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 – April 25, 2017

Present: Mary Helen Mayhew, Chair - Absent; Bruce Williams, Vice-Chair; Mall Boyd, Commissioner; Helen Rayfield, Commissioner; Tom Baranouskas, Commissioner - Absent; Diane Blake, Chief Executive Officer; Amy Webb, Chief Operating Officer; Jim Hopkins, Chief Financial Officer; Jill Barich, Executive Assistant.

Guests: Rachel Hansen, PR Coordinator; Marianne Vincent, Director of Accounting; Jain Rogers, Director of Lab; JoAnne Prusa, Foundation Member

Topics	Actions/Discussions
CALL TO ORDER	▪ Vice Chairperson Bruce Williams called the meeting to order at 9:03 AM.
PLEDGE OF ALLEGIANCE	▪ Pledge of Allegiance was recited.
CONSENT AGENDA	▪ Mall moved to approve the consent agenda as presented. ▪ Helen seconded the motion. ▪ Motion was approved.
COMMUNITY INPUT	▪ None.
FOUNDATION REPORT	▪ A lot of work is happening on the golf tournament which is June 19th. ▪ Several Foundation members attended a Grant Writing workshop on April 24th.
VALUES	▪ Diane shared a story from Peter Marshall who was a Pastor in Washington DC. The story was about a man who was hired by a mountain town in the Alps to care for the streams that fed into the town. At one point the town leaders decided that the job was unimportant and they ended his contract. It wasn't until the stream was no longer clean and the water fresh that they realized their mistake and re-hired him to care for the streams.
Introduction of Marianne Vincent	▪ Marianne has been working with us a staff accountant for the past couple years on a part-time basis and has now accepted the Director of Accounting position full-time. Welcome Marianne.
QI Presentation – Laboratory	▪ Jain Rogers, Director of Laboratory, presented her QI Indicators for 2017, several of which are required by the State. She also presented her 2017 Aim project which is to determine how patient lab reports can get to the provider when the patient is being seen the same day. A system has been set-up to notify the lab that the patient is seeing the provider immediately and they are getting those results upstairs as quickly as possible. ▪ Thank you to Jain for 40 years of service to our community and our patients. You will be missed.
PR Update	▪ Rachel discussed the Google Reviews with the Advisory Council on Saturday and their input was helpful. ▪ Our next Community Leaders Dinner is tomorrow evening. ▪ Earth Day was Sunday, April 23rd. The ambulance crew was unable to attend due to call volumes. ▪ A Mammography postcard will be sent out in the next couple weeks for a May Mammogram campaign. ▪ Work is beginning on an introduction of Kelly Boeing, PA-C, who will begin seeing patients August 1st, and is replacing Carrie Kingsley, ARNP. ▪ A retirement celebration for Jain is scheduled for May 2nd from 5:30 – 7:00 PM. The community is invited to this event.
COMMITTEE REPORTS	
a. Finance Committee	▪ The Audit Conference with DZA, our auditors, was held Friday, April 21st. DZA will present the full audit at the June Board Meeting. ▪ The report from DZA was good. There are some minor issues, some of which are due to our size and people having multiple responsibilities. AR Revenues – there may be some significant adjustments to patient allowance accounts that will be included in the final report.
b. Advisory Council Meeting	▪ Strode Weaver from the Foundation reported on their recent work.

	▪ Diane provided a nice update on what has been happening at Cascade. ▪ Council Business – The council recommends appointment of Tracy Owen, Arnie Schoenmoser, Jim Farmer and Ken Hamm to three year terms. ▪ The council voted Neil McReynolds as the new President and Ken Hamm as the new Vice President.
ACTION ITEMS: NEW BUSINESS	
a. Advisory Council	▪ Mall moved to appoint Tracy Owen, Arnie Schoenmoser, Jim Farmer and Ken Hamm to three year terms on the Advisory Council. ▪ Helen seconded the motion. ▪ Motion was approved.
b. Credentialing Approvals	▪ Dr. Gregory Fehr is a new Locum Tenens provider. The Medical Executive Committee and QI Committee have reviewed and approved his file. ▪ Mall moved to approve Dr. Fehr for Temporary/Locum Tenens Privileges ▪ Helen seconded the motion. ▪ Motion was approved.
DISCUSSION ITEMS: OLD BUSINESS	
a. Community Leaders Dinner – April 26th	▪ The Community Leaders Dinner is April 26th. All guests will meet in the lobby and will be taken on a tour at 5:30 PM followed by dinner and discussion. ▪ We are expecting 12 guests.
Q1 Dashboard Review	▪ Finance Dashboard – The Medicare Outpatient Cost to charge ratio is a number we get annually from the cost report, so this will not be reported quarterly. ▪ Main Dashboard – Growth - the goal associated with increasing charity care recipients – is to ensure we are reaching all areas of our community. Clinic Growth – several initiatives are underway in the clinic. There have been staffing issues and providers out for most of the first quarter which has affected this goal. ▪ Quality – being able to pull the data needed has been a challenge with Amy having dual roles. We are currently recruiting for a quality coordinator who will help with this.
February & March Finance Reports	▪ Revenue was below budget for both February and March. ▪ February Purchased Services were high due to our Director of Nursing being contracted. ▪ March Purchased Services included our first quarterly payment to Lake Wenatchee Fire and Rescue for ambulance staffing. ▪ Statistics – most departments were below budget for visits in both February and March. ▪ Cash – Cash collections in February and March were over-budget. YTD we are slightly under budget. ▪ AR Days – AR days are dropping which is positive. ▪ AR Trending – The over 90 days percentage has increased and is higher than management would like. There is a focus on this area.
ADMINISTRATOR REPORT	▪ LEOFF Retirement – A Bill has passed both houses and is on its way to the Governor. All paramedics and EMT's going forward will be in LEOFF if the Bill is signed. AWPHD has worked hard to get this legislation fixed. ▪ Recruitment – Kelly Boeing, PA will be replacing Carrie Kingsley. She will be full-time and August 1st will be her first day seeing patients. Behavioral Health Consultant – two candidates have been interviewed. Another candidate is scheduled, but we are trying to move the interview up. Both of the candidates who have been interviewed are very strong. The anticipated start date will be in the Fall. Work is continuing on finding coverage for the week's Lucca is out of the office. A candidate for this position was interviewed a couple weeks ago. Diane will be meeting with her again to discuss hours. There may be some hours added to this position. Lab Director – We have applicants for this position and interviews will take place in the next couple weeks. ▪ Accountable Communities of Health – there are a lot of things happening with changes to payment models. APM 4 is a different way to pay for Medicaid patients for rural health patients. WRHAP is the thirteen critical access hospitals working to develop a different way to pay for services to help them be sustainable. The ACH is working on including behavioral health with physical health. How all of these possible changes will work together is yet to be determined. ▪ Kevin Abel from Lake Chelan Community Hospital, Bruce Williams and Diane will be meeting with Representative Dave Reichert on May 12th to stress the importance of maintaining coverage for residents.

	▪ Diane has been asked to chair the WSHA Rural Health Committee beginning in October. ▪ National Healthcare Week is the week of May 8th – 13th. ▪ There is a sign-up sheet for Quality Rounding for the remainder of the year. ▪ There has been a change to the Medical Staff meeting schedule and we can add a commissioner to attend the June 1st meeting at 6:00 PM. Mall is available and would like to attend. ▪ Diane received a thank you note from Kelly O'Brien from the fire district thanking Brian Pulse for coordinating and teaching an EMT class for the past few months. This class meets in the evenings and some Saturday's and had over 20 participants. It resulted in 10 new EMT's for the Leavenworth Fire Department and another 10 EMT's for the Lake Wenatchee Fire Department. ▪ The WSHA CEO Retreat was a couple weeks ago at Sleeping Lady. WSHA asked Diane for something fun for the group to do one evening. She reached out to Icicle Brewery and they provided a week night tour, which they typically don't do. The group enjoyed the evening and was very appreciative. ▪ Board Retreat topics – Education, Governance, Pillars and Leavenworth Fire District levy – Kelly O'Brien will be joining us to talk about the upcoming levy. ▪ Open Forum meetings have been moved to the week of May 2nd. Please confirm your availability to attend.
BOARD ACTION ITEMS	▪ Open Forum meeting attendance. ▪ Patient Safety Summit – Mall and Mary Helen will be attending.
COMMISSIONER COMMENTS	▪ The meeting went very well. ▪ The Financial presentation was very succinct. ▪ There is a community member who believes Cascade has a large cash surplus. The reason our cash balance is so important is to ensure we are sustainable. There will be some large capital purchases in the future such as a new EMR, CT scanner, ambulance, etc. There are also uncertainties on how we will be paid in the future, so building a healthy cash reserve is important.
ADJOURNMENT	▪ There being no further business, Helen moved to adjourn the meeting. ▪ Mall seconded the motion. ▪ The meeting was adjourned at 11:06 AM.

Mary Helen Mayhew

Mary Helen Mayhew, Chair

Helen Rayfield

Helen Rayfield, Secretary