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 – August 20, 2019

Present: Bruce Williams, President; Mall Boyd, Vice-President; Mary Helen Mayhew, Commissioner; Helen Rayfield, Commissioner; Tom Baranouskas, Commissioner; Diane Blake, Chief Executive Officer; Jim Hopkins, Chief Financial Officer; Shawn Ottley, Chief Clinical Officer; Pat Songer, Chief Financial Officer; Jill Barich, Executive Assistant.

Guests: Rachel Hansen, PR Coordinator; Vangie Schasse, Foundation Member; Louise Regan, QI Coordinator

Topics	Actions/Discussions
CALL TO ORDER	▪ President Bruce Williams called the meeting to order at 9:07 AM, following a board education session which was a review and discussion of the IHI Governance of Quality Assessment Tool.
PLEDGE OF ALLEGIANCE	▪ Pledge of Allegiance was recited.
CONSENT AGENDA	▪ Mall Boyd moved to approve the Consent Agenda. ▪ Helen Rayfield seconded the motion. ▪ Motion was approved.
COMMUNITY INPUT	▪ None
FOUNDATION REPORT	▪ Judy Little from Leavenworth Parkinson's Group met with the Foundation members to ask them to manage grant funds for a yoga class for Parkinson's patients. ▪ The golf tournament was well attended and more money was raised than in years past. ▪ The $100,000 for the mammography unit has been raised. ▪ There are six new members since last year. ▪ The Home and Garden tour will be September 14th. There are several event sponsors, but currently no home sponsors. Five homes all in the Plain area, on River Road and Shugart Flats. ▪ Working on submitting grants to help fund patient monitors. Are working on other grants to help support a new project for next year. ▪ Employee Appreciation event is scheduled for October to thank employees for donating through payroll deductions and to bring awareness to all employees. ▪ They have created a video of the golf tournament highlights and are considering adding the home and garden tour information.
VALUES	▪ Diane Blake shared some comments from recent patient satisfaction surveys from the Emergency Department complimenting Corey Rubinfeld, PA-C and Dr. Stirling who are the newest Emergency Department providers. ▪ At the last board meeting, Diane talked about Teamwork in which both Corey and Dr. Stirling are very focused. Corey is starting work at 7:00 AM and if there are not patients, he spends the time between 7:00 – 8:00 on education with the ED staff.
QI Presentations • Radiology	▪ Scott Mitchell, Director of Radiology, shared his project for the year which was implementing the 3D mammography unit. We have received ACR certification and our FDA certification. We still need to upgrade our PACS system which will increase our storage capacity for images. ▪ We are seeing an increase in the number of patients now that we have 3D images. Some of these patients were not comfortable coming here because we did not have 3D technology and some patients from Wenatchee who are not able to get in for their exam in a timely manner. We are typically able to schedule patients same day. ▪ The new project is to restore connectivity with Harborview Hospital. They had so many small facilities sending them images that they shut down the connectivity for several small facilities. There is now a new secure way to securely send images through a cloud-based system. We are just waiting for a hardware upgrade and then will install new software.
PR Update	▪ Sports physicals were last night. One hundred forty-nine patients were seen and sixty immunizations were given. We had twenty-four volunteers, including providers, MA's and physical therapists, as well as several community members. ▪ The immunization campaign is going well. Rachel initially printed 100 coupons for a free cookie at the Gingerbread Factory after receiving immunizations. She is already out and will be printing more.

	▪ Rachel will be working on an annual report that will be shared with the community.
COMMITTEE REPORTS	
a. Medical Staff	▪ A couple providers from Confluence came to talk about their concussion clinic. ▪ Dr. Jerome talked about clinic issues and the lack of a social worker in the clinic. ▪ Dr. Stirling talked about ED staffing strategies and that he is reviewing all transfers to Confluence to determine if they are all appropriate. ▪ Shawn Ottley talked about a provider scorecard that will be developed. ▪ Shawn Ottley and Pat Songer will be working with Dr. Moholy to help determine what social work support the clinic needs and how much time they need. The previous position also was tasked with doing utilization review work that can be done by another position.
b. Quality Oversight	▪ Shawn Ottley shared a patient story about a clinic patient who had a procedure done and following the procedure staff realized the device was outdated. The staff reported the issue and this event was used as a learning tool and an opportunity to develop new procedures, which have already been implemented. ▪ Q2 data was not reviewed due to Louise Regan being out of the office. ▪ Discussed the quality assessment tool which was reviewed at today's education. ▪ The DOH audit progress was discussed. All items have been met, except the scanning of documents in Health Information Management. Progress is being made on this project, but it has not been completed yet.
c. Community Leader's Dinner	▪ Mall Boyd and Tom Baranouskas attended the Community Leader Dinner along with Diane Blake and Rachel Hansen. ▪ There were twelve community members in attendance. Rachel Hansen presented the findings from our community health needs assessment interviews and surveys. ▪ Recommendation from the group included: o CM meet with the residents of Dryden at their community center to get insights. o Connect with the Headstart Program in Peshastin to reach their parents, but it must be a bi-lingual program. o Internships with high school students at CM to encourage students to get involved in the medical field and encourage them to come here to work. o Use of telemedicine to help alleviate traffic concerns. o Community member to help people access medical care and help in navigating the healthcare system. o Additional programs at the Senior Center. o Care for Veterans – We have applied for this program to be able to provide this care to this demographic. o Work with the land trust to encourage outdoor recreation. o Meet with people at the Community Cupboard to reach those who utilize their services.
ACTION ITEMS: NEW BUSINESS	
a. Capital Equipment Purchase – DEXA Scanner	▪ This machine measures the density of bones. The current equipment was purchased by the Foundation several years ago and has been on our capital list to replace for some time. The unit is beginning to make new noises and parts are less available. The purchase price is higher than was budgeted, but the payback timeframe is shorter than expected. ▪ Mary Helen Mayhew moved to approve the purchase of a new DEXA scanner. ▪ Mall Boyd seconded the motion. ▪ Motion was approved.
b. Capital Equipment Purchase – Phone System	▪ This is a non-budgeted item but was mentioned at the last meeting that management was considering the purchase of a new phone system. The current system is limited in capabilities when it comes to routing calls to the appropriate person. ▪ There are two types of system, cloud-based and on-site systems. We are considering a cloud-based system due to added capabilities, especially in the event of a disaster in which phone lines might be down. ▪ Sr. Leadership is still exploring the need for the preinstall and go-live support. The timing of the installation may dictate how much of the support we will need. ▪ Mary Helen Mayhew moved to approve the purchase of a new phone system with the $15,000 for the implementation costs included if needed. ▪ Helen Rayfield seconded the motion. ▪ The approval of this item will adjust the 2019 capital budget purchases for the year. ▪ Motion was approved.

c. Credentialing	▪ The Medical Executive Committee has reviewed credentialing files and recommend approval and appointment to the following privilege categories: o Dr. Joshua Frank - Adjunct Privileges o Dr. Peter Viavant – Adjunct Privileges o Dr. Ken Lindsey– Extension of Adjunct Privileges ▪ Mall Boyd moved to approve the above providers for the recommended privileges. ▪ Mary Helen Mayhew seconded the motion. ▪ Motion was approved.
DISCUSSION / REPORT: OLD BUSINESS	
a. Strategic Plan Update	▪ Diane had hoped to have a very draft strategic plan for the board to review at his meeting. ▪ Sr. Leaders have spent quite a bit of time visioning and plotting work that came out of the risk stratification, CHNA and retreat, including planning for foundational activities. ▪ Diane was unable to get a draft plan ready for the board to review prior to this meeting but will plan to have it for the October 1st meeting with a detailed plan for year one and broader scopes of work for years two and three. ▪ Typically, we approve the Strategic Plan with the budget, but we can approve them separately if we need more time to work on the strategic plan. ▪ The budget needs to be approved at the October 22nd meeting.
WSHA Opportunity	▪ Cassie Sauer, Chief Executive Officer of WSHA shared with the board an overview of the work WSHA does throughout the state. ▪ She also shared information on the WSHA Board track which Diane is being nominated to serve.
July Finance Report	▪ We had a positive margin for the month of July. YTD we still have a negative margin. ▪ We will be filing an interim cost report after we close the month of August. We anticipate we will have a positive adjustment for in-patient services from the interim cost report. ▪ Volumes typically pick up the last half of the year. ▪ Agency nursing costs are a contributing factor to our negative margin. ▪ YTD negative margin is $507. ▪ Swing Bed and ED are the farthest behind in gross revenue. CT, Pharmacy and Endo are also behind budget. ▪ Cash receipts for July were above budget. ▪ Days in AR are up slightly at 65.9.
Administrator Report	▪ The clinic shelled space build-out was put out to bid, however we had no responsive bidders. We will wait until later in the year to put it out for bid again when contractors may be looking for an inside job. ▪ The Employee Engagement survey will be sent out soon to get feedback from employees. ▪ Negotiations begin on Monday (8/26) with the Washington State Nurses Association. Ogden, Murphy Wallace will be supporting our staff. Shawn Ottley, DeAnna Griggs and Reyne Boik will be our negotiating team. ▪ We are still recruiting for the clinic director position. We have completed a couple interviews already and have one more this week. ▪ Diane Blake and Pat Songer are meeting with Tracey Beckendorf-Edou, Cascade School District Superintendent, about the possibility of having an embedded clinic in the schools. ▪ The Foundation has submitted a grant letter of intent to help support an embedded clinic. ▪ Upper Valley Cares is a newer organization that has been started to provide free mental health care for residents of our community. Dr. Moholy, Dr. Merritt and Dr. Hafermann are all on the board. They have reached out to see if we could be the site for them to see patients at the same time as the Free Clinic. ▪ The city has scheduled some meetings along with the Chamber and other local organizations about safety for the Christmas Tree Lighting Festival as well as other festivals that bring in large crowds. Collaboratively we need to plan for a disaster type event and therefore we are participating in these meetings. ▪ AWPHD and WSHA operate closely together and collaboratively. There needs to be a new contract negotiated with the Health Care Authority for the Inter-Governmental Transfer funding for public hospital districts. ▪ Diane is scheduled to participate in several interviews tomorrow (8/21) for the new Executive Director of AWPHD. ▪ Diane will be on vacation from August 27th through September 12th. Sept 13th she will be at WSHA for AWPHD Executive Director interviews and September 16th she will be at the Safety Summit in Seattle. She will be back in her office on September 17th.

BOARD ACTION ITEMS	▪ Check e-mail at least three times per week, or more frequently if you are home and able. ▪ Governance meeting is moving from September 18th to October 2nd. ▪ Foundation retreat – a date has not yet been determined. Jill Barich or Diane Blake will keep commissioners informed when a date is selected.
STRATEGIC QUESTION / MEETING EVALUATION / COMMISSIONER COMMENTS	▪ HIM and ambulance rounding was very interesting. Shawn Ottley, Pat Songer and Brian Pulse attended a conference this summer and came back with some ideas on paramedic outreach – Mobile Integrated Health. ▪ Todays' education session was very interesting. It would be interesting to re-do the survey in a year to see the progress we have made.
ADJOURNMENT	▪ There being no further business, Mall Boyd moved to adjourn the meeting. ▪ Mary Helen Mayhew seconded the motion. ▪ The meeting was adjourned at 12:48 PM.

Bruce Williams, President

Helen Rayfield, Secretary