CASCADE MEDICAL
PARTNERS IN YOUR HEALTH

Minutes of the Board of Commissioners Special Meeting
Cascade Medical Center – Arleen Blackburn Conference Room
Public Hospital District No. 1 – August 29, 2017

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

Guests: Rachel Hansen, PR Coordinator; Kathleen O'Connor, Clinic Director; Strode Weaver, CM Foundation; Emily Groby, CM Foundation Coordinator; Kelly Boeing, PA-C

Topics	Actions/Discussions
CALL TO ORDER	▪ Chairperson Mary Helen Mayhew called the meeting to order at 9:02 AM.
PLEDGE OF ALLEGIANCE	▪ Pledge of Allegiance was recited.
CONSENT AGENDA	▪ Bruce moved to approve the consent agenda as presented. ▪ Tom seconded the motion. ▪ Motion was approved.
COMMUNITY INPUT	▪ None.
FOUNDATION REPORT	▪ Strode Weaver introduced Emily Groby, the new Foundation Coordinator. ▪ The Foundation's Fall Retreat is October 26th at Mountain Springs Lodge. Tom Baranouskas and Helen Rayfield will attend for the Board of Commissioners. ▪ The Home and Garden Tour is September 17th from 12:00 – 5:00. There are over 20 sponsors, including 5 naming sponsors. Over $5,000 has already been raised from sponsorships. Ticket sales are starting soon and will be available in the CM Lobby or at Plain Hardware, as well as at the homes the day of the tour.
VALUES	▪ Community – Jim Hopkins shared a story about William Weaver, a black student who was integrated into an all white high school in 1964, and how he was treated. The teachers from his all black junior high mentored him and helped him continue believing in himself and helped him get into college. He is now the Chief of Surgery at Fayetteville VA Medical Center in North Carolina.
QI Presentation - Clinic	▪ Kathleen O'Connor presented the Clinic QI Indicators. ▪ There are several new staff members in the Clinic: Kelly Boeing, PA; Jeromy Markee, LPN; Tammy Nelson, LPN, Traveler Nurse; and Dr. Maxwell Moholy will be joining the team in mid-September. ▪ Patient Centered Medical Home work is continuing. ▪ New workstations have been built in the shelled space for four staff members.
Introduction of Kelly Boeing, PA-C	▪ Kelly joined our practice in August and has been working in Family Practice for five years. ▪ She is originally from New York and moved here from Eugene, OR.
PR Update	▪ We had positive press for the recent Sports Physical day and the immunization campaign. ▪ There is a chronic conditions class starting in September for six weeks. ▪ The staff focus group on wellness wrapped up their meetings in late July. Rachel will be working with Sr. Leaders and Directors to implement some of the ideas. ▪ Provider Bio videos will be created for the providers who have not yet recorded them. That includes Dr. Kranz, Dr. Jerome and Kelly Boeing, PA-C. ▪ Rachel will be working with Jim Nelson from DA Davidson on a press release for the UTGO Bond refinance.
COMMITTEE REPORTS	
a. Finance Committee	▪ The Finance Committee had a special meeting for the purpose of reviewing the new Financial Management Policy, which was included in your board packet. ▪ This new policy is an important piece to obtaining a Moody's rating, which we hope to do in order to refinance the LTGO Bonds. ▪ The Finance Committee recommends approval of the policy.
ACTION ITEMS: NEW BUSINESS	
a. Financial Management Policy Approval	▪ The Finance Committee questioned the Days Cash on Hand of 45 days. Jim Hopkins spoke with Jim Nelson who recommended moving this to 60 days, which the Finance Committee agreed was a good number. ▪ Bruce Williams suggested a change in the Financial Reporting Policies section to state financial statements are presented to the Board of Commissioners at the next meeting and remove the word "monthly" in case there is a month a Board Meeting is not held.

	▪ Tom moved to approve the Financial Management Policy with the recommended changes. ▪ Mall seconded the motion. ▪ Motion was approved.
b. Credentialing Approval	▪ Dr. Ken Lindsey has satisfactorily completed his six months of Provisional Privileges and has requested Adjunct Privileges. The Medical Executive Committee and Medical Staff have approved his credentialing file and recommend approval of privileges. ▪ Mall moved to approve Adjunct Privileges for Dr. Ken Lindsey. ▪ Helen seconded the motion. ▪ Motion was approved.
DISCUSSION / REPORT: OLD BUSINESS	
a. LTGO Refinance Discussion	▪ Jim Nelson from DA Davidson, sent Jim Hopkins a revised schedule for the LTGO Bond Refinance. ▪ The new schedule includes a Bond Refinance Resolution which will be presented at the September meeting. ▪ There will be a bond conference call to include Sr. Leadership and possibly Luke Zarecor from DZA. ▪ Receiving a favorable Moody's Rating will be important for this refinance. ▪ If all goes well the Bond Refinance would close in November.
b. ACH Update	▪ Amy Webb has been attending the North Central Washington ACH Meetings. Their work is centered around revamping Medicaid payments throughout the State. ▪ There is a planning grant of $50,000 in 2018 that will be used to develop a plan for how funding will be distributed based on the number of Medicaid patients a facility serves. ▪ The next ACH Meeting is September 11th in Omak. ▪ Staffing is one of our biggest challenges and we may need to look at our staffing model. ▪ Staff feel demoralized when they are teaching agency staff what to do and the agency staff person is earning a higher wage.
July Financials	▪ July posted another negative margin. ▪ Revenue was better, but expenses were high. ▪ We are working on charge capture to ensure we are billing for all allowed items. ▪ Stats – ED was high for the month; but clinic visits were down. ▪ Cash Receipts were over budget, but this did include our 2016 Meaningful Use funds. ▪ Cash Balance – the cash balance dropped in July due to the purchase of the Alpenblik condominium. ▪ AR days went up slightly. ▪ AR Trending – 0-30 days is up a little; over 90 days has dropped.
BOARD ACTION ITEMS	▪ Sign up for Rounding ▪ The Foundation Home and Garden Tour is September 17th. ▪ Bruce and Mary Helen are planning to attend the WSHA Annual Meeting and Governance Day in October.
COMMISSIONER COMMENTS	▪ Bruce attended the "Farewell Event" for Dr. Emily Johnston. She was very complimentary of Amy. ▪ WSHA PAC is looking for donations. For those attending the WSHA Annual Meeting, with a large enough donation, you can attend the WSHA PAC Dinner. ▪ The Plain nurse clinic is a "wait and see" how things go. The Free Clinic here is still seeing very few patients each week. ▪ In regards to the Sports Physicals – the article in the paper stated we saved community members $3200. Did all staff truly volunteer their time for that event? What precedence are we setting for sports physicals in future years?
ADJOURNMENT	▪ There being no further business, Mall moved to adjourn the meeting. ▪ Tom seconded the motion. ▪ The meeting was adjourned at 11:06 AM.

Mary Helen Mayhew, Chair

Helen Rayfield, Secretary