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 – January 23, 2018

Present: Mary Helen Mayhew, President; Bruce Williams, Vice-President; Mall Boyd, 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; Dr. Tony Butruille, Provider; Javier Meraz, Facilities Director; Robin Wolf, Lab Director; Kath Virgil-Belding, Director of Nursing; Joann Prusa, Foundation; Linda Kinder, Foundation, Roy Schiferl, Foundation Grants Committee

Topics	Actions/Discussions
CALL TO ORDER	▪ President Mary Helen Mayhew called the meeting to order at 9:04 AM, following a board education session on the EMS Levy.
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.
Election of Board Officers	▪ Mall nominated Bruce Williams for President, Mall Boyd, Vice President and Helen Rayfield as secretary. ▪ Helen seconded the nominations. ▪ Nominations were approved by the full Board. ▪ Officers assumed their new roles, and Bruce thanked Mary Helen for her years serving as Board President.
COMMUNITY INPUT	▪ None.
FOUNDATION REPORT	▪ The Foundation is busy planning for the 2018 Golf Tournament. ▪ They recently updated their website. ▪ Their project for 2018 is three pieces of lab equipment. ▪ The Foundation members Linda Kinder, Joan Prusa and Roy Schiferl presented the donation for the colonoscopy equipment to Diane Blake, Dr. Butruille and the Board.
PROVIDER CHECK-IN: Dr. Butruille	▪ The new equipment for the colonoscopy program has been very helpful. ▪ The process for scheduling patients for colonoscopies is being revamped to make it more efficient. ▪ They now have a new room to use for admissions and recovery and hope to be scheduling five patients a day beginning in February. The goal is to get to six patients a day, which will make better use of everyone's time. ▪ In the clinic, team-based care is beginning to take shape. Nursing is more involved in reminding patients about immunizations and scheduling preventative care such as mammograms, etc. ▪ The addition of behavioral health for group sessions on chronic pain will be very positive. ▪ Some providers will start providing suboxone therapy.
VALUES	▪ Diane shared a note she received from an employee who recently established care with Kelly Boeing, PA-C. This employee also noted that their director challenges them as employees, but also works with them to ensure they can attend family events.
INTRODUCTIONS	▪ Robin Wolf is our new lab director, and comes to us from Confluence Health. ▪ Javier Meraz is the new Facilities Director. He is originally from Cashmere, but will be moving his family here from Alaska.
QI Presentations	▪ Kath Virgil-Belding presented the QI Indicators for the Nursing department for 2017. ▪ Joe Aponik shared the QI Indicators for the Rehab Services department for 2017.
PR Update	▪ A photo shoot with Dr. Moholy was recently completed. ▪ There will be a mailing sent out soon to explain the new Patient Centered Medical Home model in the clinic. ▪ The provider biography videos are in the final stages. ▪ The Rehab Services department is holding a Falls Prevention Workshop at the Sr. Center on January 29th. ▪ Rachel spoke with a couple patients in Acute Care recently and asked them to share their experience at Cascade Medical. ▪ Lester Stoltz from the Ambulance Department is teaching more life support classes.

ACTION ITEMS: NEW BUSINESS	
a. 2018 Committee Chair and Liaison Appointments	▪ Tom moved to approve Committee Chair and Committee assignments of: o Finance Committee: Tom Baranouskas, Chair, Mary Helen Mayhew o Governance Committee: Bruce Williams, Chair; Mall Boyd o QI Committee: Mall Boyd, Chair, Tom Baranouskas o Foundation Liaison: Helen Rayfield o Part-time Advisory Council Liaison: Mary Helen Mayhew ▪ Mary Helen seconded the motion. ▪ Motion was approved.
b. Resolution 2018-01 – CEO Contract Amendment	▪ Resolution 2018-01 would increase the salary of the CEO by 2.5%, the same increase in wage as all other employees received in 2018. ▪ Mall moved to approve Resolution 2018-01, CEO Contract Amendment. ▪ Tom seconded the motion. ▪ Motion was approved.
c. Resolution 2018-02 – Surplus Equipment	▪ The facility has a Vital Signs Monitor that is no longer working and needs to be disposed. ▪ Mary Helen moved to approve Resolution 2018-02 – Surplus Equipment. ▪ Tom seconded the motion. ▪ Motion was approved.
ACTION ITEMS: OLD BUSINESS	
a. Foundation Agreement	▪ The new Foundation agreement was discussed at the December meeting. The suggested change of the Foundation notifying the district in advance of their intention to use the Planned Giving funds has been added into the agreement. ▪ Mall moved to approve the updated Foundation Agreement. ▪ Mary Helen seconded the motion. ▪ Motion was approved.
DISCUSSION / REPORT: NEW BUSINESS	
a. Medicaid Meaningful Use payback update	▪ The Status has not changed yet. ▪ The OIG did an audit of random hospitals who received Medicaid Meaningful Use funds. Following the random audit, the OIG hired an audit firm to review all payments made by the Health Care Authority. ▪ Cascade Medical was originally told we should receive about 1 Million over four years. ▪ We are retaining an attorney through Ogden Murphy Wallace in Seattle who believes we may not need to pay back the full $759,000. ▪ Other Finance Updates: o We have enrolled and are set-up in the 340B Program. Safeway is already contracted with SunRx and this will be ready by April 1st. Village Pharmacy is working on a contract with SunRx and hope to be set-up by July 1st. o Medicaid ambulance reimbursement – we are working on getting set-up on cost reimbursement for Medicaid ambulance costs. o State Auditor Office has been working on the audit which they perform every 2-3 years. They are looking at payroll, credit balances, billing processes and some follow-up from the last audit. The auditors will have a few comments at the closing conference. Jim has not yet seen the comments to know what they may say.
Discussion/Report: Old Business	
a. Q4 Dashboard Review	▪ Reviewed theQ4 Dashboard results. There were a lot of positives and good progress is being made. Details of the results were included in your Board Packet. ▪ The Finance Dashboard will be presented in February.
Administrator Report	▪ We expect the 340B program to be ready one quarter earlier than planned in the budget, which would result in increased revenue. ▪ We recently filed for a Clinic Change in Scope with Medicaid. At some time in the distant past Medicaid set our cost for reimbursement. In order to have that rate reviewed for an increase we have to meet certain parameters. Adding behavioral health is one change that qualifies to have the rate reviewed. ▪ In our recent Department of Health survey we were cited for not having a Social Worker. We have a plan to add a Social Worker in the clinic in 2019, but may add this position in 2018 and split the position between the hospital and clinic. This may also play into our Change in Scope. ▪ We have purchased the new Patient Portal. We received the funds in 2017 and paid the invoice in 2018.

	▪ There has been a recent credit card scam in which the caller ID shows the call is coming from Cascade Medical. The callers are asking for credit card information. A couple local residents have reported these calls. ▪ There were mixed reactions to the benefit changes for employees in 2018. ▪ Charity Care – There has been an agreement between WSHA and Columbia Legal Services on a charity care bill. The new bill is more reasonable and will require additional signage, more interpretation services, training for admitting staff, a notice on statements and education for staff. ▪ Disaster Preparedness – Management is exploring keeping Greg Horton on staff to work on specific projects, such as Disaster Preparedness. ▪ We have had seven high school students shadowing various staff throughout the facility, including the Business Office, Accounting and Clinical areas. They are really enjoying their time here and are learning about positions they did not know anything about. ▪ Upper Valley MEND is bringing a Dental Van to Leavenworth in March. They asked if we would partner with them and host the van. The medical staff was very supportive of this, however the van requires a dedicated 240 Volt outlet. We currently do not have the required power available, so the van will be at the fire station. We will get a bid on adding a 240-volt line when we have some other electrical work done in the near future. ▪ Dr. Moholy started with us on September 27th. By December 31st he had 241 warm hand-offs and 99 visits from patients who self-referred. The goal for hand-offs is 3 per half day or 6 per day. He is currently averaging 2.2 per half day.
EXECUTIVE SESSION: Performance of a Public Employee	▪ The Board moved into Executive Session at 11:42 AM for 30 minutes to discuss the performance of a public employee (RCW: 42.30.110(1)(g). ▪ The Board adjourned the Executive Session and returned to Open Session at 12:12 PM.
BOARD ACTION ITEMS	▪ Check your e-mail.
COMMISSIONER COMMENTS	▪ Mary Helen shared some thoughts from the January Med Staff meeting. Dr. Hafermann will be volunteering in the clinic working with the Medical Students and consulting with providers on difficult cases.
ADJOURNMENT	▪ There being no further business, Mall moved to adjourn the meeting. ▪ Tom seconded the motion. ▪ The meeting was adjourned at 12:21 PM.

Bruce Williams, President

Helen Rayfield, Secretary