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 – November 17, 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: Jerri Smith, Director of Business Office; Rachel Hansen, Public Relations Coordinator; Kristen Mershon, Clinic Director

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	▪ Mall moved to approve the Consent Agenda as presented. ▪ Tom seconded the motion. ▪ Motion was approved.	
COMMUNITY INPUT	▪ None	
FOUNDATION REPORT	▪ The Foundation is planning to continue fundraising for the ambulance into 2016. ▪ They had three new potential members at their last meeting.	
VALUES	▪ Diane talked about the Value "Commitment". There is a lot of work that happens in our facility daily that reflect this value. ▪ There has been a lot of work around Emergency Preparedness which is very important, but is not work we are reimbursed to provide, but shows a strong commitment to our community.	
Public Relations Update	▪ The first Community Leaders Dinner is November 18th. ▪ There will be an article about Dr. Richardson coming out in the Leavenworth Echo soon. ▪ A couple videos will be up on our website later today. ▪ Rachel is working on an introduction video for Dr. Raiche. ▪ We had a PT photo shoot for three new staff members.	
Quality Assurance	▪ Jerri Smith presented the QI indicators for Registration, Medical Records and the Business Office. ▪ Kristen Mershon presented the QI Indicators for the clinic.	
COMMITTEE REPORTS:		
a. **Strategic Planning**	▪ The Strategic Planning Committee Charter was included in your board packet. A newer version was sent yesterday and has been distributed today. ▪ The draft 2016 work plan was reviewed. ▪ Strategic Planning will be working on an education plan for next year. ▪ CEO Review – The CEO Review will be completed in December and January. A special board meeting in executive Session will be scheduled for January 20th for the commissioners to finalize Diane's review. The review will be presented to Diane by two commissioners later in January. ▪ The topic of 2016 Committee assignments will be added to the Board Retreat agenda.	
NEW BUSINESS: ACTION ITEMS		
a. **Strategic Planning Committee Charter**	▪ Bruce moved to approve the Strategic Planning Committee meeting charter. ▪ Under the Category of Responsibility, there is one change to the last bullet point the word "Recommending" should be changed to "Recommend".	

	▪ Helen seconded the motion. ▪ Motion was approved.	
b. Medical Staff officer Appointment Approvals	▪ Bruce moved to approve the Medical Staff Officers of: Dr. Karl Kranz, Chief of Staff; Lucca Criminale, PA-C, Vice Chief of Staff; Dr. Mara Merritt, Secretary. ▪ Mall seconded the motion. ▪ Motion was approved.	
c. Ambulance Quote Approval	▪ Mall moved to approve the quote for the new ambulance of $147,498, plus Washington State Sales Tax. ▪ Bruce seconded the motion. ▪ Motion was approved.	
d. Credentialing Approvals	• Mall moved to approve the following privileges for Providers: o Extension of Teleradiology Privileges for: ▪ Dr. David Levitsky ▪ Dr. David Weber ▪ Dr. Anna Hansen o Extension of Temporary/Locum Tenens Privileges: ▪ Dr. Keith Butvilas ▪ Dr. Medford Cashion o Provisional Privileges: ▪ Dr. Joseph Kim o Extension of Adjunct Privileges: ▪ Dr. Brett Shaffer o Temporary/Locum Tenens Privileges: ▪ Dr. Jeffrey Ries	
DISCUSSION REPORTS: Old Business		
a. Budget Check-in – Interim Cost Report	• Follow-up on Business Office QI Report – Leadership is looking at adjusting the AR days goal from 55. • Interim Cost Report came back with a favorable outcome. We have a receivable with Medicare of about $44,000.	
b. Financing and ICD-10 Update	• Financing has been approved internally by Coastal Bank. We should have a financing resolution at the December meeting. • ICD-10 – Jim checked with our coding company and things seem to be going ok. He is still cautious. The financing agreement has a 3 year term if we need to use it.	
DISCUSSION ITEMS: NEW BUSINESS		
a. 2016 Proposed Meeting Schedule	▪ Proposed meeting dates for 2016 were presented. Meetings are the fourth Tuesday of each month, except for March, June, November and December. ▪ The March meeting is being scheduled for the fifth Tuesday, due to Diane having a planned vacation the fourth week and the third week conflicts with the conference in Spokane.	
b. Active Shooter Drill	▪ In September an Active Shooter Drill was held early in the morning during shift change. ▪ A couple high school students were brought in to be actor for the drill. ▪ The staff appreciated the training and some areas of improvement were identified. A debrief meeting was held immediately following the meeting. ▪ The Chelan County Emergency Preparedness Committee has received a grant to conduct a drill in 2016 which will be held in Leavenworth and will involve toxic waste.	
ADMINISTRATOR'S REPORT	▪ Health insurance for anyone who is covered is changing back to PEBB. There are open enrollment meetings on December 3rd and 4th. If you wish to be covered, you must fill out new enrollment paperwork. ▪ The Foundation is hosting a Past Board Member event this afternoon.	

	▪ Still working to fill some key positions that are open. The new IT support person started last week. We still have clinic support staff positions open. Dr. Raiche reached out to someone she worked with in Omak who will be joining our team in early December. ▪ Leadership is looking to restructure the clinic workflow when positions are filled. ▪ No providers will be on sabbatical in 2016 – we need to be able to meet our Medicare productivity goal with all providers working all year. ▪ Insurance Navigator training is moving forward. Some staff went through training in the Spring and it was not optimal. Jerri Smith has reached out to Confluence and they are assisting in getting our staff trained. We hope to have this completed by the end of the year. ▪ We will be sending out an Employee Engagement Survey in late December or early January. ▪ Bank of America Agreement was signed by Diane and we are just waiting for all the other signatures to have this finalized. ▪ The Community Leader Dinner is tomorrow night. ▪ ED Provider – We have interviewed one provider and have some other people interested in this position. ▪ ACH and NCW Hospital Council meeting – Diane listened in on the last ACH Board Meeting. The Board is struggling with what their purpose is. This has not been defined by the State and each ACH is finding their way. The next NCW Hospital meeting will be in Wenatchee later this week. The discussion will revolve around data sharing for everyone involved in the ACH and RSN. The State will be participating in this meeting as will AWPHD, WSHA and One Health Port.	
BOARD ACTION	▪ Mall and Mary Helen will be attending tomorrow evenings Community Leaders dinner.	
COMMISSIONER COMMENTS	▪ None.	
ADJOURNMENT	▪ There being no further business, Tom moved to adjourn the meeting. ▪ Helen seconded the motion. ▪ The meeting was adjourned at 11:45 AM	

Mary Helen Mayhew, Chairman

Helen Rayfield, Secretary