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 – November 15, 2016

Present: Mary Helen Mayhew, Chair; Bruce Williams, Vice-Chair; Mall Boyd, Commissioner; Helen Rayfield, Commissioner - Absent; Tom Baranouskas, Commissioner; Diane Blake, Chief Executive Officer; Jim Hopkins, Chief Financial Officer; Jill Barich, Executive Assistant.
Guests: Rachel Hansen, PR Coordinator; Scott Mitchell, Director of Radiology; Roselynn Gentles, MD; Linda Bradshaw, CM Foundation; Mike Payne, Lake Wenatchee Fire & Rescue

Topics	Actions/Discussions
CALL TO ORDER	▪ Chairperson Mary Helen Mayhew called the meeting to order at 9:00 AM.
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.
FOUNDATION REPORT	▪ The retreat in October was very successful. ▪ The committees are beginning their work and are starting to meet.
CM Values	▪ Diane shared a story about Leadership from a recent football game between the Seattle Seahawks and the Arizona Cardinals and the different leadership styles of the coaches.
PUBLIC RELATIONS	▪ Rachel submitted an article to the Leavenworth Echo about our Navigator program to help people get signed up for insurance through the exchange. ▪ We have received a lot of good press recently. There was an article in the Wenatchee World about the Foundation's donation of the ambulance and there were two articles in the Echo a couple weeks ago about Dr. Johnston's experience on Mt. Everest and an interview with Dr. Jerome regarding Opioid use. ▪ The "Think Pink" campaign with the Obertal Mall will continue through November. ▪ A new lung cancer screening campaign is out. ▪ PT held a referral luncheon with orthopedic surgeons from Confluence. ▪ The lecture series hosted by the EMS department will be able to offer on-line payment options this year and the marketing has been stepped up. ▪ The website is in the final design phase. Rachel will be reviewing it with department directors for their final approval. The Part Time Resident Advisory Council provided some good feedback as well.
QI REPORT	▪ Scott Mitchell presented his Quality Indicators for the year and shared the progress they have made on the QI projects.
COMMITTEE REPORTS	
a. QI Committee	▪ The quarterly reports from Utilization Review, Safety, and Infection Control were presented. ▪ Reviewed publicly reported data. ▪ Reviewed the most recent Quantros reports. ▪ Reviewed the 2016 work plan. Amy will work on drafting the 2017 work plan. ▪ Amy will also be creating a QI dashboard that will be shared with the full board. ▪ Reviewed the Compliance Committee Structure policy and recommend approval. ▪ Reviewed the committee self-assessment survey results.
b. Part-Time Resident Advisory Council	▪ The meeting was well attended. ▪ The council members provided some good feedback on the website re-design. ▪ The council is looking at succession planning for the leadership of the council. The same two people have been leading the council since its inception. ▪ Everyone needs to continue looking for new members as several people will be ending their terms in April.
Provider Check-in: Dr. Gentles	▪ Dr. Gentles joined our staff in May. ▪ She grew up in British Columbia, but attended college in Las Vegas before moving to Florida for Medical School. ▪ Dr. Gentles shared some experiences from her recent ED position in Butte, MT.

ACTION ITEMS: NEW BUSINESS	
a. Resolution 2016-09 2017 M&O Tax Levy	▪ The resolution repeals Resolution 2016-07. New tax resolutions are needed due to our population being over 10,000 in the hospital district. ▪ Mall moved to approve Resolution 2016-09. ▪ Bruce seconded the motion. ▪ Motion was approved.
b. Resolution 2016-10 M&O Tax Levy Rate	▪ Mall moved to approve Resolution 2016-10. ▪ Bruce seconded the motion. ▪ Motion was approved.
c. Resolution 2016-11 2017 EMS Tax Levy	▪ This resolution repeals Resolution 2016-08. A new tax resolution is needed due to ou population being over 10,000 in the hospital district. ▪ Mall moved to approve Resolution 2016-11, 2017 EMS Tax Levy. ▪ Tom seconded the motion. ▪ Motion was approved.
d. Resolution 2016-12 – EMS Tax Levy Rate	▪ Mall moved to approve Resolution 2016-12 EMS Tax Levy Rate. ▪ Tom seconded the motion. ▪ Motion was approved.
e. DZA Audit Letter	▪ The Finance committee had requested that Jim do some due diligence regarding our audit firm. He reached out to Wipfli and Moss Adams who both work with critical access hospitals and their pricing was higher than DZA. Everyone is very happy with DZA, and are happy to continue working with them. ▪ Mall moved to approve the 2016 Audit letter from DZA. ▪ Bruce seconded the motion. ▪ Motion was approved.
f. Commissioner position description	▪ Bruce moved to approve the Commissioner Position description as presented. ▪ Mall seconded the motion. ▪ Motion was approved.
g. Board President position description	▪ Bruce moved to approve the Board President Position description as presented. ▪ Tom seconded the motion. ▪ Motion was approved.
h. Succession Plan	▪ The Senior Leadership team has reviewed the Succession Plan and are developing a plan around what training may be needed for staff to help them grow. ▪ Bruce moved to approve the Succession Plan as presented. ▪ Mall seconded the motion. ▪ Motion was approved.
i. Compliance Committee Structure and Purpose policy	▪ Mall moved to approve the Compliance Committee Structure and Purpose policy as presented. ▪ Tom seconded the motion. ▪ Motion was approved.
j. Spending Approval Matrix Policy	▪ Tom moved to approve the Spending Approval Matrix policy as presented. ▪ Mall seconded the motion. ▪ Motion was approved.
DISCUSSION ITEMS: OLD BUSINESS	
a. Lake Wenatchee Fire & Rescue update	▪ The Sr. Leadership Team and Brian Pulse along with Mick Lamar and Mike Payne from Lake Wenatchee Fire and Rescue are working through refining the inter-local agreement for the fire department to staff the ambulance. ▪ The goal is to have timely, high quality care for patients in the area. ▪ State regulations don't allow for other agencies to levy EMS tax dollars if an agency already has levied those funds. ▪ Commissioners asked if the other fire districts were going to expect us to enter into inter-local agreements with them, based on our agreement with Lake Wenatchee Fire & Rescue. Sr. Leadership met with all three fire chiefs in our district at their request to open the dialogue of how the relationship with LWFR is slightly different from the services provided by the other districts. ▪ Diane also met separately with Kelly O'Brien and will continue to work towards being good partners and working towards common goals. ▪ A couple more meetings are being scheduled between LWFR and Sr. Leadership to finalize the agreement.

	▪ The goal is to present a final proposal at the December meeting if the agreement can be finalized in time to be presented at that meeting.
b. Healthland Reporting Interface purchase	▪ The State is requiring facilities to submit data electronically in the CCDA format. ▪ A new interface needs to be purchased in order to have the capability to submit the data. ▪ The proposal will be presented in December for approval.
c. CEO Review Process	▪ The timeline is similar to last year – but the survey is much shorter. ▪ Including comments is encouraged.
d. Proposed 2017 Meeting Dates	▪ Meetings are scheduled for the third or fourth Tuesday of each month. ▪ The November date for next year is up for discussion. Typically the meeting has been the third Tuesday of the month, however in 2017 that would be two days before Thanksgiving. If we have the meeting on the fourth Tuesday it will be the week following Thanksgiving, and Board packets would need to be sent early. Commissioners prefer to have the meeting on the fourth Tuesday in 2017. ▪ The February meeting is scheduled for the third Tuesday because the Rural Health Conference is being held the fourth week of February. This is the conference that has been in March in years past. ▪ The March meeting is also scheduled for the third Tuesday as Diane will be away on vacation the fourth week of March. ▪ June will still be the third week due to the Chelan Conference the fourth week of the month.
e. 2017 Retreat Planning	▪ An early June date for the retreat will be the goal. ▪ The Strategic Planning Committee will be working on topics for discussion. ▪ If Board members have ideas on topics, please let Diane know. ▪ Jill will send out potential dates for the retreat.
October Finance Check-in	▪ Jim is anticipating a negative margin in October. ▪ It was a very busy in-patient month. The emergency department was slower than expected. ▪ Expenses were high in some areas. ▪ Cash collections were lower than expected. AR may increase a little.
ADMINISTRATOR REPORT	▪ Recruitment: ○ Carrie Kingsley will be leaving in February. She has been very helpful in recruiting her replacement. ○ Dr. Fishburne is moving. He does not have an end date yet. His pending departure has opened up the discussion on how do we provide behavioral health care to our community. One option may be a Behavior Health Consultant who is more readily available and could focus on patients with chronic diseases to help them change their behaviors to improve their overall health. We may also still need a psychologist onsite once a week or so. ○ PA - Clinic Role – Lucca covers the Emergency Department and clinic walk-ins, handles prescription refills, etc. For the past year, John Stoneman, PA has been filling in on the weeks Lucca is out of the office. He is not able to commit to the 2017 dates so Diane will be reaching out to some PA's and/or advertising for a job share position to back-fill Lucca's time off. ○ Kelly Allen resigned as of December 19th. She will be the Trauma Coordinator at Confluence. ○ We have hired a Director of Health Information Management who will be here in early December. The HIM Department (Medical Records and Coding) will move to the space currently occupied by the Foundation and the Foundation office will move to the Administration Building. ▪ Invitations for WSHA Committees – Diane has been asked to serve on the Public Policy, Rural Hospital and Nominating Committees for the WSHA Board. She has also been asked to serve as the Treasurer for the AWPHD Board. She was also asked to serve on the Washington Health Insurance Trust but has declined at this time due to her other commitments. ▪ The Foundation is working on a colonoscope purchase. We are looking at expanding the endoscopy suite into Amy's current office which was set-up for this use. We hope to do this in first quarter when Dr. Butruille is on sabbatical. Amy would move into the office in front of her current office. Sr. Leadership will be presenting to cost estimates

	for the remodel to the Board in the near future. ▪ Diane will be taking a couple new Foundation members, Kathy Pope and Mary Ceto on a tour of our facility later this week. ▪ LEOFF Update – AWPHD is working on a legislative fix for the LEOFF issue. Frank Chopp, who is the former Speaker of the House, has agreed to help to clarify the definition of the original legislation. Some of our paramedics are feeling un-supported by the hospital due to the lawsuit. ▪ Neil McReynolds has given us some potential dates to review the Board Self Assessment. November 28th, which Board members said was not a good date, or January 3, 2017 before 3:00 PM. The Board agreed on January 3rd from 9:00 – 11:00 AM if that will work for Helen Rayfield.
BOARD ACTION ITEMS	▪ Board Finance Meeting – Date to be determined. ▪ CEO Evaluation survey will be sent out in early December. ▪ Watch for an e-mail on possible retreat dates
COMMISSIONER COMMENTS	▪ Board Rounding in the Laundry area was very interesting. ▪ There was an interesting article in the Wenatchee Business Journal about Columbia Valley Community Health.
ADJOURNMENT	▪ There being no further business, Bruce moved to adjourn the meeting. ▪ Tom seconded the motion. ▪ The meeting was adjourned at 12:33PM.

Mary Helen Mayhew

Mary Helen Mayhew, Chair

Helen Rayfield

Helen Rayfield, Secretary