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 – February 23, 2016

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: Rachel Hansen, PR Coordinator; Sally Keeling, Director of Accounting; Greg Horton, Facilities Director; Reyne Boik, HR Director

Topics	Actions/Discussions	Follow-Up Items
CALL TO ORDER	▪ Chairperson Mary Mayhew called the meeting to order at 9:10 AM, following a Board education session on Quality.	
PLEDGE OF ALLEGIANCE	▪ Pledge of Allegiance was recited.	
CONSENT AGENDA APPROVAL	▪ Mall moved to approve the consent agenda as presented. ▪ Bruce seconded the motion. ▪ Motion was approved.	
COMMUNITY INPUT	▪ None	
FOUNDATION REPORT	▪ They are discussing whether or not to hold the Home and Garden Tour this year.	
VALUES	▪ Diane shared comments from some patient surveys that highly complimented our staff and mentioned the flyer they received in the mail with pictures is what brought them back to our facility. ▪ She also shared a story about an Unsung Hero that demonstrates the value of Respect.	
PUBLIC RELATIONS	▪ Rachel has been busy working on our website updates. She will be changing the company that hosts our website to GoDaddy. ▪ Chris Igne recorded a new PT campaign earlier this week. ▪ Work is happening around shooting biography videos for the family practice providers. ▪ Rachel is also working on a video on what to expect during a colonoscopy with Dr. Butruille.	
Quality Assurance Report	▪ Greg Horton presented the Quality Indicators for his departments of Environmental Services, Plant and Safety/Emergency Preparedness.	
COMMITTEE REPORTS		
a. Finance Committee	▪ The Finance committee reviewed their 2016 Work Plan. ▪ Reviewed preliminary 2015 results. ▪ Reviewed the January 2016 results. ▪ They are looking at more effective ways to communicate with the Board and are reviewing the information provided in the monthly financial report. ▪ Reviewed the Standard & Poor's rating letter. ▪ Mall will be gone for the October 24th Finance Meeting, so if another commissioner is available that day, we would like to have a second commissioner attend that meeting. We will remind everyone as we get closer. ▪ We may be able to refinance some of our bonds later in the year. ▪ A revised Work Plan will be sent out to everyone.	
DISCUSSION REPORTS: Old Business.		
a. Committee Chair Guidelines	▪ The new Committee Chair Guidelines were reviewed. ▪ The Strategic Planning Committee will initiate the annual evaluation and share it with the other committees. ▪ We will bold any item with action and add dates for documents with timelines.	

b. 2016 Conference Attendance and Meeting schedule	• Reviewed the 2016 conference schedule and determined who would attend each conference. • We will update the list and send it to everyone.	
c. Board Retreat Date	▪ Based on everyone's schedules, June 9th was selected as the date for the all day board retreat.	
d. Community Leader Dinner	▪ The next Community Leader Dinner has been set for March 30th. ▪ Mall asked each commissioner to invite a specific number of people. ▪ She will send a sample e-mail for everyone to use when inviting people. ▪ Please let Mall and Rachel know who you have invited and can attend.	
FINANCE REPORT	• December preliminary numbers. o Some expenses were higher than anticipated. o Purchased services were higher than budgeted. o The auditors will be here the first week of April to complete the audit and work on the cost report. o Luke Zarecor from DZA will plan to attend the June Board meeting to present the audit. • January results o Good patient revenue in January o Contractual allowances were higher than budgeted. o Supplies and purchased services were higher. o Radiology was higher due to the timing of invoices. o Cash collections were good in January.	
ADMINISTRATOR'S REPORT	▪ FPPE/OPPE Policy – Amy has been working on this policy along with Dr. Kranz. If approved by the Medical Staff in March the Board will see it for approval at the March meeting. ▪ Radiology reads– We have switched from On-Rad to Direct Radiology for our reads. ▪ We have had a lot of requests in the past for students to be able to job shadow, however our policy did not allow anyone under 18 to do so. Amy worked with a committee to create a process for on-boarding any students or non-paid positions. Diane and Amy met with a couple representatives from the high school about opportunities for high school students over the age of 16 to be able to job shadow here. ▪ Transforming Clinical Practice Initiative – We have been talking to a national collaborative organization that focuses on rural facilities. We have until March 15th to decide if we want to join the collaborative. There is no cost to join and the goal is to help you set-up the process to bill for the coordination of care. They will also help us redesign practice workflows, etc. ▪ Diane met with Mick Lamar from the Lake Wenatchee Fire District yesterday. He presented a proposal for continuing our collaboration with the fire department on responding to aid calls. The proposal includes a partial levy share to have the EMT's be fire district personnel and the ambulance would continue to be owned by Cascade Medical. This would increase the number of people responding to calls in this area. ▪ We have completed our Employee Engagement Survey with over 90 employees responding, which is a good response. ▪ Amy and Diane attended the Region 7 Emergency Meeting recently in Wenatchee. Brian Pulse and Greg Horton are active members of this group and are the main contacts for our facility should there be a Region wide emergency response needed. ▪ At the recent WSHA Policy Meeting there were discussions about the HCA's plans for the way healthcare is paid for. They will be	

	bringing the payors together with this group at some point in the future. ▪ Diane will be out on vacation from March 18th – 25th. ▪ Dr. Gentles has signed her contract and will begin working for us in Mid-May. ▪ Our next Part Time Advisory Council meeting is Saturday, April 16th from 10:00 AM – 12:00 PM.	
BOARD ACTION ITEMS	▪ Community Leaders Dinner – everyone is asked to contact their assigned number of community members to invite them to the event. Let Mall and Rachel know when you have people to attend. ▪ Mall will send a sample e-mail to commissioners regarding the Community Dinners.	
COMMISSIONER COMMENTS	▪ Thank you to staff for all the hard work.	
ADJOURNMENT	▪ There being no further business, Tom moved to adjourn the meeting. ▪ Helen seconded the motion. ▪ The meeting was adjourned at 11:40 AM	

Mary Helen Mayhew, Chairman

Helen Rayfield, Secretary