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 – October 27, 2015

Present: Mary Helen Mayhew, Chair - absent; Bruce Williams, Vice Chair; Mall Boyd, Commissioner; Helen Rayfield, Commissioner; Tom Baranouskas, Commissioner; Diane Blake, Chief Executive Officer; Amy Webb, Chief Operating Officer; Jim Hopkins, Chief Financial Officer; Jill Barich, Executive Assistant.

Guests: Kelly Allen, Director of Nursing; Scott Mitchell, Director of Radiology; Reyne Boik, Director of HR; Sally Keeling, Director of Accounting; Rachel Hansen, PR Coordinator; Nancy Lellelid, CM Foundation

Topics	Actions/Discussions	Follow-Up Items
CALL TO ORDER	▪ Vice Chairperson Bruce Williams called the meeting to order at 9:04 AM	
PLEDGE OF ALLEGIANCE	▪ Pledge of Allegiance was recited.	
CONSENT AGENDA	▪ Mall moved to approve the Consent Agenda with the Agenda removed for revisions. ▪ Bruce seconded the motion. ▪ Motion was approved. ▪ The agenda was revised to add Credentialing Approvals as an Action item. ▪ Mall moved to approve the revised agenda ▪ Bruce seconded the motion. ▪ Motion was approved.	
COMMUNITY INPUT	▪ None	
FOUNDATION REPORT	▪ The Foundation recently held a full day retreat which was very successful. ▪ They will be holding a former board member event in Mid-November. ▪ They are looking for someone to chair the golf tournament.	
CM VALUES	▪ Diane talked about the value "Commitment".	
FINANCIAL REPORT	▪ Net Income for the month of September was ($120,240). ▪ Net Patient Services revenue was higher than prior years. ▪ Our interim Medicare rate is lower than anticipated when the budget was created. ▪ Expenses have been controlled well. ▪ Supplies are up partly due to expensive pharmaceuticals we have needed to purchase. ▪ Purchased Services – there were some old Healthland invoices from prior years. We had been waiting on some documentation and for some of the services to be provided prior to paying these invoices. ▪ Cash – good cash collections this month. Some was make-up from a slower August cash collection. ▪ Capital assets – we purchased a new portable X-ray machine. ▪ ICD 10 Coding – Things seem to be going smoothly so far. Cash so far in October is good, and payments are continuing without any challenges. ▪ Line of Credit financing – Coastal Community Bank – we will continue to work on securing this line of credit as a back-up, but are waiting for final approval from the bank.	
2016 Budget Approval	▪ The Finance Committee reviewed the budget yesterday and recommend approval. ▪ Volumes were reviewed following the first presentation of the budget and with additional data, these projections have been increased. ▪ Slight staffing changes and adjustments in utilities have been made.	

	▪ Salary increases for staff are not included in the budget other than union staff and step increases for non-management staff. ▪ The Finance Committee recommends a 1% increase for non-union, non-management staff and 2.5% for management and providers who do not also receive a 1.5% step increase during the year. ▪ Capital purchase matrix – Leadership team ranked the items submitted by directors to finalize this list.	
Quality Assurance	▪ Kelly Allen presented the QI Indicators for the nursing department. ▪ Scott Mitchell presented the QI Indicators for the Radiology Department.	
COMMITTEE REPORTS		
a. Strategic Planning	• The Strategic Planning Committee has drafted their committee charter. • Preparing the CEO Performance Appraisal. The process will be very similar to last year. • The questions for the appraisal will be reviewed at the November meeting.	
b. Finance Committee	• Reviewed the Q3 dashboard. Cash continues to grow. • Reviewed September financials. • Reviewed 2015 budget and recommend salary increases of 1% for non-union, non-management staff and 2.5% for management and providers who do not also receive a 1.5% step increase during the year. • Jim will be reviewing service lines in 2016. • Reviewed the first draft of their committee charter.	
c. Advisory Council	• The council met on Saturday and had a good meeting. The council is recommending approval of the following members for terms beginning May 1, 2016: o Ed Bacco o Stan Wilson o Bill Bruders o Diane Patterson o David Stoller	
ACTION ITEMS: New Business:		
a. Resolution 2015-03 2016 Budget Approval	▪ Mall moved to approve Resolution 2015-03 – 2016 Budget Approval. ▪ Helen seconded the motion. ▪ Motion was approved.	
b. Resolution 2015-04 M&O Tax Levy	▪ Mall moved to approve Resolution 2015-04 – M&O Tax Levy. ▪ Tom seconded the motion. ▪ Motion was approved.	
c. Resolution 2015-05 – EMS Tax Levy	▪ Helen moved to approve Resolution 2015-05 – EMS Tax Levy. ▪ Mall seconded the motion. ▪ Motion was approved.	
d. Settlement Agreement and Release – Bank of America & Chelan County	▪ Mall moved to approve the Settlement Agreement and Release between Bank of America, Chelan County and Cascade Medical and authorized CEO to sign agreement at Board's direction provided signature was made by November 30th. ▪ Helen seconded the motion. ▪ Motion was approved.	
e. CEO revised job description	▪ The Strategic Planning committee recommends approval of the revised CEO job description. ▪ Mall moved to approve the revised CEO job description. ▪ Tom seconded the motion. ▪ Motion was approved.	
f. Appointment of new Advisory Council Members	▪ Mall moved to approve appointment of the five new members to the Part Time Resident Advisory Council as recommended by the Council.	

	▪ Helen seconded the motion. ▪ Motion was approved.	
g. Credentialing Approval	▪ Mall has reviewed Dr. Ting's credentialing file and recommends approval of Temporary/Locum Tenens privileges for him. ▪ Helen seconded the motion. ▪ Motion was approved.	
DISCUSSION ITEMS: Old Business		
a. Community Leaders Dinner	▪ Mall has confirmed 9 people for the first Community Leader Dinner on November 18th. ▪ Participants for this first dinner include: Kelly O'Brien, Mick Lamar, Nancy Smith, Chuck Reppas, Carnan Bergren, Bill Motsenbocker; Deb Hartl, Nate Oglesby, Christine Morgan. ▪ Invitations have also been extended to: Denise Roberts, Alex Schmidt and Emily Ross. ▪ Two commissioners will attend the dinner, Mall and one other. Mary Helen will be asked if she would like to attend, if not, Bruce will attend.	
DISCUSSION ITEMS: New Business:		
a. Succession Plan and Board Matrix	▪ This is the third year we have presented and updated this document. This document outlines the plan for key positions in the organization. ▪ Reviewed the Board Matrix showing each commissioners strengths.	
b. Dashboard Update	▪ Reviewed the dashboard with categories updated for Q3.	
Public Relations &Social Media	▪ Rachel presented the new Facebook page and reviewed the rules for use. ▪ This is a way for our facility to stay connected to our community in a way that we have not been in the past. ▪ If anyone sees comments that require a response from management, let Rachel know so they can be addressed.	
ADMINISTRATOR'S REPORT	▪ Everyone needs to get their flu vaccine by November 1st. ▪ Once the Bank of America and Chelan County agreement is finalized, Diane will communicate the agreement with the community. ▪ We will be moving back to PEBB for our health insurance. Open enrollment will be the end of November or first week of December. ▪ The Regional Emergency Preparedness group is planning an exercise in May in Leavenworth. ▪ Foundation meeting – Russ Spiedel will be attending and speaking on planned giving. ▪ ED Provider recruitment is continuing. ▪ Provider incentive program review will be pushed back to 2016. ▪ ACH work is slowly moving forward. They are trying to get the Health Care Authority to a meeting in Wenatchee this Fall. Sharing of patient data is a big issue of discussion for the meeting with the HCA.	
BOARD ACTION	▪ Get flu shots by November 1st.	
COMMISSIONER COMMENTS	▪ None.	
ADJOURNMENT	▪ There being no further business, Mall moved to adjourn the meeting. ▪ Helen seconded the motion. ▪ The meeting adjourned at 12:05 PM.	

Mary Helen Mayhew

Mary Helen Mayhew, Chair

Helen Rayfield

Helen Rayfield, Secretary