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 – January 26, 2016

Present: Mary Helen Mayhew, Chair - absent; Mall Boyd, Commissioner; Helen Rayfield, Commissioner; Tom Baranouskas, Commissioner - absent; 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; Reyne Boik, HR Director

Topics	Actions/Discussions	Follow-Up Items
BOARD EDUCATION	▪ The Board convened at 8:30 AM for an education session on Compliance presented by Jim Hopkins, CFO.	
CALL TO ORDER	▪ Vice Chair Bruce Williams called the meeting to order at 9:08 AM	
PLEDGE OF ALLEGIANCE	▪ Pledge of Allegiance was recited.	
CONSENT AGENDA	▪ Helen moved to approve the consent agenda with the agenda pulled for revision. ▪ Mall seconded the motion. ▪ Motion was approved. ▪ The agenda was revised to add a 45 minute executive session at the end of the meeting to discuss the performance of a public hospital district employee. An Action item of Credentialing Approval was also added. ▪ Mall moved to approve the agenda as amended. ▪ Helen seconded the motion. ▪ Motion was approved.	
OATH OF OFFICE	▪ Mall Boyd took the Oath of Office for her term in office.	
COMMUNITY INPUT	▪ None	
FOUNDATION	▪ Three new members have been added.	
VALUES	▪ Diane shared a story about quality and a comment card we received recently complimenting our ambulance staff.	
PUBLIC RELATIONS	▪ A Falls Prevention workshop was held the end of January at the Senior Center and was very successful. ▪ Ski for Health Day was successful as well. ▪ On January 5th we went live with our Insurance Navigator program. An interview was done yesterday morning with KOHO radio. ▪ Rachel is working on some changes to our website and if anyone has additional suggestions please let her know.	
ACTION ITEMS: Old Business:		
a. Procedure for Board Assignments	▪ Mall moved to approve the new Procedure for Board Assignments. ▪ Helen seconded the motion. ▪ Motion was approved.	
b. Election of Officers	▪ Helen moved to approve the following slate of officers: o Mary Helen Mayhew – President o Bruce Williams – Vice President o Helen Rayfield - Secretary ▪ Mall seconded the motion ▪ Motion was approved.	
c. 2016 Board Committee Assignments, Liaisons & Committee Chairs	▪ Mall moved to approve the proposed slate of committee assignments, liaisons and committee chairs. ▪ Helen seconded the motion. ▪ Motion was approved.	
d. Resolution 2016-01 CEO Contract Amendment	▪ Helen moved to approve Resolution 2016-01 to amend the CEO's contract and extend an annual salary increase.	

	• Mall seconded the motion. • Motion was approved.	
e. Credentialing approvals	• Mall moved to approve an Extension of Temporary Privileges to Dr. John Bennett. • Helen seconded the motion. • Motion was approved.	
DISCUSSION REPORTS: Old Business		
a. 2015 Dashboard Check-in	▪ Diane reviewed the results for the year from the dashboard. ▪ Management will be looking at changing some of the measures that are tracked for 2016 and how some objectives are measured.	
b. 2016 Conferences	▪ Rural Health Conference – Spokane – March 15 – 17 o Mary Helen, Helen and Mall would like to attend. Mall will not go if Tom would like to go. ▪ CEO/Trustee Patient Safety Summit – May 16 & 17th – the same session is repeated both days. It was decided it makes most sense to have the QI Committee Chair attend if possible. Mall is available to attend on May 16th when Diane and Amy are also available to attend. ▪ June WSHA Conference – Helen and Mall would like to attend. We will check with Tom and Mary Helen. ▪ October WSHA Annual Conference and Governance Day – Bruce would like to attend.	
FINANCE REPORT - November	▪ November was a slow month. ▪ Jim hopes to be able to book Meaningful Use dollars to 2015 once we receive it from Medicaid. ▪ Reviewed the cash worksheet. ▪ Our Insurance Navigators have received their certification and will be available on Tuesday afternoon's to meet with individuals who need assistance with the State Healthcare Exchange.	▪
ADMINISTRATOR'S REPORT	▪ This Thursday evening is our annual Employee Appreciation Night at Ski Hill from 5:00 – 8:00 PM. ▪ We budgeted for a policy software system and are moving forward with this purchase and implementation. ▪ The ambulance at Lake Wenatchee is now housed at the fire station. EMS staff at the lake go to the fire staton to get the ambulance when a call comes in or fire department personnel take the ambulance to the call and EMS staff meet at the call. Conversations are continuing with Mick Lamar on working more closely together. ▪ LEOFF retirement system – conversations continue with AWPHD and others to look for a legislative fix for this issue. It may not happen this session, but that does not mean it can't happen. There are still a lot of questions to be answered and a lot more facts that need to be made clear. ▪ Culture work in our facility – a few years ago we adopted a process of directors and senior leaders rounding on their staff and writing thank you notes. This process is being revitalized. A survey was sent to leadership staff to get their input. ▪ We are preparing an employee engagement survey that will be sent to all staff. This is being sent by our consultant so all responses are completely anonymous. Feedback from Exit Interviews will also be used to look at areas for improvement in employee engagement. ▪ We are finalizing the contract for Dr. Roselynn Gentles, who will be our new ED provider. Dr. Gentles is currently working	

	in Butte, MT. ▪ Dr. Johnston is going back to Mt. Everest and will be gone from Mid-March – Mid-June. Dr. Jerome will pick up the ED medical Director duties while Dr. Johnston is away. ▪ Jerri Smith, Business Office Director, worked diligently with Confluence to get our Navigator program off the ground. Her dedication to this program is much appreciated. ▪ Dr. Kranz has been our Clinic Medical Director for years. He is now Chief of Staff so he has stepped down from the Clinic Medical Director position. Dr. Jerome is now the Clinic Medical Director. ▪ Open Forum meetings are next week. A sign up sheet is in the signature folder for you to sign up if you are available. ▪ Accountable Communities of Health – Kevin Abel from Lake Chelan is on the ACH Board. The ACH is working on hiring an Executive Director and working on primary healthcare and obesity issues. They are also working on the Community Health Needs Assessment regionally.	
BOARD ACTION ITEMS	▪ Committee meetings are coming up in February. ▪ Administration will reach out to Tom regarding the March and June conferences. ▪ Everyone is asked to review the draft article Mall wrote for the employee newsletter – Cascade Connects. ▪ The next Community Leader Dinner will be in April. Everyone should begin thinking about people to invite.	
EXECUTIVE SESSION	▪ The board moved to Executive Session to discuss the performance of a public employee at 10:50 AM for 45 minutes. ▪ The board extended their executive session for 5 minutes at 10:35 AM. ▪ The board adjourned their executive session at 10:40 AM and returned to regular session.	
COMMISSIONER COMMENTS	▪ None.	
ADJOURNMENT	▪ There being no further business, Mall moved to adjourn the meeting. ▪ Helen seconded the motion. ▪ The meeting adjourned at 10:42 AM	

Mary Helen Mayhew, Chairman

Helen Rayfield, Secretary