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 – February 24, 2014

Present: Mary Helen Mayhew, Chair; Mall Boyd, Commissioner; Helen Rayfield, Commissioner; Jim Passage, Commissioner; Bruce Williams, Commissioner; Diane Blake, Chief Executive Officer; Amy Webb, Chief Operating Officer; Jill Barich, Executive Assistant.
Guests: Dr. Jerome; Lucy Zhou, UW Med Student; Reyne Boik, Director of HR; Sally Keeling, Director of Accounting; Erin Pulse, Clinic Director; Tom Baranouskas, CM Foundation; Strode Weaver, CM Foundation; Stan Morgan, CM Foundation; Nancy Lellelid, Community Member

Topics	Actions/Discussions	Follow-Up Items
CALL TO ORDER	▪ Chairperson Mary Mayhew called the meeting to order at 9:00 AM	
PLEDGE OF ALLEGIANCE	▪ Pledge of Allegiance was recited.	
CONSENT AGENDA APPROVAL	▪ Helen moved to approve the Consent Agenda as presented. ▪ Bruce seconded the motion ▪ Motion was approved.	
COMMUNITY INPUT	▪ All guests introduced themselves.	
FOUNDATION REPORT	▪ Work is continuing on the annual golf tournament. ▪ The Board has worked on refreshing their bylaws and standing committees. ▪ Fall campaign netted $8,000 - $10,000. They will be using the list of new donors for additional campaigns.	
PROVIDER COMMENTS	▪ The clinic is staying busy and we have a good group of providers. ▪ ICD-10 will be a challenge when we get to October. ▪ The UW Clerkship Program is going well. The current student Lucy reports Leavenworth is known among the students as one of the best Family Practice rotations. She is happy to have the opportunity to learn here.	
CM VALUES	▪ Diane shared an e-mail from a patient about their recent ED visit. ▪ She also shared comments from some patient satisfaction surveys, commending our providers and staff for their excellent care.	
COMMITTEE REPORTS		
a. Finance Committee	• The committee is working to develop a financial dashboard. • ICD-10 – this change could affect cash flow once it is implemented. Our cash account is growing, however we will work to secure a line of credit in case it is needed. • Insurance Coverage – Diane will have a consultant review our coverage limits to ensure they are adequate. • CFO search is ongoing.	
ACTION ITEMS: New Business:		
a. Policy Approvals • Policy Creation, Approval and Review • Receiving legal documents from a process server	• Jim moved to approve the policy as written. • Bruce seconded the motion. • Motion was approved. • Mall moved to approve the policy as written. • Jim seconded the motion. • Motion was approved.	
b. Credentialing Approvals	▪ The QI Committee has reviewed the credentialing files for Dr. Butruille, Dr. Kranz, Dr. Richardson, Dr. Jerome and	

	Lucca Criminale, PA-C. They recommend approving privileges for these providers. ▪ Bruce moved to approve privileges as recommended. ▪ Mall seconded the motion. ▪ Motion was approved.	
c. Resolution 2015-02 – Surplus Equipment	▪ Mall moved to surplus the kitchen equipment listed. ▪ Helen seconded the motion. ▪ Motion was approved.	
d. Credentialing and Risk Management Software approval	• Bruce moved to approve the purchase of the requested software. • Mall seconded the motion. • Motion was approved.	
DISCUSSION ITEMS: NEW Business		
a. Conflict of Interest Policy	▪ All commissioners need to think about any possible conflicts of interest they may have. ▪ Conflicts of interest may come up with an open staff position if commissioners know a candidate who may be qualified. ▪ Conflicts could arise from potential vendor relationships with the facility. ▪ Commissioners need to be aware of the appearance of a conflict of interest. ▪ If you think there may be a conflict, bring it to administration's attention so it can be discussed. ▪ Following discussion the commissioner's felt comfortable with the policy and voted to approve it as presented. ▪ Mall moved to approve the Conflict of Interest Policy. ▪ Helen seconded the motion. ▪ Motion was approved.	
b. Board Retreat Date	▪ The retreat date of May 12th will now not work for all commissioners. ▪ Since long term goals were set last year, administration can use these to set goals for 2016 and they can be reviewed prior to a regular board meeting. ▪ Commissioners will send Jill dates they are available in September for the retreat.	
DISCUSSION ITEMS: Old Business		
a. Part-time Advisory Council	▪ At the last Advisory Council Meeting, John Chelminak, President of the Council, asked to hear from the Board of Commissioners about what is working well, and what do they want from the Advisory Council. ▪ The ideas presented at the Advisory Council meetings seem to be more helpful to management than to the Board. ▪ The Board members agreed to make their presence known at the twice yearly meetings to show their support.	
b. Board Succession	• Mall and Mary Helen met with Tom Baranouskas to answer any questions he had regarding joining the CM Board when a position opens up.	
FINANCE REPORT – January	▪ Net Income of $11,115 – we had budgeted for a loss, so this is very positive. ▪ Cash Forecast – We received $570,000 for meeting Stage 1 Meaningful Use ▪ We have budgeted to end 2015 with $3.7 million in cash	
• December Financial Check-in	▪ We have estimated a Net Income for the year of 1.1 million. There may be a payable due to Medicare, which would reduce the $1.1M projection, but we won't know until the Cost Report is completed in May.	
ADMINISTRATOR'S REPORT	▪ Legislative Update – There is a telemedicine bill that would allow for appropriate payment for these types of services.	

	There are three bills regarding non-compete clauses for Providers. Also a bill about local public health – hospitals would be taxed 6% to fund public health. Nurse staffing bill – this one is not really an issue for us. Pharmacy Board Bill regarding pre-packs of narcotics. All Claims Database – this would make billing more transparent. ▪ ACLU has sued Skagit Valley Hospital for not performing abortions, when there is a clinic nearby that does provide this service. AWPHD is supporting Skagit Valley in this suit. ▪ We are increasing the number of providers we have available to us to work in our ED. Dr. Johnston has been very helpful in talking with potential providers and checking references. ▪ Clinic Providers – we have another meeting with a provider who may be interested in working over the summer and part time work with us. ▪ Diane will secure a contract with a Locum company to fill any gaps we cannot cover with our staff. This is a last resort as it is very expensive. ▪ Pharmacy Services evaluation – now that we have an electronic system, we need to have 24 hour coverage for pharmacy. We may look at tele-pharmacy as an option. ▪ Public Relations Employee – Rachel Hansen starts with us on March 9th. She has great energy and a background that should be very beneficial. ▪ Year end work is still moving forward in accounting with the addition of some part time help. ▪ Charge Master Study was performed last fall. Staff is continuing to work through this report and adjust charges as appropriate.	
BOARD ACTION ITEMS	▪ Reminder to Board members to review your calendars for available dates for a retreat in September. ▪ Remember the Advisory Council meeting is April 18th.	
COMMISSIONER COMMENTS	▪ Mary Helen – Thank you to Diane, Amy and Jill for all your hard work. ▪ Mall – thank you to all our guests for joining us today.	
ADJOURNMENT	▪ There being no further business, Bruce moved to adjourn the meeting. ▪ Mall seconded the motion. ▪ The meeting adjourned at 11:00 AM	

Mary Helen Mayhew

Mary Helen Mayhew, Chairman

Helen Rayfield

Helen Rayfield, Secretary