ctr
Aaron Stayman, MD	Re-appointment Swedish Med Ctr
Dawn Heagley, DO	Re-appointment Confluence - Pathology
Geoffrey Harms, MD	Re-appointment Confluence - Cardiology

*A motion was made by M. Signorelli to approve the consent agenda, seconded by M. Murphy, and approved by the Board of Commissioners.*

**OLD BUSINESS:**

**Board Community Relations Policy – Phyllis Gleasman**

M. Murphy explained the policy was developed to provide guidelines to encourage open, cooperative relationships with the public that they represent and serve.

*A motion was made by M. Signorelli to approve the Board Community Relations Policy as presented, seconded by M. Murphy, and approved by the Board of Commissioners.*

**Board Performance Improvement Plan 2019 – Phyllis Gleasman**

P. Gleasman explained the plan was created from the Board self-evaluation process. There will be four goals set to achieve this year. J. LaPorte asked several clarifying questions and requested additional measure of success to be added. Tabled until June meeting.

**NEW BUSINESS:**

**Finance Committee Report – Mike Ellis, CFO**

Mike Ellis reported financials are completed for April. Cash on hand was approximately \$653,508. Net Operating Revenue was over budget and salaries/benefits expense was under budget for the month resulting in a Total Net Income of \$82,257 versus a budget of \$2,476. The process of capturing Charity Care instead of it becoming bad debt is being done very well. Gross AR is higher than normal at 4/30/19 at 84 days because of the backlog of coding medical records; the goal is to be less than 60 gross AR days.

**Business Plan Progress Report – Kate Pina, Celeste Hankins, Steve Patonai**

- Community Pillar Goals presented by Celeste Hankins, Public Relations
  - Develop/Implement comprehensive Community Communications Plan aligned with Board Vision Elements: Green
  - Conduct semi-annual “State-of-LCCHC” events/activities: Green
  - Increase Wellness Outreach for high-risk adults: Green
  - Develop/Implement Outreach Plan for Latino population: Green
- People Pillar Goals presented by Kare Pina, CHRO and Steve Patonai, CEO
  - Purchase/Develop and implement new Employee Satisfaction survey instrument: Yellow
  - Develop and implement new Physician Satisfaction survey instrument: Yellow

- Develop/Implement Leadership Development program: Green
- Implement performance-based Employee annual evaluation/merit process: Yellow

**Facilities Steering Committee Recommendation – Steve Patonai**

Committee is recommending contracting with Dick Bratton as Project Manager and Jerry Boyce as the onsite Owner’s Representative. Contracting with both will be cost effective and an efficient use of time and their skill sets. M. Signorelli is acquainted with J. Boyce and will recuse herself from approval on any motion regarding this.

*A motion was made by J. LaPorte to authorize contracting with Dick Bratton and Jerry Boyce, seconded by M. Murphy, and approved by the Board of Commissioners without M. Signorelli. M. Signorelli recused herself*

**STATE OF THE HOSPITAL REPORTS**

**Patient Care/ Clinic Update –Kris Haasl, CNO**

The onboarding process has been updated. There are new leaders/roles in the hospital and clinic. Currently working with C. Wallace on quality metrics and hospital KPI’s. Standardizing job descriptions and developing training.

**CMO Report – Megan Guffey, MD**

Met the state lobbyist and is working with a legislative committee to include LCCH in a tour of rural hospital facilities in the North Central Washington. M. Murphy asked her to keep the Board apprised of what is happening.

**CEO Report – Steve Patonai, CEO**

Excited that the team is coming together with strong leaders. Thanks to Vickie Bodle for her dedication and work the past five years as CFO. Spent last Friday with the Admin Team reviewing the Business Plan and prioritizing projects. Interviewing Primary Care physicians. New Nurse Practitioner at clinic and have a verbal acceptance of new Nurse Practitioner for Sanctuary. Good changes occurring that will take the hospital into the future.

**PUBLIC COMMENTS:**

There were two parades in May. Celeste Hankins thanked everyone who participated, J. LaPorte participated in the Memorial Day parade. A community member asked if new Family Medical doctors would be full-time or part-time.

**EXECUTIVE SESSION:**

Legal Issue (RCW 42.30.110(1))

**MEETING ADJOURNED:**

Meeting adjourned at 3:50 P.M.

**Submitted:**

  
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Board Secretary

  
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Date

**Attest:**

  
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CEO

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Date