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 – January 28, 2020

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

Guests: Rachel Hansen, PR Coordinator; Dr. Jerome, Provider; Marianne Vincent, Director of Accounting; Mogens Bach, Foundation Member

Topics	Actions/Discussions
CALL TO ORDER	▪ President Bruce Williams called the meeting to order at 9:10 AM, following a board education webinar "The Board's Role in Credentialing".
PLEDGE OF ALLEGIANCE	▪ Pledge of Allegiance was recited.
CONSENT AGENDA	▪ Mall moved to approve the consent agenda with the agenda pulled. ▪ Mary Helen Mayhew seconded the motion. ▪ Mall moved to amend the agenda and add an executive session to the end of the meeting to discuss the performance of public employee, per RCW 42.30.110(1)(g) ▪ Mary Helen Mayhew seconded the motion. ▪ Motion was approved.
ELECTION OF OFFICERS	▪ Mary Helen moved to approve the recommended slate of officers. o Mall Boyd – President o Tom Baranouskas – Vice President o Helen Rayfield - Secretary ▪ Mall Boyd seconded the motion ▪ Motion was approved. ▪ Thank your Bruce for your leadership over the past two years.
COMMUNITY INPUT	▪ None
FOUNDATION REPORT	▪ Mogens Bach reported that the Foundation did well in 2019. The fall mailer brought in over $14,000 so far. ▪ Marlene Farrell and Mogens are working on a video that will be on their website soon. ▪ February 12th they are hosting a Major Donor Event at Silvara Winery. ▪ Work is underway for the upcoming Golf Tournament and they are contacting sponsors.
VALUES	▪ Diane Blake shared a reminder of our Value Community. ▪ She received a letter from the Lake Wenatchee Fire and Rescue Auxiliary commending Richard Vazquez who is a bilingual Patient Services Representative. The auxiliary reached out for help in translating some text for a large banner for their yard sale in the fall. ▪ Diane also shared comments from an Emergency Department patient satisfaction survey in which the patient marked all responses as excellent. The comment at the end of the survey stated they would return just to say hello to staff.
PR Update	▪ Rachel Hansen is spending a lot of time working on the Annual Report, which is going to the printers today. The report will be sent out in about three weeks to all households in our hospital district. ▪ The new In-school clinic launches February 12th. Carrie Kingsley, ARNP will be at Alpine Lakes and Peshastin/Dryden Elementaries. She will be at each school for two hours each week. A flyer will be sent out to all parents in those schools to explain the clinic. We will also do a Facebook campaign to bring awareness to families. ▪ The Peshastin Library reached out to us to do something for Heart Health Month in February. ▪ There was good attendance at the community CPR class on Sunday, January 26th. There were 37 participants and we also had 2 ASL interpreters for a participant who required sign language.
Provider Check-in: Dr. Jerome	▪ How do you feel about communication between providers and the rest of the facility? o We are still feeling siloed in day to day communication, but there are no glaring issues that are not being addressed. Providers keep their main concerns for individual meetings with Diane.

	○ Operationally it is hard for providers to break away from their day to day tasks to solve system problems. ○ He has helped work with a provider to get some tasks completed timely. ○ Providers are ready for the shelled space to be completed and have that be a much more professional area. ○ The addition of Aisha Houghton, Social Worker is a great addition and her work with Dr. Moholoy is great. ○ We need to really look at space and where will we be in 10 years. ○ Dr. Kranz is planning to retire at the end of the year. What is the plan for when he does retire? What will that look like? ○ Starting to look at a new EMR is important and will be a big project. A couple providers attended a demonstration by Meditech. That system may not make it better for individual providers but appears to be a better system facility wide. Everyone needs to begin using protocols and workflows. ○ Dr. Jerome encourages the board to look at what they want from Cascade Medical and longevity of providers contributes to the success of this facility. Any tools we can use to keep providers here long term is important. ○ A common complaint from patients is that they cannot be seen timely at Confluence. Patients frequently go to the West side and obtain services in half the time.
COMMITTEE REPORTS	
a. Medical Staff Meeting	▪ Mary Helen Mayhew attended the January Medical Staff meeting. ○ The UW Medical Student presented on the use of exercise for the treatment of depression. ○ We have received a grant to purchase a new ultrasound unit. ○ The providers like having the new social worker, Aisha Houghton on staff.
ACTION ITEMS: NEW BUSINESS	
a. Board Committee and Liaison Assignments	▪ The proposed committee assignments for 2020 are: ○ Governance – Mall Boyd, Chair and Tom Baranouskas ○ Finance – Tom Baranouskas, Chair and Bruce Williams ○ Quality Oversight – Bruce Williams, Chair and Mary Helen Mayhew ○ Foundation Liaison – Helen Rayfield ○ Part-Time Resident Advisory Council Liaison – Mary Helen Mayhew ▪ Tom Baranouskas moved to approve the proposed 2020 committee assignments. ▪ Bruce Williams seconded the motion. ▪ Motion was approved.
b. Resolution 2020-01 – CEO Contract Amendment	▪ Bruce Williams moved to approve Resolution 2020-01 CEO contract amendment. ▪ Tom Baranouskas seconded the motion. ▪ Motion was approved.
c. Resolution 2020-02 – Surplus Equipment	▪ Mary Helen Mayhew moved to approve Resolution 2020-02 surplus equipment. ▪ Bruce Williams second the motion. ▪ Motion was approved.
d. 2020 Board Objectives	▪ The objectives have been presented and reviewed at previous meetings. ▪ Tom Baranouskas asked about adding "planning" to the IT Security oversight goal. IT Planning will be included in the dashboard and will not be added to the Board objective. ▪ There was discussion on objective #3 to add the words "including the Board's" in the middle of the objective. The new objective will read: Develop process for regularly checking in on CM's, including the Board's, progress on furthering community partnerships/relationships. ▪ Bruce Williams moved to approve the 2020 Board Objectives, with the addition recommended addition to #3. ▪ Helen Rayfield seconded the motion. ▪ The Governance committee will work on defining the work that will assist the board in achieving these objectives. ▪ Motion was approved.
e. Clinic Shelled space bid award	▪ The clinic shelled space has been put out to bid twice. The last time we received one bid, which is over budget. The plan is to build out that space into a conference room and four workstations for staff. Management is recommending moving forward with this project. ▪ Bruce Williams moved approve the award of the bid. ▪ Mary Helen Mayhew seconded the motion.

	▪ Pat Songer will be the Sr. Leader with direct oversight. Greg Horton will be the project lead along with the clinic director, Whitney Lak. ▪ Motion was approved.
f. Credentialing • Dr. Eric Stirling	▪ The Medical Executive Committee and Mall Boyd, for the Board Quality Oversight Committee, have reviewed the credentialing file for Dr. Eric Stirling. Dr. Stirling has completed six months on staff and his Provisional Privileges are expiring. The recommendation is to approve his appointment to Active status for two-years. ▪ Mary Helen Mayhew moved to approve Dr. Stirling for Active status. ▪ Tom Baranouskas seconded the motion. ▪ Motion was approved.
DISCUSSION / REPORT: NEW BUSINESS	
a. Virtual Fractional Chief Technology Officer	▪ Sr. Leadership has spent a lot of time discussing and exploring a virtual fractional chief technology officer to help us better plan for technology. We are able to manage day to day IT needs, but the long term is not addressed. ▪ Based on a recommendation from WSHA, Diane Blake was put in contact with Scaled Data. ▪ The person would be a Fractional Virtual Chief Technology Officer. This individual would not always on site, and not full time to us. This makes it more affordable for small facilities to have someone to assist with this work. Currently Scaled Data is working with Three Rivers Hospital in Brewster and they are happy with the services they are receiving. ▪ This model would allow for oversight with vetting a new Electronic Health Record, as well as IT Security Risk assessment and other long-term work. ▪ The proposed cost would be for two years and then we reassess the needs. Typically, facilities require less oversight after the first two years. ▪ Sr. Leadership recognizes this position will be an additional expense but having a high-level expert will be beneficial. Charles has been very open to this additional support. ▪ The Board expressed their support of this initiative.
b. Q4 Dashboard Review	▪ The dashboard is still a document that is being developed and determining what items should be tracked on the dashboard. ▪ A lot of progress has been made in several areas and some items will be carried over to 2020 to be completed.
c. 2020 Retreat Date	▪ After discussion and review of schedules, August 27th was set as the Board retreat date.
November Finance Report	▪ In November we posted a negative margin as expected. Historically this is one of our slowest months of the year. Emergency Department and inpatient volumes were low. We are still utilizing agency staff for some nursing and patient care tech positions. With the new WSNA contract we are seeing negative variances for nursing staff due to the salary increase for these positions. ▪ The Other Operating revenue category has been positive this year with 340B payments, WRHAP funds and a higher donation from the Foundation for the year. ▪ Cash receipts for November were higher than anticipated. December cash receipts were lower than anticipated. ▪ Days in AR were good in November but did go up in December. ▪ Jim Hopkins and Marianne Vincent are beginning to work with our audit firm, DZA on preliminary audit work.
Administrator Report	▪ Jim Hopkins and Jerri Smith have been working on a contract for Veterans to seek care at our facility. This is getting close to being finalized. ▪ We are beginning interviews for the Process Improvement position. We have several candidates to interview. ▪ Pat Songer and Diane Blake met with the new mayor, Carl Florea and Joel Walinksi. Pat Songer has been very involved with mass gathering planning with the city. The meeting involved discussions about ways we may be able to work together. ▪ There is an upcoming city meeting about parking and their desire to meter all parking. ▪ The city is working on replacing a sewer line that will tear up the back-parking lot of our facility. We are working with the city on temporary parking for staff during that project. ▪ The new In-school clinic begins on February 12th. We are still finalizing an agreement with the school district. ▪ We held an immunization clinic with the school in the fall and helped some students who still needed immunizations with the new state regulations. ▪ Lake Wenatchee Fire and Rescue – we finalized our agreement with them to staff the ambulance and increased the amount we pay them by about $10,000. The data they

	provided us showed that their expenses justified this increase. This is a multi-year agreement, but we will be working with them to be able to drill down to more detail on the costs of operating the ambulance. ▪ Diane attended a meeting about the levy Lake Wenatchee Fire Rescue is running. They are requesting a lid lift for the fire district. ▪ Lake Wenatchee Fire and Rescue Volunteer Fire Fighters Association donated $4,000 to the Foundation to support the current project of power lift cots and auto CPR machines. ▪ Thank you, Pat Songer and Shawn Ottley for writing a grant with the Empire Foundation to purchase a new ultrasound unit. The new unit will have more capabilities. The grant is for $65,000. ▪ There is a lawsuit that unions have filed against public facilities regarding an injunction for public records requests. Unions have stated that releasing employee information for victims of sexual violence is a violation. ▪ The Centricity update is in a holding pattern. Nothing is happening right now. Pat Songer and Charles Amstutz have asked several questions and we have not yet received an answer to those questions. We are preparing for the possibility of needing to make a quick switch to a new hosting site. ▪ Chapel room – management is planning to have another use for that room due to being a public agency and having religious symbols of only one faith in that room. We are also limited on space and is there a need for a space for Pediatric OT Services. ▪ Thank you to Alex Riggs, RN, Infection Control, for his work in getting information out on the Wuhan Coronavirus.
BOARD ACTION ITEMS	▪ Check e-mail at least three times per week, or more frequently if you are home and able. ▪ Bruce is joining the WSHA Hospital Governing Board Committee. That group will decide on the education topics that WSHA presents. ▪ We need to schedule some time for follow-up on the credentialing and privileging webinar that we watched today and the Credentialing Policy that will be coming back to the board for approval in February. We will add time on the February agenda for discussion of these topics.
STRATEGIC QUESTION / MEETING EVALUATION / COMMISSIONER COMMENTS	▪ Dr. Jerome's comments were interesting. ▪ Considering the longevity of providers is important for the sustainability of our facility, and the "tools" to help keep providers will be important.
EXECUTIVE SESSION (RCW: 42.30.110(1)(g) – Performance of a public employee	▪ The Board moved into Executive session at 11:50 AM for 40 minutes to discuss the performance of a public employee. ▪ The board moved back to regular session at 12:30 PM.
ADJOURNMENT	▪ There being no further business, Bruce Williams moved to adjourn the meeting. ▪ Helen Rayfield seconded the motion. ▪ The meeting was adjourned at 12:30 PM.

Mall Boyd
Mall Boyd, President

Helen Rayfield
Helen Rayfield, Secretary