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 – March 20, 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: Dr. Maxwell Moholy, Behavioral Health consultant; Rachel Hansen, PR Coordinator; Joann Prusa, CM Foundation

Topics	Actions/Discussions
CALL TO ORDER	▪ President Bruce Williams called the meeting to order at 9:08 AM, following a board education session on our behavioral health program presented by Dr. Maxwell Moholy.
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	▪ There are two new Foundation members this year. ▪ They have more golf sponsors this year than in years past. ▪ There was a benevolent night at Watershed Restaurant that raised a couple hundred dollars. ▪ Some Foundation members will be at an event at Pybus Market to promote the Foundation. ▪ Bill and Sally Bauer are performing a concert at Snowy Owl Theatre with the proceeds benefiting Cascade Medical Foundation and Mountain Meadows. ▪ There are a couple new fundraisers this Spring. Ladies Night Out on April 19th, in which local businesses will have special sales and give-aways for the participants, and Charm Walk which will be Mother's Day Weekend in which participants purchase a charm bracelet and then pick up different charms at designated businesses. ▪ The Golf Tournament is June 18th and the goal for this fundraiser is $35,000. ▪ The Home and Garden Tour will be held in September. ▪ A lot of work is happening around grants. Joyce Garrett is a local grant writer who is assisting them. The Grants Committee is working with Diane to explore grants that may be beneficial to the hospital but are not connected to the current Foundation project.
VALUES	▪ Diane shared a story about several Rehab Services staff members and how they assisted a patient who was upset and did not want to go to his appointment that day. Jennifer who is part of the Rehab Admitting staff listened to the patient and offered him some options. She then spoke to his therapist, in advance of seeing the patient, to let her know how the patient was feeling. By the time the patient left, he was much happier. The staff member who shared the story stressed how Jennifer exhibited our shared values in the way she interacted with this patient to make sure his experience was positive.
PR Update	▪ There is a Community CPR class on Saturday, March 24th. The class is almost full. ▪ The EMS staff will be providing CPR training at the Earth Day Fair. ▪ The grand premiere of the Rehab Services video will be at the Vox Docs festival. The film features our current therapists doing outdoor activities they enjoy. ▪ Rachel is busy working with the clinic on the new patient portal, incorporating Cascade Medical's look and language into the site.
COMMITTEE REPORTS	
a. Finance Committee	▪ The Finance Committee added the new Financial Management Policy to the list of policies for annual review on the work plan and the Charter. ▪ They have added a December meeting to wrap up year-end items. ▪ The Charter had other minor changes to reflect current practices. ▪ The Finance Committee recommends approval of the Charter to the full Board.
ACTION ITEMS: NEW BUSINESS	
a. Finance Committee Charter	▪ There were minor changes to reflect the addition of the above mentioned policy and to reflect current board practices.

	▪ Tom moved to approve the Finance Committee Charter ▪ Mall seconded the motion. ▪ Motion was approved.
b. QI Committee Charter	▪ Minor changes were made to the Charter to reflect current Board practices. ▪ Mall moved to approve the QI Committee Charter. ▪ Mary Helen seconded the motion. ▪ Motion was approved.
c. Risk Management Program Policy	▪ Minor changes were made to the policy to reflect current practices and titles. Discussion ensued regarding wording clarifications. Diane will make the minor clarification of wording prior to approving the policy on page 2, d.iii, to read: "Intervention – will be performed as deemed appropriate by the Risk Manager". ▪ Mall moved to approve the Risk Management Program Policy with the noted change. ▪ Mary Helen seconded the motion. ▪ Motion was approved.
d. Authorize the CEO to sign the IAFF Agreement	▪ Management believes we have consensus on the new agreement with the Paramedics and EMT's. ▪ We are in a waiting period before the membership votes. ▪ The bargaining unit now is the full-time paramedics and EMTs and they have changed representation from the Teamsters to IAFF. The addition of EMT's added three members to the bargaining unit. ▪ Annual increases in the agreement are larger for EMT's than usual as we were behind market rates. Effective October 1, 2017, the EMT's have an increase of 6.99%. Part of this is due to the change in minimum wage. The base of the wage scale cannot be below minimum wage. ▪ Increases for the Paramedics, effective October 1, 2017, are 1% and 1.5% each year thereafter for the term of the contract. ▪ The contract historically includes greater than market rate of accrued paid time off, however 16 hours from PTO accrual were moved to the sick time accrual. ▪ Retirement – the Paramedics and EMT's are now part of LEOFF. There will be no match to their 403B retirement program, as the employer contributes to LEOFF. ▪ Other changes included in the contract, include a change to how open shifts are handled. Previously they went to the most senior members first, but the language has changed on how this is handled. ▪ Amy did a lot of work on educating the staff on the negotiations with the team and leading the negotiation process. ▪ Mary Helen moved to authorize Diane Blake to sign the IAFF Agreement. ▪ Helen seconded the motion. ▪ Motion was approved.
e. Credentialing Approvals	▪ The credentialing files were not finalized in time for review by MEC and Department Directors prior to this meeting so they will be approved later.
DISCUSSION/REPORT: OLD BUSINESS	
a. EMS Levy Planning	▪ We are in the process for setting up Levy Advisory Groups. These will be meetings with invited guests to discuss the upcoming levy and any specific outreach they believe is important to the community. ▪ Based on the information gathered, we will develop a communication plan. ▪ Commissioners are hearing comments across the board on citizens reaction to 2018 property tax bills. ▪ Cascade Medical cannot ask community members for a "yes" vote, but we can send one educational flyer. ▪ Discussion ensued around the need for a citizens campaign group to spread the word about the upcoming levy. This would be a volunteer group who could raise funds for paid advertisements and encourage voters to vote yes. General consensus was this group may not be necessary to successful passage of the EMS Levy. ▪ The timeline for Levy planning: o May – hold Levy Advisory meetings in Lake Wenatchee, Leavenworth and Peshastin/Dryden. o Summer – develop the communication plan from the information gathered. o Fall – if desired, campaign committee to start meeting to develop their plan. o February 2019 – Levy is on the ballot. ▪ Reviewed a list of potential levy advisory attendees. Will plan a day time meeting in

	Lake Wenatchee and Peshastin/Dryden and an evening meeting in Leavenworth.
b. Community Leaders Dinner	▪ We will postpone these for 2018 due to the focus on the EMS Levy Advisory groups.
c. 2018 Dashboard Measures	▪ Reviewed the detailed plans that support the 2018 Dashboard targets.
d. Part-Time Resident Advisory Council	▪ Neil McReynolds has been very instrumental in finding new members for the council. He will be going off the council after the April meeting this year. ▪ We need commissioners to talk with people in the community to find new members. ▪ We can ask the Foundation members if they know part time residents who may be interested in the council as well. ▪ What topics do we want to ask the Council at our April meeting? Possibly what services do they utilize at Cascade Medical? ▪ Jill will send the commissioners a list of current council members.
e. Conference Responsibilities	▪ Bring back strategic questions from each conference for the full board. ▪ Talk to other participants about how their boards think about Strategic questions and Quality. ▪ Bruce Williams, Diane Blake, Amy Web, Kathleen O'Connor and Javier Meraz will be attending the Rural Health Conference in Spokane. ▪ Tom Baranouskas, Mall Boyd, Mary Helen Mayhew, Diane Blake, Amy Webb and Shawn Ottley will all be attending the CEO/Trustee Patient Safety Summit on April 30th.
FINANCE REPORT: Preliminary February check-in	▪ February's numbers are still be finalized, but we have a positive margin and are just under budget for the month. YTD we are ahead of budget. ▪ Volumes were good in February. ▪ Contractual allowances are within budget. ▪ AR days have dropped below 60 days. ▪ DZA will be here in a couple weeks to complete their field work. ▪ We recently learned our PEBB Health Insurance has a retirement benefit so retired employees can stay on PEBB which will require us to conduct an actuarial study and likely post a liability to our balance sheet. ▪ We have received no additional communication from Medicaid on the EHR payback.
Administrator Report	▪ We have hired a new Director of Nursing, DeAnna Griggs, who will start in April. The plan is to have her work with Kath Virgil-Belding for six months and have a good transition in leadership for this team. ▪ Nursing is much closer to being fully staff, although we believe we will need to continue using agency nursing staff at times to cover for vacations, etc. All night shift positions have been filled. ▪ WSHA Update –the Legislative session has wrapped up. There were no bills passed that WSHA did not support. Several passed that WSHA supported or were neutral about. ▪ WSHA Board Update – The WSHA Board is collaborating with the State of Oregon Hospital Association on quality work. ▪ The Foundation Grants committee met with Diane to review a list of projects we are doing and hope to do, and they will be looking for grants that may fund some of those projects. ▪ Diane will be out of the office Wednesday afternoon and on PTO this Friday and next.
BOARD ACTION ITEMS	▪ Check your e-mail regularly throughout the work week. ▪ Part Time Resident Advisory Council Meeting is April 21st at 10:00 AM.
COMMISSIONER COMMENTS	▪ Tom attended the last Medical Staff meeting. There was a discussion regarding the role of ED providers covering the Acute Care when the patient's PCP is not available. The issue is most prevalent on days/weeks that Lucca is not working. Dr. Butler from Columbia Valley Community Health was in attendance at the beginning of the meeting and talked about three ways our facilities may be able to collaborate. Those areas are Opioids, Pediatrics and Mid-wives. ▪ Mary Helen had a community member talk to her about Cascade engaging in work to help patients work through End-of-Life processes. ▪ Mall was reading the WSHA news about the Aberdeen facility having a couple key leaders leave the organization at the same time.
ADJOURNMENT	▪ There being no further business, Mall moved to adjourn the meeting. ▪ Mary Helen seconded the motion. ▪ The meeting was adjourned at 11:35 AM.

Bruce Williams, President

Helen Rayfield, Secretary