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 28, 2019

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

Guests: Rachel Hansen, PR Coordinator; Terry Weiss, Community Member

Topics	Actions/Discussions
CALL TO ORDER	▪ President Bruce Williams called the meeting to order at 9:00 AM, following a board education session which recapped the WSHA CEO & Trustee Safety & Quality Summit.
PLEDGE OF ALLEGIANCE	▪ Pledge of Allegiance was recited.
CONSENT AGENDA	▪ Mary Helen moved to approve the Consent Agenda. ▪ Helen seconded the motion. ▪ Motion was approved.
COMMUNITY INPUT	▪ Terry Weiss, Community Member and MEND volunteer, shared that one challenge faced by people in the Fish Lake area is transportation, especially in the winter. She wonders about running a shuttle service for patients that would help get them to Leavenworth. ▪ She also asked how did we decide to do our own Community Health Needs Assessment instead of joining the regional CHNA? Due to wanting to understand our community better we have decided to do our own. MEND is also in the process of doing a survey on socio-economic issues which may be helpful for our CHNA.
FOUNDATION REPORT	▪ The Golf Tournament is coming up June 17th. ▪ The Charm walk did not go as well as last year. ▪ The Board is currently full, however there will be some people going off at year end.
VALUES	▪ Diane shared the message from a poster that Deanna Griggs, Director of Nursing, has on her door, entitled, Commitment to my Co-workers which talks about being a good co-worker and team member.
QI Presentations • Ambulance	▪ Brian shared his QI project for 2019, which is to implement a Field Training Officer program which will provide a guiding paramedic when a new staff come on board. Ben Bricker and Brayden Kirk are leading this project and plan to implement in the fourth quarter of 2019.
PR Update	▪ Bike Party was successful. 160 kids were fitted with helmets and we raffled off three bikes and 4 gift cards from Der Sportsman. The Foundation and Lake Wenatchee Fire Auxiliary members volunteered to help with fitting helmets. ▪ Mailers were sent out on the Mammography unit and we did some radio advertising. ▪ The Echo wanted to do an article on May is Mental Health Month. We are also posting Mental Health tips every Monday on our Facebook page ▪ Four classes of first graders will be visiting June 4th for an interactive tour of our facility.
COMMITTEE REPORTS	
a. Quality Oversight	▪ Acknowledged the good work Shawn Ottley and Louise Regan are doing. Louise shared a story about some of our staff being out in the community and helping a man who had fallen. ▪ Reviewed two of the policies that were approved today. ▪ Reviewed Quantros reports and discussed an incident in the ED in which we had an aggressive patient. As part of the follow-up the staff are attending Handle with Care training to learn how to handle these types of situations. ▪ The Committee would like to see trending data in the UR area. ▪ Discussed how to handle situations with patients when things are out of our control such as needing to transfer a patient to Wenatchee and not receiving a response from the Central Washington Hospital call center.
b. Finance	▪ Reviewed the April financials. ▪ Looked at some historical volumes that have been updated. ▪ DZA completed a service line analysis which will be reviewed at the Board Retreat.
ACTION ITEMS: NEW BUSINESS	
a. Credentialing	▪ Mall moved to approve the following privileges:

	○ Dr. Eric Stirling, Temporary – we are waiting to receive procedure logs and will then bring his file back for approval of Provisional Privileges. ○ Dr. Warren Fisher, Extension of Provisional for an additional six months or six shifts ○ Dr. Robert Rookstool, Extension of Temporary/Locum Tenens privileges for an additional 90 days from his current expiration date. ▪ Helen seconded the motion. ▪ Motion approved.
DISCUSSION / REPORT: NEW BUSINESS	
a. Peshastin Council Meeting	▪ Diane recently attended a Peshastin Council Meeting as a way to connect with them about how Cascade Medical can reach their community regarding health. ○ They did suggest a health fair if one has not been done recently. ○ The library has a blood pressure cuff that can be borrowed. ○ Patient education on insurance coverage and the cost of services for those with high deductible plans. ○ One barrier is driving to Leavenworth due to increased traffic. An outpost clinic in the Peshastin area may be beneficial. Several people combine getting healthcare with doing other errands in Wenatchee. ○ There is a big community ice cream social the end of July and if we would like to survey the community, that would be a good opportunity to connect with them.
DISCUSSION / REPORT: OLD BUSINESS	
a. Community Health Needs Assessment / Retreat Update	▪ The goal of the retreat is to review and begin to develop our plan from the data gathered. ▪ The data that was presented at the Special meeting was helpful and the time was productive. ▪ Discussed potential dates for a follow-up meeting with Jody Carona to review additional data gathered. Administration will communicate a date and time when it is confirmed.
April Finance Report	▪ Negative margin of $46,000 in April. YTD negative margin of $300,000. ▪ Volumes have not been as strong as anticipated. ▪ Under budget for Swing Bed, CT, Pharmacy, ED and Endo. ▪ Professional Fees are over budget with nurse registry expenses. ▪ Cash receipts are ahead of budget for the month. The business office is still down one staff member, but a new person has been hired who will be here next week. ▪ Days in AR continue to drop slightly. ▪ Contractual allowances – we did include a positive $90,000 reserve in April. Jim believes this is due to the lower number of denials, thanks to the implementation of TruBridge software. ▪ Statistics report, ambulance stats are corrected. The ambulance staff has been implementing new software and stats were not updated until recently. Clinic stats are looking good, even with Dr. Kranz on sabbatical. ▪ The cost report was completed last week with a $70,000 payable. This will leave us with a positive margin for 2018. ▪ Audit follow-up there is still a couple items to be resolved, one regarding the settlement of GEMT payments for Medicaid transports and one other.
Administrator Report	▪ WHRAP funding was in the state budget, $300,000 per facility for the 13 smallest facilities in the state. We need to stay on target with various measures to qualify for this funding. ▪ Diane will be connecting with our legislative representatives to continue to relationship-build. ▪ Pat and Brian have been asked by the City to participate in some disaster festival planning. They will participate in the full set of planning meetings. ▪ Parking lot bid has been awarded to the single bidder, the estimate was $302,000, the change in prevailing wage affected the bid. Our attorney has reviewed the contract and we will finalize the timeline. ▪ Finance 101 webinar – Diane committed to getting the slides with notes to the commissioners, we will do this as soon as we can obtain the slides. ▪ Corey Rubinfeld has signed his contract to work three weeks per month, and Lucca will be working the one week per month that Corey is off. ▪ Diane was nominated to enter the WSHA Board Officer track. ○ Year one - serve as the secretary/treasurer ○ Year two – Chair- Elect which also chairs the Public Policy Committee ○ Year three – Chair ○ Year four - Past Chair – which also chairs the Strategic Planning Committee

	○ WSHA will come to a board meeting to discuss the process for the officers.
BOARD ACTION ITEMS	▪ Check e-mail at least three times per week, or more frequently if you are home and able. ▪ Confirmed attendance at the Annual Conference and Governance Day – Bruce and Mall both confirmed they would like to attend. Mary Helen will be out of town. ▪ Let Jill know of dates you are out of town.
STRATEGIC QUESTION / MEETING EVALUATION / COMMISSIONER COMMENTS	▪ The education session did not seem as productive. The difference may have been that everyone attended the conference and the group did debrief at the end of the day.
ADJOURNMENT	▪ There being no further business, Mall moved to adjourn the meeting. ▪ Helen seconded the motion. ▪ The meeting was adjourned at 10:55 AM.

Bruce Williams, President

Helen Rayfield, Secretary