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 – October 24, 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; Jerri Smith, Business Office Director; Richard Vazquez, Navigator, Lora Zamudio, Navigator

Topics	Actions/Discussions
CALL TO ORDER	▪ Chairperson Mary Helen Mayhew called the meeting to order at 9:00 AM, following a board education session which was a recap of the WSHA Annual Meeting and Governance Day earlier in October.
PLEDGE OF ALLEGIANCE	▪ Pledge of Allegiance was recited.
CONSENT AGENDA	▪ Mall moved to approve the consent agenda as presented. ▪ Tom seconded the motion. ▪ Motion was approved.
COMMUNITY INPUT	▪ None.
FOUNDATION REPORT	▪ The Foundation is working on adding more new members. Several current members will be going off the Board at the end of the year. ▪ The Retreat is October 26th. Helen and Tom will be attending.
VALUES	▪ Commitment – Diane shared a story that was passed along to her about how staff works to provide patients who are on a pureed diet with food that is pleasing to look at as well as taste good. They do everything they can to make the food look like what it should if it were not pureed. One patient in particular wanted a cookie, so one of our cooks, Mathew, made him a snickerdoodle cookie that was made so he could eat it and delivered it to the patient while it was still warm. ▪ Diane also shared a story from Dr. Kathy Fosnaugh about how staff not only took care of a patient who had fallen and had a significant head injury, but also took care of the entire family by providing support to the husband and the couple's baby. The baby had been exclusively breast feed, up to the point of the mother being injured, and the father was not only concerned with his wife's health, but did not know how to feed the baby. One of the EMT's, Josh Subido, went to the store and purchased formula and bottles, then explained to the father how to make a bottle, feed and burp the baby.
QI Presentation - Clinic	▪ Jerri Smith presented her QI Indicators for 2017
PR Update	▪ Think Pink in October. We are offering free mammograms for uninsured women in the hospital district. In a typical year, we see about six patients, but so far this year we have seen fifteen. The account set-up with funds from the Obertal Mall merchant's donations, to cover the cost of the mammograms, has about $600, and is growing with donations from additional vendors. The Watershed Restaurant had a benevolent night on October 23rd and Beyoutiful Yogo had a special event and will be donating the proceeds to this account. ▪ The taping of provider bios has been completed and we hope to have them finalized by December. ▪ Rachel is working on a campaign to introduce Dr. Moholy and all the changes happening in our clinic.
Introduction of Dr. Maxwell Moholy	▪ Dr. Moholy completed his Post-Doctorate training at the VA clinic in Boise, ID. His training was in an integrated facility, so he is very familiar with the system we are developing. ▪ He had 71 handoffs in 17 clinic days and had additional scheduled referrals from providers in addition to these warm hand-offs. ▪ Patients here have a great rapport with their PCP's which is very beneficial for Dr. Moholy when a patient is handed off to him. ▪ He moved to our area with his wife and young son.
COMMITTEE REPORTS	
a. Finance Committee	▪ The first half of the year, we had low volumes, but are picking up in the second half of the year. ▪ The Finance committee reviewed new bad debt and financial assistance worksheets.

	Jim will continue to develop this form with some prior year perspective. ▪ The majority of the time was spent reviewing the 2018 Budget, which Jim will review shortly. The Finance Committee recommends approval of the budget. ▪ The committee will review the results of their self-assessment survey in February at the next meeting. ▪ The Finance Committee recommends retaining DZA as our Audit firm for next year. A review of audit firms was completed in 2016 and we are being well served by DZA at a fair price.
2018 Budget Review	▪ The budget has been updated with September YTD numbers. ▪ The clinic has a bigger increase in revenue due to the addition of Kelly Boeing, PAC-, who is working more days than Carrie Kingsley, ARNP, and the addition of Dr. Moholy. Jim is working with the Charge Capture Committee to capture revenue that has been missed previously. ▪ Revenue has also been added for a new hospital 340b pharmacy program. ▪ There has been a change in the budget FTE number. A proposed 13 hour EMT shift that was in the first draft, has been removed as there may be an option for us to work with the fire district to back-up the EMS staff with additional personnel. ▪ The Strategic Objectives were developed at the Board Retreat and support the budget initiatives. ▪ The budget currently only includes a 1.5% step increases in wages for non-union, non-exempt staff. Three options for wage increases for all non represented staff were presented to the Board. The Board agreed on a wage increase of 1% for all non-union staff and 2.5% for Managers and providers. ▪ Reviewed and discussed the 2018 capital equipment plan.
ACTION ITEMS: NEW BUSINESS	
a. Resolution 2017-08 - 2018 Budget	▪ Tom moved to approve the Resolution 2017-08 - 2018 Budget with a wage increase of 1% for all non-union staff and 2.5% for managers and providers. ▪ Bruce seconded the motion. ▪ Motion was approved.
b. Resolution 2017-09 – M&O Tax Levy	▪ Bruce moved to approve Resolution 2017-09 – M&O Tax Levy. ▪ Mall seconded the motion. ▪ Motion was approved.
c. Resolution 2017-10 – EMS Tax Levy	▪ Mall moved to approve Resolution 2017-10 EMS Tax Levy. ▪ Helen seconded the motion. ▪ Motion was approved.
d. Credentialing Approval – Dr. Stacey Clark	▪ The MEC has reviewed the credentialing file for Dr. Stacey Clark, a locum tenens provider and recommend approval of Temporary/Locum Tenens Privileges. ▪ Mall moved to approve privileges for Dr. Stacey Clark. ▪ Tom seconded the motion. ▪ Motion was approved.
DISCUSSION / REPORT: OLD BUSINESS	
a. LTGO Bond Refinance	▪ The plan is to have the bond sales finalized by December. ▪ We will have more operating cash available once the refinance is completed. ▪ We will make the principal payments due on December 1, 2017 and December 1, 2018 as the bonds are not callable yet. ▪ The bond costs will be amortized in 2017, so we will have a higher expense this year.
DISCUSSION / REPORT: NEW BUSINESS	
a. Q3 Dashboard Check-in	▪ Reviewed and discussed the Q3 dashboards for all indicators for year to date progress.
b. Community Leaders Dinner	▪ The Dinner is scheduled for Thursday, December 7th. ▪ Tom will be attending along with Mall. ▪ Mall and Tom will both invite three people, Bruce, Mary Helen and Helen will all invite two people each. ▪ The Tour of the facility will begin at 5:30 in the lobby with dinner and discussion to follow.
c. Rural Advocacy Days	▪ Bruce and Diane travelled to Washington, DC in late September for WSHA's Rural Advocacy Days. ▪ They were unable to meet with Representative Reichert, but did spend about an hour each with Senators Cantwell and Murray. ▪ It was a worthwhile trip and it is always good to talk with our Senators and Representative in person.

d. #123 for Equity Pledge	▪ This is an initiative started by the American Hospital Association to eliminate disparity in healthcare. Diane and the Sr. Leader team have reviewed the pledge and have agreed that the best goal for our organization is to "improve and strengthen community partnerships." ▪ Diane will sign the pledge for our facility and will provide the requested updates. This goal aligns with the work we are already doing.
August & September Financial Report	▪ Professional fees continue to be high this year. ▪ We did post a positive margin for August and September. ▪ Statistics: PT/OT has been busy. Ambulance is getting back on track. ▪ Cash receipts are over budget, year to date. ▪ AR jumped slightly, but have been fairly stable the past four months.
Administrator Report	▪ Terri Weiss with Upper Valley Free Clinic wants to set-up an advisory board in which Dr. Kranz and Diane have agreed to participate. ▪ We have quarterly meetings with Lake Wenatchee Fire and Rescue to stay in touch and review various metrics. The data is showing response times are good and the agreement is working well for both organizations. Quarterly meetings will continue in 2018. ▪ Recruitment – We are still working to cover Lucca's week off each month. We have three viable candidates who we are talking to about the position. ▪ Negotiations with the paramedics will start soon. They have changed representation from Teamsters to IAFF. The group would like to add the three full time EMT's to the union. ▪ David Olson from Columbia Valley Community Health met with Diane last week. They have pulled some data and have determined they have over 5,000 visits a year from patients in our area. They are beginning to look at having a presence in our community. ▪ Charity Care – Two hospitals in the state have been sued by the State Attorney General's Office for not following the state charity care policy. Ten percent of hospitals in the state did not adjust to the WSHA Charity Care application form. Columbia Legal Counsel requested all hospital's policies on charity care and compared them to the law. We are working with all staff to ensure they know how to connect patients with charity care. We will provide education to the Medical Staff at the next meeting so they also know how to connect any patients they believe may qualify. ▪ Open Forum meetings are next week, but some times have been moved around.
BOARD ACTION ITEMS	▪ Invite your attendees for the Community Leader's Dinner. ▪ Advisory Council meeting is November 11th. Bruce, Helen and Mall all plan to attend. ▪ Check your e-mail.
COMMISSIONER COMMENTS	▪ Good meeting.
ADJOURNMENT	▪ There being no further business, Helen moved to adjourn the meeting. ▪ Tom seconded the motion. ▪ The meeting was adjourned at 12:00 PM.

Mary Helen Mayhew, Chair

Bruce Williams Vice Chair

Helen Rayfield, Secretary