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 – May 23, 2017

Present: Mary Helen Mayhew, Chair; Bruce Williams, Vice-Chair; Mall Boyd, Commissioner; Helen Rayfield, Commissioner; Tom Baranouskas, Commissioner; Diane Blake, Chief Executive Officer; Amy Webb, Chief Operating Officer; Jim Hopkins, Chief Financial Officer; Jill Barich, Executive Assistant.
Guests: Rachel Hansen, PR Coordinator; Reyne Boik, Director of Human Resources

Topics	Actions/Discussions
CALL TO ORDER	▪ Chairperson Mary Helen Mayhew called the meeting to order at 9:07 AM, following a Board Education session which was a recap of the recent WSHA Trustee and CEO Patient Safety Summit held in Seattle May 1st and 2nd and attended by Mary Helen Mayhew, Diane Blake and Mall Boyd.
PLEDGE OF ALLEGIANCE	▪ Pledge of Allegiance was recited.
CONSENT AGENDA	▪ Bruce requested the Agenda be pulled from the Consent Agenda. ▪ Mall moved to approve the consent agenda with the removal of the Agenda. ▪ Helen seconded the motion. ▪ Motion was approved. ▪ Bruce requested a 15 minute executive session be added to the end of the agenda to discuss the potential purchase of real estate. [RCW 42.30.110(1)(b)] ▪ Bruce moved to approve the revised agenda. ▪ Mall seconded the motion. ▪ Motion was approved.
COMMUNITY INPUT	▪ None.
FOUNDATION REPORT	▪ Members of the Foundation will be attending a Community Event at Lake Wenatchee on Saturday, May 27th. CM will have an inflatable colon at the event that people can walk through. This will provide an opportunity to talk about the current project of purchasing a new colonoscope for the Endoscopy program. ▪ Will Maillard has submitted his resignation. He will stay through the golf tournament to help finish up this project.
VALUES	▪ Diane shared a story on The Power of Positivity.
QI Presentation – Human Resources	▪ Reyne Boik presented her QI Aim project on On-boarding time for new employees. The goal is to reduce the number of days it takes to on-board a new employees.
PR Update	▪ Rachel is working on a flyer for Speak Loud for Parkinson's patients. The flyer will be going to physicians in Wenatchee. Sabine Kaul-Connolly is working on LSVT Big which is another program for patients with Parkinson's disease. ▪ Another mailer is being prepared for the Dryden/Cashmere area residents to highlight the service offered here. ▪ Rachel will be attending Med Staff to talk with Providers about on-line profiles and the need to manage those profiles.
COMMITTEE REPORTS	
a. Governance Committee	▪ The committee reviewed the policies, Receiving Legal Documents from a Process Server and Policy Creation, Approval and Review. The committee recommends approval. ▪ Also discussed the Board education plan and the upcoming retreat. The education plan will be presented and discussed at the retreat and Diane will be talking about the retreat plan later in today's meeting.
b. QI Committee	▪ Alex Riggs, RN, who is the Infection Control Coordinator attended and talked about the work happening with Infection Control. ▪ Reviewed the policies Death with Dignity and Red Flag/Identity Theft and recommends approval. ▪ DOH Follow-up – policies are one of our biggest challenges for our annual review. We also had an unplanned survey due to a complaint of possible harm to a patient. Following the investigation, the surveyor reported there was no harm to the patient and we did all we could to assist the patient.

	▪ Also discussed the Patient Safety Summit and what we can do to make these meetings more meaningful.
c. Finance Committee	▪ Revenue is down, expenses are being controlled. ▪ A major portion of the meeting was spent with Jim Nelson, from DA Davidson discussing the possibility of bond refinancing. They have asked Jim to continue exploring options for us on this topic. We have two types of bonds, UTGO and LTGO. If the UTGO bonds are refinanced the savings will be reflected in lower taxes to the tax payers. If the LTGO bonds are refinanced, the savings will be seen by the facility. The recommendation is you need to see a savings of at least 5% in order to make refinancing beneficial. Currently it looks favorable to refinance both types of bonds.
d. Community Leaders Dinner	▪ It was another successful dinner. ▪ There was a lot of discussion on ways other organizations can connect with Cascade. ▪ Good information was shared all around.
ACTION ITEMS: NEW BUSINESS	
a. Medical Staff Rules and Regulations	▪ Bruce moved to approve the revised Medical Staff Rules and Regulations. ▪ Mall seconded the motion. ▪ Motion was approved.
b. Resolution 2017-04 – Surplus Equipment	▪ Mall moved to approve Resolution 2017-04 – Surplus Equipment ▪ Bruce seconded the motion.. ▪ Motion was approved.
DISCUSSION ITEMS: OLD BUSINESS	
a. Board Retreat Planning	▪ Kelly O'Brien will come to talk about the fire levy they are running this summer. ▪ Gwen Cox from Qualis Healthcare will be joining us to talk about Patient Centered Medical Home – what is it, why is it important. Kathleen O'Connor, our clinic director, will talk about what we are doing. ▪ Dr. Jerome will be joining us in the morning to provide perspective from the Providers point of view. ▪ The afternoon session will be Organizational Objectives work. Sr. Leaders have been working on consolidating our pillars so we don't have so many. ▪ If time allows we will discuss the Board education plan for the remainder of the year and what Strategic Questions should be explored.
April Finance Reports	▪ April volumes were low. ▪ Expenses were under budget, but we had a $20,000 adjustment to salaries and benefits for an accrual from March that the system did not accrue. ▪ Contractual Allowance was better than budgeted. ▪ Statistics – several departments were down from prior year. ▪ Cash Receipts – cash collections were good and over budget. ▪ Net AR Days – some improvement but still higher than they were a year ago. ▪ AR Trending – 91-180 days and the over 180 day category are still higher than management would like.
ADMINISTRATOR REPORT	▪ Dr. Johnston has given notice and will be here until early to mid September. We are engaging Merritt Hawkins to help with recruiting a new provider. Dr. Gentles will be the ED Medical Director for a year or so, but does not want that role permanently. ▪ Dr. Gentles will be out on maternity leave from late June to early October. ▪ Recruitment – we have finalized the hiring of our Behavioral Health Consultant – Dr. Maxwell Moholoy. September 18th is his first day here. He will be in Yakima for the first week shadowing the clinic there. Kelly Boeing, PA-C, who is replacing Carrie Kingsley, ARNP, will be here in late July. The position to back fill Lucca is still open. Work is continuing to fill this position. ▪ LEOFF Legislation was signed by the Governor. AWPHD is working with the Department of Retirement Systems to make sure everyone has interpreted the legislation the same way. ▪ The remodel of Amy Webb's previous office into a recovery room for the Endoscopy Suite has been delayed due to some requirements with the DOH that must be met before this work can be completed. ▪ QI Coordinator has been hired. Shawn Ottley will be joining the team soon. ▪ Sara Leighton our Medical Informatics specialist is out on medical leave for 4-6 weeks. ▪ Accountable Communities of Health – Linda Parlette attended a clinic QI meeting and had a chance to ask questions.

	▪ A notice of RFP for Medicare contracts for the ACH were sent to Molina, Coordinated Care and Amerigroup. ▪ The ACH may lobby for funds to be used to fund data sharing. Confluence will be meeting with Sr. Leaders of Epic to lobby for a Regional Epic System instead of Epic Connect so everyone has a mini Epic system that can be customized and include the financial system. ▪ Bruce Williams, Diane and Kevin Abel, from Lake Chelan Community Hospital, met with Rep. Reichert on May 12th. ▪ Diane is meeting with Kaylin Bettinger from UV MEND later today. ▪ Diane has been asked to attend an all day workshop with the Lake Wenatchee Fire District on June 2nd. ▪ ED Provider Schedule – Diane is thankful for the willingness of our clinic providers to fill in when we are unable to find a locum to cover a shift. Sunday, May 28th has been open for a long time. Dr. Butruille agreed to work the morning portion of that shift. Diane is reaching out to the other providers to fill the afternoon portion. ▪ Healthcare week was very successful.
BOARD ACTION ITEMS	▪ Board Retreat is June 7th. Be prepared for a large packet of information to review in advance. ▪ The Foundation Golf Tournament is June 19th. ▪ Check your e-mail regularly.
COMMISSIONER COMMENTS	▪ Including policies, with little or no changes, in the consent agenda for approval was good. ▪ The Quality and Safety board education discussion was very informative.
Executive Session	▪ The Board moved into Executive Session for 15 minutes at 11:37 to discuss the potential acquisition of real estate.[RCW 42.30.110(1)(b)] ▪ The Board extended the Executive Session at 11:52 for an additional 5 minutes. ▪ The Board moved back to open session at 11:57 AM
ADJOURNMENT	▪ There being no further business, Mall moved to adjourn the meeting. ▪ Tom seconded the motion. ▪ The meeting was adjourned at 11:57 AM.

Mary Helen Mayhew

Mary Helen Mayhew, Chair

Helen Rayfield

Helen Rayfield, Secretary