**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 – June 18, 2019

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

**Guests**: Rachel Hansen, PR Coordinator; Jerri Smith, Director of Business Services

| Topics | Actions/Discussions |
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| **CALL TO ORDER** | ▪ President Bruce Williams called the meeting to order at 9:03 AM, following a board education webinar entitled Board Ethics and Conflict of Interest. |
| **PLEDGE OF ALLEGIANCE** | ▪ Pledge of Allegiance was recited. |
| **CONSENT AGENDA** | ▪ Mall Boyd moved to approve the Consent Agenda.<br>▪ Tom Baranouskas seconded the motion.<br>▪ Motion was approved. |
| **COMMUNITY INPUT** | ▪ None |
| **FOUNDATION REPORT** | ▪ Great golf tournament yesterday. They had the largest number of golfers ever. |
| **VALUES** | ▪ Diane Blake shared a note she received from Melina from WSHA about her interactions with our team when training our staff on the Rapid Response Team. |
| **QI Presentations**<br>• Business Office | ▪ Jerri Smith shared her QI Project for the Business Office to reduce credit balances. |
| **PR Update** | ▪ Eighty first graders came through for a tour a couple weeks ago. Some departments set up activities for the kids to participate in to make it a very interactive visit.<br>▪ The EMT crews visited the fourth-grade classes along with the fire department.<br>▪ Sports Physical day will now include vaccinations. These are state provided vaccines so there is no cost for the vaccine.<br>▪ Rachel Hansen and Javier Meraz are working on wayfinding throughout the facility.<br>▪ The Mammography reminder letter is being revised to be more positive and informative.<br>▪ Recruitment for nursing is appearing on Facebook on a regular basis. |
| **ACTION ITEMS: NEW BUSINESS** | |
| a. Credentialing | ▪ Mall Boyd moved to approve the following privileges:<br>o Dr. Eric Stirling – Extension of Temporary Privileges<br>o Dr. Kevin Morris – Extension of Provisional Privileges<br>o Dr. Joshua Frank – Extension of Adjunct Privileges<br>o Dr. Patricia Barnes – Teleradiology Privileges<br>o Dr. Daniel Baker – Teleradiology Privileges<br>▪ Mary Helen Mayhew seconded the motion.<br>▪ Motion was approved. |
| **DISCUSSION / REPORT: NEW BUSINESS** | |
| a. CM Risk Review | ▪ Sr. Leadership and Dr. Jerome recently completed a facility wide Risk Assessment.<br>▪ This information was presented to the Leadership Team for their review and input.<br>▪ Shawn Ottley reviewed and explained the scoring of the identified risks and the methodology used to rank the risks.<br>▪ The goal is to prioritize the top eight to ten risks and develop a work plan for addressing the top risks.<br>▪ This data will be used to help develop the Strategic Plan.<br>▪ The plan is to complete this process on an annual basis. |
| b. Capital Purchase – Lab Equipment | ▪ The lab is requesting approval to purchase an Architect 1000, which will replace an existing piece of equipment and double the panel of labs that can be run. The quote is over the approved budgeted price.<br>▪ Mary Helen Mayhew moved to approve the purchase of the new Architect 1000 lab equipment.<br>▪ Mall seconded the motion.<br>▪ Motion was approved. |

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| c. Community Leader's Dinner – August 6th | ▪ The Community Leader's Dinner was rescheduled to August 6th. Based on the results of the meeting to review our community health needs assessment data, commissioners will be asked to propose attendees for the dinner. |
| **May Finance Report** | ▪ May had a negative margin.<br>▪ Gross revenue has been down all year, professional fees were high for temporary staff. There have been some FT nursing staff out on leave, causing more use of agency staff.<br>▪ Cash collections were good in May and ahead of budget. YTD we are still slightly behind budget which is related to the revenue shortfall.<br>▪ AR Days dropped to 62.6. The AR balance decreased by almost $200,000. The over 90 days balances increased in May, but it appears the accounts are being worked and payments are being made on the accounts.<br>▪ The presentation of our 2018 audit has been delayed until the GEMT payment issue can be resolved. |
| **Administrator Report** | ▪ Health Care Authority – HCA has been working on a plan for payment reform for small hospitals. They have been very interested in the Global Budget methodology and have been working with the health plans. WSHA has remained engaged and has worked with the health plans, but there is little interest in the global budgets from rural hospitals. A request was made to the HCA to work with the hospitals and the health plans together and the HCA has said the work needs to remain separate.<br>▪ WSHA committee chairs met with the WSMA (Washington State Medical Association) leadership to discuss issues for the organizations to work together. Opioids is one of the issues that the organizations have collaborated. WSMA is working on how the environmental issues affect overall health. That meeting also included a debrief from the legislative session. Healthcare had a tough year in the legislature this past year. WSHA is working to educate legislatures that rural health facilities have closed and there is no guarantee that rural facilities will always be there for their communities.<br>▪ Insurance for employees is currently through the Health Care Authority. Management is going through a process to determine if there is an option to leave PEBB and provide good health insurance to staff. The longer we are with PEBB the more likely we will have retirees who would lose benefits through PEBB if we moved away.<br>▪ WSHA Cassie Sauer and Taya Briley are planning to attend the August Board meeting to share more information on the WSHA board leadership track.<br>▪ The parking lot project is underway. The schedule has the project wrapping up just before the July Fourth Holiday. Javier Meraz has done a tremendous job with this project.<br>▪ The Foundation is working to choose a new project. They are very interested in obtaining a grant through the Murdock Foundation to support that project. The grant cycle just opened for the NCW Community Foundation, which they may pursue as well.<br>▪ Jody Carona from Health Facilities Planning is working on a list of people to interview about our Community Health Needs Assessment.<br>▪ The building where our ambulance apartment is located is for sale again. The price of the building has been reduced and there may be more motivation to sell. Finding a space for this staff is important.<br>▪ The Chapel room in our facility is a space that we may need to re-evaluate the use. The trend in facilities is to rename these areas as Quiet Rooms.<br>▪ Diane Blake has been asked to join the board of the Community Foundation. She would like to join this board as way to be present in our community and for personal fulfillment.<br>▪ Scott Mitchell just sent Shawn Ottley a message that our ACR accreditation was approved for the 3D Mammography. |
| **BOARD ACTION ITEMS** | ▪ Check e-mail at least three times per week, or more frequently if you are home and able.<br>▪ Chelan conference reminders – fill out the form to reserve your room for next year and keep track of the sessions you attend for board certification. |
| **STRATEGIC QUESTION / MEETING EVALUATION / COMMISSIONER COMMENTS** | ▪ The review of the Risk Assessment was very strategic and informative. |
| **ADJOURNMENT** | ▪ There being no further business, Mall Boyd moved to adjourn the meeting.<br>▪ Tom Baranouskas seconded the motion.<br>▪ The meeting was adjourned at 10:59 AM. |

Bruce Williams, President

Helen Rayfield, Secretary