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 – April 24, 2018

Present: Bruce Williams, President; Mall Boyd, Vice-President; Mary Helen Mayhew, Commissioner; Helen Rayfield, Commissioner; Tom Baranouskas, Commissioner; Diane Blake, CEO; Jim Hopkins, Chief Financial Officer; Jill Barich, Executive Assistant.
Guests: Dr. Mara Merritt; Nancy McReynolds, CM Foundation; Mike Stanford

Topics	Actions/Discussions
CALL TO ORDER	▪ President Bruce Williams called the meeting to order at 9:03 AM, following a board education session which was a recap of the Rural Health Conference attended by Diane Blake and Bruce Williams.
PLEDGE OF ALLEGIANCE	▪ Pledge of Allegiance was recited.
CONSENT AGENDA	▪ Mall moved to approve the consent agenda with a revised copy of the Receiving Legal Documents from a Process Server policy. ▪ Tom seconded the motion. ▪ Motion was approved.
COMMUNITY INPUT	▪ None.
FOUNDATION REPORT	▪ Emily is doing a great job for the Foundation and they are very happy to have her on staff. ▪ The Foundation received almost $4,000 from the recent Bauer party. ▪ The recent Ladies Night Out raised about $1,294. ▪ The next new event is a Charm Walk Mother's Day weekend. Fifteen bracelets have already been sold. ▪ The golf tournament has more sponsors this year. They are hoping to start the tournament with the Alpenhorns, which Projekt Bayern will provide. ▪ The Home and Garden Tour already has several homes lined up. ▪ The Foundation is working on more grants and sent Emily to a couple grant workshops. ▪ They are still looking for a couple more board members.
INTRODUCTION OF DeAnna Griggs, Director of Nursing	▪ DeAnna has joined the staff as Director of Nursing. She will be overlapping with Kath Virgil-Belding for the next several months in preparation for Kath's departure. ▪ Most recently DeAnna worked at Lake Chelan Community Hospital as a Charge Nurse. Prior to that she spent several years at Confluence.
PROVIDER CHECK-IN: Dr. Mara Merritt	▪ Dr. Merritt expressed her concerns over clinic staffing needs. Providers in Wenatchee are getting busier and it is harder to get patients in with them. ▪ Providers are feeling pushed and feel there are fewer provider hours available. ▪ Providers are seeing a lot of patients every day. ▪ Looking towards summer, they are nervous about staffing levels for the days/weeks that providers take vacations. ▪ Providers are not in agreement on how to solve the problem of provider staffing. ▪ Dr. Moholy is having a huge positive impact on the clinic and our patients. ▪ Providers would like to see a medical provider as part of the administration and leadership team to do more of the big picture thinking. ▪ They are looking forward to having a medical social worker on staff to assist with patients who have needs other than medical ones. ▪ The medical staff is continuing to work through the issue of the ED providers covering in-patients.
QI PRESENTATION: Dietary	▪ Kathy Baker, Dietary Supervisor and Katelin Toevs, RD presented the QI Indicators for the Dietary Department.
VALUES	▪ Diane shared a story about a local family who was vacationing in California when one of their children became ill. They took the child to an urgent care clinic, but after examining the child, were told he would be ok. The family was still concerned, so they called the Triage line at Cascade, where they receive primary care. Daphne Jacobson, RN, encouraged them to return to the emergency department with their child. Upon further examination it was determined the child had a ruptured appendix. The family is grateful for the care and advise they received from our staff. ▪ Diane also shared how Ray, a Patient Care Tech in Acute Care, brought in drones to share with a patient. The patient suffers from Rheumatoid Arthritis and it is becoming

	more difficult for him to use his hands. Ray modified the remote for one of the drones and the patient flew the drone in the hallway of the hospital. ▪ Diane also shared a few comments from Rachel Hansen about the care she received in the clinic following a recent car accident and how well taken care of she felt.
PR Update	▪ In Rachel's absence, Diane reported on updates for Public Relations. ▪ Thirty people have been invited to the upcoming levy meetings. There is a small group confirmed for the Leavenworth meeting and she is still working to confirm enough attendees for the Peshastin/Dryden meeting. There will also be a meeting in the Lake Wenatchee/Plain area. ▪ The video highlighting the interests of our physical therapist has been completed. The goal is to let the community know they can connect with a therapist with similar interests. ▪ Lester Stoltz and Kesha Milne helped people practice their CPR skills at Earth Day. ▪ Arrive Alive will be held at the high school in early May. ▪ Rachel is working on a local Safe Rivers Guide to have available to visitors. ▪ Work is beginning on the upcoming Sports Physical Day.
COMMITTEE REPORTS	
a. Governance Committee	▪ The Governance Committee reviewed and recommends approval of the policies which were included in the consent agenda. ▪ Draft Board Objectives, which this committee is proposing, were included in the board packet and will be discussed later in the meeting. ▪ The committee reviewed the Board Education Plan. Education on Provider Incentives and sabbatical will need to be longer than one hour, so education on these topics will likely be scheduled at a time other than prior to a board meeting. ▪ Reviewed information for and discussed the upcoming board retreat.
b. Finance Committee	▪ Jim will discuss the March YTD results in detail and not review February financials. ▪ The plan is to pull the Bad Debt report from the consent agenda in May and review new formats for this report. ▪ The finance committee dashboard is looking good with several measures being met. ▪ The committee will continue to refine the finance packet. ▪ Tom Baranouskas attended the DZA Audit Exit Conference and there were no issues. They are continuing to work on completing the 2017 Cost Report. ▪ GASB 75 – There is a potential liability for retirees for medical benefits through PEBB. This issue is being investigated, but we need to pay for an actuarial study every two years at a cost of $13,000 to $15,000 per study. ▪ Medicaid EHR repayment – we will be appealing the repayment by mid-May. We will likely accrue for this repayment on the 2017 financials. ▪ Insurance Coverage – The finance committee will review coverage limits in December 2018 in preparation for 2019 coverage. ▪ Long Term Cash Flow – Discussed a preliminary spreadsheet showing some assumptions and major capital purchases which we anticipate in coming years.
c. Advisory Council	▪ Neil McReynolds, John Chelminiak and Matt Cade have all served six years on the council and will be going off at the end of April. ▪ There were four new people at the meeting. ▪ The group toured the facility and talked about services offered. ▪ Discussed parking ideas and perceptions from their perspective.
ACTION ITEMS: NEW BUSINESS	
a. Admission Criteria Software approval	▪ Mall moved to approve the purchase of the Admission Criteria Software. ▪ Helen seconded the motion. ▪ Motion was approved.
b. Credentialing Approvals	▪ Credentialing files for Dr. Linda Strand and Dr. Anna Hansen, were presented for approval of teleradiology privileges. Both files have been reviewed by the Medical Executive Committee and are recommended for approval. ▪ Mall moved to approve Dr. Strand and Dr. Hansen for continued teleradiology privileges. ▪ Helen seconded the motion. ▪ Motion was approved.
DISCUSSION / REPORT: OLD BUSINESS	
a. Q1 Dashboard Results	▪ Reviewed the results on the Q1 dashboard and discussed areas that may remain red.
b. Retreat Planning Update	▪ Jody Corona has been chosen as the facilitator for this year's retreat. ▪ Diane will be meeting with Jody to discuss the agenda. ▪ In preparation for the retreat Jody will be reaching out to commissioners to gain data on

	strengths, weaknesses and opportunities.
c. EMS Levy Planning Check-in	▪ The community meetings are planned for May 9, 10, and 11th and will be held in Peshastin, Leavenworth and Lake Wenatchee areas of the hospital district. ▪ Once the meetings are completed, a communication plan for the levy will be developed.
FINANCE REPORT: March/QI Results	▪ We have started the year with a positive margin through Q1. ▪ We recently received a $15,000 grant from Rivercom to purchase radios for the ambulances. This grant was unbudgeted. ▪ Professional fees were below budget for the month. ▪ Statistics are looking good for most departments. ▪ Cash receipts are ahead of budget YTD. ▪ AR Days crept up slightly, but are still looking good. ▪ The EHR payback accrual will increase our negative balance for 2017 year end.
Administrator Report	▪ We recently had our Lab Department of Health Survey. Diane and Amy were unaware of earlier surveyor concerns. Robin Wolf is working to correct the deficiencies including updating outdated policies and Amy will be more involved in all Department of Health survey's going forward. We did stop doing drug screens for a few days to get up to par with manufacturer recommendations. ▪ We are recruiting for a licensed social worker. The individual currently performing these duties does not hold the correct credentials and we do not meet Medicare Conditions of Participation. We will be able to bill for a licensed clinical social worker for the clinic and for in-patients. Some duties will be shifted from Tracy Hutchins, Speech Therapist, who has been filling this role. ▪ We received our first payment from the Accountable Communities of Health for $90,000. ▪ Staff Wellness Program – Staff have requested a "quiet room" for meditation, yoga, etc. The initial thought was the solarium, but that area is too far from Acute Care and the ED for night staff to utilize. Another idea is the Chapel which is rarely used, but close to all areas of the hospital. Commissioners are in support of that space being used for a "quiet room" when not being utilized by patients and families. ▪ Hospital Admissions – The clinic providers feel the ED providers should be doing full admission orders for patients admitted during their shifts. The full admission order includes a full History and Physical. Providers are continuing to work through this issue. ▪ Lucca Criminale, PA is looking at cutting back her schedule more in 2019. Diane is exploring how this position may be utilized going forward. ▪ The Foundation is looking to increase the coordinator's hours. There is about an $11,000 increase if they move that position to 30 hours a week. ▪ Management is beginning to look at replacing the CT Scanner. Considerations include trade in value and machine capabilities to determine the best timing for this replacement. ▪ The City of Leavenworth is hosting a parking meeting in early May. Diane, Amy, Jim and Javier plan to attend. ▪ Diane will be attending the Patient Safety Summit with some commissioners on April 30th. ▪ Washington State applied to attend the Global Budget Summit at John Hopkins University on May 30th. Diane has been asked to attend to voice concern of small rural hospitals. ▪ Diane plans to be out of the office on Thursday, April 26th for the day.
Executive Session: Performance of a Public Employee (RCW: 42.30.110(1)(g)	▪ The Board moved into Executive Session at 11:57 AM for 30 minutes to discuss the performance of a public employee. ▪ The Board returned to open session at 12:27 PM.
BOARD ACTION ITEMS	▪ The CEO/Trustee Patient Safety Summit is April 30th. Mall, Mary Helen and Tom are the commissioners attending. Diane, Amy and Shawn Ottley will also be attending. ▪ QI Committee has a meeting on May 10th. ▪ Check your e-mail. Jill requests you check e-mail late on Monday, Wednesday and either Friday or over the weekend so we can communicate more effectively.
COMMISSIONER COMMENTS	▪ None
ADJOURNMENT	▪ There being no further business, Mall moved to adjourn the meeting. ▪ Helen seconded the motion. ▪ The meeting was adjourned at 12:35 PM.

Bruce Williams, President

Helen Rayfield, Secretary