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 – March 29, 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: Charles Amstutz, Director of IT; Rachel Hansen, PR Coordinator

Topics	Actions/Discussions
CALL TO ORDER	▪ Chairperson Mary Mayhew called the meeting to order at 9:08 AM following a board education session that was a recap of the NW Rural Health Conference held earlier in March in Spokane.
PLEDGE OF ALLEGIANCE	▪ Pledge of Allegiance was recited.
CONSENT AGENDA	▪ Mall moved to approve the consent agenda with the agenda removed. ▪ Bruce seconded the motion. ▪ Motion was approved. ▪ The agenda was revised to add an Action item of credentialing approvals. ▪ Mall moved to approve the amended agenda. ▪ Bruce seconded the motion. ▪ Motion was approved.
COMMUNITY INPUT	▪ None
FOUNDATIONREPORT	▪ Golf tournament planning is in full swing ▪ There are three new members. ▪ The Home and Garden Tour will take place this year.
CM Values	▪ Diane shared a story about Integrity.
Public Relations Update	▪ In a recent Patient Experience Survey, CM was in the top 15 overall and scored the highest in Eastern Washington. ▪ There should be an article in this week's Echo and was in the Sunday Wenatchee World. ▪ The Department of Health was here to shoot some video a couple weeks ago. They interviewed several staff members for a best practices video. ▪ HH Ladies – Rachel wrote an article about the UV Light they recently purchased for the therapy pool. ▪ Molina Marketplace article – Ian Dunn wanted to write an article about this. CM is about to finalize our contract with Molina for a more reasonable rate than they initially offered. ▪ April Cascade Cares will be about Parkinson's Disease. Chris Igne has been certified in LSVT Big. It is a four week program for Parkinson's patients and the results have been very positive. ▪ May Cascade Cares will focus on mammography. ▪ The Community Leaders dinner has been rescheduled to June 15th.
Quality Assurance Report	▪ Charles Amstutz presented the QI results for 2016. We have not had any unplanned down time on our servers. ▪ He will be working on the Risk Assessment that was done for us.
COMMITTEE REPORTS:	
a. Strategic Planning	▪ Retreat planning is just beginning. ▪ Board education plan is still be worked. ▪ Reviewed the Conflict of Interest Policy which they recommend for approval to the full board. ▪ Healthiest Community and Community Health Needs Assessment – CM is part of WRHAP and they would like to meet with all boards. Jody Corona will be coming to the April Board meeting for education and will be doing Community Focus Groups in May. We found out there are flex funds available to pay for her work. ▪ We will be working on a Board self assessment – the committee will be meeting with Neil McReynolds later this week. ▪ Provider/Board relationship building along with some education will be held on April

	5th at Bruce's home.
b. QI Committee	▪ Received reports from the following committees: o Emergency Preparedness o Utilization Review o Infection Control o OICC – we have had 3 recent HIPAA breaches ▪ Reviewed 4th Quarter quality data ▪ Reviewed the QI Committee charter and Work Plan. ▪ Reviewed the Risk Management Plan and recommend to the full board for approval.
ACTION ITEMS: NEW BUSINESS:	
a. Finance Committee Charter	▪ Mall moved to approve the committee charter with a change in the wording under "Responsibilities" 12th bullet point – add "and staff" at end of that statement. ▪ Bruce seconded the motion. ▪ Motion was approved.
b. QI Committee Charter	▪ The title of the Charter will be changed to Quality Improvement Oversight Committee Charter. ▪ The new Professional Practice Evaluation policy should be added to the list of policies reviewed by this committee. ▪ Bruce moved to approve the Charter with the above changes. ▪ Tom seconded the motion. ▪ Motion was approved.
c. Conflict of Interest Policy	▪ Change the word "customers" to "patients" on page 2, #5. ▪ Bruce moved to approve the policy with the recommended change. ▪ Helen seconded the motion. ▪ Motion was approved.
d. QI Plan Approval	▪ Mall moved to approve the QI Plan ▪ Tom seconded the motion. ▪ Motion was approved.
e. Risk Management Plan	▪ Following a discussion on the Board's role in Risk Management, Tom moved to approve the Risk Management Plan ▪ Helen seconded the motion. ▪ Motion was approved.
f. Professional Practice Evaluation Policy	▪ Bruce moved to approve the Professional Practice Evaluation Policy. ▪ Tom seconded the motion. ▪ Motion was approved.
g. Credentialing Approvals	▪ Mall moved to approve Privileges for the following providers: o Dr. Miranda Raiche –Active Privileges o Dr. Emily Johnston – Recredential to Active Privileges o Dr. Brian Barstad – Recredential and move from Adjunct to Active Privileges o Dr. J.G. Johnson – Locum Tenens/Temporary Privileges o Dr. Liam O'Sullivan – Provisional Privileges o Dr. James Brull – Teleradiology Privileges o Dr. Christopher Sidden – Teleradiology Privileges o Dr. Keith Butvilas – Provisional Privileges ▪ Helen seconded the motion. ▪ Motion was approved.
DISCUSSION ITEMS: New Business	
a. Endoscopy Equipment Purchase	▪ A new processor and Re-processor are needed in order to reduce staff downtime and increase the number of patients that can be seen in one day. ▪ This will increase staff productivity so there will be no additional labor costs for increasing the number of patients seen on any particular day. ▪ Bruce moved to approve the purchase of the Processor and Re-processor for $79,907.00. ▪ Tom seconded the motion. ▪ Motion was approved.
b. Foundation Golf Tournament Sponsorship	▪ Providers and Sr. Leadership are donating $125 each for a sponsorship. ▪ If Commissioners donate $100 each as in years past, we can combine it with the Providers and Sr. Leadership for a $2,000 sponsorship. ▪ Commissioners agreed they would like to participate in one large sponsorship.

FEBRUARY FINANCE REPORT	▪ We had a positive margin in February. ▪ There are some new graphs in the presentation. Some pieces are from the old presentation format. Jim is still working on refining charts. Any feedback you have on how this information is presented is welcome. ▪ Cash receipts were good in February ▪ Total AR days – total AR is up, but we had two high revenue months which pushes the total AR up. ▪ Contractual allowances as % of revenue is about at our target for the month.
ADMINISTRATOR'S REPORT	▪ PolicyTech – we are moving forward with getting this set-up to manage our policies and procedures. The Board will be signing the policies that we approved today, and will then sign them electronically once we get the system set-up. ▪ Molina Marketplace – Jim was able to negotiate with Molina to get better reimbursement for our services. ▪ Board Governance – There has been a lot of changes in some areas with board Governance at the State level. WSHA and AWPHD are working to put together a task force to create some board education for commissioners to help them understand the role. Bruce Williams has been selected to be part of the task force. His first meeting is March 31st. ▪ Ben Lindenkugel contacted Diane about the Morton Board of Commissioners visiting one of our board meetings. ▪ Dr. Johnston is now gone to Nepal to climb Mt. Everest again. In her absence, Dr. Jerome is the Interim ED Medical Director. ▪ We have signed up for the Practice Transformation Initiative. ▪ We potentially have five Cascade High School students who will be job shadowing various people throughout the facility. ▪ Rachel was very involved with the DOH staff who were on-site for filming. She was very helpful throughout the process and the follow-up. ▪ The HH Ladies have agreed to purchase a blood warmer for the ED. We will be working on a list of all the items they have purchased for us recently. ▪ Board education for April will be a presentation by Jody Corona who is part of WRHAP. She will be talking about WRHAP and the community forums she will be conducting for us. ▪ LEOFF – there is no update at this time. We are waiting for a bench date at this point. AWPHD is pulling together a task force to further study the issue. There are a lot of unanswered questions. ▪ We are continuing to work with the Lake Wenatchee Fire District for better ambulance coverage. Diane hopes to be able to present a full plan to the Board in April. We currently have four people who cover the ambulance. These employees would become fire district personnel and we would provide funds to help cover costs. Diane received a proposal from the fire district that would initially be a cost savings for us. We may plan a community meeting for the residents in the Lake Wenatchee area to share the plans once they are finalized.
BOARD ACTION ITEMS	▪ April 5th – 5:00 PM Provider/Board gathering at Bruce's house. ▪ Send checks to Jill for sponsorship of the Foundation Golf Tournament. $100 per commissioner. ▪ If you have ideas for the Home and Garden Tour, let Helen know. ▪ Helen is looking for volunteers to help at the Golf Tournament on June 13th. ▪ Advisory Council Meeting is April 16th. Tom is the Council Liaison, but it is an Open Public Meeting so all commissioners are invited to attend. Mall and Bruce also plan to attend. ▪ Mary Helen will miss the April Board meeting.
COMMISSIONER COMMENTS	▪ Thank you to Administration for all the hard work.
ADJOURNMENT	▪ There being no further business, Tom moved to adjourn the meeting. ▪ Helen seconded the motion. ▪ The meeting adjourned at 12:00

Mary Helen Mayhew, Chair

Bruce Williams, Vice Chair

Helen Rayfield, Secretary