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 – January 27, 2015

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; Sally Keeling, Director of Accounting; Jill Barich, Executive Assistant.
Guests: Brian Pulse, EMS Director; Erin Pulse, Clinic Director; Kelly Allen, Director of Nursing; Reyne Boik, Director of HR; Will Maillard, Foundation Coordinator

Topics	Actions/Discussions	Follow-Up Items
CALL TO ORDER	▪ Chairperson Mary Mayhew called the meeting to order at 9:00 AM following a board education session on the CEO Performance Evaluation process.	
PLEDGE OF ALLEGIANCE	▪ Pledge of Allegiance was recited.	
CONSENT AGENDA APPROVAL	▪ Mall moved to approve the Consent Agenda. ▪ Jim requested Warrant 62350 be removed for discussion. ▪ Mall amended her motion to remove warrant 62350 ▪ Helen seconded the motion. ▪ Motion was approved. ▪ Warrant 62350 was for the snow plow, which was approved in the budget for $25,000. The actual cost was $7,885.08. The CEO has an approval limit of $25,000 for items approved in the budget. ▪ Jim moved to approve Warrant 62350. ▪ Mall seconded the motion. ▪ Motion was approved.	
COMMUNITY INPUT	▪ None	
FOUNDATION	▪ Diane introduced Will Maillard, the new Foundation Coordinator. Will has been on board for about a week. ▪ Helen Rayfield reported for the Foundation that they donated around $58,000 to CM in 2014. ▪ The Fall Campaign brought in over $22,000. ▪ There are openings on the Foundation board, if you know anyone who may be interested.	
VALUES	▪ Diane shared two stories from patients who had very positive experiences at our facility. One was from a part-time resident and the other from an employee who brought her three year old child in to be treated.	
Quality Assurance	▪ Brian Pulse, EMS Director presented the EMS department QI Indicators that were tracked for 2014 ▪ Erin Pulse presented the QI Indicators that were tracked in the clinic in 2014.	
2015 COMMITTEE APPOINTMENTS	• Commissioners were satisfied with the current committee assignments. Bruce is not always available to attend the Advisory Board meetings, so Mall offered to take his place on this committee. All other committees stay the same.	
COMMITTEE REPORTS		
a. Quality Assurance	▪ The Quality Committee had a very productive meeting last week. Heard reports from the Safety, Utilization	.

	Review, Infection Control and Compliance Committees. ▪ Reviewed several policies which are on the agenda for Board approval today. ▪ Approved several credentialing documents, mostly extensions of current privileges and changes from Temporary to Provisional status. ▪ Received an update on the recent DOH survey.	
b. Advisory Committee	▪ The Advisory Council was created in the Fall of 2011 as a way to reach out to individuals who own property in our hospital district but do not live here full time and do not vote here. ▪ Jim and Bruce have been working on creating a matrix of the criteria they believe would be helpful for additional members of this council. ▪ The council has been very helpful in coming up with new ideas on how we can market our facility and provide us with a perspective we do not have living here full time. ▪ If you have suggestions of people who may be interested in joining this council, let Diane know. If you have ideas on criteria that should be added to the matrix, let Jim know.	
c. Strategic Planning	▪ Board Succession – The board has expressed interest in making sure we have a strong candidate filing in May. Tom B. has expressed some interest in joining our board. Jim will check in with him again to see if he has any questions. ▪ 2015 Dashboard was reviewed. We will be reviewing it as a full board later in the meeting. ▪ Policies – several policies were reviewed and discussed. They will be brought to the full board for approval in February. The Conflict of Interest Policy is a new policy. Administration will send this policy out to everyone so you can begin thinking about any situations that may be conflicts or possible conflicts. ▪ Work Plan – Bylaws will be reviewed in 2015, but not until later in the year. ▪ Board Education – Various topics will be brought to the board throughout the year for education. The dashboard will be the topic for our education session in February. Strategic Planning will also be a topic this year. ▪ Board Retreat is set for May. This is when we set our goals for the following year. We may do things slightly different this year. ▪ Board meeting dates – It was decided that our evening meeting in April will be in Leavenworth as it will be less time consuming than planning a meeting in the Peshastin/Dryden area. That meeting will be in June. ▪ Committee Charter – This committee will create their charter first so the other committees have an example to use when creating theirs.	
NEW BUSINESS: ACTION ITEMS		
a. Policy Approvals	▪ Jim moved to approve the following policies: o Quality Improvement Plan	

	○ Compliance Committee Structure and Purpose ○ Governance Policy regarding Washington's Death with Dignity Act ○ Red Flag Identity Theft ▪ Mall seconded the motion. ▪ Motion was approved.	
b. Credentialing Approvals	▪ The Quality Assurance Committee recommends approval of the following privileges: ○ Extend Active Med Staff privileges for the following providers pending completion of their file review: Dr. Butruille, Dr. Kranz; Lucca Criminale, PA-C; Dr. Dant, Dr. Jerome, Dr. Richardson, Dr. Hafermann; Dr. Frank ○ Extension of Provisional Privileges to Dr. Brian Barstad ○ Move from Temporary to Provisional Status – Carrie Kingsley, ARNP; Dr. Michael O'Brien-McGinty. ○ Extension of Courtesy Privileges to Dr. John Fishburne ▪ Bruce moved to approve the recommended privileges. ▪ Mall seconded the motion. ▪ Motion was approved.	
c. Resolution 2015-01 – CEO Contract Amendment	▪ Jim moved to approve Resolution 2015-01, a contract amendment for the CEO extending the 2.25% salary increase that was given to all employees in January. ▪ Helen seconded the motion. ▪ Motion was approved.	
DISCUSSION REPORTS: NEW BUSINESS		
a. DOH Survey	▪ The DOH Survey was a CMS revalidation survey. ▪ In total we had 10 citations, 5 of which were policy and procedure related. ▪ The survey is on 500 regulations, so only 10 citations is very good. ▪ We had no Infection control or patient safety citations. ▪ Mall suggested sending a short article to the Echo and Wenatchee Business Journal on the quality of care we provide.	
b. Dashboard Draft	▪ The purpose of the dashboard is to be a communication tool between management and the board. ▪ This will be one tool used to communicate with management. ▪ Another draft will be presented at the February meeting. ▪ If you have any thoughts on the dashboard, please let Diane know.	
c. Recap of Jim Passage's meeting with Dr. Hafermann	▪ Dr. Hafermann reached out to Jim and wanted to meet with him. ▪ Dr. Hafermann would like to see CM explore telemedicine in a way that the provider reaches out to patients in their homes. ▪ We will keep the dialogue open with Dr. Hafermann	
DISCUSSION ITEMS: OLD BUSINESS		
a. Community Engagement Dinner	• Kittitas Hospital in Ellensburg has done these dinners and	

	they invite Community leaders and non-profit leaders. • The dinners are limited to 8-10 participants. They are given a tour of the facility and the hospital staff present to them what is happening at the hospital. • Mall would like to try for two of these dinners in 2015, possibly May and October depending on how timing works out.	
b. 2015 Board Rounding	▪ The Board feels the Rounding sessions with department directors are very helpful and informative. ▪ The Rounding calendar has been updated to include June through December. ▪ The sign up sheet is in the signature folder.	
FINANCE REPORT - NOVEMBER	▪ Cash has grown by over $2 Million so far in 2014. ▪ The cash forecast has the projected cash at the end of the year at $2.8 million – this does not include the meaningful use funds. ▪ Bad debt was high in November – Diane went back and did an analysis of the past two years to reconcile and make sure the write off is in line. ▪ We posted a loss in November – mostly due to income with larger write-offs. ▪ AP Graphs – days are up due to the timing of AP runs. ▪ Diane believes we may have a payable to Medicare on 2014 Swing bed services. ▪ EMS Services – we are supplementing EMS services after taxes less in 2014 than in 2013.	
ADMINISTRATOR REPORT	▪ State Auditor – we have not heard anything from them in the past few weeks. ▪ We had no agency nursing needs in December and January and none are planned for February. All shifts have been filled by pool employees for February. This is thanks to Kelly and her work with the nursing staff. ▪ We have brought in a couple Accountants – Megan Schiefelbein and Marianne Vincent to help with year end work. ▪ Provider Recruitment – Dr. Hafermann's return is unknown. ▪ Dr. Merritt will be out beginning some time in July. ▪ Dr. Richardson is going on sabbatical beginning in late July ▪ Diane and some providers met with a physician who is interested in part-time work. We will try to get her back in to meet with the providers she did not meet yet. ▪ Diane and a group of providers met with a PA who works at Lake Chelan who is interested in picking up some shifts. ▪ The last resort would be to bring in locum providers during the summer months when our staffing is low. ▪ Emergency Department Recruiting – Dr. Johnston is taking two months off in April/May. We are working to bring a couple more providers on in the Emergency Department. ▪ Erin Pulse has been working on Cascade Cares. Dr.	

	Hafermann's MA is working with Lucca three days a week, allowing Christiane Brown the opportunity to work on case management tasks. Our new dietitian will be teaching a healthy choices program for community members. She is also scheduled to meet with patients one-on-one. ▪ Diane has been selected to lead the North Central Washington Hospital Council. This means she also will be on the WSHA Board. ▪ Accountable Communities of Health – At the last NCW Hospital council meeting they invited several mental health organizations. They are interested in joining the Accountable Communities of Health council that is being created. ▪ Community Choice – we are no longer Community Choice members. Diane and Erin Pulse met with Deb Miller of Community Choice. She is a great resource for us. ▪ CFO candidate – Diane, Amy and Reyne had a Skype interview with a CFO candidate who they thought might be good, however his references did not come back positively. They will continue searching. ▪ Rural Health Conference – This conference is in Spokane – March 17 – 19. It was a good conference last year. If you are interested in attending, please let Diane or Jill know. We need to register by February 17th. ▪ Rural Hospital Conference – Chelan – June – if you have ideas for the Chelan conference let Diane know by early Thursday morning so she can present them at her meeting.	
MEETING RECAP	▪ Diane or Jill will be sending out the Conflict of Interest policy. Everyone needs to review the policy prior to the February meeting and think of possible conflicts. ▪ If you have feedback on the dashboard, please let Diane know. ▪ If you are interested in attending the Rural Health Conference in Spokane, March 17 – 19th let Jill or Diane know. Deadline for registration is February 17th. Mall, Mary Helen and Helen with confirm. ▪ If you have suggestions for the Chelan conference in June, let Diane know by Thursday morning.	
COMMISSIONER COMMENTS	▪ Do we need to look at a broader range of skills for the CFO?	
ADJOURNMENT	▪ There being no further business, Mall moved to adjourn the meeting. ▪ Bruce seconded the motion. ▪ The meeting adjourned at 12:20 PM	

Mary Helen Mayhew, Chair

Helen Rayfield, Secretary