



**Chelan County Public Hospital District No. 2  
Regular Meeting of the Board of Commissioners  
Meeting Minutes December 17, 2024 1:30 pm  
in person and via Microsoft TEAMS**

**Commission Attendance:**

(  not present  present )

Jordana LaPorte, Chair  
 Lori Withrow, Vice Chair

Mary Murphy, Secretary  
 Doug Gibson

Len England

**Staff Participants:** A. Edwards, B. Truman, S. Ottley, A. Oden, L. Sahlinger, R. Montgomery, M. McCormick, A. Benegas, J. Phetteplace,

**Guests:** Guild B Chair, Vice Chair, and Secretary

**Community Members:** Ruth (Lake Chelan Mirror), A. Moroz, M. Navarro, Sara

**Recorder:** Wendy Kenck

Agenda Item	Topic/Action
1. Call to Order	<ul style="list-style-type: none"> <li>• J. LaPorte called the meeting to order at 1:30 pm and recited the mission statement.</li> <li>• Agenda Changes               <ul style="list-style-type: none"> <li>○ <i>M Murphy motioned to approve the Meeting Agenda changes (removal of Med Staff Quarterly update and the Charity Care Policy, add Community Connection to Old Business, change Board Nomination item from FM to FD), seconded, motion approved</i></li> </ul> </li> </ul>
2. Public Comment	<ul style="list-style-type: none"> <li>• Guild B members, Mary School (Board Chair), joined by Vice Chair and Treasurer, presented two fundraising events from 2024. They thanked the dedication of volunteers, donors, and the support of the hospital. The events were a great success: Paint the Town Pink raised \$20K for standardizing BP machines, and Karen Collins' estate sale raised \$6200 for an EKG machine at the clinic. They expressed excitement for the positive changes these contributions will bring to the hospital and community and thanked everyone for their continued support.</li> <li>• Adrienne Oden introduced herself as the Interim Surgical Director. She works with Whitman Partners and specializes in perioperative leadership. She expressed her excitement to learn and build the department for LCH and the community.</li> </ul>
3. Chair's Report	<ul style="list-style-type: none"> <li>• J. LaPorte expressed appreciation for all the effort the Employee Activities Committee (EAC) organized for the employee holiday party, which was a success. Thanks to the staff who were not in attendance but were keeping the hospital up and running.</li> </ul>
4. Consent Agenda	<ul style="list-style-type: none"> <li>• <i>Edits to the Consent Agenda: Governance meeting minutes dated 11/20/24, item 2 should read 'Recommend Bylaws updates at December 17 Board meeting.'</i> <ul style="list-style-type: none"> <li>○ <i>D. Gibson motioned to approve Consent Agenda with edits, seconded, motion passed</i></li> </ul> </li> </ul>
5. Executive Session	<ul style="list-style-type: none"> <li>• J. LaPorte announced Executive Session at 1:46 pm for 10 minutes to consider information regarding staff privileges or quality improvement committees under RCW 70.41.205 and RCW 42.30.110(1)(o)</li> <li>• Extended 15 minutes</li> <li>• Executive session ended at 2:10 pm</li> </ul>
6. Reports	<ul style="list-style-type: none"> <li>• <i>L. Withrow verified all credential files are complete for the proposed list of providers and motioned to approve the appointments and removals as presented, seconded, motion passed.</i></li> <li>• <b>Med Staff Report:</b> M. Hillman noted that institutional policies need constant review and</li> </ul>

	<p>update. The current focus is on improving and streamlining operating procedures in the OR and Anesthesia and adding policies and procedures for institutional care.</p> <ul style="list-style-type: none"> <li>● <b>Finance:</b> <ul style="list-style-type: none"> <li>○ B. Truman presented the unaudited November 2024 Finance Report. <ul style="list-style-type: none"> <li>▪ <i>D. Gibson motioned to accept the unaudited November 2024 Finance Report</i></li> </ul> </li> <li>○ Additional Financial items of discussion: <ul style="list-style-type: none"> <li>▪ \$560K paid out to staff for Board-approved 2024 bonuses.</li> <li>▪ \$21K paid out to staff for years of service recognition covering 2022, 2023, and 2024.</li> <li>▪ \$800K in outstanding funding for the new hospital is being finalized with Bouten for release by the USDA.</li> <li>▪ \$175K soil mitigation.</li> <li>▪ \$270K currently has been spent on the EMS building to date; reimbursement request will be submitted to the Department of Commerce.</li> <li>▪ Pre-application to the USDA will be submitted for additional funding related to the EMS and MRI machine.</li> <li>▪ Revenue Cycle Goal: Reduce AR days from 73 to 53 days.</li> </ul> </li> </ul> </li> <li>● <b>CEO Report:</b> A. Edwards shared additional notes of interest, including discussion regarding an increase in B&amp;O taxes and Employee Recognition for years of service for 2022, 2023, and 2024.</li> <li>● <b>Strat Plan KPI Report:</b> S. Ottley presented the Board KPI Dashboard for 2025 based on feedback received from the Board and proposed its use in 2025</li> </ul>
7. Old Business	<ul style="list-style-type: none"> <li>● <b>EMS/Admin Building Project Update:</b> S. Ottley presented the EMS/Admin Building Project Scope and Total Budget, noting the contingency for water and the goal to reduce overall construction costs by analyzing materials for a hybrid of steel and wood. Approval was sought for Admin to move forward with the scope and total budget. <ul style="list-style-type: none"> <li>○ <i>D. Gibson motioned to approve the scope of the EMS Building including the budget estimate of \$15.6M, seconded, motion approved.</i></li> </ul> </li> <li>● <b>Specialty Clinic Update:</b> S. Ottley presented an update on the Specialty Clinic and will provide a biweekly progress report with build updates and pictures to be included in the CEO report.</li> <li>● Two new ambulances have arrived.</li> <li>● Board discussion regarding the Board Letter, which will be added to the Lake Chelan Mirror.</li> <li>● <b>CHNA Update:</b> Five proposals were received. It was proposed that Aaron select one of the companies and proceed to initiate the project.</li> <li>● <b>Community Connections:</b> <ul style="list-style-type: none"> <li>○ An Apple Blossom Association meeting to be held in January. L. Withrow to attend.</li> <li>○ L. England connected with the Manson School District regarding signage and potential partnerships for advertising.</li> </ul> </li> </ul>
8. New Business	<ul style="list-style-type: none"> <li>● Discussion among the Board members regarding the ‘Governing Bylaws’ policy that is in review process.</li> <li>● <b>Policies:</b> <ul style="list-style-type: none"> <li>○ <i>L. England motioned to approve the ‘CEO and Board Decision Matrix’ policy with edits as discussed, seconded, motion approved</i></li> <li>○ <i>M. Murphy motioned to accept the ‘End of Life’ Care policy, seconded, motion approved</i></li> <li>○ <i>L. Withrow motioned to accept the ‘Hospital Staffing Plan’, seconded, motion approved.</i></li> </ul> </li> <li>● <b>Resolutions:</b> <ul style="list-style-type: none"> <li>○ <i>D. Gibson motioned to approve Resolution 2024-12 ‘2025 Legal Holidays’, seconded, motion approved.</i></li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ <i>L. England motioned to approve Resolution 2024-13 '2025 BOC Meeting Dates', seconded, approved</i></li> <li>● <i>D. Gibson motioned to approve the surplus of the 2012 Dodge, seconded, motion approved.</i></li> <li>● Discussion on Board nominations, and vote scheduled for January.</li> </ul>
9. Roundtable/Action Items	<ul style="list-style-type: none"> <li>● W. Kenck to send WORD version of the letter to J. LaPorte for edits, final review by Aaron.</li> <li>● Board to review the Board Duties and Responsibilities Governance information provided by J. LaPorte for feedback by mid-January</li> <li>● Aaron and Agustin to decide on one of the CHNA proposals and get started to meet the requirements.</li> <li>● L. Withrow to attend the January Apple Blossom Association meeting regarding the HOA dues.</li> <li>● Wendy to reach out to the Business Office manager regarding updates to the Charity Care policy.</li> <li>● W. Kenck to email the current Board Bylaws to Dr. Hillman.</li> <li>● Len mentioned that the holiday party was great, and he enjoyed meeting the staff he hadn't met before.</li> </ul>
10. Public Comment	No public comment
11. Executive Session	<ul style="list-style-type: none"> <li>● L. Withrow announced Executive Session at 4:40 pm for 20 minutes for <ul style="list-style-type: none"> <li>○ RCW 42.30.110(1)(g) Evaluate the performance of a public employee.</li> <li>○ RCW 42.30110(1)(d) to review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs <ul style="list-style-type: none"> <li>▪ L. Withrow extended the Executive Session 20 minutes</li> <li>▪ L. Withrow extended the Executive Session 20 minutes</li> <li>▪ Executive Session ended at 5:40 pm</li> </ul> </li> </ul> </li> </ul>
12. Adjournment	<ul style="list-style-type: none"> <li>● No action was taken as a result of the Executive Session</li> <li>● J. LaPorte adjourned the meeting at 5:41 pm</li> </ul>

Attest:

*Mary C Murphy*

Mary C Murphy (Feb 7, 2025 09:58 PST)

M. Murphy, Secretary

*Aaron Edwards*

Aaron Edwards (Feb 7, 2025 10:06 PST)

Aaron Edwards, CEO

*wendy kenck*

W. Kenck, Executive Assistant










# Board Minutes 12.17.2024

Final Audit Report

2025-02-07

Created:	2025-02-07
By:	wendy kenck (wkenck@lcch.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAAhZcposlipJtypXPFQLgB3DHCsczFCjUw

## "Board Minutes 12.17.2024" History

-  Document created by wendy kenck (wkenck@lcch.net)  
2025-02-07 - 4:17:37 PM GMT
-  Document emailed to mmurphy@lcch.net for signature  
2025-02-07 - 4:17:44 PM GMT
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2025-02-07 - 4:17:45 PM GMT
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2025-02-07 - 5:57:21 PM GMT
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2025-02-07 - 5:57:59 PM GMT
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2025-02-07 - 6:06:06 PM GMT
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