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 – February 21, 2017

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: Jacqueline Barton-True, WSHA; Rachel Hansen, PR Coordinator

Topics	Actions/Discussions
CALL TO ORDER	▪ Chairperson Mary Helen Mayhew called the meeting to order at 9:22 AM following a Board Education session on the Affordable Care Act by Jacqueline Barton-True from WSHA.
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	▪ New members – Mark and Terri Judy and Wade and Kathy Nash. ▪ Golf Sponsorships are moving forward. ▪ The Orchard of Giving is being updated.
VALUES	▪ Diane shared a story about a professor who asked his students to name the cleaning lady on a pop quiz, highlighting the need to smile, say hello and treat everyone with respect.
PR Update	▪ Rachel is working with Christiane Brown in the Clinic on reminder cards for patients. ▪ The Community Health Needs Assessment is moving along. Rachel is adding local data to make it a more meaningful report. ▪ Forms updates – several forms are being cleaned up and will be translated into Spanish. ▪ Rachel, Mary Helen and Helen Rayfield all attended a Strategic Planning meeting for the Free Clinic with MEND. Rachel was able to share some information from the Community Health Needs Assessment that was helpful to the discussion. They are interested in adding behavioral health at least once a month.
COMMITTEE REPORTS	
a. Finance Committee	▪ December was a good month financially. ▪ We also had a good year end. ▪ The Finance committee talked about contractual allowance and the variance we had in 2016. ▪ Dashboard Targets – some of these from 2016 will be removed and some new ones added. ▪ Audit closing conference will be April 21st – Tom will be out of town so we need another Board member to attend in his place. Bruce should be available to attend. ▪ There will be some revised reports in the finance packet for commissioners. ▪ The good revenue we are seeing could be due to increased confidence from our community.
b. Quality Committee	▪ The quality committee heard reports from OICC, Utilization Review, Infection Control and Safety committees. ▪ The QI Dashboard was reviewed as well as Patient Satisfaction Survey results and 2017 Department Aim Statements. ▪ Credentialing files were reviewed for Dr. Butruille, Dr. Jerome, Dr, Kranz, Dr. Richardson, Lucca Criminale, PA-C and Dr. Viavant and the QI Committee recommends approval by the full board.
ACTION ITEMS: NEW BUSINESS	
c. Credentialing Approval	▪ Mall Boyd moved to approve privileges for the following providers: ○ Dr. Tony Butruille – Active Privileges ○ Dr. Jerome Jerome - Active Privileges

	○ Dr. Karl Kranz – Active Privileges ○ Dr. Geoff Richardson – Active Privileges ○ Lucca Criminale – Active Privileges ○ Dr. Peter Viavant – Extension of Provisional Privileges ▪ Tom seconded the motion. ▪ Motion was approved.
DISCUSSION ITEMS: NEW BUSINESS	
a. Community Leaders Dinner	▪ Mall would like to host two Community Leader Dinners in 2017 – possibly April and November. ▪ Mall has worked to update the list of potential attendees and will send that out to everyone. ▪ The goal for each dinner is 12 people, and due to some last minute cancellations last time, the plan is to over invite to eliminate the need to invite folks at the last minute. ▪ Bruce and Tom are the two commissioners who have not yet attended a dinner. When a date is finalized, a decision will be made on who will attend the next dinner. ▪ Mall will work with Rachel to schedule a date for the spring dinner.
b. Provider Recruitment	▪ Behavioral Health Consultant – this is a new position in the clinic. The job description has been finalized and the position has been posted. We are also working with a consulting group who will assist us with this hire. ▪ Carrie Kingsley's position – recruitment is continuing for this position. Carrie is planning to continue working beyond her original term date of March 10th. She will be doing her clinical rotation locally, which will give her some availability to pick up shifts. We are also planning to have a recruiter begin assisting us with this recruitment. ▪ Coverage for Lucca Criminale's week off each month – Lucca covers the ED during the day and takes care of walk-in patients. This has been a challenging position to fill due to it being mostly one week a month. One thought is to make Carrie's replacement a full-time position and schedule that provider to cover the ED and walk-in's on the week's Lucca is out of the facility. It will depend on the candidate if this is possible. Work is continuing on this coverage. ▪ Diane, Amy Webb and Kathleen O'Connor have begun meeting regularly to discuss provider scheduling to make sure we are staffed adequately.
DECEMBER FINANCE REPORT	▪ We were able to accrue Meaningful Use funds in December. ▪ Additional tax money was also received in December. ▪ December was a busy month for volumes. ▪ Even without the Meaningful Use funds we ended the year with a positive margin. ▪ Contractual allowances for the year were 32% compared to a budget of 29%. ▪ There are still a couple adjustments to the current numbers that will affect the overall margin. One being a negative adjustment due to an inventory adjustment for supplies. We are also over accrued for provider incentives. ▪ Stats were positive throughout the facility. ▪ Cash Receipts were good for the year and our cash balance increased about 1 million over 2015. ▪ AR days are up from November, which is partially due to several staff being out on Medical Leaves in December. ▪ Credit balances will be added to the finance dashboard for 2017. This was an audit finding last year, so this will give us a way to track progress. ▪ Sally Keeling, Director of Accounting has resigned and her last day will be in March.
ADMINISTRATOR REPORT	▪ We are waiting for a written report on the system issues we experienced at the hosting site in early January. There was no data exfiltration from the servers, the data was just encrypted. We will have an independent attorney review the report to verify the information. ▪ Executive Sessions – we need to be very mindful of what is handled in executive session. State regulations are very strict as to what topics can be discussed. ▪ Revised Bylaws – the wrong version of the revised bylaws were signed at the January meeting. The correct copy is in the folder for signature today. ▪ LEOFF Legislation - the bill introduced this legislative session was to clarify the intent of the original bill, which is that the EMT's were not intended to be covered by this legislation. The proposed version of the bill clarifies the retro-activity piece which says we only pay the employer portion of the retro-activity. If an agreement is not reached

	the lawsuit will move forward in early August. ▪ March 20th is the Foundation's Benevolent Beer Night at Icicle Brewery. ▪ Golf Tournament sponsorship – the last couple years all of the CM sponsorships were combined into one larger sponsorship and commissioners donated $100. Commissioners decided they would like to donate $125.00 each towards this years sponsorship, which is the same level providers and Sr. Leaders contribute. The combined sponsorship will include Commissioners, Sr. Leadership, Department Directors and Providers. ▪ Dr. Jerome, Kathleen O'Connor and Amy Webb will all be travelling to Yakima on March 7th to visit the behavioral health clinic to see how they operate their program. ▪ Diane will be attending the Rural Heath Conference on Tuesday and Wednesday next week and will be staying over in Seattle for WSHA meetings on Thursday and Friday.
BOARD ACTION ITEMS	▪ Begin thinking of the people you would like to invite to the Community Leaders Dinner this Spring. ▪ Review the materials sent for tomorrow's meeting with Neil McReynolds on the Board Self Assessment. ▪ The next Advisory Council meeting is April 22nd, Tom is not available to attend, but it is an open public meeting so all commissioners are invited. ▪ Checks for the Foundation Golf Tournament Sponsorship should be to Jill within the next month. Make checks payable to CM Foundation.
EXECUTIVE SESSION (RCW: 42.30.110(1)(g)	▪ The Board moved into Executive Session at 11:10 AM for 30 minutes to review the performance of a public employee. ▪ The Board extended their executive session for 25 minutes at 11:40 AM. ▪ The Board returned to open session at 12:05 PM.
COMMISSIONER COMMENTS	▪ None.
ADJOURNMENT	▪ There being no further business, Bruce moved to adjourn the meeting. ▪ Helen seconded the motion. ▪ The meeting was adjourned at 12:05 PM.

Mary Helen Mayhew, Chair

Helen Rayfield, Secretary