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 – July 26, 2016

Present: Mary Helen Mayhew, Chair; Bruce Williams, Vice-Chair; Mall Boyd, Commissioner; Helen Rayfield, Commissioner; Tom Baranouskas, Commissioner; Diane Blake, Chief Executive Officer; Jim Hopkins, Chief Financial Officer; Jill Barich, Executive Assistant.
Guests: Rachel Hansen, PR Coordinator; Dr. Mara Merritt; Sally Keeling, Director of Accounting

Topics	Actions/Discussions
CALL TO ORDER	▪ Chairperson Mary Helen Mayhew called the meeting to order at 9:00 AM following a board education which was a recap of the WSHA Rural Health Conference. Mall Boyd, Helen Rayfield and Diane Blake all shared highlights from the conference.
PLEDGE OF ALLEGIANCE	▪ Pledge of Allegiance was recited.
CONSENT AGENDA	▪ Mall moved to approve the consent agenda as presented. ▪ Tom seconded the motion. ▪ Motion was approved.
COMMUNITY INPUT	▪ None.
FOUNDATIONREPORT	▪ Tom Rasmussen is working on planned giving. ▪ The Home and Garden Tour is September 4th. ▪ August 25th they are hosting a "Friends of the Foundation" event.
CM Values	▪ Diane shared a story about "Community" and how several plane loads of people experienced the hospitality of a community in Newfoundland following the 9/11 attacks on America. ▪ There are several examples of community in our facility every day.
PUBLIC RELATIONS	▪ The video shoot of provider bios went very well. We should have a draft in the next couple weeks. ▪ Website design – Rachel is hoping to have a draft to show to staff next week. ▪ Sports Physicals start today. ▪ The August Cascade Cares is vaccinations. Kids can get a cookie from the Gingerbread Factory if they get a vaccination.
Provider Check-In – Dr. Merritt	▪ There is some re-organization happening in the clinic. Dr. Merritt and Dr. Jerome are trading offices. ▪ Some topics that are important to Dr. Merritt are climate change and the effects it has on our health. There are several people in our community who are interested in this topic and something we need to be aware of. ▪ Dr. Merritt shared her background and how she landed at Cascade Medical.
QI Presentation - Finance	▪ Sally Keeling, Director of Accounting, presented the QI Indicators for her department for 2016.
COMMITTEE REPORTS	
a. Finance	▪ Reviewed the June financial report. ▪ AR is improving. ▪ Reviewed the charts that are included in the current board packet and discussed the relevance of some of the charts. The finance committee is ok with removing some of them from the packet ▪ Reviewed the finance dashboard. ▪ Reviewed the revised Financial Assistance Policy – additional revisions and analysis are being done before it is presented to the full board. ▪ Reviewed the Warrant Approval Process Policy. EFT payments are being added to the approval process in the policy. This will be presented to the Board at the next meeting for approval. ▪ Discussed sending an RFP for audit services. We want to make sure we are paying a fair price. Jim will be doing some data gathering. Everyone is happy with DZA, but want to do our due diligence to ensure their pricing is in-line with what other firms are charging for similar services. ▪ Bond Covenants – The filing requirement for 2015 was missed. If anyone looked at

	our file the 2014 Audited Financials would not be available. Jim will be correcting this during August. ▪ LWFR – Sr. Leadership will be meeting with Mick over the next several weks to work out the details of an inter-local agreement. It could have a financial impact on us. Once an agreement is close to the final stages it will be presented to the Board for review and comment. ▪ Chargemaster Study was completed last week. The results should be available to us sometime in August. ▪ The budget process is starting with directors this week. The first draft of the budget will be presented at the September meeting. ▪ Bond refinancing – Jim will be analyzing the savings associated with refinancing the bonds.
ACTION ITEMS: NEW BUSINESS	
a. Credentialing Approvals	▪ The Medical Staff has reviewed the credentialing files of Dr. Galdino, a teleradiologist and Dr. Michael O'Brien-McGinty, a pool ED provider. They recommend approval of both providers. ▪ Mall moved to approve Dr. Galdino and Dr. O'Brien-McGinty for the requested privileges. ▪ Helen seconded the motion. ▪ Motion was approved.
b. Resolution 2016-05 – Surplus Equipment	▪ The kitchen has an old toaster that no longer works and has no book value. ▪ Mall moved to approve Resolution 2016-05 to surplus the toaster. ▪ Helen seconded the motion. ▪ Motion was approved.
DISCUSSION ITEMS: OLD BUSINESS	
a. Quarterly Dashboard Report	▪ Reviewed the finance dashboard through the end of second quarter. ▪ Reviewed the main dashboard measures for the remaining pillars.
b. Long Term Objectives	▪ Reviewed the 2018 – 2020 Long Term Objectives with changes that were made after the retreat.
JUNE FINANCE REPORT	▪ Volumes were very good in June. ▪ Patient Statistics – numbers are up in all departments. ▪ Cash receipts are above budget. ▪ AR days and balance is coming down. There may be some increase in July AR days due to our coder resigning and a backlog in coding. Our outside coding company will begin coding this week. We had expected them to start a few weeks ago, but they had to get staff on-board.
ADMINISTRATOR'S REPORT	▪ The POD moves in the clinic will take place on August 9th. We will be adding a practice manager for Dr. Jerome and Dr. Richardson who will assist with the two MA's for these providers. This should help with productivity for the providers. ▪ DOH Licensing Survey – the Department of Health is on-site this week for our unannounced survey. The DOH and FDA were on-site a couple weeks ago for more of a teaching visit. Our Fire and Life Safety Inspection was yesterday. They were very complimentary of Greg and his staff. ▪ The North Central Washington Hospital Council met last week. Jenny Capella from Wenatchee Valley College talked about the Allied Health Program. The MA program for winter quarter is not full yet, which is not the trend they have seen. ▪ The Chelan County Commissioners are continuing to talk about being an early adopter of combining mental and physical health. This has been pushed to 2018. Medical professionals are pushing for the mid part of 2018. ▪ Senator Parlette has been approached about being the Executive Director for the ACH. ▪ Diane has been asked by Jeff Davis of Confluence to speak to the Port of Quincy about what we have done here. ▪ At the recent WSHA Board Retreat Diane attended, WSMA talked about provider burnout. Diane will see what tools may be available to us. ▪ The new Clinic Director starts on August 15th.
EXECUTIVE SESSION	▪ The Board moved into Executive Session for 15 minutes at 11:45 AM for the purpose of discussing "Performance of a Public Employee" RCW 42.30.110(1)(g). ▪ The board extended the session an additional 10 minutes at 12:00 PM.

	▪ The Board extended the session an additional 10 minutes at 12:10 PM. ▪ The Board returned to Regular Session at 12:20 PM.
BOARD ACTION ITEMS	▪ Remember to check e-mail at least twice a week ▪ Open Forum Meetings are next week. Please check the schedule for the session you committed to attend.
COMMISSIONER COMMENTS	▪ None
ADJOURNMENT	▪ There being no further business, Mall moved to adjourn the meeting. ▪ Bruce seconded the motion. ▪ The meeting adjourned at 12:30 PM

Mary Helen Mayhew, Chair

Helen Rayfield, Secretary