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 – August 23, 2016

Present: Mary Helen Mayhew, Chair; Bruce Williams, Vice-Chair; Mall Boyd, Commissioner - absent; Helen Rayfield, Commissioner; Tom Baranouskas, Commissioner - absent; Diane Blake, Chief Executive Officer; Jim Hopkins, Chief Financial Officer; Jill Barich, Executive Assistant.
Guests: Rachel Hansen, PR Coordinator; Kathleen O'Connor, Clinic Director; Strode Weaver, Foundation Rep

Topics	Actions/Discussions
CALL TO ORDER	▪ Chairperson Mary Helen Mayhew called the meeting to order at 9:03 AM.
PLEDGE OF ALLEGIANCE	▪ Pledge of Allegiance was recited.
CONSENT AGENDA	▪ Helen moved to approve the consent agenda as presented. ▪ Bruce seconded the motion. ▪ Motion was approved.
COMMUNITY INPUT	▪ None.
Introduction of Kathleen O'Connor	▪ Kathleen is our new Clinic Director. She most recently worked in Walla Walla.
FOUNDATION REPORT	▪ The "Friends of the Foundation" reception is Thursday night at 5:30 in the main lobby. ▪ The Home and Garden Tour is September 4th – 12:00 – 5:00. There will be several raffles this year. ▪ The new project for the Foundation is to raise $60,000 for the Endoscopy Suite and to purchase patient portal software. ▪ They have two new board member, Wade and Kathy Nash. Wade was previously on the Part-time Resident Advisory Council.
CM Values	▪ Diane shared a story about a church and how they changed how they treated one another and with more respect, love and empathy, they affected the community around them. ▪ Diane also shared comments from recent ED and Clinic patient surveys.
PUBLIC RELATIONS	▪ Rachel shared the provider video bios for Dr. Richardson and Carrie Kingsley, ARNP. ▪ She will be working on a video for the PT department in the near future. ▪ At some point a corporate video with an overview of the entire facility will be created. She will be using a lot of the footage that has already been shot from other projects. ▪ Rachel will be talking with providers and other staff about doing on-air interviews on KOHO radio. They would be aired bi-weekly.
COMMITTEE REPORTS	
a. QI Committee	▪ Received reports from Safety, Infection Control, Utilization Review and OICC Committees. ▪ Reviewed the quarterly quality data from Q2. ▪ Reviewed the Department of Health survey report.
ACTION ITEMS: NEW BUSINESS	
a. Red Flag Identity Theft Policy	▪ The Board QI Committee reviewed the policy after sending it to the Compliance Committee for their review. The Compliance Committee had no changes. ▪ Bruce moved to approve the policy as presented. ▪ Helen seconded the motion. ▪ Motion was approved.
b. Non-payroll Warrant / EFT Release	▪ The Board is required to approve all disbursements of cash and it was discovered that EFT payments were not being included in this approval. ▪ The policy has been updated to include EFT payments as part of the Board approval process. ▪ Bruce moved to approve the policy with the recommended changes. ▪ Helen seconded the motion. ▪ Motion was approved.
DISCUSSION ITEMS: OLD BUSINESS	
a. Draft Objectives	▪ The Leadership Team has reviewed both the 2017 and the long term objectives and

	recommended some changes. ▪ The Governance Objective will be worked on by the Strategic Planning Committee in September for both 2017 and long term. ▪ People Pillar – need to focus on the heath and well-being of our employees – need to take advantage of the benefits of our health insurance plans, etc. ▪ The objectives will be brought back with the budget packet in September.
DISCUSSION ITEMS: NEW BUSINESS	
a. DOH Survey Report	• Our plan of correction is due next week. • We had some citations around policies. All patient care policies are to be approved by September 24th. • Training documentation gaps – mostly pool nursing staff. • Need to document if an employee received training someplace else or get them to our training. • Central Supply – transporting instrument trays without covers and an outdated disinfectant. This has been remedied already. • Dietary – cooling foods needs to be logged. Some processes have already been changed. • Pharmacy – not following our processes for who has access to the pharmacy. • Patient Care issues – a patient had an allergy band, but was being given that medication. The patient didn't have an allergy to the medication, but a sensitivity to the medication. No one had changed the documentation to clear up the confusion. • Fire/Life Safety – Some minor issues were identified and all are being addressed or have been addressed. • The Board would like to have a follow-up on the pharmacy issues and documentation. The report will go through the QI Committee with a report to the full board.
JULY FINANCE REPORT	▪ We had a positive margin in July. ▪ Net patient revenue – volumes were good, but write-offs were higher based on the payor mix. ▪ Patient Stats – Acute care was down, swing bed was on track. ED set a record with 370 visits, ambulance was high. ▪ Cash receipts were down in July – our outside coding company has now started coding for us. ▪ AR days went up, but are still under 60. ▪ First draft of the budget will be presented at the September meeting. ▪ Bond refinancing – Jim Nelson who has worked for us on bonds in the past is researching different options for us. More information will be presented to the Board as it becomes available.
ADMINISTRATOR'S REPORT	▪ Foundation Project – They are anxious to start working on the Endoscopy Suite and the addition of a patient portal that is more useful to patients. ▪ Negotiations have begun with our nursing union which covers the nurses in the ED, Acute Care and Endoscopy. The first meeting was August 22nd. ▪ LEOFF Lawsuit – the lawsuit has not gone any further in the court system. We will ask for it to begin moving forward. We are working with AWPHD to work on a legislative fix to the issue. Representatives from AWPHD; Attorney Brad Berg and representatives from Whidbey General Hospital met with DRS to find out how they would see the transition happening if this becomes necessary. The total for us as an employer and our employees is around $725,000. ▪ Per DRS, the employer would pay the total amount and the employer must get the money back from the employees or the employee is not eligible to join LEOFF and the employer does not get the money back. ▪ AWPHD is looking for training on public records and text messages. ▪ ACLU/Skagit Valley Hospital suit – ACLU sued Skagit Valley because they didn't offer pregnancy termination services. This is an issue we will continue to watch. ▪ Scott Bond, WSHA CEO is retiring. Cassie Sauer is stepping into that role. They will now be working on replacing Cassie. ▪ Board self-assessment – Neil McReynolds is still interested in working with us on this and feels we can get it done by Mid-October. ▪ Recruiting for a HIM Manager is ongoing.

	▪ Our Maintenance Department has started building a conference room in the old clinic waiting room in the current Administration building. The Foundation office will be moving to the Admin Building in the near future. ▪ Diane will be attending Rural Advocacy Days in Washington, DC September 18 – 21. ▪ Linda Parlette has accepted the Executive Director position for our ACH. ▪ The Mid-Adopter discussion is heating up. Kevin Abel from Lake Chelan and Peter Rutherford from Confluence met with some insurance carriers. It sounds like there will be two carriers in our region that we will need to contract with. ▪ WRHAP – this is the group of 13 small hospitals who are working through payment models for sustainability in rural facilities. ▪ Lake Wenatchee Fire District – we are continuing to work with Mick Lamar and everyone is on the same page of moving forward with a collaboration agreement for the ambulance service in the Lake Wenatchee area. ▪ Kudos to Greg Horton and Brian Pulse for the Handle with Care training they provided to support staff to train them how to de-escalate patients/visitors. ▪ Diane did a presentation to a group in Quincy recently on the services we provide.
BOARD ACTION ITEMS	▪ Remember to check e-mail at least twice a week ▪ Foundation "Friends" Reception is Thursday, August 25th. ▪ The Home and Garden Tour is September 4th.
COMMISSIONER COMMENTS	▪ None
ADJOURNMENT	▪ There being no further business, Bruce moved to adjourn the meeting. ▪ Helen seconded the motion. ▪ The meeting adjourned at 12:00 PM

Mary Helen Mayhew

Mary Helen Mayhew, Chair

Helen Rayfield

Helen Rayfield, Secretary