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 – May 22, 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 - absent; Jill Barich, Executive Assistant.

Guests: Dr. Jerome, Physician; Rachel Hansen, PR Coordinator; Marianne Vincent, Director of Accounting; Chelsea Broomhead, UW Med Student; Scott Mitchell, Director of Radiology; Lester Stoltz, EMT; Gen Polizzi, EMT; Mary Ceto, Foundation Representative

Topics	Actions/Discussions
CALL TO ORDER	▪ President Bruce Williams called the meeting to order at 9:00 AM, following a board education session which was a recap of the Trustee/CEO Patient Safety Summit.
PLEDGE OF ALLEGIANCE	▪ Pledge of Allegiance was recited.
CONSENT AGENDA	▪ Mall moved to approve the consent agenda as presented. ▪ Helen seconded the motion. ▪ Motion was approved.
COMMUNITY INPUT	▪ None.
FOUNDATION REPORT	▪ Mary Ceto reported there have been two new fundraisers this spring, the first was Lady's Night Out which raised about $1,300 and the Charm Walk which raised about $2,000. ▪ There is a Benevolent Night at the Wok About Grill on May 23rd. ▪ The Golf Classic is June 18th. There is still room for more golfers. ▪ DZA completed the Foundation's Financial Review and presented it at the last meeting. ▪ Two Hip Chairs were recently purchased from the funds received from the Bauer party. ▪ Mary said she joined the Foundation to get involved in the community when she moved here. She is a registered dietitian by trade.
VALUES	▪ Diane shared a story about Integrity. The story was about Monty Roberts who was a struggling horse trainer.
Provider Check-in: Dr. Jerome	▪ Dr. Jerome introduced Chelsea Broomhead, who is a third year Medical Student from the University of Washington. This is her first rotation. ▪ The EMR has not improved productivity. ▪ There are currently some challenges between the clinic & ED provider groups working together. ▪ Team based care is important so patients can see their provider the same day. ▪ The Triage Nurse model is working well. ▪ We need to plan for Dr. Kranz' eventual retirement. ▪ Finding the right balance of part-time and full-time providers in the clinic has been challenging. ▪ Behavioral Health has helped and is very beneficial. Dr. Jerome would like to see a part-time pharmacist in the clinic at some point. ▪ The Clinic Medical Director needs to be a paid position that is available for meetings two half days/week and help sort out some administrative challenges, work on hiring and provide more Medical Staff leadership.
QI Presentation: Radiology	▪ Scott Mitchell presented the QI indicators for 2018 for the Radiology Department.
PR Update	▪ The clinic Patient Centered Medical Home check-in's are complete and we expect to receive our certification sometime in June. ▪ MyHealth, the new patient portal is being finalized. The CM website home page has been updated to inform patients they can begin registering on June 18th. There will be a concierge in the clinic to assist patients in getting set-up on the portal. ▪ The new Physical Therapy video is previewing on Facebook. It is also previewing before all outdoor films in the area. ▪ We have a new Financial Assistance brochure in the works.
COMMITTEE REPORTS	
a. QI Committee	▪ The committee is now receiving written reports from all the staff committees that report up to this Board Committee. ▪ Amy shared a patient story about a clinic patient who called with symptoms of chest pain and tingling. The patient was not transferred to triage and an appointment was made for

	six days later. Another team member saw the appointment and got the patient in that day. The patient's outcome ultimately was not impacted, but this was a "near miss". ▪ A Risk Assessment for Infection Control was completed and 4-5 areas of focus will be selected from this work. ▪ Shawn Ottley reported that we are current on all required reports to the State. ▪ DOH Survey update from 2017 – there were 27 findings, 16 have been completed and others are in the process of being completed.
ACTION ITEMS: NEW BUSINESS	
a. Advisory Council Member Appointments	▪ The Advisory Council recommends the following members be appointed to new three year terms beginning May 1, 2018. o Jim Elliott o Jeff Libby o Andrew Erisman ▪ Mall moved to approve the appointments. ▪ Helen seconded the motion. ▪ Motion was approved.
b. Resolution 2018-04 Advisory Council	▪ Mall moved to approve Resolution 2018-04, which replaces Resolution 2011-14 which created the Part-time Resident Advisory Council. The Advisory Council reviewed the proposed revisions. ▪ Helen seconded the motion. ▪ Motion was approved.
c. 2018 Board Objectives	▪ The 2018 Board Objectives were presented at the April meeting. No changes have been made to these objectives. ▪ Tom moved to approve the 2018 Board Objectives. ▪ Helen seconded the motion. ▪ Motion was approved.
d. Credentialing Approvals	▪ The Medical Executive Committee and the Board QI Committee have reviewed the credentialing files and recommend approval of requested privileges. o Dr. Tamara Merritt – Active Privileges o Dr. James Martin – Active Privileges o Dr. Warren Fisher – Provisional Privileges ▪ Mall moved to approve the requested privileges. ▪ Tom seconded the motion. ▪ Motion was approved.
DISCUSSION / REPORT: OLD BUSINESS	
a. Retreat Planning Update	▪ Jody Carona will be facilitating and she and Diane will be meeting later today to review questions for interviews with staff. ▪ They are also working on finalizing the order of the agenda. ▪ The list of attendees is being finalized and may not include any providers if both clinic and ED Medical Directors cannot be there.
b. EMS Levy Planning Check-in	▪ The message from the community meetings is they want Cascade to stay visible with the levy. ▪ Leadership believes a citizens committee should be created to help communicate with the public. ▪ Commissioners are asked to provide names of people who may be interested in volunteering and/or leading the citizens group. ▪ The community groups encouraged a dedicated Facebook page to help spread the word and provide accurate information.
Discussion/Report: NEW BUSINESS	
a. Lippincott Software Presentation	▪ Amy Webb demonstrated the various Lippincott modules available for all staff. The links to all modules are on the desktop of every computer in the facility.
b. New Charity Care and Bad Debt Graphs	▪ The Finance Committee has asked for graphs for Charity Care. ▪ The current graphs are missing the average budget line but that will be added. ▪ These will be included in the consent agenda. ▪ Commissioners would like a written explanation for major variances.
c. Parking	▪ Sr. Leadership met with the city regarding parking. ▪ The city is looking at making all street parking timed parking of three hours to turn the spaces over more frequently. ▪ There is a stakeholder group the city put together who is less interested in a collaborative

	shared parking model than securing off-site parking with a shuttle. ▪ We are working with the city on renting some parking spaces during the week at a lot near Starbucks for staff parking. ▪ We are also working on gathering data on how many employees and patients are on-site any given day.
April Financials	▪ We had a positive margin for the month of April. ▪ Professional fee expenses were for registry nursing. ▪ Supplies – we had lab purchases and radios for EMS. We received a grant from Rivercom for the radios. The grant money was received in March. ▪ Most departments volumes are looking good. ▪ We received about $700,000 in tax revenues in April. ▪ AR days are down to 55. ▪ We have a $291,000 receivable from our 2017 Medicare Cost Report
Administrator Report	▪ Cascade Medical was presented with a plaque for a Citizens Award from the Cascade High School. The nomination referenced the work we do with job shadows for high school students. ▪ We have met all criteria for Patient Centered Medical Home in the clinic. We will also have a Behavioral Health Integration Distinction. ▪ The Foundation has increased the number of hours for their coordinator to 30 hours/week. ▪ Dr. Hafermann has been volunteering with the medical students. He is now interested in working 2-3 hours/day on short staff days to cover walk-in patients during lunch. ▪ We have been asked to be part of a panel discussion regarding Behavioral Health Integration in rural health at the Chelan Conference. The University of Washington and Dayton will also be part of the panel. ▪ Diane will be travelling to Baltimore next week and will be out 3 days to attend a summit on Global Budgets. She will be travelling with Representative Cody and other members of the WSHA team. Maryland and Pennsylvania have Global Budgets, but their demographics are very different as they are more densely populated. Washington State is very interested in learning how this payment system works. Diane will be asking questions to show the differences in our demographics. This is also a good way to build relationships with the Health Care Authority and educate them more on rural health. The Health Care Authority is a state body and they administer the health care for all state employees and Medicaid patients. ▪ The Foundation now sends out their board packet electronically. Commissioners stated they would all like to receive this packet. ▪ We have been struggling with referrals to Confluence. Diane will be meeting wit Dr. Rutherford to talk through this issue and see what resolutions may be available.
BOARD ACTION ITEMS	▪ Think about community members for the EMS Levy Citizens Committee. This group will also need a leader. ▪ Volunteers are needed for the Foundation Golf Tournament. ▪ Check your e-mail.
COMMISSIONER COMMENTS	▪ Good meeting. ▪ Good conversation.
ADJOURNMENT	▪ There being no further business, Mall moved to adjourn the meeting. ▪ Helen seconded the motion. ▪ The meeting was adjourned at 12:40 PM.

Bruce Williams, President

Helen Rayfield, Secretary