



**Chelan County Public Hospital District No. 2  
Regular Meeting of the Board of Commissioners  
Meeting Minutes 11/30/2021 1:30 pm via Zoom**

<b>Commission Attendance:</b>	
( <input type="checkbox"/> not present <input checked="" type="checkbox"/> present)	
<input checked="" type="checkbox"/> Chair (Mary Murphy)	<input checked="" type="checkbox"/> Secretary (Fred Miller)
<input checked="" type="checkbox"/> Vice Chair (Jordana LaPorte)	<input checked="" type="checkbox"/> Member (Mary Signorelli)
<input checked="" type="checkbox"/> Member (Jeremy Jaech)	
<b>Participants:</b>	
Cheryl Cornwell, CFO Jaime Minnock, CNO	Shawn Ottley, Dir. of Quality Ross Hurd, CIO
<b>Recorder:</b> Toni Willis, Executive Assistant	
<b>Agenda Item</b>	<b>Topic/Action</b>
1. Call to Order & Review Agenda	The meeting was called to order at 1:30 pm. M. Murphy read the mission.
2. Public Comment	None.
3. Guild B	<p>On behalf of Guild B, Pam James presented a check in the amount of \$5,000 to Jaime Minnock, Chief Nursing Officer. The donation will be used to purchase a Sit/Stand lift which will be very helpful to the PT and nursing staff in assisting patients with mobility issues during their recovery process.</p> <p>The Board thanked the Guild for all the support they have given to the hospital and community.</p>
4. Chair’s Report	M. Murphy thanked the staff, admin and Board for hard work this year helping us build a more nimble organization to adapt to the many changes in health care.
5. Consent Agenda	<p>M. Murphy requested that the meeting minutes for October 26<sup>th</sup> be moved to the December Board meeting consent agenda. In future, draft meeting minutes will be sent to board Chair and Vice Chair for review prior to sending to administration for review.</p> <ul style="list-style-type: none"> <li>• <i>A motion was made by F. Miller to approve the Consent Agenda, with minor changes to Oct 18<sup>th</sup> Special Board Meeting (SBM), Nov 1<sup>st</sup> SBM minutes and Nov 16<sup>th</sup> Facilities Committee minutes, Oct. 20 SBM minutes, seconded by M. Signorelli. Motion carried.</i></li> </ul>
6. Old Business	<p>S. Ottley requested Board feedback to the 2022 Strategic Plan stating the Administrative and Leadership teams are working together to determine tactics and metrics. The plan will tie into Strategic Plan Dashboard. J. LaPorte suggested adding a master facility plan to the Strategic Plan. Board will contribute Governance tactics to strategic plan by Dec 21.</p> <p>M. Murphy reported the Transition Committee continues reviewing applications for the CEO position, noting a potential candidate for the permanent CEO position will be making a site visit in December.</p> <p>Letter from Chelan Fire District was discussed briefly and will be on December Board agenda for further discussion.</p>

<p>7. New Business</p>	<p>C. Cornwell presented the 2022 Budget for approval.</p> <ul style="list-style-type: none"> <li>• <i>A motion was made by F. Miller to approve 2022 Budget by Resolution (2021-11) with dated revised to Nov 30, 2021, seconded by J. Laporte. Motion carried.</i></li> </ul> <p>C. Cornwell noted that our Policy for Charity Care was a bit outdated, following a model policy from U. of Washington the revised policy includes current guidelines that will follow State and Federal requirements. Policy will only need to be updated as new regulation and rules arise.</p> <ul style="list-style-type: none"> <li>• <i>A motion was made by J. Jaech to approve Charity Care Sliding Fee Policy as presented, seconded by J. Laporte. Motion carried.</i></li> </ul> <p>J. Minnock shared patient story; letter was sent from family member thanking Dr. Castillo, Dr. Buck, K. Finerty and the nursing staff for care and support his pregnant wife received at LCH. The husband was very appreciative of the care provided and manner his wife's condition was assessed and handled. The Board acknowledged that the doctors and staff at LCH did a great job.</p>
<p>8. Reports</p>	<p>A. C. Cornwell presented the Financial Committee report.</p> <ul style="list-style-type: none"> <li>• <i>A motion was made by F. Miller to accept the Financial Committee Report, seconded by J. Jaech. Motion carried.</i></li> </ul> <p>B. M. Signorelli presented Facilities Committee Report. Committee received property valuations for Heritage Heights from Windermere, Lake Chelan Real Estate and REMAX real estate offices. Proposal for lease will be discussed further at Executive Committee meeting.</p> <p>Old hospital floor plan is updated. Next update will be presented to Commissioners at December Board meeting or January.</p> <p>More space to store equipment/furniture is needed. J. Thompson will contact Chelan Fruit to seek space.</p> <p>Dick Bratton reported that new hospital construction is on schedule and on budget. Structures are being covered, and crews will begin working on interior of building in coming months.</p> <p>Kitchen equipment was not budgeted in construction cost and will come from contingency fund.</p> <p>C. C. Cornwell provided update on Strategic Plan Dashboard; M. Murphy reminded Commissioners to submit education credits to T. Willis who will add data to Dashboard.</p> <p>D. J. Minnock submitted the Nurse Staffing Policy to the Board for approval.</p> <ul style="list-style-type: none"> <li>• <i>A motion was made by J. Laporte to approve Nurse Staffing Policy with an edit to add a date, seconded by M. Signorelli. Motion carried.</i></li> </ul> <p>E. Quarterly Quality Report: S. Ottley shared that in 2022 the team will focus on ISO9001 certification, policy development and subcommittees, and maximize Quality "best</p>

	<p>practices" to all departments, and improve reporting on quality issues.</p> <p>In response to the question "What does ISO9001 mean for the future of our hospital?", Shawn responded that ISO (International Organization for Standardization) provides a framework for what practices (patient care and business) we should have in place. It is a road map that helps us to standardize and develop policies and business practices with increased ability to self-audit and improve.</p>
9. Roundtable	None
10. Executive Session	<p>At 2:55 pm M. Murphy announced a 5-minute break after which the Board will move to Executive session to evaluate the qualifications of an applicant for public employment. RCW 42.30.110.(1)(g), review Quality Improvement reports. RCW 70.41.205(2) and RCW 42.30.110(o), and to consider the minimum price at which real estate will be offered for sale or lease RCW 42.30.110(1)(c). The session will last 1 hour.</p> <p>At 4:00 pm Commissioners returned to regular session.</p> <ul style="list-style-type: none"> <li>• <i>A motion was made by M. Signorelli to contract with NetworxHealth LLC for Interim CEO which includes Statement of Work, seconded by J. Jaech. Motion carried.</i></li> </ul>
11. Adjournment	The meeting was adjourned at 4:04 pm.

Attest:

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Fred Miller, Secretary

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Cheryl Cornwell, Interim CEO