

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

**JUNE 18 – LCCH BOARD ROOM
1:30 PM – 3:35 PM**

MEETING MINUTES

CALL TO ORDER:

Phyllis Gleasman called the meeting to order at 1:31 P.M.

Members Present:

Phyllis Gleasman, Chair	Mary Murphy, Vice Chair
Fred Miller, Secretary	Jordana LaPorte, Commissioner
Mary Signorelli, Commissioner	

Others in Attendance:

Steve Patonai, CEO	Mike Ellis, CFO
Kris Haasl, CNO	Megan Guffey, CMO
Courtney Wallace, CQO	Lisa Greenlee, Executive Assistant
List of attendees	

REVIEW OF MISSION:

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

PUBLIC COMMENTS:

No comments

CONSENT AGENDA:

- A. Regular Board Meeting Minutes, May 28, 2019
- B. Special Board Meeting Minutes, June 12, 2019
- C. Community Committee Minutes, June 5, 2019
- D. Affiliation/Partnership Minutes, June 10, 2019
- E. Facilities Steering Committee Minutes, May 28, 2019
- F. Facilities Steering Committee Minutes, June 10, 2019
- G. Vouchers / Warrants \$330,932.29; payroll direct deposit \$929,648.38
- H. Write-Offs & Charity: Bad Debt-Hospital \$72,983.10; Bad Debt-Clinic \$16,772.74;
Charity Care-Hospital \$23,273.41; Charity Care-Clinic \$1,121.05; Bankruptcy \$0.00;
Total \$114,150.30
- I. Credentialing

Ann Diamond, MD	Initial Appointment
Lisa M. Miller, ARNP	Initial Appointment
Jennifer Witt, MD	Re-Appointment Tele-Stroke
Christina Cavazos, MD	Re-Appointment Tele-Radiology
Matthew Newman, MD	Re-Appointment Cardiology
James Dodge, MD	Re-Appointment Cardiology
Joey Victoria-Lopez, PA-C	Re-appointment

A motion was made by M. Signorelli to approve the consent agenda with corrections to the Facilities Steering Committee meeting attendees, seconded by M. Murphy, and approved by the Board of Commissioners.

OLD BUSINESS:

Board Performance Improvement Plan 2019 – Phyllis Gleasman

Two additional items added to the plan after the May 28, 2019 meeting were discussed and clarified.

A motion was made by J. LaPorte to approve the Board Performance Improvement Plan, seconded by M. Signorelli, and approved by the Board of Commissioners.

NEW BUSINESS:

Finance Committee Report – Mike Ellis, CFO

Mike Ellis presented an updated format of the financial reports. Cash on hand was approximately \$1.9 million. Net Operating Revenue was slightly under budget at 1% and salaries/benefits expense was 1% under budget for the month resulting in a Total Net Income of \$76,110 versus a budget of \$84,242. AR is improving from 82 days as of 4/30/19 to 80 days on 5/31/19 and the AR target remains at 60 days. The Director of Revenue Cycle has been hired and will start in mid-July.

A motion was made by F. Miller to accept the financials as presented, seconded by M. Signorelli, and approved by the Board of Commissioners.

Facilities Steering Committee Recommendations

New Hospital Block Diagram – Keith Null, Steve Patonai

Keith Null discussed the development of the overall designing planning process for the Hospital and reviewed the Block Diagram. Expansion areas are located in Med/Surg, Sanctuary, OR and Emergency Department. Requesting approval to move forward to the next step. Schematic design will show department layouts and additional details.

A motion was made by M. Signorelli to approve the Block Diagram as presented, seconded by F. Miller, and approved by the Board of Commissioners.

Foundation Commemorative Naming Plan – Phyllis Gleasman, Kim Dunbar

K. Dunbar of Lake Chelan Health and Wellness Foundation presented the status on the New Hospital Capital Campaign and the launch of the Commemorative Naming Rights Campaign. She requested two Board members serve on the Capital Campaign Steering Committee. Mary Signorelli and Jordana LaPorte accepted the Steering Committee roles.

A motion was made by M. Signorelli to approve the concept of the naming plan as presented, seconded by F. Miller, and approved by the Board of Commissioners.

Business Plan Progress Report – Kris Haasl, Courtney Wallace

- Service Pillar Goals presented by Kris Haasl, CNO
 - Develop/Implement new hire and annual Employee AIDET training: Green
 - Develop/Implement Noise Reduction plan for MSU: Green
 - Develop/Implement Discharge Meds patient education plan: Green
- Quality/Safety Pillar Goals presented by Kris Haasl, CNO and Courtney Wallace, CQO
 - Improve ED throughput: Green
 - Define /Implement CAUTI bundle: Green
 - Educate Providers/Staff to WSHA Primary C-Section standards: Green
 - Complete formation of 3 Primary Care teams: Green
 - Transition Wellness visits to team RNs: Green

457 Deferred Compensation Plan – Kate Piña

Tabled until July meeting.

STATE OF THE HOSPITAL REPORTS

CMO Report – Megan Guffey, MD

Actively recruiting at the clinic, candidate in town last weekend. Looking into state grants for the clinic. Education on coding to ensure we are getting paid for the work we are doing.

Patient Care/ Clinic Update –Kris Haasl, CNO

Devon Ehlert, Director of Clinic Operations is doing a great job. Updating job descriptions, working with the front desk staff. The clinic is transitioning to “same day” instead of “walk-in” clinic. Looking to add new service lines such as wound care.

Changes to the organizational structure are moving forward. New dashboards for each department with quality metrics.

CEO Report – Steve Patonai, CEO

Dr. Diamond is starting July 1 and a new Sanctuary Nurse Practitioner is starting in August. CPSI conducted a SWOT analysis three days last week to help with resolving HER issues. Found opportunities for improvement which will yield positive results. Will be conducting a full IT Assessment (security, infrastructure, virus protection, etc.) to be completed by year end.

OTHER BUSINESS

P. Gleasman reported the Annual Board Retreat will be July 15 & 16 at Lake Chelan Golf Course. Next week the WSHA Rural Hospital Leadership Conference will be in Chelan, and all Board members plan to attend.

P. Gleasman read a letter from Steve Patonai, announcing his planned retirement from LCCH effective in the fall. A CEO Search Committee is being established with M. Murphy as the Chairperson. There is a Special Board meeting planned for Thursday, June 20. It will be an Executive Session to discuss a lease and CEO qualifications.

A motion was made by J. LaPorte to release to the media Steve Patonai’s planned retirement, seconded by F. Miller, and approved by the Board of Commissioners.

PUBLIC COMMENTS:

A community member suggested S. Patonai would be welcome to sit in the audience after he retires. C. Hankins reminded everyone of the Prevention Fair to he held June 20 at the Chelan Fire Station.

MEETING ADJOURNED:


Meeting adjourned at 3:35 P.M.

Submitted:

Fred Miller
Board Secretary

7/23/19
Date

Attest:


CEO

7/25/19
Date