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 25, 2016

Present: Mary Helen Mayhew, Chair; Bruce Williams, Vice-Chair; Mall Boyd, Commissioner - Absent; 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: Geoff Richardson, MD; Rachel Hansen, PR Coordinator; Kelly Allen, Director of Nursing; Nancy Lellelid, CM Foundation

Topics	Actions/Discussions
CALL TO ORDER	▪ Chairperson Mary Helen Mayhew called the meeting to order at 9:06 AM, following a Board Education session which was a recap of the WSHA Governance Education day and the WSHA Annual Meeting.
PLEDGE OF ALLEGIANCE	▪ Pledge of Allegiance was recited.
CONSENT AGENDA	▪ Bruce moved to approve the consent agenda as presented. ▪ Tom seconded the motion. ▪ Motion was approved.
COMMUNITY INPUT	▪ None.
FOUNDATION REPORT	▪ "Friends of the Foundation" campaign is ramping up. ▪ A Grants Committee has been formed. ▪ The Annual retreat was October 12th and was a very productive meeting.
CM Values	▪ Diane shared a letter from Kathy Bangsund thanking CM for working with adults with disabilities such as Chris who works in our kitchen. ▪ She also shared a letter from the University of Washington regarding our recent site visit. The letter was very complimentary of our staff, facility and the education provided to the UW medical students.
PROVIDER CHECK-IN: Dr. Richardson	▪ The University of Washington provides a lot of resources for all our providers who are preceptors and on staff with the UW. ▪ The Med students who come here are exposed to different aspects of our community, including going to the Senior Center and Rounds at Mountain Meadows. ▪ Staffing may be challenging in late winter/spring. ▪ Dr. Richardson is scaling back a little bit to a 3½ day schedule. ▪ Dr. Richardson and Dr. Jerome are trying out a new staffing model with 3 MA's supporting the two of them. It is a work in progress and changes are being made as needed to help increase efficiency for providers, staff and patients.
PUBLIC RELATIONS	▪ A group of businesses at the Obertal Mall got together and have started a "Pink Sale". A portion of the proceeds from the sale of specific items will go into a special fund to help pay for mammograms for those who cannot afford one. ▪ Ian Dunn from the Leavenworth Echo recently contacted Rachel regarding a story he is writing on opioid access to patients. The article should be in the paper soon. ▪ Rachel has been working with the Ambulance Department and Accounting Department on finding a system for on-line payments for the Lecture Series hosted by the ambulance department each year. ▪ This system may also help us with on-line bill payment for patients. ▪ The upcoming lung cancer screening promotion will be a "peace of mind" message. ▪ We will be promoting our Navigator program during Open Enrollment.
QI REPORT	▪ Kelly Allen presented her QI Project for the year which is a supply system, referred to as Kanban. It helps control inventory and cost. The process is fairly simple and is working well for staff. Par levels for each supply are being adjusted if needed. It is also helping staff identify items that may not be needed on the shelf. ▪ Kelly also shared a new "Employee Exposure Packet". Since things such as needle sticks are rare, it makes it easier for everyone to know what they need to do when something does happen. There is one side of the packet for the provider and one side for the employee.

COMMITTEE REPORTS	
a. Strategic Planning Committee	▪ Reviewed the CEO job description and do not recommend any changes. ▪ The CEO 360 review survey was reviewed and the number of questions will be reduced. ▪ A new date will need to be set to review the Board Self-Assessment survey results. Neil is now not available on November 15th. ▪ Strategic Planning is making minor changes to their committee charter. ▪ The committee reviewed their committee self-assessment survey results. ▪ Reviewed the 2016 Work Plan and noted accomplishments to draft the 2017 Work Plan.
b. Finance Committee	▪ September financial performance was good. ▪ Reviewed the contractual allowance worksheet. ▪ Reviewed the Q3 finance dashboard. ▪ 2016 Audit process – Jim contacted other audit firms for estimates on pricing. The committee recommends staying with DZA. Everyone is happy with the services they provide and their pricing is in line or better than other firms. ▪ No changes were recommended for the committee charter. ▪ Bond Covenants – we are in compliance – all required data has been submitted. ▪ Bond Refinance – Management will begin working with Jim Nelson of DA Davidson on the options for refinancing the bonds.
SEPTEMBER FINANCE REPORT	▪ The Foundation donation of $150,000 was received. ▪ Volumes have been high – we anticipate ending the year on a positive margin. ▪ Sr. Leadership anticipates meeting Meaningful Use for the year which will mean an additional $198,000 from the State. ▪ Supply costs are over budget. A lot of this is pharmacy supplies. ▪ Purchased services is over budget – some of this is for PT that was not anticipated. ▪ Statistics – all actuals are higher than budget for volumes. ▪ AR by period – this number did go down in September, but collections were not what they hoped. There have been some issues, since April with clinic payments from Medicare due to required changes in the billing process. Medicare was not able to process payments with the new requirements, but payments are being received beginning in October. ▪ Credit balances are higher than we would like and the business office is working to get this balance down. Some of the balance is payments due back to patients but the majority is due to insurers.

2017 Budget Review	▪ The projected margin, before adding in salary increases for staff, is $349,269.
	▪ Volumes have been adjusted from the first draft of the budget for some departments.
	  ○ ED is projected to increase volumes.
	  ○ Clinic is projected to have in increase in volumes, even with a provider on sabbatical for part of the year.
	  ○ Pharmacy revenue increases are based on information received from our Chargemaster study.
	▪ Management is recommending annual wage increases for non-exempt staff of 1% and 2.5% for management and providers. This would decrease the projected margin for the year to $224,246.
	▪ Capital Budget request from management for 2017 is $300,000. The list of capital requests will be reviewed and prioritized by the Leadership Team. The prioritized list will be presented back to the Board prior to year-end and all purchases will be presented to the Board.

ACTION ITEMS: NEW BUSINESS	
a. Resolution 2016-06 2017 Budget	▪ Bruce moved to approve Resolution 2016-06, 2017 Budget with annual increases for non-exempt staff of 1% and exempt staff and providers of 2.5%. ▪ Tom seconded the motion. ▪ Motion was approved.
b. Resolution 2016-07 M&O Tax Levy	▪ Tom moved to approve Resolution 2016-07, 2017 M&O Tax Levy. ▪ Bruce seconded the motion. ▪ Motion was approved.
c. Resolution 2016-08 EMS Tax Levy	▪ Tom moved to approve Resolution 2016-08, 2017 EMS Tax Levy. ▪ Bruce seconded the motion. ▪ Motion was approved.

d. Open Public Meeting Policy	▪ The Board is interested in receiving additional information and training on the Open Public Meetings Act. There is on-line training that all commissioners completed, but this should be reviewed periodically. ▪ Bruce moved to approve the Open Public Meeting Policy. ▪ Helen seconded the motion. ▪ Motion was approved.
e. Credentialing Approvals	▪ The Medical Executive Committee recommends approval of Active Privileges for Dr. Roselynn Gentles and Ultrasound Privileges for Dr. Jerome Jerome. ▪ Helen moved to approve the requested privileges for Dr. Gentles and Dr. Jerome. ▪ Tom seconded the motion. ▪ Motion was approved.
DISCUSSION ITEMS: OLD BUSINESS	
a. 2017 Education Plan	▪ The center section of the latest Trustee magazine has a lot of similar information to the recent WSHA conference. ▪ The new Critical Questions publication has good information on Health Needs Assessments – Refer to questions 17, 18, 19, 20 – board members should study these questions prior to the December Board Meeting. ▪ Board members feel reporting back to the full board following conferences is a great way to share the information that was learned. ▪ Bruce reviewed the e-mail Mall wrote on the Board education topic since she is absent from the meeting. ▪ One thought is to have committees review the questions that pertain to their area of expertise and then recommend the most important ones back to the full board. ▪ Commissioners should review the New Commissioner Orientation Policy for other topics that may be helpful to review as refreshers. ▪ Be prepared to discuss dates for the 2017 Board Retreat at the November meeting. ▪ There will be no Board Education at the November meeting. ▪ Question #8 in Critical Questions would be good for everyone to review on being a Visionary Board.
b. Dashboard Check-In	▪ Finance dashboard – the last 3 measures were selected as test measures. We are not sure the baseline numbers are accurate. ▪ Endoscopy – We have not met the 5 procedures on any days in Q3. Most days 3-4 procedures have been completed, but the goal was 5, so this indicator is red. ▪ Lab barely missed their target of billable lab tests. ▪ Compensation survey and plan – we do not have as much data as we had hoped by now. We will continue to work on this information. ▪ Healthy Hearts NW – we are above the benchmark on this indicator ▪ Bar coding – this is red, but we are putting together a much better plan to make it work better when it is implemented.
ADMINISTRATOR REPORT	▪ Diane has a meeting with Dr. Fishburne on Friday. She heard he may be moving. ▪ Carrie Kingsley, ARNP is leaving in February to become a mid-wife. Diane has met with the provider group regarding recruitment for a replacement mid-level provider. ▪ WSNA negotiations are on-going. Due to scheduling conflicts, by all parties involved, they will not be meeting again for several weeks. ▪ LEOFF – we are asking for the lawsuit to be held until early 2017. A legislative fix is being worked on at this time. AWPHD is working on a bill to clarify the original intent of the legislation. ▪ We have started a new round of high school student mentorships. ▪ A class from Cascade High School will be touring our facility later today. ▪ Everyone needs to get their flu shot by November 1st. ▪ Lake Wenatchee Fire and Rescue – the draft agreement initially presented to us was asking for more funds than what it costs us to operate the ambulance. Negotiations are continuing. ▪ The EAC hosted a coat drive and the distribution was Saturday at the Nazarene Church. Diane helped along with several other CM employees.
BOARD ACTION ITEMS	▪ Open Forum meetings are the first week of November. ▪ Advisory Council meeting is November 5th. ▪ An additional Finance meeting will be scheduled in December for the two commissioners on that committee.

	▪ Be prepared at the November meeting to discuss Board Retreat topics and timing.
COMMISSIONER COMMENTS	▪ Several Foundation members mentioned at the retreat that they would like to have a tour of the facility. Diane or Rachel are available to accommodate this request if they schedule in advance. ▪ Mary Helen recently attended a lunch with the HH Ladies. They were very appreciative of Cascade Medical.
ADJOURNMENT	▪ There being no further business, Bruce moved to adjourn the meeting. ▪ Tom seconded the motion. ▪ The meting was adjourned at 12:47 PM.

Mary Helen Mayhew

Mary Helen Mayhew, Chair

Helen Rayfield, Secretary

Bruce Williams, Vice Chair