

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

**NOVEMBER 19 – LCCH BOARD ROOM
1:30 PM – 5:45 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:

Mike Ellis, CFO/Interim CEO
Courtney Wallace, CQO
List of attendees

Jaime Minnock, Interim Co-CNO
Lisa Greenlee, Executive Assistant

REVIEW OF MISSION:

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

PUBLIC COMMENTS:

A community member commented on the services at the clinic and asked why lab services were moved to the hospital. He relayed his personal experience and said he felt the process was going backwards.

CHAIR'S REPORT:

M. Murphy shared that the Community Forum held Wednesday, November 13 was well attended. with topics that were informative and relevant. She stated the Board is working to be liaisons and ambassadors to the community. M. Signorelli thanked the staff who helped put the event on. There were over 800 hits on the Lake Chelan Now livestreamed event.

A Special Board meeting to discuss the 2020 Budget was held Friday, November 15. J. LaPorte explained there were some changes to benefit and retirement plans. F. Miller said that the hospital has budgeted for profit with a total budget of \$27.5M.

CONSENT AGENDA:

- A. Regular Board Meeting Minutes, October 22, 2019
- B. Special Board Meeting Minutes, November 13, 2019
- C. Special Board Meeting Minutes, November 15, 2019
- D. Community Committee Minutes, October 17, 2019
- E. Community Committee Minutes, November 6, 2019
- F. Facilities Steering Committee Minutes, November 4, 2019
- G. Finance Committee Minutes, November 13, 2019
- H. Vouchers / Warrants \$389,686.97; payroll direct deposit \$879,866.13

- I. Write-Offs & Charity: Bad Debt-Hospital \$55,046.52; Bad Debt-Clinic \$6,221.16; Charity Care-Hospital \$51,735.98; Charity Care-Clinic \$0.00; Bankruptcy \$0.00; Total \$113,003.66
- J. Credentialing:

Lincoln Westfall, DO	Temporary Privileges
Allison Cummings, MD	Resident with Dr. Bergeson
Lee Haggenjos, MD	Resident with Dr. Bergeson
Nikolas Borak	MEDEX Student ED Rotation

A motion was made by F. Miller to approve the consent agenda with amended public comments for the Budget meeting, seconded by M. Murphy, and approved by the Board of Commissioners.

OLD BUSINESS:

Construction Project Update – Mike Ellis, CFO/Interim CEO

M. Ellis reviewed the current status of the construction project. The architects are at the hospital this week doing a second round of Design Development meetings. The Design Development phase should wrap up by year end. There were renderings of the design at the Community Forum. USDA met last week with the project manager, architects, builder and LCCHC in Wenatchee. The project is staying in line with budget. M. Signorelli requested the renderings be put on display in the hospital. M. Murphy agreed but requested that the word “draft” or “renderings” be added to them as they have not yet been approved by the Board.

NEW BUSINESS:

Finance Committee Report – Fred Miller & Mike Ellis, CFO

M. Ellis reported financials are not yet completed for October. Hospital volume is down 6-7% from 2018. Clinic visits are down. The clinic is starting to schedule appointments in December for Dr. Westfall.

Guild B – Mary Ann Warren, Guild B President

M. Warren reviewed the Home Tour & Art Show event that took place in September. All of the funds raised at this event go to the Foundation and Hospital. There were 110 volunteers with 12 volunteers from the hospital. She presented the hospital with two checks: one for \$26,000 from the Home Tour event and another for \$1,400 from Lights of Love donations. These donations will go towards a post-partum family room, 3D mammogram machine, and equipment for physical therapy.

Master Facility Plan – Phyllis Gleasman, Board Chair

P. Gleasman explained options are being brainstormed on what to do with the current hospital building. M. Murphy shared a sample draft Master Facilities Framework document to assist in preparing for the items coming up in the next 3 years. J. LaPorte asked if there were any grant opportunities. M. Murphy requested a new committee be created to work on this project as the Facilities Steering Committee has their hands full with the new hospital. The topic was tabled until next month so the Facilities Steering Committee could review the information.

A motion was made by M. Murphy that the Facilities Steering Committee return with a proposal next month on how to develop a Master Facilities Plan and timeline, seconded by J. LaPorte, and approved by the Board of Commissioners.

Resolutions:

Resolution #615 – Regular Levy

Resolution #616 – EMS Levy

Resolution #617 – GO Bonds

A motion was made by M. Murphy to approve Resolutions #615, #616, and #617 as presented, seconded by M. Signorelli, and approved by the Board of Commissioners.

Resolution #618 – Outstanding Warrants

A motion was made by M. Murphy to approve Resolution #618 as presented, seconded by F. Miller, and approved by the Board of Commissioners.

Resolution #619 – Legal Holidays

A motion was made by M. Signorelli to approve Resolution #619 as presented, seconded by F. Miller, and approved by the Board of Commissioners.

Resolution #620 – Board Meeting Dates

A motion was made by M. Signorelli to approve Resolutions #620 as presented, seconded by J. LaPorte, and approved by the Board of Commissioners.

Business Plan Progress Report – Kate Piña, CHRO

- People Pillar Goals
 - New Employee Satisfaction survey instrument: Green
 - New Physician Satisfaction survey instrument: Yellow
 - Leadership Development Program: Green
 - Performance-based Employee annual evaluation/merit process: Yellow
- Community Pillar
 - Develop/Implement comprehensive Community Communication Plan: 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

K. Piña informed the Board that a new position had been created, Community Relations Manager and Agustin Benegas will be taking the new role. M. Murphy requested to receive a copy of the job description.

Community Committee

M. Signorelli presented the Charter for LCHWF & LCCHC Capital Campaign Steering Committee and the Naming and Dedication of Facilities Policy. The Board tabled the topic until the December Board Meeting as Legal counsel needs to review the documents. Board members are to review the documents and send any comments to the Executive Assistant by December 6.

STATE OF THE HOSPITAL REPORTS**CNO Report – Jaime Minnock, Jane Jedwabny, Co-Interim CNO**

J. Minnock held a Nursing Forum last week with morning and evening sessions. There was good attendance at both. J. Jedwabny stated a Nursing Staffing meeting was held to develop/update

the Nurse Staffing Plan that is required as part of the hospital licensing. J. Minnock is working on the Functional Program for the new hospital.

Interim CEO Report – Mike Ellis, CFO/Interim CEO

M. Ellis announced Jane Jedwabny would be going part-time in January, a partial retirement. As part of the IT assessment, the EHR at the clinic is being reviewed by Michael Jobin, an independent consultant. If the recommendation is to implement CPSI at the clinic it should be a 2-3 month project.

One additional construction update item. The helipad requires additional soil remediation work and additional sidewalks to be installed that were not in the plans. There was a discussion regarding eliminating the helipad which would save about \$100,000.

A motion was made by M. Murphy to remove the helipad from required elements and include it as an add alternate to the construction documents, seconded by M. Signorelli, and approved by the Board of Commissioners.

M. Ellis stated this is his last meeting as Interim CEO and thanked everyone for their assistance.

OTHER BUSINESS:

CEO Orientation – Mary Murphy, Vice Chair

M. Murphy explained there are a lot of items to discuss with the new CEO when he arrives. A CEO Orientation Binder is being created. M. Murphy went over the proposed content for the binder and several additional topics were included. Human Resources will handle the traditional employee orientation and the Board will take care of the binder items. Board members will have meetings scheduled by December 6.

A motion was made by M. Murphy to approve the amended CEO Orientation Binder items, seconded by J. LaPorte, and approved by the Board of Commissioners.

Charity Care Policy – Colene Hickman, Revenue Cycle Director

C. Hickman explained the various financial assistance programs available at the hospital and the sliding fee schedule. She stated charity care is only for non-elective services.

A motion was made by F. Miller to approve the Charity Care Program, Sliding Fee Schedule and Discount Payment, seconded by J. LaPorte, and approved by the Board of Commissioners.

Other Comments

J. LaPorte requested scheduling the Strategic Planning meeting that is generally held in the summer now so there is less opportunity for conflicts.

M. Murphy suggested having an annual Board Calendar would be great.

PUBLIC COMMENTS:

A. Benegas commented a family member had a baby in the hospital and had a fantastic experience. Most staff did not know it was his family member. He wanted to recognize the good work done.

EXECUTIVE SESSION

At 3:50 PM P. Gleasman announced the Board would convene into Executive Session for a discussion on Potential Litigations (RCW 42.30.110(1)) and Quality Improvement (RCW 70.41.205).

Executive Session ended at 5:38 PM

REGULAR SESSION

The Board of Commissioners reconvened into Regular Session at 5:39 PM.

MEETING ADJOURNED:

Meeting adjourned at 5:45 P.M.

Submitted:

Fred Miller

Board Secretary

Date

12/17/19

Attest:

Shw

CEO

Date

12.18.19