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 – September 27, 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; Joe Aponik, Director of Rehab Services; Kathleen O'Connor, Clinic Director; Linda Bradshaw, Foundation Representative

Topics	Actions/Discussions
CALL TO ORDER	▪ Chairperson Mary Helen Mayhew called the meeting to order at 9:00 AM, following a Board Education session which was a review of the articles "Evaluating and Improving Board Committees" and "How can the board be visionary in an era of uncertainty and transformation?"
PLEDGE OF ALLEGIANCE	▪ Pledge of Allegiance was recited.
CONSENT AGENDA	▪ Mall moved to approve the consent agenda as presented. ▪ Bruce seconded the motion. ▪ Motion was approved.
COMMUNITY INPUT	▪ None.
FOUNDATION REPORT	▪ The key passing for the ambulance with the Foundation was yesterday. ▪ The Home and Garden Tour was successful. There was a lot of history learned that day. People really enjoyed hearing the stories of the homes and who had lived in them. ▪ The Foundation Retreat is October 12th at Mountain Springs Lodge.
CM Values	▪ Diane shared a story about taking care of our people.
PUBLIC RELATIONS	▪ The August immunization campaign was successful. About 50 kids turned in their certificate for a free cookie at the Gingerbread Factory. ▪ Rachel shared a mock-up of the Home Page of the new website. ▪ Rachel will be talking with the media about the arrival of the new ambulance. ▪ Mammogram campaign – we will be sending postcards out including 1000 in Spanish. ▪ Medical Minute with KOHO Radio – Dr. Raiche was on-air September 19th. Joe Aponik will be in studio today to talk about concussions.
QI REPORT	▪ Joe Aponik from Rehab Services reviewed his QI measures for 2016. ▪ A new therapist will be starting in early November.
COMMITTEE REPORTS	

a. Strategic Planning Committee	▪ Committee Self Assessments will be created and sent out to each committee.
	▪ New Commissioner Orientation Policy – the Strategic Planning Committee recommends some minor changes to the policy.
	▪ Board Education Plan:
	  ○ October will be a recap of the WSHA Governance Day and Annual Meeting.
	  ○ Planning for 2017 – input from all commissioners is appreciated. Reports from conference attendees is a valuable way to share the information. All commissioners should review the new "Critical Questions" booklet and identify some topics that they believe would be helpful. Is there opportunity for us to learn from other organizations that are similar to us?
	▪ Board Self Assessment – Neil McReynolds will meet with the Board in November to discuss the results.
	▪ Provider-Board Relationships – Providers enjoy coming to the Board meeting and having commissioners attend Med Staff Meetings. Possibly have two commissioners attend Med Staff meetings.
	▪ Planning for Diane's annual CEO Review – Strategic Planning is recommending reducing the number of questions asked on the 360 Review questionnaire.

ACTION ITEMS: NEW BUSINESS	
a. Charity Care/Financial Assistance Policy	▪ WSHA has worked with several hospitals throughout the State to create a standardized policy and Financial Assistance application.

	▪ The Finance Committee reviewed the policy in July, then additional changes were made. The Finance Committee members reviewed the policy again in the past week and recommend approval. ▪ Tom moved to approve the revised Financial Assistance Policy. ▪ Bruce seconded the motion. ▪ Motion was approved.
b. New Commissioner Orientation Policy	▪ The Strategic Planning Committee has made some minor changes to this policy and recommend approval. ▪ Bruce moved to approve the New Commissioner Orientation Policy. ▪ Helen seconded the motion. ▪ Motion was approved.
c. Medical Staff Bylaws	▪ The Medical Staff has revised their Bylaws to add back in the Consulting Category which they had removed about a year ago, but now realize they need that category for a physician who is interested in providing consulting services to patients in our facility. ▪ Mall moved to approve the revised Medical Staff Bylaws ▪ Bruce seconded the motion. ▪ Motion was approved.
d. Credentialing Approvals	▪ The Medical Executive Committee and a Board QI Representative have reviewed the credentialing files of the following providers and recommend approval of privileges for: ○ Dr. Liam O'Sullivan – Adjunct Privileges ○ Dr. Mark Zarzycki – Extension of Temporary/Locum Tenens Privileges ○ Dr. John Bennett – Extension of Temporary/Locum Tenens Privileges ○ Dr. James Brull – Teleradiology Privileges ○ Dr. Christopher Sidden – Teleradiology Privileges ○ Dr. Christopher Hurt – Provisional Teleradiology Privileges ○ John Stoneman, PA-C – Extension of Provisional Privileges ○ Dr. Joseph Kim – Extension of Provisional Privileges ○ Dr. Jerome Jerome – Ultrasound Privileges in the Emergency Department and Family Practice Departments ▪ Mall moved to approve privileges for the listed providers. ▪ Helen seconded the motion. ▪ Motion was approved.
DISCUSSION ITEMS: OLD BUSINESS	
a. 2017 and Long Term Objectives	▪ The Strategic Planning Committee has drafted Governance Objectives for 2017 and for the 2018 – 2020 Objectives ▪ The first objective for 2017 is the same as the 2016 objective. A second one has also been added that relates to being connected to the community. ▪ The 2018 – 2020 Objective has been revised slightly to more clearly define the type of commissioners who could best serve the hospital and community.
DISCUSSION ITEMS: NEW BUSINESS	
a. 2017 1st Draft Budget Review	• The dates on the budget calendar for submitting the public notice to the paper, regarding the Budget Hearing, are incorrect, but we will get the public notice in the paper on the appropriate dates. • Growth is projected at 5% for the Emergency Department and Ambulance. A 2% growth is projected for the clinic, which takes into account one provider being on sabbatical in early 2017. • FTE Count – one new position is requested for a QI position. Another .25 FTE increase will be added for the speech therapist and the expense will be transitioned from contract employee to an employee. • We have not budgeted for receiving Meaningful Use dollars in 2017. • Sr. Leadership will be reviewing and fine tuning the budget in more detail over the next month and will present the final budget at the October meeting.
ADMINISTRATOR REPORT	▪ The creation of an inter-local agreement between Cascade Medical and Lake Wenatchee Fire and Rescue is moving forward. A draft of an agreement will be sent to our legal counsel for their review. Additional work is needed on the financial impact of the agreement. ▪ Negotiations are ongoing with the Washington State Nurses Association on a new contract for the hospital nursing staff. We are working to educate them on

	comparable wages for our area and size of facility. ▪ Jain Rogers, Lab Director is planning on retiring next year, probably in April. ▪ We received a notice from the Department of Health regarding our Plan of Correction that they want to see some additional plans. Amy Webb is working on finalizing the revised plan. ▪ Our Board and Sr. Leaders have met the PAC goal that was sent for our facility. ▪ Diane has been asked to serve as the AWPHD Treasurer. She will need to be voted into that role by the AWPHD membership, but would take on that responsibility next year. ▪ The Rural Advocacy Days trip to Washington, DC was very positive and productive. ▪ Sr. Leadership is working to identify a Patient Portal – the Foundation has agreed to fund this project. ▪ The Foundation is also supporting the remodel of the Endoscopy Suite and purchase of another scope. The plan is to convert Amy's current office space into a recovery room. A door would be added between the Endoscopy suite and the office. Amy would move her office to the room in front of her current office. ▪ There is nothing new in the LEOFF lawsuit. Representatives from AWPHD and the lobbyists from WSHA recently met with a member of the legislature who was involved in the creation of the original bill. His recollection is public hospital districts were not intended to be included in this legislation. They will be working on a legislative fix and the group continues to meet regularly. ▪ Diane will be out of town from October 12th – 18th. She will be at the WSHA Annual Meeting October 12th – 13th and is leaving for a long weekend on Friday. She will be back in the office on the 19th. ▪ Diane continues to be involved with discussions regarding the ACH. Not much is happening at this time. Our region has committed to being a mid-adopter in 2018.
AUGUST FINANCE REPORT	▪ We posted a positive margin in August. ▪ Volumes have been good all year. ▪ We exceeded our cash goals in August – payments on patient accounts were slightly lower than expected, but we received our Medicare Cost Report Settlement for 2015 along with a lump sum payment for the first half of 2016 based on our new payment rate. ▪ We will do an interim cost report as of 9/30/16. ▪ AR days went up a little bit – partly due to the delay in getting our outside coding company up and running. ▪ In April Medicare changed how we bill clinic visits. CPT codes were required to be added, but Medicare's computers were not set-up to accept that information yet. They have said the issue will be fixed by October.
BOARD ACTION ITEMS	▪ Board Rounding on October 19th will be Bruce and Tom. ▪ The Foundation Retreat is October 12th and will be attended by Mary Helen and Helen. ▪ The Foundation monthly meetings are now the 2nd Friday of the month. ▪ Commissioners can get their flu shots in the clinic anytime now.
COMMISSIONER COMMENTS	▪ Mall will not be at the October meeting.
ADJOURNMENT	▪ There being no further business, Mall moved to adjourn the meeting. ▪ Tom seconded the motion. ▪ The meting was adjourned at 12:30 PM.

Mary Helen Mayhew, Chair

Helen Rayfield, Secretary