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 – July 24, 2018

Present: Bruce Williams, President; Mall Boyd, Vice-President; Mary Helen Mayhew, Commissioner; Helen Rayfield, Commissioner – Excused Absence; 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; Bob Adamson, CM Foundation; Jennifer Andrews, CM Paramedic; Sara Leighton, CM CIS; Mike Ing-Moody, CM Paramedic; Whitney Woodward, CM EMT; Charles Amstutz, Director of IT; Brayden Kirk, CM Paramedic; Tracy Hutchins, CM Speech Therapist

Topics	Actions/Discussions
CALL TO ORDER	▪ President Bruce Williams called the meeting to order at 9:02 AM, following a board education session which was a recap of the Rural Hospital Conference held in Chelan.
PLEDGE OF ALLEGIANCE	▪ Pledge of Allegiance was recited.
CONSENT AGENDA	▪ Mall moved to approve the consent agenda as presented. ▪ Mary Helen seconded the motion. ▪ Motion was approved.
COMMUNITY INPUT	▪ None.
FOUNDATION REPORT	▪ Bob Adamson reported for the Foundation that the golf tournament, held in June, was very successful. They raised $10,000 more than last year. ▪ There will be a benevolent night at Munchen Haus on August 7th from 5:00 PM to close. The proceeds will be split between Cascade Medical Foundation and Upper Valley MEND. ▪ A Think Pink, Ladies Night Out, is being planned for October to support the fund that assists un-insured and under-insured women obtain mammograms. ▪ The Home and Garden Tour is set for September 15th.
VALUES	▪ Diane shared a story about Ultra Marathon runner Cliff Young who in 1983 showed up to run the 543 mile ultra marathon in Australia wearing his overalls and work boots. The marathon typically takes 5 days to run and runners took breaks to sleep for a couple hours each day. Cliff ran the entire marathon without stopping to sleep and beat all the other runners by several hours.
2017 Audited Financials	▪ Kami Matzek of Dingus, Zarecor and Associates reviewed and discussed the 2017 Audited Financial Statements. ▪ There is a $291,000 cash receipt for the 2017 Medicare Cost Report. ▪ There is a new item for Bond financing with is the deferred financing costs for the re-issuance of our bonds at a lower interest rate. ▪ Medicaid EHR Incentive payback of $741,000 is reflected in the current liabilities. ▪ Other post employment benefits liability of $1.8 million for the OPEB retirement benefit liability. This is a non-cash liability that we will never have to pay. ▪ Deferred inflows of resources (new on the statements). This will fluctuate each year. ▪ Increase in 2017 revenue is mostly from Swing Bed and Radiology. ▪ Salary and wages is 65% of operating expenses. ▪ Posted an Operating Loss of $3.0 million for 2017. ▪ Bond issuance cost of $194,888 is a one time expense for the refinancing of the bonds. ▪ Posted a cash increase of $600,000 over 2016. ▪ Reviewed the notes to the financial statements. ▪ Reviewed the financial indicator graphs.
QI Presentations	▪ Charles Amstutz presented the QI indicators for the Information Technology Department.
PR Update	▪ Kids Bike Party – The Trauma Committee had some Community Outreach funds available that they used to purchase 250 bike helmets. The Foundation also contributed $500 and the paramedic lecture series funds were used to help with this purchase as well. The Trauma committee partnered with Chelan County Fire District #3 for the event where they had a bike track set up and a bike decorating station. Forty-seven helmets were distributed and about 100 people attended. ▪ EMS Levy – There is a potential chair person for the citizens committee.

	▪ Sports Physical Day is August 1st. Patients are being scheduled by last name to help with the flow of patients. The physicals will be staff by Kelly Boeing, PA-C, Lucca Criminale, PA-C, Dr. Butruille, Dr. Kranz and PT Staff. The clinic will be closed at 3:00 PM that day to allow the providers to attend the sports physical event. ▪ Vaccinations Campaign – Kids who receive a vaccination in August will receive a cookie from the Ginger Bread Factory. ▪ MyHealth patient portal – 300 people have signed up since the portal was introduced.
COMMITTEE REPORTS	
a. Finance Committee	▪ June numbers look good. ▪ The Finance Dashboard also looks good. ▪ Reviewed four policies that will be presented to the Board in August. ▪ Reviewed the audited financials. ▪ Discussed the purchase of the Rycan software. ▪ Reviewed an analysis of Behavioral Health Services reimbursements. ▪ Discussed the upcoming September Board Education session on financials. The plan is to look at the 2019 budget and look back at previous years and how do we tie it to future years. The Finance Committee would like to know what other topics the Board would like to learn about.
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. Peter Viavant – Adjunct Privileges o Direct Radiology Teleradiologists – 2 year appointments: Dr. John Anderson; Dr. John Arias; Dr. John Boardman; Dr. Lawrence Bub; Dr. Lillian Cavin; Dr. Kristen Grubb; Dr. Mark Harshany; Dr. Kyle Henneberry; Dr. Perry Kaneriya; Dr. Margaret Kang; Dr. Brian McElaney; Dr. Cynthia Oberfelder; Dr. William Randazzo; Dr. Scott Werden o Direct Radiology Teleradiology – Provisional Privileges: Dr. Todd Greenberg ▪ Mall moved approval of privileges for the above listed providers. ▪ Tom seconded the motion. ▪ Motion was approved.
DISCUSSION / REPORT: NEW BUSINESS	
a. September Board Meeting Date	▪ Rural Advocacy Days in Washington, DC is the week of September 24th, which conflicts with our regularly scheduled Board Meeting. Diane Blake and Bruce Williams are both planning to attend this event. ▪ All commissioners in attendance are available to move the meeting to October 2nd, which is one week later. This will be a Special Meeting since it does not fall on the previously scheduled date.
b. Capital Purchase – Rycan Software	▪ Rycan is software that will help the Business Office see the line item details on electronic remittances from payors. This will help them see where denials are happening so they can correct any errors. ▪ There is also a Contract Management module that will show if we are being paid based on the contracted rates. ▪ The main expenses will be the implementation fees for the software which are not budgeted for 2018. The monthly fees are similar to current costs for Zirmed which is the system we currently use, but does not have all the capabilities of Rycan.
c. Q2 Dashboard Results	▪ Reviewed the results of the Dashboard through the end of Q2.
June Financials	▪ Good revenue in June. ▪ Expenses – nurse registry expenses were high which pushed professional fees up. Lab expenses were higher than budgeted. ▪ Swing bed and Rehab were both busy. OT had lots of in-patient visits. ▪ Cash receipts are ahead of budget. ▪ AR Days are at 53.8 ▪ Sara Leighton, CM employee commented that she wonders how much better could we be doing financially if additional staff were hired in certain areas of the facility such as the business office, nursing, ambulance, etc. She feels the expenses incurred with registry nursing are very high and things are not consistent when we have registry staffing.
Administrator Report	▪ Accountable Communities of Health - Intergovernmental Transfer – The State ACH work relies on Intergovernmental transfers for funding. We recently received $6,700 from AWPHD, which is essentially our annual dues to AWPHD. AWPHD retained some of the

	additional funds they received from the Intergovernmental transfer to do additional work to improve rural healthcare. ▪ WRHAP received $2 million to work to transform care. Funding has finally come through and we will receive 1/13th of the $2 million to help with our transformation work. ▪ Joint Select Committee on Health Care did a presentation in Olympia last week, which Diane attended. They discussed what payment methodology changes are needed to transform rural healthcare. The Joint Committee is doing some work on understanding the needs of rural hospitals prior to next year's legislative session. The Health Care Authority also testified at the Joint Select Committee meeting and they are beginning to understand the complexities of rural healthcare. ▪ Recruitment has begun to replace Dr. Martin. So far there has not been a lot of activity. Providers are passing along the information to their peers who may be interested. Dr. Barstad has given Diane the name of a provider who may be interested in picking up some shifts. Diane also sent a contract to Dr. Kathy Fosnaugh. She hopes to work through any contract changes while she is on vacation to have a signed contract by the end of July. Dr. Fosnaugh would do some clinic work and some ED work initially. Dr. Gentles has agreed to take on the ED Medical Director responsibilities while we are recruiting for a new ED provider. ▪ Dr. Jerome is the Clinic Medical Director. Diane and Dr. Jerome are working on a contract to allow for five hours a week for Medical Director work. He would also have more medical staff involvement in strategy planning, etc. ▪ The dirt parking lot across the street needs to be updated by the middle of 2019. Javier Meraz has met with some civil engineers. We have three bids for this work and we anticipate asking for approval in August. The estimated cost for the civil engineering work is between $35,000 and $50,000. The actual parking lot work will be an additional $200,000. ▪ Diane will be on vacation from July 25th through August 8th. ▪ Commissioners asked about providing education to Dr. Jerome if he moves into a more administrative role. Diane stated there are possibilities for this through WSHA or WSMA. Washington Hospital Services also has a program that may be appropriate.
EXECUTIVE SESSION **(RCW: 42.30.110(1)(g)**	▪ The Board moved into an Executive Session at 11:47 AM to discuss the performance of a public employee. The executive session will run for 45 minutes. ▪ At 12:32 PM the Board moved back into regular session.
BOARD ACTION ITEMS	▪ Check your e-mail at least three times a week. ▪ The September 25th meeting has been moved to October 2nd, please update your calendars.
COMMISSIONER COMMENTS	▪ Good meeting. ▪ Good job with having a clean audit. ▪ Commissioners would like to hear from Amy more often.
ADJOURNMENT	▪ There being no further business, Mall moved to adjourn the meeting. ▪ Tom seconded the motion. ▪ The meeting was adjourned at 12:43 PM.

Bruce Williams, President

Helen Rayfield, Secretary