

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

**AUGUST 27 – LCCH BOARD ROOM
1:30 PM – 5:50 PM**

MEETING MINUTES

CALL TO ORDER:

Phyllis Gleasman called the meeting to order at 1:30 P.M.

Members Present:

Phyllis Gleasman, Chair
Mary Murphy, Vice Chair
Jordana LaPorte, Commissioner
Mary Signorelli, Commissioner
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 stated that the Commissioners have developed strong criteria for a new CEO. She thanked the Board for their hard work and many hours dedicated to interviewing CEO candidates.

CONSENT AGENDA:

- A. Regular Board Meeting Minutes, July 23, 2019
- B. Special Board Meeting Minutes, July 26, 2019
- C. Special Board Meeting Minutes, July 30, 2019
- D. Special Board Meeting Minutes, August 2, 2019
- E. Special Board Meeting Minutes, August 6, 2019
- F. Special Board Meeting Minutes, August 9, 2019
- G. Special Board Meeting Minutes, August 15, 2019
- H. Special Board Meeting Minutes, August 23, 2019
- I. Affiliation/Partnership Minutes, August 19, 2019
- J. Facilities Steering Committee Minutes, August 5, 2019
- K. Community Committee Minutes, August 7, 2019
- L. Vouchers / Warrants \$649,099.39; payroll direct deposit \$1,435,332.02

M. Write-Offs & Charity: Bad Debt \$61,128.68; Charity Care \$11,560.87; Bankruptcy \$0.00; Total \$72,689.55

N. Credentialing

Sandra M. Demars, MD	Locums – Hospitalist
Jason A. McIntosh, CRNA	Locums
Fernando Dietsch, MD	Locums – Emergency Department
Lindsay N. Richerson, ARNP	Behavioral Health – Initial Appt.
John M. Maher, MD	Tele-Radiology – Initial Appt.
Nausheen Naveed, MD	Tele-Radiology – Initial Appt.
Kay D. Lozano, MD	Tele-Radiology – Initial Appt.
Lawrence W. Kaler, MD	Tele-Radiology – Initial Appt.
Sergey Shkurovich, MD	Tele-Radiology – Initial Appt.
Marc G. Jacobson, MD	Tele-Radiology – Initial Appt.
Saniya A. Merchant, MD	Tele-Radiology – Initial Appt.
Igor V. Zaytev, MD	Tele-Radiology – Initial Appt.
Surinder Rai, DO	Tele-Radiology – Re-appointment
Matthew S. Novack, MD	Resident – ED Rotation
Charlee R. Abboud	Medical Student – Dr. Bergeson
Scott G. Hinckley MEDEX PA	Student – Behavioral Health

P. Gleasman and M. Murphy asked for clarification in the minutes from the Community Committee meeting regarding the difference between disaster and crisis. J. LaPorte defined the difference as external/physical (disaster) and internal/personnel (crisis) issues.

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

OLD BUSINESS:

CEO Recruitment Update – Phyllis Gleasman

There have been five on-site interviews. The Board is looking for the best fit for the organization and the community. Depending on which candidate is hired there may be a need for an interim CEO.

Construction Project Update – Steve Patonai, CEO

S. Patonai reported that the schematic design is being finalized with input from all the departments. The architect was here last week to meet with everyone and update the current design as needed. A special Board meeting may be scheduled in September to review the schematic design and updated cost estimates.

Clinic Lease Renewal – Steve Patonai, CEO

S. Patonai reported that an agreement has been reached with the landlord of the clinic for a three-year lease renewal. There were questions regarding property tax exemption and business interruption insurance that were discussed and resolved.

A motion was made by M. Murphy to approve the clinic lease as presented, seconded by J. LaPorte, and approved by the Board of Commissioners.

NEW BUSINESS:

Finance Committee Report – Fred Miller & Mike Ellis, CFO

Mike Ellis reported financials are completed for July. Cash on hand was approximately \$394,855. Net Operating Revenue was under budget and salaries/benefits expense was under budget for the month resulting in a Total Net Income of \$26,512 versus a budget of \$472,993. The loss for July makes up approximately 50% of the YTD Net Revenue Variance.

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

A. Resolution #606 – Surplus Equipment

M. Ellis reported this resolution would enable management to dispose of small, fully depreciated equipment items without the need to bring them to the Board. A discussion ensued regarding equipment that is traded-in and how it will be handled.

A motion was made by M. Murphy to approve Resolution #606 as presented, seconded by F. Miller, and approved by the Board of Commissioners.

B. Resolution #607 – 403b and 457 Trustee Appointment

This resolution will allow the appointment of Trustees for the retirement plans to be by job title instead of by name. There are four Trustees: CEO, CFO, CHRO, Board Member.

A motion was made by J. LaPorte to approve Resolution #607 as presented, seconded by M. Signorelli, and approved by the Board of Commissioners.

C. Resolution #608 – Line of Credit

The resolution enables the hospital to obtain a \$500k line of credit. Going into construction this is a prudent business method to temporarily increase working capital.

A motion was made by F. Miller to approve Resolution #608 as presented, seconded by M. Signorelli, and approved by the Board of Commissioners.

Business Plan Progress Report – Kate Pina, Celeste Hankins

- 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: Green
 - Develop and implement new Physician Satisfaction survey instrument: Yellow
 - Develop/Implement Leadership Development program: Green
 - Implement performance-based Employee annual evaluation/merit process: Yellow

Workplace Security – Steve Patonai, CEO

S. Patonai discussed that the hospital is reviewing its facilities and staff training security measures to ensure staff and patient safety. R. Eickmeyer is the hospital Safety Officer and is coordinating this process.

STATE OF THE HOSPITAL REPORTS

CMO Report – Megan Guffey, MD

Dr. Guffey reviewed the status of the quality measures used at the Clinic

Patient Care/ Clinic Update –Kris Haasl, CNO

Speech language pathologist is coming on board in December. Developing a swing bed program for post-stroke patients.

The Tele-stroke program was quoted at \$20,000-40,000. J. Minnock is looking into the stroke readiness certification and training. We are continuing to look at other tele-medicine programs but will not be implementing tele-stroke at this time.

CEO Report – Steve Patonai, CEO

No additional comments

OTHER BUSINESS:

J. LaPorte asked if LCCHC staff meetings have been scheduled. S. Patonai stated they are waiting for the new CEO.

R. Eickmeyer was asked if his EMS team was trained in stroke readiness. He responded that they were and that he was involved in creating the state program.

PUBLIC COMMENTS:

No public comments

EXECUTIVE SESSION:

At 2:58 PM Commissioner Chair, P. Gleasman announced the Board would convene into Executive Session to evaluate applicants’ qualifications for public employment (RCW 42.30.110(1)(g)) (2 hours)

REGULAR SESSION:

The Board of Commissioners reconvened into Regular Session at 5:30 PM. The Board reviewed the CEO Incentive Criteria.

MEETING ADJOURNED:

Meeting adjourned at 5:50 P.M.

Submitted:

Fred Miller

Board Secretary

9/24/19

Date

Attest:

Michael Vell

Interim CEO

9/24/19

Date