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 – September 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; Joe Devlin, HIM Director; Jerri Smith, Business Office Director

Topics	Actions/Discussions
CALL TO ORDER	▪ Chairperson Mary Helen Mayhew called the meeting to order at 9:08 AM, following a board education session regarding financial management topics.
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	▪ The Home and Garden Tour was Sunday, September 17th and seemed to be very successful.
VALUES	▪ Respect – Diane Blake shared a story about Dr. Jim Martin, who will be our new ED Provider and ED Medical Director. Dr. Martin has worked some shifts for us as a Locum Tenens provider. Dr. Martin feels it is important to know every member of the team in the facility. He shared a story with his interview team about a housekeeper, at another facility he worked in, who noticed a patient in distress and alerted him to the situation, which ultimately saved the patient's life. Diane also shared some comments from a patient satisfaction survey from the mother of a patient he had seen. She wanted to thank Dr. Martin for his good care of her teenage son who had been camping and eaten too much candy and became ill. The mother sent Dr. Martin a box of Mike and Ike's candy to remind him of her son.
QI Presentation - Clinic	▪ Joe Devlin presented his QI Project for 2017. The HIM Department project was to reduce Medical Necessity denials by 10% over 2016. That goal is not being met, but staff education is happening to be more successful with this in the future.
PR Update	▪ Think Pink in October. The Obertal Mall merchants will be donating a portion of their proceeds during the month of October to a fund to help pay for mammograms for non-insured women in the Upper Valley. Beyoutiful Yoga will also be holding a special yoga session with the proceeds going to this fund. ▪ The last group of provider biographies will be filmed on September 20th. That group includes Dr. Kranz, Dr. Jerome, Dr. Butruille and Kelly Boeing, PA-C. ▪ We will also be recording a PT video to highlight the outside interests of our PT staff. The goal is to reach the younger generation of people who may need PT services. ▪ Rachel has sent out a press release on the bond re-finance. ▪ Rachel is also working on how to introduce Dr. Moholy and explain how his practice will be structured. ▪ We will look for a date to schedule the next Community Leaders Dinner, hopefully sometime in November.
COMMITTEE REPORTS	
a. Governance Committee	▪ Two policies were reviewed: The Open Public Meeting policy was approved earlier in the consent agenda. The Conflict of Interest Policy needs more research and work before it is presented to the Board for approval. ▪ The Commissioner and President job descriptions were reviewed with minor changes. The committee recommends approval of both documents. The committee is considering creating a Board Expectations document to replace these in the future. ▪ Committee self assessment survey – the Governance committee's survey will have more open ended questions this year. ▪ Board Education Plan – reviewed the plan for the remainder of the year and discussed the various options for the November education. ▪ CEO Evaluation – The committee would like to schedule a Special Board Meeting for the Friday prior to the January Board meeting to complete the CEO Evaluation. The review

	would then be presented to Diane the day before the Board meeting. ▪ Board Officer and committee composition – Mary Helen will be talking with a couple commissioners about their committee, officer and Liaison positions for 2018. ▪ Provider Relationship Enhancement – will try to schedule providers to attend Board meetings and have commissioners attend Med Staff meetings. Diane will also look for other opportunities for commissioners to meet with providers.
b. QI Committee	▪ Safety Report – Employee parking permits are being updated and passes will be issued annually. There was a hospital evacuation drill scheduled for today, but that has been postponed. A tabletop exercise will take place instead of the full drill. ▪ Infection Control Report – Alex Riggs is the lead on this project. He reviewed the infection rates and will continue to provide education to staff to reduce our infection rates. ▪ Utilization Review – the data is still not consistent, Tracy will continue to work on compiling valid data for the top 10 diagnoses. ▪ OICC – The committee reviewed the 501R IRS Regulations which are key for our facility. Facilities can lose their 501(c)(3) status if they do not meet those regulations. ▪ QA/QI Reporting – We are current on all publically reported data. ▪ Committee Self Assessment Survey – The committee agreed to keep the same questions and will include all staff members who attend the meetings in this year's survey. ▪ Amy and Mall will attend a Risk Management Boot Camp next week which is sponsored by Coverys.
ACTION ITEMS: NEW BUSINESS	
a. Capital Purchase – Refurbished Olympus CF-H180AL Colonoscope	▪ The purchase of the colonoscope is a planned purchase but was not included on the 2017 capital purchase list, so it does require Board approval. ▪ This is a refurbished colonoscope so the cost is much less than a new one. ▪ Bruce moved to approve the purchase of the refurbished colonoscope. ▪ Mall seconded the motion. ▪ Motion was approved.
b. Commissioner and Board President Job Descriptions	▪ Minor changes were recommended by the Governance Committee for these two job descriptions. The Governance Committee recommends approval with the proposed changes. ▪ Mall moved to approve the two job descriptions. ▪ Helen seconded the motion. ▪ Motion was approved.
c. Resolution 2017-07 – Bond Refinance	▪ This resolution is for the re-financing of the LTGO Bonds ▪ We currently owe about $5.4 Million on these bonds. The Resolution has a not to exceed $6.3 Million. ▪ Jim Hopkins will verify with Jim Nelson from DA Davidson, why there is such a difference in the amounts. Jim Hopkins assured the Board we will not borrow more than is necessary to cover the bonds and the fees associated with the refinancing. ▪ Bruce moved to approve Resolution 2017-07 – Bond Refinancing. ▪ Tom seconded the motion. ▪ Motion was approved.
d. Medical Staff Rules and Regulations Approval	▪ The Medical Staff Rules and Regulations have been updated to remove some life support certifications from being required for Emergency Medicine Board Certified providers. This change will make it easier for some of our pool providers who regularly work in large, busy Emergency Departments, to remain on staff with us. The larger facilities do not require Emergency Medicine Board Certified providers to maintain ACLS or PALS certifications. ▪ Wording referring to RHQN was also removed as this organization no longer exists, and they now reference State regulations for procedural sedation requirements. ▪ Bruce moved to approve the revised Medical Staff Rules and Regulations. ▪ Tom seconded the motion. ▪ Motion was approved.
DISCUSSION / REPORT: OLD BUSINESS	
a. 2017 Board Education Plan	▪ The Education Plan for the remainder of the year was discussed in the Governance Committee Report. No further discussion.
2018 Budget Review	▪ Growth – Management expects there are patients we have not admitted to our facility that could have been. The new ED Medical Director will be able to assist us with analyzing this area.

	▪ Revenue:
	  ○ We anticipate increases in Revenue from new providers and the implementation of Patient Centered Medical Home.
	  ○ PT is currently projecting a 2% decrease in revenue. Jim is working with Joe Aponik to evaluate where they can reduce expenses if the revenue is planned to drop. We are also looking at price increases for this department.
	▪ Margin – the margin is currently at $93,000, which is 0.6% of revenue. This does include 1.5% step increases for non-union, non-management staff and collective bargaining unit increases. Reviewed the schedule showing the various scenarios for margin if salary increases are included in the budget.
	▪ FTE Schedule – proposed increases in staff:
	  ○ 13 hour EMT shift, 7 days a week.
	  ○ Additional clinic staffing for Patient Centered Medical Home
	  ○ ED staffing is showing a drop which is just a reclassification of a staff member from Emergency Department to Acute Care.
	▪ Interest expenses are expected to decrease by over $200,000
	▪ Earnings are important to the Board, but they are also serious about keeping good staff.
	▪ It was asked if it is possible to project revenue and expenses for future years to see what the expectations might be in future years for earnings. Management believes it may be possible, but would take a lot of work and may not be time well spent.
	▪ The Board would like to see estimates of cash increases with the various annual increase projections.

Administrator Report	▪ Dr. James Martin has accepted the ED Provider and Medical Director position. He brings several years of leadership experience and is good at getting people on the same page to resolve issues. ▪ Dr. Maxwell Moholy has started and is orienting the beginning of this week here, then heading to Yakima to job shadow with a provider in an integrated clinic. Dr. Moholy will be back here, next week, with Dr. David Bauman from Yakima, to work on the integration in our clinic. ▪ Coverage for Lucca – Diane has several CV's to review of providers who may be interested in providing coverage for the weeks Lucca is out of the office. ▪ Dr. Gentles and Dr. Barstad are picking up extra shifts as much as possible for the next couple months which helps reduce our need to use Locum Tenens. ▪ WHRAP Work –Change of Scope is something that facilities did not understand. This is now better understood and can help improve reimbursement. We will check with DZA to see if they have experience completing this paperwork. Some of this may be retroactive for a certain amount of time. We may have WHRAP funds available to us next year. There is some ACH money included in the 2018 budget. ▪ Clinic Support Staff – we have had some success in recruiting for clinic support staff. We will be reviewing the clinic RN pay scale and will compare it to our union staff and Milliman wage survey. ▪ WSHA PAC – We have met our goal with three commissioners and Diane contributing. Diane is still hoping to get additional donors from our facility. ▪ Diane attended a joint WSHA/WSMA meeting last week that was very informative. ▪ Diane and Bruce Williams will be in Washington DC for Rural Advocacy Days next week, Monday through Wednesday. Diane will be taking Thursday and Friday as vacation days.
BOARD ACTION ITEMS	▪ Mall will attend the November Governance Meeting ▪ Tom and Helen will attend the Foundation Retreat on October 26th.
COMMISSIONER COMMENTS	▪ Mary Helen attended the 9/11 ceremony in Cashmere. Our ambulance crew and Greg Horton were in attendance. Mick Lamar from LWFR spoke about his role following the 9/11 attacks.
ADJOURNMENT	▪ There being no further business, Helen moved to adjourn the meeting. ▪ Bruce seconded the motion. ▪ The meeting was adjourned at 12:00 PM.

Mary Helen Mayhew

Mary Helen Mayhew, Chair

Helen Rayfield

Helen Rayfield, Secretary