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 – May 26, 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: Reyne Boik, Director of Human Resources; Sally Keeling, Director of Accounting; Rachel Hansen, PR Coordinator; Strode Weaver, Foundation Rep; Gerri Passage, Foundation Rep

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	▪ Mall moved to approve the Consent Agenda as presented. ▪ Bruce seconded the motion. ▪ Motion was approved.	
COMMUNITY INPUT	▪ None	
FOUNDATION	▪ The Golf Tournament is coming up on June 8th. ▪ Work on grants is continuing ▪ The Benevolent Beer Event at Icicle Brewery was a success with over $2,500 raised. Will did a great job of pulling this together and obtaining raffle prizes. ▪ They are continuing to look for new board members.	
CM VALUES	▪ Diane shared a story about how Kathy Baker, Dietary Supervisor, helped a patient's spouse when the patient had a medical emergency while in Acute Care. ▪ She also shared a thank you message from Ange Fletcher to Greg Horton, thanking him and his crew for their hard work and dedication in keeping our facility so clean and well kept.	
PUBLIC RELATIONS	▪ A mammography mailer went out in early May and has been very successful. ▪ We received a lot of good press from the Drought Forum. ▪ There has been a lot of press about Dr. Johnston being on Mt. Everest during the earthquake. ▪ Rachel is working on an article about Jim Hopkins, CFO ▪ An article about the Emergency Preparedness training that some staff has attended is scheduled to be published next week. ▪ In June, work will begin on creating the first of the patient education video's for providers to share with patients on the new I-pads. The first video will be on the foods to avoid eating if you are taking blood thinners. ▪ May is Bike Month. People can get a water bottle if they ride their bike to town. ▪ We are also supporting Bike and Juice in June.	
Quality Assurance	▪ The Lab QI presentation will be rescheduled. ▪ Reyne presented the HR QI Indictors for 2015.	
COMMITTEE REPORTS		
a. Finance Committee	▪ Finance Committee met last week and reviewed our Insurance coverage. ▪ Reviewed the Capital Spending Matrix policy and will recommend approval later in the meeting. ▪ Reviewed the March financials. ▪ Diane and Jim brought the committee up to date on the line of credit work to assist if cash flow slows due to the	

	implementation of ICD-10. ▪ Reviewed circumstances around the purchase of a new ECG Machine. ▪ We will be reviewing the documents included in the finance packet for the full board. ▪ Will be working on a longer term financial plan. ▪ Cash in looking good. Earnings are still negative, but better than budgeted. ▪ Jim will be reviewing payor contracts and hopes to reduce contractual allowances. ▪ The 2014 Cost Report is being finalized.	
b. QI Committee	▪ The Infection Control Committee is working on Hand washing, an Antimicrobial Stewardship Program and an Infection Control Risk Assessment. ▪ Utilization Review – reviewed the top 10 diagnoses since January. They will also begin identifying patients who over utilize the ED and educate them on other ways to obtain their healthcare. ▪ Safety committee reported on Disaster training. Several staff will be attending the WSHA Hospital Emergency Preparedness conference in Wenatchee later this week. They are also planning an active shooter drill for later in the year. ▪ Reviewed the Publically reported measures and patient satisfaction survey results. ▪ Discussed the 2015 QI Plan which the committee will recommend for approval later. ▪ Credentialing – Reviewed credentialing files for Dr. Brett Shaffer – Pool ED provider; Temporary privileges for the ED were granted to Claudia Nilson, ARNP earlier in the month as well as Temporary/Locum Tenens privileges for Dr. David Johnson.	
ACTION ITEMS: NEW BUSINESS:		
a. Privileges Approval – Dr. Brett Shaffer	▪ Helen moved to approve Provisional Privileges for Dr. Brett Shaffer. ▪ Mall seconded the motion. ▪ Motion was approved.	
b. 2015 Board QI Plan	▪ The QI Plan is responsive to the Quality Pillar Goal of having a plan. ▪ Bruce moved to approve the 2015 QI Plan. ▪ Mall seconded the motion. ▪ Motion was approved.	
c. Spending Approval Matrix Policy	▪ The policy was changed to increase approval limits of Directors from $300 to $500 and Assistant Administrators (COO and CFO) from $1,000 to $2,500. Language was also added to delineate who in the organization could approve agreements and contracts. ▪ Bruce moved to approve the revised policy. ▪ Helen seconded the motion. ▪ Motion was approved.	
d. Meaningful Use Stage 2	• In order to meet Meaningful Use Stage 2, we need to purchase additional modules for our EMR system. • We are still waiting to hear the results of a final hearing from CMS that may change what needs to be reported to meet Stage 2 which would change what modules we need to purchase. • Administration is requesting approval for up to $43,900 to purchase the modules required to meet Stage 2 Meaningful Use.	

	• Bruce moved to authorize the Administrator to spend up to $43,900 to purchase the required modules to allow us to meet Stage 2 Meaningful Use. • Tom seconded the motion. • Motion was approved.	
DISCUSSION REPORTS: Old Business		
a. ECG Machines	▪ We currently have cardiac monitors in the ED and Acute Care that do not meet current standards. It takes too much time to get them hooked up to patients and obtain the needed data. Patient safety is an issue with these units. ▪ Diane and Amy believed that the cost of new monitors was in the 2015 budget. They were included in the 2014 budget, but not purchased and the expense did not get pulled over to this year. ▪ The plan was to postpone the purchase of the Chemistry Analyzer in the lab that was budgeted at $70,000. Due to issues with it late last week, it may need to be replaced sooner rather than later. The price for the two ECG machines was $42,000 which Diane approved and had ordered due to needing to ensure patient safety. The bid for the new Chemistry Analyzer is around $56,000 compared to the budget of $70,000. Another capital purchase may need to be postponed due to these purchased. ▪ Bruce moved to ratify the purchase of the ECG machines. ▪ Tom seconded the motion. ▪ Motion approved.	
b. Quantros Risk Management Software	▪ Amy demonstrated how employees will be able to log incidents with the new program. ▪ This will allow for better and more secure tracking of incidents. ▪ Will be able to pull multiple different reports from the data that is in the system.	
c. Dashboard Check-in	▪ Reviewed the QI results for the dashboard measures being tracked.	
d. June and August Board Meetings	▪ The June meeting will remain on June 16th, but be moved to our regular time of 9:00 AM. ▪ August meeting will be moved to the 4th Tuesday, August 25th at 9:00 AM. ▪ Both meetings had been scheduled to be evening meetings, but due to lack of community participation in evening meetings, we will move these back to day time meetings.	
FINANCE REPORT	▪ April had a positive margin of $118,096. ▪ Patient levels were high. ▪ Cash – increase in cash is due to receiving tax dollars. ▪ We will have payable due to Medicare for approximately $175,000 for 2014.	
ADMINISTRATOR'S REPORT	▪ Diane attended the WSHA Board meeting and Policy Committee meetings last week. ▪ NCW Hospital Council also met last week. Barry Kling from the Chelan/Douglas Health District and Ben Lindenkugel from AWPHD attended and talked about the work happening around Accountable Communities of Health. The current board structure only includes two seats for hospitals and does not currently include any clinicians. There may be a backbone committee created to work with the ACH Board. ▪ Diane and Brian Pulse met with the Fire Districts from our hospital district to discuss how we work together collaboratively. ▪ Hospital Week was celebrated the week of May 11th. It was a well put together week and the C Team had the opportunity to	

	get in front of staff several times. ▪ Dr. Johnston is back in the United States. She will be back to work in a couple weeks. ▪ Summer schedule is still tight for Providers. We are looking at different ways to cover the clinic schedule for the summer. May end up with locums in the clinic some days. ▪ DZA will be at the July Board meeting to present the audited financials. ▪ It is great having a full C Team. They will be having their first all day C meeting on June 10th. ▪ Memorial Day weekend was busy but the staffing model allowed for consistent patient flow. The new divider was built in the ED which has helped with keeping patients out of the Provider/Nursing work area. ▪ Shaun Kelly was just named Paramedic of the Year today.	
COMMISSIONER COMMENTS	▪ Mall is beginning to work on the community leaders Dinner. She would like to find a date in the Fall. The evening would include a tour of our facility, dinner and presentations by the C Team to talk about what is happening at the hospital. ▪ Commissioners, please send Mall names of potential attendees. ▪ Tom and Mall are both running for their positions unopposed.	
ADJOURNMENT	▪ There being no further business, Helen moved to adjourn the meeting. ▪ Tom seconded the motion. ▪ The meeting adjourned at 11:40 AM.	

Mary Helen Mayhew

Mary Helen Mayhew, Chairman

Helen Rayfield

Helen Rayfield, Secretary