



**LEWIS COUNTY HOSPITAL DISTRICT NO. 1
REGULAR BOARD OF COMMISSIONERS' MEETING
February 26, 2020 at 3:00 p.m.
Conference Room 1 & 2**

Mission Statement

The mission of Lewis County Hospital District No. 1, steward of public funds and trust, is to provide our highest level of compassionate, diligent and professional medical care.

Vision Statement

A caring team of people working together to lead our community toward better health.

AGENDA TOPIC	CONCLUSION	ACTION ITEMS
Call to Order	<p>Board Chair Fritz called the meeting to order at 3:00 p.m.</p> <p>Commissioners present: Shelly Fritz, Board Chair Kenton Smith, Secretary Trish Frady Tom Herrin Wes McMahan</p> <p>Others present: Leianne Everett, Superintendent Shana Garcia, Executive Assistant Katelin Forrest, HR/Medical Staff Coordinator Vicky Brown, Clinic Administrator Richard Boggess, CFO Shannon Kelly, HR Director Dexter Degoma, Interim Quality Manager Marc Fisher, Morton Resident Buddy Rose, Reporter Laura Coppock, Mossyrock Resident Roy Anderson, Compliance Officer Van Anderson, Packwood Resident Joyce Bailey, Case Manager Elaina, Interim Pharmacist Jeri Whitnell, Imaging Manager Julie Allen, Mossyrock Clinic Manager Annaliese Mitten, Randle Clinic Manager Jim Frey, Interim IT Manager Christy Filer, MA Diane Markham, Director of Marketing & Development</p>	
Approval or Amendment of Agenda	Commissioner McMahan requested to give a governance update during Commissioner Comments.	Commissioner Frady made a motion to approve the agenda. Commissioner



		Herrin seconded and the motion passed unanimously.
Conflicts of Interest	Superintendent Everett asked the board to state any conflicts of interest with today’s agenda.	None noted.
Comments and Remarks	<p>Commissioners: Commissioners Frady and Herrin were complementary of the recent Strategic Planning Retreat. Feedback included sharing the objectives of the meeting in greater detail with the Commissioners in preparation for the planning session.</p> <p>Commissioner McMahan provided an update on the bills that were discussed at the Regular Board Meeting in January.</p> <p>Board Chair Fritz shared Secretary Smith’s letter of resignation effective March 1, 2020.</p> <p>Board Chair Fritz shared there were concerns raised regarding Commissioner McMahan’s recent visit to the hospital campus. Commissioner McMahan confirmed he was onsite for internet access and was visiting with his old co-workers.</p> <p>Board Chair Fritz shared that staff were uncomfortable as he was wearing his Commissioner badge and they were in the middle of providing patient care. Commissioner McMahan assured her that he would not impact patient care.</p> <p>Commissioner Frady noted the transition from being a part of the staff to being a commissioner is difficult; however, it would help to keep governance separate from personal relationships.</p> <p>Board Chair Fritz noted all Commissioners, onsite for District business, need to be wearing their badge and need to first check in with Administration and/or the House Supervisor while onsite.</p> <p>Audience: No comments noted.</p>	
Executive Session- RCW 70.41.205 & RCW 42.30.110 (i)	Executive Session began at 3:25 p.m. for forty-five minutes to discuss Medical Privileging and Quality Improvement Oversight Report.	Commissioner McMahan made a motion to approve the Medical Privileging as presented and



<ul style="list-style-type: none"> • Medical Privileging- Katelin Forrest • Quality Improvement Oversight Report- Dexter Degoma 	<p>The Board returned to open session at 4:10 p.m. No decisions were made in Executive Session.</p>	<p>Commissioner Frady seconded. The motion passed unanimously.</p> <p><u>Initial Appointments:</u></p> <ol style="list-style-type: none"> 1. Prabhakar Kesava, MD – Consulting (Radiology privileges) <p><u>Reappointments:</u></p> <ol style="list-style-type: none"> 1. Sergey Akopov, MD – Consulting (Providence – Telestroke Privileges) 2. Theodore Lowenkopf, MD – Consulting (Providence – Telestroke Privileges)
<p>Break</p>	<p>Board Chair Fritz called for a 15-minute break at 4:10 p.m.</p> <p>The board returned to open session at 4:25 p.m.</p>	
<p>Department Spotlight</p> <ul style="list-style-type: none"> • Imaging 	<p>Imaging Manager Whitnell highlighted the following on Imaging:</p> <ol style="list-style-type: none"> 1. Provided the scope and coverage of the department. 2. Offered seven modalities; X-Ray, CT, General Ultrasound, Cardiac/Arterial/Venous Ultrasound, Mammography, MRI and Nuclear Medicine. 3. Included accomplishments such as ACR accreditation for mammography, clean inspections and high patient satisfaction scores. 4. Included opportunities purchasing new CT & X-ray which will improve workflows, as it will decrease dosing and patient time on the table. 	
<p>Board Committee Reports</p> <ul style="list-style-type: none"> • Hospital Foundation Report 	<p>Director of Marketing & Development Markham shared the “Mommy Shower” this Saturday, February 29th, and noted that it is a free event to the District for expecting/new moms. The Ladies Brunch is scheduled for April 25th and Board Chair Fritz & Commissioner Frady were invited.</p>	



<ul style="list-style-type: none"> • Finance Committee Report 	<p>CFO Boggess highlighted the following:</p> <ol style="list-style-type: none"> 1. Skilled Nursing days improved. 2. Income Statement shows revenues are behind schedule; however, expenses were favorable. 3. Net Income for the month was positive. 4. Cash declined which was the biggest change on the balance sheet. 	
<ul style="list-style-type: none"> • Compliance Committee Report 	<p>Commissioner McMahan requested to include an update regarding the Dress Code & Code of Ethics discussion in the February 11, 2020 Compliance Minutes.</p>	<p>Action Item-Executive Assistant Garcia will update the February 11, 2020 Compliance Minutes to include the recommendation from legal regarding the Dress Code and Code of Ethics.</p>
<p>Consent Agenda</p> <ul style="list-style-type: none"> • Minutes of the January 22, 2020 Regular Board Meeting (<i>Action</i>) • Minutes of the February 20, 2020 Special Board Meeting (<i>Action</i>) • Minutes of the February 11, 2020 Compliance Committee Meeting (<i>Action</i>) • Minutes of the January 21, 2020 Finance Committee Meeting (<i>Action</i>) • Minutes of the February 17, 2020 Finance Committee Meeting (<i>Action</i>) • Warrants & EFT's in the amount of \$2,858,370.54 dated October, 2019 (<i>Action</i>) • Warrants & EFT's in the amount of \$2,622,249.64 dated 	<p>Executive Assistant Garcia will update the Compliance Minutes for the Board to approve at the March 25, 2020 Regular Board Meeting.</p> <p>Commissioner Frady requested the location on the February 20, 2020 Special Board Meeting Minutes be updated to PUD.</p> <p>Commissioner McMahan requested more information on Resolution 20-09 Approving Budget Amendment-Surgical Services Leadership Role. Board Chair Fritz noted this topic goes back to the 2017 Negotiations where lengthy discussion occurred regarding the OR and the hopes to expand services which would serve our patients, create jobs and ultimately be a revenue producing area for the District. Superintendent Everett noted we have an opportunity to expand surgical services as Dr. Anderson is already full-time and Dr. Park-Hwang wants to increase her procedural activity, too. With plans to recruit additional providers with surgical experience, we are building experienced infrastructure to support the expansion with a manager and clinical support staff for the OR. Superintendent Everett shared that an interim manager will initially be put in place, as we recruit for a permanent. Dr. Anderson was involved in the interview process and explained that the hope is by having an experienced manager we can build staff from within as we expand the program.</p>	<p>Action Item-Executive Assistant Garcia will add the February 11, 2020 amended Compliance Minutes to the March 25, 2020 Regular Board Meeting Agenda for approval.</p> <p>Secretary Smith made a motion to approve the Consent Agenda, minus the Compliance Minutes and Commissioner Frady seconded. The motion passed unanimously.</p>



<p>January, 2020 <i>(Action)</i></p> <ul style="list-style-type: none"> • Resolution 20-08- Approving Budget Amendment-Nurse Leadership Staffing <i>(Action)</i> • Resolution 20-09- Approving Budget Amendment-Surgical Services Leadership Role <i>(Action)</i> • Resolution 20-10- Approving Budget Amendment-Morton Medical Center <i>(Action)</i> • Resolution 20-11- Approving Financing with GE Public Finance <i>(Action)</i> • Resolution 20-12- Declaring to Surplus or Dispose of Certain Property <i>(Action)</i> • Approve Documents Pending Board Ratification 02.26.20 <i>(Action)</i> 		
<p>Old Business</p>	<p>None noted.</p>	
<p>New Business</p> <ul style="list-style-type: none"> • Resolution 20-13- Adopting Lewis County Hospital District No. 1’s Mission & Vision Statements & 2020-2022 Strategies 	<p>Board Chair Fritz presented Resolution 20-13 to discuss the draft Mission and Vision Statements, as well as the 2020-2022 Strategies. The Board agreed to the following:</p> <p>Mission Statement: To foster trust and nurture a healthy community.</p> <p>Vision Statement: To provide accessible, quality healthcare.</p> <p>2020-2022 Strategies:</p> <ol style="list-style-type: none"> 1. To build external relationships and partnerships that prioritize community health needs. 	<p>Commissioner Frady made a motion to approve Resolution 20-13 with updated language. Commissioner McMahan seconded and the motion passed unanimously.</p>



	<p>2. To create a culture focused on safety, patient satisfaction, employee engagement, and excellent outcomes.</p> <p>3. To continue as stewards of public funds.</p>	
<ul style="list-style-type: none"> Handling Complaints, Comments & Questions in the Community 	<p>Board Chair Fritz requested to have further discussion regarding the topic presented at the Special Board Meeting on February 20th regarding handling complaints, comments and questions from the community.</p> <p>The District has a formalized process for handling complaints, so Superintendent Everett recommended that we trust the current process. When a Commissioner receives a complaint, they should feel comfortable sharing with Superintendent Everett to start the process of investigating. If a Commissioner starts seeing a trend in complaints it is also appropriate to funnel through the Board Chair who will then follow up with Superintendent Everett.</p> <p>The Board agreed to have Executive Assistant Garcia create business cards for them to share with the public which will direct their concerns to the Quality Management Office.</p>	<p>Action Item-Board Chair Fritz and Executive Assistant Garcia will create a business card for each commissioner.</p>
<ul style="list-style-type: none"> Selection of an Appointee for Commissioner District No. 2 	<p>Board Chair Fritz shared by receiving Commissioner Smith’s resignation that the Board will need to appoint someone for the District No. 2 position. This individual will serve the unexpired term and until the next election in 2021.</p> <p>Board Chair Fritz is recommending that the Board create a Board Succession Planning process to be added to the Board Bylaws.</p> <p>The Board agreed to advertise in the local paper, as well as on Facebook. The Governance Committee, which is Board Chair Fritz and Commissioner Frady, will revise the proposed process in the packet. Superintendent Everett will attach a schedule for planning purposes to get a Commissioner appointed.</p>	<p>Action Item-Director of Marketing & Development Markham will advertise the vacancy for Commissioner District No. 2 in the paper and on Facebook.</p> <p>Action Item-The Governance Committee will revise the process to</p>



		include in the Board Bylaws. Action Item: Superintendent Everett will attach a schedule for planning purposes to get a Commissioner appointed.
<ul style="list-style-type: none"> • Board Education <ul style="list-style-type: none"> ○ Compliance ○ Bond Financing, Part 2 	<p>The Board agreed the iProtean education continues to be informative and relevant. Board Chair Fritz noted in a highly regulated industry it is important for the Board to be generally familiar with laws and statutes like HIPAA, EMTALA, Stark Law, False Claims Act and Anti-Kickback. Ultimately, the Board has fiduciary duties to the District to be in compliance.</p> <p>Superintendent Everett noted access has been granted to the two new commissioners. Commissioners McMahan and Herrin should have received a welcome email. Superintendent Everett recommended the Commissioners self-direct their studies within iProtean to their assigned board sub-committees.</p>	
Break	<p>Board Chair Fritz called for a 10-minute break at 5:35 p.m.</p> <p>The board returned to open session at 5:45 p.m.</p>	
<p>Superintendent Report</p> <ul style="list-style-type: none"> • Superintendent's Dashboard 	<p>Superintendent Everett highlighted the following on her dashboard:</p> <ol style="list-style-type: none"> 1. Reporting that we elected to have an air sampling in our OR and procedural room and there is no evidence of obvious atypical indoor reservoirs or amplifiers of fungi. 2. Filing for the PDC is due by April 15th and a step by step guide was handed out today to help in the process. 3. Reserving for upcoming educational conferences is around the corner, so contact Executive Assistant Garcia. <ol style="list-style-type: none"> a. Commissioner McMahan is interested in attending the Safety Summit in Seattle. b. Board Chair Fritz, Commissioners Frady, Herrin and McMahan are interested in attending the WSHA Conference in Chelan. 4. Planning and preparing the District for the potential of the COVID-19 (Coronavirus). 	<p>Action Item-Executive Assistant Garcia will schedule reservation for Commissioner McMahan for the Safety Summit in Seattle and Board Chair Fritz, Commissioners Frady, Herrin and McMahan for the WSHA Conference in Chelan.</p>



	WSHA continues to inform the Superintendents on new information.	
Executive Session-RCW 42.30.110 (g) <ul style="list-style-type: none">To discuss the performance of a public employee.	Executive Session began at 6:00 p.m. for thirty minutes to discuss the performance of a public employee. At 6:30 p.m. Board Chair Fritz extended Executive Session for fifteen minutes. At 6:45 p.m. Board Chair Fritz extended Executive Session for ten minutes. At 6:55 p.m. Board Chair Fritz extended Executive Session for ten minutes. The Board returned to open session at 7:05 p.m. No decisions were made in Executive Session.	
Adjournment	Commissioner McMahan moved and Commissioner Herrin seconded to adjourn the meeting at 7:05 p.m.	

Respectfully submitted,

Shelly Fritz

Shelly Fritz, Board Chair

Date

Signature: 
Shelly Fritz (May 7, 2020)

Email: rfritz@myarborhealth.org






022620 Regular Board Meeting Minutes

Final Audit Report

2020-05-08

Created:	2020-05-07
By:	Shana Garcia (Sgarcia@mortongeneral.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAsTeLzSBkqXMIh0s6G77oyaU7yenScWke

"022620 Regular Board Meeting Minutes" History

-  Document created by Shana Garcia (Sgarcia@mortongeneral.org)
2020-05-07 - 10:31:47 PM GMT- IP address: 209.206.183.76
-  Document emailed to Shelly Fritz (rfritz@myarborhealth.org) for signature
2020-05-07 - 10:32:07 PM GMT
-  Email viewed by Shelly Fritz (rfritz@myarborhealth.org)
2020-05-08 - 3:26:20 AM GMT- IP address: 71.212.26.191
-  Document e-signed by Shelly Fritz (rfritz@myarborhealth.org)
Signature Date: 2020-05-08 - 3:26:45 AM GMT - Time Source: server- IP address: 71.212.26.191
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