**CASCADE MEDICAL**
PARTNERS IN YOUR HEALTH

Minutes of the Board of Commissioners Meeting
Cascade Medical Center – Arleen Blackburn Conference Room
Public Hospital District No. 1 – August 25, 2015

**Present**: Mary Helen Mayhew, President; Helen Rayfield, Commissioner; Tom Baranouskas, Commissioner; Bruce Williams, Commissioner; Mall Boyd, Commissioner; Diane Blake, Chief Executive Officer; Amy Webb, Chief Operating Officer; Jim Hopkins, Chief Financial Officer; Jill Barich, Executive Assistant.

**Guests**: Jain Rogers, Lab Director, Reyne Boik, HR Director; Rachel Hansen, Public Relations Coordinator; Sally Keeling, Accounting Director; Strode Weaver, Foundation; Nancy Lellelid, Foundation

| Topics | Actions/Discussions | Follow-Up Items |
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| **CALL TO ORDER** | ▪ President, Mary Helen Mayhew called the meeting to order at 9:00 AM | |
| **PLEDGE OF ALLEGIANCE** | ▪ Pledge of Allegiance was recited. | |
| **CONSENT AGENDA APPROVAL** | ▪ Mall moved to approve the Consent Agenda with the July 28th minutes be pulled. The list of attendees needs to be revised to include Tom Baranouskas and remove Jim Passage.<br>▪ Bruce seconded the motion.<br>▪ Motion Approved.<br>▪ Mall moved to approve the July 28h minutes with the changes noted to the attendees.<br>▪ Tom seconded the motion.<br>▪ Motion was approved. | |
| **COMMUNITY INPUT** | ▪ Are masks being handed out to the public for the smoke? Yes, they are available at the ED and Central Admitting desks. | |
| **FOUNDATION REPORT** | ▪ The Home and Garden Tour is set for September 19th. There are seven homes on this year's tour.<br>▪ So far the Foundation has raised about $82,000 YTD for the new ambulance. | |
| **VALUES** | ▪ Integrity – "Your beliefs don't make you a better person, your behavior does."<br>▪ Diane shared a story from a 1989 Sports Illustrated about a 7 yr. old boy playing baseball. | |
| **PUBLIC RELATIONS UPDATE** | ▪ Dr. Raiche is now on board and they did a photo shoot last week to prepare a flyer about her arrival.<br>▪ Rachel is busy working on three major campaigns right now: Sports Physicals, Lung Cancer Screening and video's for the provider's I-pads.<br>▪ She is also working with Mall on the Community Dinner which probably will be in Mid-November. | |
| **COMMITTEE REPORTS:** | | |
| **a. QI Committee** | • Greg spoke about the Emergency Preparedness work that is happening.<br>• Also had reports from Infection Control and Utilization Review.<br>• Reviewed the new Quality Dashboard that has been included in everyone's packet. | |
| **b. Finance Report** | • AR Days – the business office is working on bringing that number down.<br>• ICD-10 – working on obtaining a line of credit in case payments are slowed by the conversion to ICD-10 on October 1st.<br>• Health Insurance premiums – options for employee coverage are being explored as we anticipate another increase in premiums.<br>• Pharmacy inventory was completed.<br>• Based on our Cost Report results we made a lump sum | |

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| | payment to Medicare.<br>• 2016 budget work is happening at the department level. The budget will be presented to the full board for the first review in September. | |
| **c. Strategic Planning** | • Long Term Objectives – reviewed the Governance objective for 2016 that Strategic Planning is proposing.<br>• Board Self Assessment – We may look at inviting a consultant to help us with this process to make it more meaningful.<br>• Board Education and Board Retreat – Will look at utilizing the 20 Questions Binder, will also have some compliance training. For the Retreat Diane is hoping to have a representative from the NCWHC and RSN to talk about the ACH. We may also see if a representative from Confluence can participate in that conversation as well if the Board is comfortable with that.<br>• Draft Committee Charter – This template is being recommended to all committees to complete to have a clear definition of their purpose.<br>• Timing of Charters – Would like to have all committee charters in draft format and a work plan for the year completed by the end of Q1 2016.<br>• Committee Self Assessment - Each committee would complete a brief self assessment. | |
| **ACTION ITEMS: Old Business:** | | |
| **a. Privileging Approvals** | ▪ Mall moved to approve the following providers for privileges. All providers files have been reviewed the by Medical Executive Committee and respective Department Directors.<br>o Kristi Morris, PA – Provisional Privileges<br>o Zachary Hale, MD – Extension of Locum Tenens / Temporary Privileges<br>o Medford Cashion, MD – Locum Tenens/Temporary Privileges<br>o Keith Butvilas, MD – Locum Tenens/Temporary Privileges.<br>▪ Helen seconded the motion.<br>▪ Motion was approved. | |
| **DISCUSSION: Old Business:** | | |
| **a. 2016 & 2017 – 2019 Objectives** | ▪ Reviewed the 2016 and 2017 – 2019 Objectives. The Department objectives support the 2016 facility wide objectives and are under the same pillars. | |
| **DISCUSSION: New Business:** | | |
| **a. Capital Request – Chemistry Analyzer** | ▪ Jain Rogers, Lab Director presented the need for a new Chemistry Analyzer and the reasons behind the need as well as the costs associated with the replacement of this piece of equipment.<br>▪ The lab would like to purchase the same machine as it has been very reliable and staff already know how to operate it. There are not many options for facilities of our size, but this machine works great and is very reliable. | |
| **b. WSHA Governance Training and Annual Meeting** | ▪ The Governance Day is October 6th – Mall, Tom and Bruce would all like to attend.<br>▪ The WSHA Annual Meeting is October 7th – 8th. Tom and Mall would like to attend. Bruce will check his schedule and confirm his attendance for these days. | |
| **FINANCE REPORT** | ▪ Net Revenue is up 7.7% YTD<br>▪ Operating expenses are up 3.3% YTD<br>▪ We will complete an interim cost report at the end of Q3.<br>▪ July had a loss of ($8,458)<br>▪ AR days are down even though outstanding AR totals went up.<br>▪ We will begin testing with ICD-10 via our coding specialist. | |

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| | ▪ We have sent requests for proposals for a line of credit to Coast Bank and Cashmere Valley Bank. This would be to secure a line of credit if payments are slowed due to the conversion to ICD-10. | |
| **ADMINISTRATOR'S REPORT** | ▪ Dr. Patrick Carrillo from Confluence Health's Mental Health Department has reached out to Diane to talk about how we can work together on mental health in the Upper Valley.<br>▪ The State is being fined $100,000/day for not funding education. There are a lot of questions around this, but the money to fully fund education has to come from someplace so we need to be aware.<br>▪ Diane's September schedule is full with lots of off-site meetings. She will be out September 2-3 for WSHA and AWPHD meetings. September 15th – NCWHC meeting in Tonasket; September 23 – 25th AWPHD CEO Retreat. | |
| **BOARD ACTION ITEMS** | ▪ Help promote the upcoming Foundation Home and Garden Tour.<br>▪ Mall and Tom will be Rounding on September 16th with the Clinic and Lab.<br>▪ Mary Helen will attend the September 3rd Med Staff Meeting.<br>▪ Tom and Helen will attend the September 4th Foundation Meeting. | |
| **COMMISSIONER COMMENTS** | ▪ None. | |
| **EXECUTIVE SESSION** | ▪ The Board moved into Executive Session at 11:30 AM for one hour to discuss Potential Litigation and Performance of a Public Employee per RCW42.30.1110(1)(g).<br>▪ At 12:30 PM, the Board extended the Executive Session for an addition 30 minutes.<br>▪ At 1:00 PM, the Board extended the Executive Session an additional 30 minutes.<br>▪ The Board returned to Open Session at 1:30 PM. | |
| **ADJOURNMENT** | ▪ There being no further business, Bruce moved to adjourn the meeting.<br>▪ Mall seconded the motion.<br>▪ The meeting adjourned at 1:31 PM. | |

Mary Helen Mayhew, President

Helen Rayfield, Secretary