CASCADE MEDICAL
PARTNERS IN YOUR HEALTH

Minutes of the Board of Commissioners Special Meeting
Cascade Medical Center – Arleen Blackburn Conference Room
Public Hospital District No. 1 – October 1, 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: Marianne Vincent, Director of Accounting; Rachel Hansen, PR Coordinator; Louise Regan, QI Coordinator; Whitney Lak, Clinic Director; Mogens Bach, Foundation Member

Topics	Actions/Discussions
CALL TO ORDER	▪ President Bruce Williams called the meeting to order at 9:04 AM, following a board education session on hospital finances.
PLEDGE OF ALLEGIANCE	▪ Pledge of Allegiance was recited.
CONSENT AGENDA	▪ Mall Boyd moved to approve the Consent Agenda. ▪ Mary Helen Mayhew seconded the motion. ▪ Motion was approved.
COMMUNITY INPUT	▪ None
FOUNDATION REPORT	▪ The Home and Garden Tour raised about $2,000 more than last year. Mogens presented each homeowner with a sketch of their home. The addition of Plain Cellars as a place to stop was very well received. ▪ Mogens presented a check from the CM Foundation to Cascade Medical for $100,000 for the purchase of the mammography machine.
Introduction of Clinic Director – Whitney Lak	▪ Whitney Lak was recently promoted to the position of Clinic Director. Whitney has worked at Cascade Medical for about five years as a Medical Assistant. ▪ Whitney is already making some very positive changes in the clinic.
VALUES	▪ Diane Blake shared some comments from a clinic patient satisfaction survey.
QI Presentations ▪ Human Resources	▪ Reyne Boik, Director of HR, shared the QI project that HR has been working on in 2019. The project is to define the process for students in our facility. This project has been put on hold for now, due to lack of staff for the project, but will be picked up later. ▪ Human Resources is looking at the processes for new hires to determine if there are any steps that can be streamlined. ▪ HR QI Board statistics - there have been 46 new hires and 39 separations YTD in 2019. The number of separations does include pool employees who have not worked for multiple months.
PR Update	▪ Think Pink campaign kicked off today with a giant check photo op with the Foundation and mammography staff, for the purchase of the new 3D Mammography machine. ▪ Several local businesses are donating during the month of October to cover the cost of mammograms to uninsured and under insured women who live in our hospital district. ▪ Patient stories are being gathered all month from patients who receive mammograms. ▪ October 23rd – Flu shot clinic at Alpine Lakes Elementary for staff and students. ▪ Health Insurance Fair – October 25th – Several payors have agreed to be on-site to answer questions. The CM Navigators will also be on hand to help patients. ▪ Parking Lot campaign has been launched. There is a new banner out front to help patients find the new parking area. Mall Boyd suggested creating a flyer to be posted at various locations in the Peshastin/Dryden areas to promote the new parking area.
COMMITTEE REPORTS	
a. Committee Self-Assessment Surveys	▪ All Committees will be doing their annual self-assessment surveys. Surveys will be sent out by October 4th with a due date of October 18th.
ACTION ITEMS: NEW BUSINESS	
a. Credentialing	▪ The Medical Executive Committee has reviewed credentialing files and recommend approval and appointment to the following privilege categories: o Corey Rubinfeld, PA-C - Active Privileges o Dr. Ken Lindsey – Adjunct Privileges o Dr. Linda Chen – Provisional Teleradiology Privileges o Lucca Criminale, PA-C – Change in status from Active to Adjunct Privileges o Dr. Megan Guffey – Extension of Provisional Privileges

	▪ Mall Boyd moved to approve the above providers for the recommended privileges. ▪ Mary Helen Mayhew seconded the motion. ▪ Motion was approved.
DISCUSSION / REPORT: NEW BUSINESS	
a. Advocacy	▪ WHSA is encouraging hospitals and boards to step up their Advocacy efforts to help influence issues that affect hospitals. ▪ Bruce attended Rural Advocacy Days in Washington, DC, September 22nd – 25th. One of the big issues discussed was "Surprise Billing" in which patients go to a facility in their network and a service is provided by someone who is out of network. There are also proposed cuts to the DSH payments. Other topics of focus: workforce issues on training for nurses; use of telehealth; and allowing mid-levels to prescribe home health and DME. ▪ Kim Schrier is the only female primary care doctor in Congress. She is our representative. Her chief of staff has a strong public health background. Being present at Rural Advocacy Days year after year is important to make connections with our congress people. ▪ CMMI which is the innovation side of Medicare, is interested in Global Budgets and has a couple test sites on the East Coast. Currently they are saying Global Budgets / their new proposed model (which is not yet out for review) would be optional to each state. ▪ The State Health and Wellness Committee visited our facility on Monday, September 23rd as part of their Rural Hospital visit. There were a total of 24 Legislators and staff here for the visit and tour. Both Keith Goehner and Mike Steele were part of the tour. The group asked a lot of questions and had a desire to understand our challenges. Diane Blake stressed how our facility is different than other facilities in our region. Kaylin Bettinger, the Executive Director of UV MEND, also joined us to speak about how our organizations partner in caring for our community. ▪ The group also toured Coulee Medical Center and Brewster Hospital. They then attended the North Central Hospital Council meeting with the other CEO's in the region. There was a lot of conversation about the number of hospitals in the north central area of the state. The CEO's were able to communicate the ways they are collaborating and what it means to be a public hospital district. Diane feels there was a united message from all North Central Washington.
b. Draft Strategic Plan	▪ The plan is developed around our four strategic pillars of Patient and Family Centered Care, Financial Stewardship, Our People, Community Connections. ▪ The plan was developed from information from our CHNA, retreat discussions and input from other stakeholders in our facility. ▪ This is a draft document and there is more work that will be done on defining the end goals and what it means to achieve them. ▪ The document will be shared with various staff to get their input. ▪ Reviewed and discussed the End Goals for each pillar.
c. 2020 Budget Review – 1st Reading	▪ Discussed projected volume forecast. ▪ Reviewed the budget highlights. ▪ Discussed FTE additions for 2020. ▪ Reviewed the major capital budget items proposed for 2020.
August Finance Report	▪ The hospital was busy in August. ▪ Gross revenue was positive for the month, but below budget. The budget included the Foundation donation for the year, which was not received until today. ▪ Nursing agency costs were high, once again.
Administrator Report	▪ We have reached a tentative agreement with WSNA. It does include an increase in wage for the membership. The union still needs to ratify the contract and then management will be asking the Board for approval. ▪ Carrie Kingsley will be returning part-time in January 2020, and the addition of the FTE is in the 2020 budget. ▪ Foundation Retreat is scheduled for October 30th – Helen Rayfield and Mary Helen Mayhew will attend for the Board. ▪ The therapy pool overflowed a couple weeks ago. There were some costs incurred due to the damage associated with this event. ▪ We are exploring collaboration with the fire department regarding EMT staffing / availability. CM has one full time EMT on shift at all times with the two paramedics and another EMT on call; the on-call positions have become difficult to fill. We will see if we can work with the fire department in an expanded fashion when our on-call shift is not filled. The fire department is taking the lead on staffing Oktoberfest EMT's this year.

	▪ The parking lot at the corner of Commercial and 9th Street is now open for patient parking. So far we have not had enforcement issues. ▪ CVCH has approached the City of Leavenworth about parking a mobile clinic in a city lot one day a month. Diane has talked with Joel Walinski about the city's stance on this issue. City council members had concerns with how this would affect the Free Clinic. CVCH had reached out to UVMEND about parking the mobile clinic in front of the food bank. Diane has been encouraged to send a letter to the City Council to explain that we can provide the same services as the mobile clinic. ▪ Stevens Pass is looking for an on-site clinic during the ski season. They are also looking for a partner for their employee occupational medicine. We must turn in a proposal by Friday this week. They would like to staff the clinic with a mid-level, four days a week. They believe a large number of their employees live within our hospital district. ▪ AWPHD hired a new Executive Director who will begin in October. ▪ Centricity is our clinic EMR which is hosted by INHS. Fewer and fewer organization are hosting their system through INHS which may increase our expenses to keep this system. We are exploring if there is another option for a hosting site. ▪ Jill will be out for a couple weeks on FMLA beginning October 14th.
BOARD ACTION ITEMS	▪ Check e-mail at least three times per week, or more frequently if you are home and able. ▪ Mall is out of town from 10/14-31. ▪ Commissioners can go to the clinic to get flu shots. ▪ Mary Helen is out 10/2 through 10/16.
STRATEGIC QUESTION / MEETING EVALUATION / COMMISSIONER COMMENTS	▪ There are a lot of challenges coming our way. ▪ There was a lot of good content in today's meeting.
ADJOURNMENT	▪ There being no further business, Mall Boyd moved to adjourn the meeting. ▪ Mary Helen Mayhew seconded the motion. ▪ The meeting was adjourned at 12:38 PM.

Bruce Williams, President

Helen Rayfield, Secretary