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 – December 18, 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; Shawn Ottley, Chief Clinical Officer; Jill Barich, Executive Assistant.
Guests: Strode Weaver, CM Foundation; Marianne Vincent, Director of Accounting

Topics	Actions/Discussions
CALL TO ORDER	▪ President Bruce Williams called the meeting to order at 9:03 AM, following a board education session about brainstorming ideas for the upcoming Community Health Needs Assessment.
PLEDGE OF ALLEGIANCE	▪ Pledge of Allegiance was recited.
CONSENT AGENDA	▪ Mary Helen moved to approve the Consent Agenda. ▪ Mall seconded the motion. ▪ Motion was approved.
COMMUNITY INPUT	▪ None.
FOUNDATION REPORT	▪ Strode Weaver reported for the Foundation on the following topics: ▪ Fundraising – the mail solicitation letter was sent and receipts so far are about $5,600. ▪ Three people are rotating off the board: Mary Ceto, JoAnn Prusa, and Bob Jennings, which leaves 16 board members. If you know anyone interested, contact Strode. ▪ A Foundation priority will be working on long term giving through Give10, a program through NCW Foundation. They will be working on a joint education session with other organizations in town who also participate in Give10. Mark Judy will be leading this effort. ▪ Charm Walk will be the first fundraiser in 2019, on May 11th, Mother's Day weekend. Linda Bradshaw will lead this effort. ▪ Officer elections: Linda Bradshaw, Chair; Bob Adamson, Vice Chair, Mark Judy, Treasurer; Nancy Lellelid, Secretary; Wade Nash and Vangie Schasses, Members at Large. ▪ The Foundation Board is willing to help with the EMS levy message. ▪ The focus at the retreat in October was an education in the morning on recruiting volunteers. They are working to get more volunteers to help with the planning and execution of major fundraising events and help off-load the work from all the board members. This may help people become interested in joining the board.
VALUES	▪ Diane shared a story from within our organization that touches on several of our values. Javier Meraz asked Diane if we had ever lowered our flag out of respect to a community member. Javier requested through an e-mail to the State, a formal flag lowering in honor of Sgt. Leandro Jasso. The State replied back that we could lower our flag in his honor prior to the official flag lowering on the day of his memorial service
QI Presentations	▪ Brian Pulse was unable to attend. His QI presentation will take place at a future meeting. ▪ Marianne Vincent presented her 2018 QI Project to improve the accuracy of W-2 forms.
PR Update	▪ Diane provided the PR report due to Rachel attending PIO Disaster Training this week. ▪ We finished filming videos with Dr. Moholy and Whitney Lak to train staff on how to introduce behavioral health to patients. Three of the four scenarios are completed. ▪ The EMS Levy mailing has been sent to the printer. One for mailing to residents and one for insertion in the Leavenworth Echo and other publications. ▪ Chris Allen and Dane Peterson put on an injury prevention workshop a couple weeks ago. They did a short video on warm-ups for climbing which has been well received. ▪ A free community CPR class is scheduled for January and will be held at IRMS. ▪ The third burn-out workshop for staff was held recently. Staff appreciated the workshops. ▪ Our Navigator program has been very successful. We will need to work through making sure we are prepared to assist those who need it in the future. ▪ We are preparing a press release about the MedSafe Drug drop box that will move to our lobby later this week. ▪ Rachel will be working on a video loop for the TV in the clinic that will have provider bios, PT information, etc.

	▪ Commissioners should review the levy timeline and the Levy Participation Parameters list, as well as be talking with members of the community about the levy.
COMMITTEE REPORTS	
a. QI Committee	▪ QI met in late November. Staff Committees are now providing written reports instead of reporting in person. Discussed the results of recent surveys, all of which had no findings. Discussed the committee self-assessment survey and worked through the 2018 Work Plan completion. The 2019 Work Plan will be similar to the 2018 Plan to allow Shawn time to add his expertise to the committee. ▪ The University of Washington Antimicrobial Stewardship Team presented their program, which CM has recently joined, to the QI Committee. The TASP group has been in existence for a few years and talked about the way their program works in providing education and expertise to rural facilities. This program will be a great resource for us.
b. Finance Committee	▪ Finance met in early December and are suggesting some minor changes to the Charter, which is on the agenda for approval today. The finance committee would like to complete the analysis of the history of the financials prior to the June retreat. For financial reporting, the packet will not be changing, but the actual information that is presented at the Board meetings will be reduced to 4-5 charts and in a summary format. A draft of the 2019 Work Plan was completed and tentative meeting dates for 2019 were set. ▪ The 2018 Work Plan with completion status is included in your packet.
c. Governance Committee	▪ The Governance Committee has not met, but the completed 2018 Work Plan is included in your packet.
ACTION ITEMS: NEW BUSINESS	
a. CM Succession Plan	▪ There are changes on the management and Board sections of the document. The bulk of the management changes are due to the addition of the Chief Clinical Officer. Other changes have been made around medical staff and directors. ▪ On the board side, information was all moved to the Long-Term Succession Planning, instead of having this information in two different areas, some of which was redundant. ▪ Mall moved to approve the CM Succession Plan ▪ Helen seconded the motion. ▪ Motion was approved.
b. 2018 Audit Firm Selection	▪ The Finance Committee discussed the selection of the Audit firm to complete our 2018 Audit. The committee recommends retaining DZA. The pricing has increased by a couple thousand dollars, however they are very familiar with our organization and do a nice job. ▪ Tom moved to approve DZA as the Audit firm for our 2018 audit. ▪ Mary Helen seconded the motion. ▪ Motion was approved
c. Finance Committee Charter	▪ The finance committee is requesting approval of the revised Charter with minor changes. ▪ Tom moved to approve the revised Finance Committee Charter. ▪ Mary Helen seconded the motion. ▪ Motion was approved.
d. Provider Credentialing	▪ The Medical Executive Committee and Mall for the Board QI Committee, have reviewed the following credentialing files and recommend approval of privileges. o Dr. Kathy Fosnaugh - Active Privileges o Lauren Musick, PA - Adjunct Privileges o Dr. Kevin Morris, Podiatrist – Provisional Privileges o Dr. Dhawal Goradia, Teleradiologist Privileges o Dr. Klaus Wagener, MD – Temporary/Locum Tenens privileges ▪ Mall moved to approve the requested privileges ▪ Mary Helen seconded the motion. ▪ Motion was approved
DISCUSSION / REPORT: OLD BUSINESS	
a. 2019 Meeting Dates	▪ Reviewed the proposed 2019 meeting dates. The only change from the previous list is the August date moved to the third week. Commissioners agreed to the schedule.
DISCUSSION / REPORT: NEW BUSINESS	
a. 2019 Conferences and Medical Staff meeting	▪ Reviewed the list of 2019 conferences and determined which commissioners will attend. ▪ Reviewed the dates of Medical Staff meetings and commissioners each agreed to attend one of the available dates.
Finance Check-in	▪ We do not have November financials finalized due to the meeting being a week early. ▪ We anticipate November will have a negative margin of around $60,000.

	▪ Gross Revenue was close to budget, however November is historically a slower month. Swing Bed and Rehab were both busy, but the ED was slow. Expenses were over budget for the month. ▪ The business office is down staffing due to a biller leaving recently and the HIM Department is down the director.
Administrator Report	▪ Recruitment –In-person interviews were completed for the COO and ED Medical Director position. Both have produced good results, and we are working through the next phase of the process. ▪ Diane attended a meeting in Olympia, organized by WRHAP, along with representatives from eight other rural facilities. They met with Representative Cody and Senator Cleveland to discuss funding and how the changes to payment models may affect rural facilities and their sustainability. They requested additional funding for the next biennium for the work of WRHAP to continue. ▪ MedSafe Drug Takeback box will be in our facility beginning on Friday, December 21st. Shawn has been working on the contract and education of staff for this program. There should not be any cost to us other than staff time to check the level of fullness and changing out the liners when the bin is full. ▪ There is a rule out that all hospitals must post their price list on their website. Ours is now posted and we have followed the WSHA guidelines. We guide patients to look at the charge list and to also check the WSHA website that explains the list. We also direct people to our Charity Care Information, if appropriate. ▪ Lake Wenatchee Fire and Rescue requested a 5% increase in the contract for fuel expenses. We countered with a 2% increase, which they agreed to accept. Diane will get an amendment to the contract finalized that reflects this increase. ▪ AZ Wells Trust, we receive funds from this trust each year. There was some concern earlier in the year about how the fund has been growing. US Trust has agreed to back out of management of the Trust and allow the beneficiaries to find a local firm to manage the funds. ▪ Upper Valley Cares is a new organization in our community. They will be working on behavioral health issues with a goal to meet unmet needs in our community. Dr. Moholy has been asked to be involved in the creation of this organization. ▪ We have been working with the City on leasing some parking spaces. Joel Wallinski recently sent a draft agreement and they could be ready by January 1st or January 15th to begin the lease. Once we have staff parking off-site, we will open the Administration lot to patients only. We will begin communicating with patients as soon as this is ready.
BOARD ACTION ITEMS	▪ No meetings for the remainder of the year. ▪ Check e-mail.
COMMISSIONER COMMENTS	▪ Helen reported on her rounding session with Lab and Radiology. Radiology shared that EMT's frequently help with moving patients when there is only one person working in radiology. ▪ Foundation was interested to learn about rounding and would be interested in seeing the lab equipment they purchased.
ADJOURNMENT	▪ There being no further business, Mall moved to adjourn the meeting. ▪ Mary Helen seconded the motion. ▪ The meeting was adjourned at 11:27 AM.

Bruce Williams, President

Helen Rayfield, Secretary