CASCADE MEDICAL
PARTNERS IN YOUR HEALTH

Minutes of the Board of Commissioners Meeting
Cascade Medical Center – Arleen Blackburn Conference Room
Chelan County Public Hospital District No. 1 – June 16, 2015

Present: Mary Helen Mayhew, Chair; Mall Boyd, Commissioner; Helen Rayfield, Commissioner; Tom Baranouskas, Commissioner; Bruce Williams, Commissioner; Diane Blake, Chief Executive Officer; Amy Webb, Chief Operating Officer; Jim Hopkins, Chief Financial Officer; Jill Barich, Executive Assistant.
Guests: Sally Keeling, Director of Accounting; Kristen Mershon, Clinic Director; Rachel Hansen, PR Coordinator

Topics	Actions/Discussions	Follow-Up Items
CALL TO ORDER	▪ Chairperson Mary Mayhew called the meeting to order at 9:06 AM	
PLEDGE OF ALLEGIANCE	▪ Pledge of Allegiance was recited.	
CONSENT AGENDA APPROVAL	▪ Bruce moved to accept the Consent Agenda as presented. ▪ Mall seconded the motion. ▪ Motion was approved.	
COMMUNITY INPUT	▪ None	
FOUNDATION REPORT	▪ The golf tournament was a success. They believe about $40,000 was raised this year.	
CM VALUES	▪ Diane shared some stories of great leaders who have an emotional commitment to their positions. ▪ She also shared a compliment she received, through her parents, from a patient from Canada who was seen in our facility while in our area visiting.	
INTRODUCTION OF KRISTEN MERSHON	▪ Kristen joined us a couple weeks ago. She has a diverse background in healthcare and has worked on the insurance side of the business as well as the healthcare delivery side.	
PUBLIC RELATIONS UPDATE	▪ We supported Bike and Juice over the weekend which was a big success. ▪ Dr. Johnston is talking on Thursday evening at Sleeping Lady. This is a fundraiser for the Sherpa villages. ▪ Work on creating patient education videos will begin soon. ▪ Brian Pulse has been named the President of the NCW Trauma Council. He will also help staff KinderFest. ▪ Dr. Merritt spoke at the Prostate Cancer support group recently. ▪ Website updates will be planned and work will take place on this later in the summer.	
COMMITTEE REPORTS		
a. Strategic Planning	• One of the goals of the Strategic Planning Committee is to figure out how to be a more strategic board. The commissioners who are attending the Chelan conference should talk with other commissioners to find out how their board does strategic work. • CEO Review – Planning to do an informal mid-year check-in at the July Board meeting. • Review of the Bylaws will be pushed to 2016. • Succession planning – Facility/Management Plan – this will be updated and brought back to the board later in the year. Board Succession planning – nothing imminent in this area. We will update the Board Matrix with Tom's information to see if there are any areas where the board needs to focus education. Everyone should always keep people in mind who may be good future board members. • Committee Structure – QI and Finance are set committees. Work will be done to clearly define roles and focus of each committee. A decision needs to be made about Strategic Planning. Should it be Strategic Planning or Board Governance? • Board education – July meeting will begin at 8:30 AM with Board	

	education which will be a recap from the attendees of the Chelan Conference. Education topics for the remainder of the year are yet to be determined. • Board Retreat – October 20th o Possible speaker on Accountable Communities of Health. o Strategic planning for more long range goals. Management will show how they plan to get there. o Physician Compensation – may have a speaker on this topic if the timing works. • Board impact on Management – Communication is very important between management and board. It is important that everyone check their e-mail at least twice a week. If you are going to be out of town, let Jill know so management knows you won't be checking e-mail. If board members are asked to e-mail information, it is appreciated if everyone does that. Otherwise we are asking them to manage multiple pieces of information in various formats.	
ACTION ITEMS: Old Business:		
a. Medical Staff Bylaws	▪ Some minor changes have been made since you were sent a copy. Those changes are: Ex-officio's do not have voting privileges. The Adjunct category the line "permanent part time employees are not eligible for this category has been deleted. Page 11 – Mid-Level providers Exceptions – item C was deleted. Mid levels are eligible for President and Vice President of the Med Staff. Changed the Section number of Emeritus Staff to Section 7 and Mid Level Exceptions is Section 8 ▪ Mall moved to approve the Medical Staff Bylaws with the above changes. ▪ Tom seconded the motion. ▪ Motion was approved.	
b. Credentialing Approvals	▪ The QI Committee is recommending approval of the following Provider credentialing: ▪ Dr. Peilin Reed – re-credential Consulting Privileges ▪ Carrie Kingsley, ARNP – Provisional to Active Status ▪ Dr. Dant – Extension of Active Status ▪ Dr. Brian Barstad – Extension of Provisional ▪ Dr. Michael O'Brien-McGinty – Extension of Provisional ▪ Mall moved to approve the above Privileges. ▪ Helen seconded the motion. ▪ Motion was approved.	
ADMINISTRATOR'S REPORT	▪ EAC is holding a food drive from now until June 25th. The goal is to bring in 3,000 pounds of food. ▪ Recruitment : Several things are happening o Mayra, Dr. Butruille's MA is going to work at Confluence for Erin Pulse. o Ange Fletcher our Coder is leaving for Confluence. Management is considering using an outside agency to assist with coding until this position can be replaced. o IT Support person – interviews will take place soon. o Kristi Morris, PA has signed a contract. She will work pool and help in the clinic and ED. o Will continue to evaluate the need to add additional pool ED providers. ▪ C Team had an all day meeting. They reviewed the C Team work plan, capital budget, director goals and redefined the budget process for 2016. ▪ Diane met with Dr. Rutherford from Confluence about ACH and mental health services. ▪ We have a couple interns working for us this summer in the	

	clinic. They will help with the patient education videos and other projects throughout the facility. ▪ Med staff had a good discussion around vaccinations. The plan had been to have a community forum on vaccinations, but following this discussion it became evident this is a big topic to address. Med Staff would like to see an expert brought in on this subject who can explain the science around vaccinations. They want to make sure the community is educated on this topic. ▪ Diane will be out on Friday, June 19th and at a WSHA conference all day on Sunday, June 21st before going to Chelan for the conference. She will also be at a WSHA conference July 9-10 at Skamania Lodge and will be taking Friday, July 17th off as a vacation day. ▪ Diane is still working on Provider staffing for the summer. There are still several 4 Provider days.	
BOARD ACTION ITEMS	▪ Check e-mail twice a week ▪ Let Jill know when you will be out of town. ▪ Review and sign up for QI Rounding dates and Open Forum meetings.	
COMMISSIONER COMMENTS	▪ Emergency Planning – What is the Board's role if there is a disaster or major event? Management would need to be the spokespeople to send a consistent message, but the Board would be kept up to date of what was happening. ▪ Patient education videos seem to be more of a quality of care initiative. Public Relations is handling this project because that is where the skill set is to produce these. ▪ Mall and Rachel are working on the Community Leader dinner. Send Mall names of community members who would be good to invite. ▪ If anyone else would like to attend the Foundation meetings, we can have two commissioners attend. We will create a schedule of their meetings for the remainder of the year and commissioners can sign up to attend.	
ADJOURNMENT	▪ There being no further business, Mall moved to adjourn the meeting. ▪ Bruce seconded the motion. ▪ The meeting adjourned at 11:15 AM.	

Mary Helen Mayhew

Mary Helen Mayhew, Chairman

Helen Rayfield

Helen Rayfield, Secretary