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 – August 21, 2018

Present: Bruce Williams, President; Mall Boyd, Vice-President; Mary Helen Mayhew, Commissioner; Helen Rayfield, Commissioner; Tom Baranouskas, Commissioner; Diane Blake, CEO; Amy Webb, Chief Operating Officer; Jim Hopkins, Chief Financial Officer; Jill Barich, Executive Assistant.

Guests: Rachel Hansen, PR Coordinator; Shawn Ottley, Quality Coordinator; Ben Bricker, Paramedic; Lester Stoltz, EMT; Alex Riggs, RN; Strode Weaver, CM Foundation; Katrina Rostedt, RN

Topics	Actions/Discussions
CALL TO ORDER	▪ President Bruce Williams called the meeting to order at 9:05 AM, following a board education session about levy regulations.
PLEDGE OF ALLEGIANCE	▪ Pledge of Allegiance was recited.
CONSENT AGENDA	▪ Mary Helen moved to approve the consent agenda as presented. ▪ Mall seconded the motion. ▪ Motion was approved.
COMMUNITY INPUT	▪ None.
FOUNDATION REPORT	▪ Strode Weaver, President of the Foundation reported the annual golf tournament raised $40,000 which will support the purchase of three pieces of lab equipment. They are ready to fund these purchases. ▪ The Foundation appreciates the support of CM staff, which is estimated to be approximately $8,000 annually. ▪ The Foundation's annual retreat is scheduled for October 24th at Mountain Springs Lodge in Plain. ▪ There are currently 16 members on the Foundation Board and they are always open to new nominees. Please pass along the names of anyone who may be interested to a board member.
VALUES	▪ Diane shared a story about Integrity. The story was about a basketball championship game in which the winning shot went up after the final buzzer had sounded. The timekeeper, the son of one of the coaches, had to inform the referee that the buzzer had already sounded, which meant his dad's team lost the game.
QI Presentations	▪ Alex Riggs, RN, BSN presented his QI project on hand hygiene.
PR Update	▪ The Free Sports Physical Day was held in early August. More students were served this year. Dr. Raiche worked the clinic in the afternoon in order to keep the clinic open and Dr. Martin came in early for his ED shift to allow more clinic providers to be at the event. ▪ Ben Bricker asked about creating a video to showcase the work of the EMS staff to assist with the levy campaign. ▪ Lester Stoltz, EMT is now part of the Chelan County Search and Rescue Team. He recently conducted a river rescue training for the team.
COMMITTEE REPORTS	
a. QI Committee	▪ Mall reported that at the recent QI meeting, Amy Webb shared a story about a patient who had been in our facility a couple times. The family was not always happy with who cared for the patient, however after the discharge they completed a patient satisfaction survey and complimented several staff members. ▪ Various reports were reviewed from the staff committees that report through QI. ▪ Reviewed the QI and Risk Reports. ▪ Reviewed policies that were due for annual review. ▪ Discussed the recent DOSH Inspection report. ▪ Discussed the upcoming committee self-assessment survey.
ACTION ITEMS: NEW BUSINESS	
a. Credentialing	▪ The Medical Executive Committee has reviewed the credentialing files and recommend approval of privileges for the following providers: o Dr. Kenneth Lindsey – Adjunct Privileges o Morgan Reed, PA-C – Adjunct Privileges o Dr. Maxwell Moholy – Consulting Privileges o Direct Radiology Teleradiologists – 2 year appointments: Dr. Joanna Carlson; Dr. Morgan Haile; Dr. Laura Hotchkiss; Dr. William Phillips; Dr. William Woodard

	▪ Mall reviewed the files for the QI Committee and moved approval of privileges for the above listed providers. ▪ Mary Helen seconded the motion. ▪ Motion was approved.
b. Capital Purchase - Revenue Cycle Management Software	▪ As discussed at the July meeting, the purchase of this software will assist the Business Office with tracking payor denials and with ensuring we are reimbursed at the contracted rate for services. ▪ Tom moved approval of this capital purchase. ▪ Helen seconded the motion. ▪ Motion was approved.
c. Civil Engineer – Parking Lot Improvement approval	▪ The Civil Engineering firm will develop the design for the dirt parking lot across the street and get the project ready to be bid. ▪ Javier Meraz, Facilities Director, has completed reference checks on PACE Engineering and received positive reviews from other clients. ▪ Mall recommends there be a sign at each parking space identifying it as a CM only space. ▪ Mall moved approval of the hiring of PACE Engineering. ▪ Helen seconded the motion. ▪ Motion was approved.
DISCUSSION / REPORT: NEW BUSINESS	
a. Behavioral Health Program Analysis	▪ Reviewed the net revenue projected payments from the Behavioral Health program for the first nine months of the program. ▪ Current program details: o Dr. Moholy is seeing 4-5 patients per day. o The Pain Group is meeting on a monthly basis. o We are starting a diabetes support group that will meet two times each month, beginning in September. Dr. Moholy is working with Katelin Toevs, RD and the Chronic Care Coordinator on this project. o Dr. Moholy is looking at taking on more patients on a longer-term basis of 6-10 visits. o We are beginning to utilize the Social Worker, Katie Walker, to help locate resources for patients.
b. EMS Levy Update	▪ Management is working on developing a timeline of when to prepare the Fact document to be used for the levy. ▪ We are still looking for someone to lead the citizens committee.
c. Clinic Renovation	▪ The clinic has three projects they are looking at implementing. ▪ Provider Offices – looking at opening up the provider offices to allow for better collaboration between providers. There are three proposals to consider. ▪ Registration area remodel – there is a need to provide more privacy to patients when they register and to allow the staff to have more space at the desk. This work will be completed by CM staff. One bid was received for this project and it came it at over $128,000 for a modest remodel. ▪ Shelled space – this space at the back of the clinic needs to be completed to allow for a meeting room and cubicle space for 4-5 staff members.
July Financials	▪ We set a gross revenue record of $2.3 million. ▪ We expect higher expenses for the remainder of 2018. There may be some locum expenses with Dr. Martin's departure at the end of September. We are hoping to reduce registry nursing expenses, however all positions have not yet been filled. ▪ We will be phasing in the OPEB expense of $350,000 in the remaining months of the year. ▪ The anticipated GEMT (Ground Emergency Medical Transport) payment is $250,000. ▪ Statistics – Swing Bed is still ahead of budget. The ED is on budget and the clinic is down slightly from budget but ahead of 2017 numbers. ▪ Cash Receipts are still ahead YTD by about $1 million. ▪ AR Days are up in July partly due to higher revenue.
Administrator Report	▪ EHR Payback – we are still waiting for a meeting with the HCA to discuss the payback. ▪ The Foundation Retreat is October 24th. We need to determine which two commissioners will be attending. ▪ AZ Wells Foundation – The group is no longer pushing to move the Trust from Bank of America as it would be very costly. There are more questions being asked and the beneficiaries are getting more information and there is more transparency now.

	▪ The apartment that we rent for the ambulance staff may need to be vacated as that building is for sale. ▪ Mammo machine replacement – The machine will need to be replaced by April 2019 due to service no longer being available after April. We currently have a 2D unit and expect to replace it with a 3D unit. We will be looking to purchase the new unit in early 2019. ▪ Nurse wage scale differential for night staff – we currently pay a differential of $2.75/hr for night shift. We are planning to move that to $5.00/hr. The day shifts are being filled, but we are still struggling with night shifts. Moving to $5.00/hr differential is market rate. ▪ Provider Recruitment: o Lucca Criminale, PA-C –will be taking a month off in March for a sabbatical and have a signed contract from Corey Rubinfeld, PA-C to cover her absence. o Dr. Kathy Fosnaugh, we are still waiting on her signed contract, however she has committed to working days in October. She is waiting for her attorney to complete his review of the document. o There is only one 24 hour shift in October that may need to be covered by a locum. o Diane is finalizing a contract with Dr. Megan Guffey who was referred to us by Dr. Barstad. She is interested in working fill-in shifts in the ED. o At this point we do not have any good candidates for the ED Medical Director position. We are looking at other places to advertise this opening. o Congratulations to Amy, Kathleen, Christiane and Dr. Moholy for their work on transformation of care. We received $70,000 from the ACH in April, and our Change Plan was accepted with the highest score in the region. We will receive an additional $50,000 for our innovation work.
BOARD ACTION ITEMS	▪ Covery's is holding a Quality meeting in Moses Lake on September 25th. Mall would like to attend. Tom is interested in attending as well. ▪ Foundation October 24th Retreat – Helen and Mary Helen will attend. ▪ WSHA Annual Meeting and Governance Day – Bruce, Tom and Mall are all scheduled to attend. ▪ WSHA PAC Contributions – our goal is to have 100% participation from all commissioners this year. ▪ Foundation Home and Garden Tour is September 15th.
COMMISSIONER COMMENTS	▪ Thank you to Ben Bricker for the ideas regarding a film on the EMS services. ▪ The Board is looking forward to meeting the new social worker once she is more oriented to her role.
ADJOURNMENT	▪ There being no further business, Mall moved to adjourn the meeting. ▪ Tom seconded the motion. ▪ The meeting was adjourned at 11:51 AM.

Bruce Williams, President

Helen Rayfield, Secretary