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 – December 19, 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; Brian Pulse, Director of EMS; Marianne Vincent, Director of Accounting

Topics	Actions/Discussions
CALL TO ORDER	▪ Chairperson Mary Helen Mayhew called the meeting to order at 9:05 AM, following a board education session on Risk Assessment.
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	▪ The Foundation's Fall Campaign letter this year was Stan Morgan's story about becoming ill and the quick diagnosis he received which helped save his life.
OATH OF OFFICE – Bruce Williams	▪ Bruce Williams took the Oath of office for a new six-year term beginning January 1, 2018.
FOUNDATION REPORT	▪ The Foundation is continuing to look for new members. ▪ They are updating and creating a new website. ▪ The Orchard of Giving in the clinic reception area is being updated.
VALUES	▪ Diane shared a voicemail she received yesterday from a patient who was in our Emergency Room last Wednesday. The patient was very complimentary of all the staff who cared for him.
QI Presentations	▪ Brian Pulse presented the QI Indicators for the EMS department for 2017. ▪ Marianne Vincent shared the QI Indicators for the Accounting department for 2017.
PR Update	▪ Rachel is working with the clinic on their Patient Centered Medical Home matrix. ▪ A photo shoot with Dr. Moholy and other CM providers, will be completed soon with some model patients. ▪ The Community Leaders Dinner was very positive. Participants commented on parking and asked for data to be studied on peak patient times and peak staff times. ▪ There was a recent Facebook post about parking from someone who had parked in an employee only area and they were tagged with one of the green stickers. The issue was resolved and post removed.
COMMITTEE REPORTS	
a. QI Committee	▪ The QI Committee Final Report for the year was in your board packet. ▪ Progress was made throughout the year in improving the data that is presented.
b. Governance Committee	▪ The Governance Committee final report was in your board packet. ▪ The committee work is becoming more routine and more structure is in place.
c. Finance Committee	▪ The final report for the Finance Committee was in your board packet. ▪ Expenses were high all year due to agency and locum staffing. ▪ The bond refinance costs will hit 2017 but will help 2018 numbers.
d. Community Leaders' Dinner	▪ This topic was covered during the Public Relations report. No additional discussion.
ACTION ITEMS: NEW BUSINESS	
a. DZA Audit Letter	▪ The fees for DZA to conduct our 2017 Audit are very close to being the same as the 2016 audit costs and the finance committee recommends continuing with DZA. ▪ Mall moved to approve the DZA 2017 Audit Letter. ▪ Tom seconded the motion. ▪ Motion was approved.
b. Governance Committee Charter	▪ There is one proposed change in the Governance Charter, which is to have the Board Chair also chair the Governance Committee, instead of the Vice-Chair as we have done this past year. ▪ Bruce moved to approve the revised Governance Charter. ▪ Mall seconded the motion. ▪ Motion was approved.

c. Credentialing Approval	▪ The Medical Executive Committee has reviewed the credentialing file for Dr. Kathy Fosnaugh and recommends approval of Adjunct Privileges. ▪ Mall moved to approve Dr. Fosnaugh for Adjunct Privileges. ▪ Tom seconded the motion. ▪ Motion was approved.
DISCUSSION / REPORT: OLD BUSINESS	
a. 2018 Meeting Dates	▪ The 2018 meeting dates are for the 3rd or 4th Tuesday of each month in 2018. The months with meetings on the third Tuesday are: March, June, August and December. ▪ All Board members agree to the proposed meeting schedule for 2018.
DISCUSSION / REPORT: NEW BUSINESS	
a. Board Succession Planning	▪ All commissioners are on six year terms. Elections are held on odd numbered years. ▪ Helen had indicated she currently is not planning to run for re-election for another term. Her current term expires the end of 2019. ▪ Mary Helen's term also expires the end of 2019 and her plans for another term are undecided at this time. ▪ The Board should begin to think about community members who may be interested in filling open commissioner positions.
b. 2018 Committee Assignments	▪ Various scenarios for 2018 committee assignments were discussed.
c. 2018 Board Education Plan	▪ The proposed 2018 education plan was discussed along with the reasoning behind the recommendations. ▪ Provider compensation and the completion of the risk management presentation from today will be the topics for February and March. ▪ This is a plan and is subject to change during the year depending on changing priorities.
d. 2018 Conferences	▪ Reviewed the dates for the conferences for the year. ▪ Commissioners gave tentative commitments for the conferences they would like to attend in 2018. Changes can be made to this list throughout the year.
e. Updated Foundation Agreement	▪ Diane met with Strode Weaver and Ken West, who are the President and Vice President of the Foundation to review the new Foundation Agreement. ▪ The current relationship with the Foundation is very collaborative. ▪ Some of the changes being proposed in the new agreement are due to the collaborative nature of the relationship and are removing deadlines for some documents to be presented to each organization. These documents will still be made available by request. ▪ Paragraph 2.3 talks about Planned Giving. The Foundation is still working on this project and would like to retain this paragraph, however, the board would like the Foundation to inform us during the budgeting process of how much of the $3,000 per month they intend to utilize, so it can be planned.
November Financial Report	▪ The Health Care Authority contacted Jim last week that we have a significant payback for Medicaid Meaningful Use funds that they overpaid to us. ▪ The projected payback is $760,000. ▪ An audit firm is conducting audits of all payments made by the State for Medicaid Meaningful Use funds paid to all facilities. ▪ The calculations were made by the HCA and we believe there was a typo and they used 40 Medicaid days and not 4. ▪ The Board asked if the 2018 budget for cash needs to be adjusted for the year so we do not show that we are behind all year long. ▪ The State Auditors Accountability Audit is wrapping up. An auditor has been on-site for the last few weeks. An exit conference will be scheduled once they are complete with their review of data. ▪ We posted a negative margin of ($29,293) in November. ▪ A lump sum payment was received from Medicare for our interim cost report and some additional payments that were due to us. ▪ The Bond issuance costs were expensed at $195,000. ▪ Statistics: Swing bed has been busy. Rehab was also busy in November. ▪ Cash receipts are ahead of budget for the month and YTD. Days in AR rose slightly and AR Trends percent over 90 days also rose.
Administrator Report	▪ Terri Weiss from Upper Valley MEND asked Cascade to send our insurance navigators to the Free Clinic and to the Food Pantry in Plain. ▪ Work continues with WHRAP and the ACH.

	▪ Negotiations continue with the EMT's and paramedics. That group is now represented by the IAFF instead of the Teamsters Union. Negotiations are going well. ▪ Presentations to staff on benefit changes for 2018 are happening this week. The employee write-off benefit is being reduced from $500 to $250, per employee and not eliminated as originally planned. There is also a new State law regarding sick leave accrual. Some hours are being moved to a sick leave bank and employees who have opted for a 16% increase in wage in lieu of benefits will have that increase dropped to 13.5% to compensate for the sick leave hours that they will now have available to them. Staff will be allowed to cash out up to 40 hours of PTO each year during the 24th pay period as long as other criteria are met, as outlined in our new policy. ▪ Diane attended a WSHA and Public Policy meeting last week. Hospitals feel they will be on the defensive in 2018 in the legislature. There have been a couple negatives this past year around Charity Care and other hospital issues. ▪ We have hired a new lab director and facilities director. Both will start in January. ▪ The Leadership Team is gathering at Brian's Pizza in Cashmere tonight for some team building.
BOARD ACTION ITEMS	▪ Check your e-mail. ▪ Sign up to attend a Medical Staff meeting in 2018. ▪ Send Jill a list of dates that you are available in June for the retreat.
COMMISSIONER COMMENTS	▪ Dr. Kranz shared a story with Mary Helen about a patient who had both of his big toes amputated and he had to park two blocks away for an appointment. ▪ The Board education this morning was very interesting.
ADJOURNMENT	▪ There being no further business, Bruce moved to adjourn the meeting. ▪ Tom seconded the motion. ▪ The meeting was adjourned at 12:06 PM.

Mary Helen Mayhew, Chair

Helen Rayfield, Secretary