



**LEWIS COUNTY HOSPITAL DISTRICT NO. 1  
REGULAR BOARD OF COMMISSIONERS' MEETING  
September 29, 2021 at 3:30 p.m.  
ZOOM**

<https://myarborhealth.zoom.us/j/95349451709>

Meeting ID: 953 4945 1709

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**Mission Statement**

**To foster trust and nurture a healthy community.**

**Vision Statement**

**To provide accessible, quality healthcare.**

AGENDA	DISCUSSION	ACTION	OWNER	DUE DATE	
Call to Order Roll Call Reading the Mission & Vision Statements	Board Chair Frady called the meeting to order via Zoom at 3:30 p.m.  <b>Commissioners present:</b> <input checked="" type="checkbox"/> Trish Frady, Board Chair <input checked="" type="checkbox"/> Tom Herrin, Secretary <input checked="" type="checkbox"/> Craig Coppock <input checked="" type="checkbox"/> Wes McMahan <input checked="" type="checkbox"/> Chris Schumaker  <b>Others present:</b> <input checked="" type="checkbox"/> Leianne Everett, Superintendent <input checked="" type="checkbox"/> Shana Garcia, Executive Assistant <input checked="" type="checkbox"/> Sara Williamson, CNO/CQO <input checked="" type="checkbox"/> Kathleen Arnold, Interim Pharmacist <input checked="" type="checkbox"/> Spencer Hargett, Compliance Officer <input checked="" type="checkbox"/> Roxann Morris, Facility Support Lead <input checked="" type="checkbox"/> Robert Hirst, Interim Quality Manager <input checked="" type="checkbox"/> Janice Cramer, Medical Staff Coordinator <input checked="" type="checkbox"/> Richard Boggess, CFO				

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	<input checked="" type="checkbox"/> Clint Scogin, Controller <input checked="" type="checkbox"/> Van Anderson, Packwood Resident <input checked="" type="checkbox"/> Larry Sinkula, Surgical Services Director <input checked="" type="checkbox"/> Julie Taylor, Ancillary Services Director <input type="checkbox"/> Dr. Mark Hansen, Chief of Staff <input checked="" type="checkbox"/> Diane Markham, Marketing & Communications Manager <input checked="" type="checkbox"/> Jessica Scogin, Foundation Manager <input checked="" type="checkbox"/> Kim Olive, Human Resource Assistant <input checked="" type="checkbox"/> Laura Richardson, Morton Resident <input checked="" type="checkbox"/> Buddy Rose, Reporter <input checked="" type="checkbox"/> Zora DeGrandpre, Packwood Resident			
Approval or Amendment of Agenda	<p>Superintendent Everett requested to add Special Board Meetings-Board Budget Prep to New Business for ten minutes.</p> <p>Board Chair Frady noted updates were made to the following:</p> <ol style="list-style-type: none"> <li>1. Resolution 21-36- Approving the Capital Purchase of a Fuel Tank- updated price of \$72,999 with 10% contingency.</li> <li>2. An additional operating lease option for the Mini C-arm.</li> <li>3. An additional document was added to the Board Ratification list to be approved-Suicide Precautions and Preventions.</li> </ol>	<p>Commissioner Schumaker made a motion to approve the amended agenda.</p> <p>Commissioner McMahan seconded and the motion passed unanimously.</p>		
Conflicts of Interest	Board Chair Frady asked the Board to state any conflicts of interest with today's amended agenda.	None noted.		
Comments and Remarks	Commissioners: Commissioner Schumaker thanked the Staff and Foundation for the upcoming online auction, as well as for adding the unaudited financial documents to			

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	<p>the packet. Thanks to the fight against COVID.</p> <p>Commissioners Schumaker and McMahan, as well as Board Chair Frady thanked the Staff providing care during the current COVID Surge in the District.</p> <p>Commissioner Coppock acknowledged continued concerns over the custodial program. He would support the program if it could be delivered safer.</p> <p>Commissioner McMahan encouraged the Board and its constituents to participate and bid during this weekend's Arbor Health Foundation Auction.</p> <p>Audience: Packwood Resident Dr. Zora DeGrandpre expressed concerns related to access to COVID numbers in Lewis County, campaigning and educating the District on the importance of vaccines, along with quality care on recent patient experiences.</p> <p>Superintendent Everett recommended Dr. DeGrandpre contact Bob Hirst in our Quality Department regarding patient concerns.</p> <p>Packwood Resident Van Anderson encouraged the District to have security for the staff, as well as recommended legal counsel be consulted regarding exemptions in the recent mandate.</p> <p>Superintendent Everett confirmed the Hospital has seven days a week, evening security coverage, as well as legal was involved prior to operationalizing the Proclamation 21-14.1.</p>			
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Executive Session-RCW 70.41.205	<p>Executive Session began at 3:53 p.m. for 5 minutes to discuss Medical Privileging. The Board returned to open session at 3:58 p.m.</p> <p>No decisions were made in Executive Session.</p> <p>Initial Appointments-</p> <p style="padding-left: 40px;"><u>Arbor Health</u></p> <ol style="list-style-type: none"> <li>1. Edward Junn, MD (Emergency Medicine Privileges)</li> </ol>	Commissioner McMahan made a motion to approve the Medical Privileging as presented and Secretary Herrin seconded. The motion passed unanimously.		
Department Spotlight	To resume in January 2022.			
<b>Board Committee Reports</b> <ul style="list-style-type: none"> <li>• Hospital Foundation Report</li> </ul>	<p>Commissioner McMahan noted the Arbor Health Foundation Auction is underway and there is still time to register at <a href="http://www.arborhealth.maxgiving.bid">www.arborhealth.maxgiving.bid</a>. The virtual live auction is Saturday, October 2<sup>nd</sup> at 6:30 p.m. Please consider participating in either the online auction, the live virtual auction or donate to the fund-a-need, which is the scholarship program.</p>			
<ul style="list-style-type: none"> <li>• Finance Committee Report</li> </ul>	<p>Commissioner Coppock highlighted the following:</p> <ol style="list-style-type: none"> <li>1. Continue to monitor the cost of COVID to remain competitive and budget for 2022.</li> <li>2. Support the four resolutions presented for approval.</li> <li>3. Explore a lease line and/or an operational lease for capital purchases. A cap on the limit has not been confirmed but proposing \$500,000.</li> </ol>			
<b>Consent Agenda</b>	<p>Board Chair Frady announced the consent agenda items for consideration of approval:</p> <ol style="list-style-type: none"> <li>1. Approval of Minutes <ol style="list-style-type: none"> <li>a. August 25, 2021, Regular Board Meeting</li> </ol> </li> </ol>	Commissioner Schumaker made a motion to approve the Consent Agenda and Secretary Herrin seconded. The motion passed unanimously.		

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	<p>b. September 22, 2021, Finance Committee Meeting</p> <ol style="list-style-type: none"> <li>2. Warrants &amp; EFT's in the amount of \$4,694,627.07 dated August 2021</li> <li>3. Approve Documents Pending Board Ratification 09.29.21</li> <li>4. Resolution 21-33- Approving the Petty Cash Drawers &amp; Custodians of the District</li> <li>5. Resolution 21-35- Approving the Capital Purchase of Chiller Unit Improvements</li> </ol>			
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<p><b>Old Business</b></p> <ul style="list-style-type: none"> <li>• Incident Command Update</li> </ul>	<p>CNO/CQO Williamson highlighted the following:</p> <ol style="list-style-type: none"> <li>1. Cases have decreased recently but still extremely high.</li> <li>2. The 7-day rolling average is 41 cases per day in Lewis County.</li> <li>3. The Delta Variant is proving to be worse, which makes the vaccine even more important.</li> <li>4. Proclamation 21-14.1 continues to go in affect 10.18.21. The Hospital continues to strive towards the required 100% compliance of employees being either fully vaccinated or having an approved exemption. Employee Health is closely monitoring and reporting twice a month to the Multidisciplinary Committee.</li> <li>5. Provider vaccination town hall is scheduled to educate, not debate, the District constituents on the importance of being vaccinated.</li> </ol>			
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	<ul style="list-style-type: none"> <li>a. Commissioners reiterated the District educating and promoting patients on the vaccine.</li> <li>b. Commissioners requested moving Dr. McCurry's townhall on October 14<sup>th</sup>.</li> </ul> <p>6. Vaccination boosters are recommended to the immunocompromised population. Clinics are proactively contacting patients. Healthcare workers are not eligible for the Moderna booster as of today but expecting that will be approved soon.</p>	Request moving provider townhall to another day in October.	Superintendent Everett & Diane Markham	10.01.21
<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>• Special Board Meetings- Board Budget Prep</li> </ul>	<p>Superintendent Everett-operating budgets</p> <ul style="list-style-type: none"> <li>1. 10.20.21-Introduce Proposed Budget <ul style="list-style-type: none"> <li>a. Finance Committee Meeting</li> </ul> </li> <li>2. 10.25.21-1<sup>st</sup> Week- Advertise Public Hearing @ 11.10.21 Special Board Meeting</li> <li>3. 10.27.21-Introduce Proposed Budget by November 1, 2021 <ul style="list-style-type: none"> <li>a. October Regular Board Meeting</li> </ul> </li> <li>4. 11.01.21-2<sup>nd</sup> Week- Advertise Public Hearing @ 11.10.21 Special Board Meeting</li> <li>5. 11.10.21-Special Board Meeting-Public Hearing-Budget @ 6:00 PM (After the Regular Board Meeting @ 3:00 PM)</li> <li>6. 11.29.21-Special Board Meeting-Adopt the 2022 Budget @ 6:00 PM (ZOOM) due to the county on 11.30.21</li> </ul>	Schedule Special Board Meetings.	Executive Assistant Garcia	10.08.21

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<ul style="list-style-type: none"> <li>Resolution 21-34- Approving the Capital Purchase of a Mini C-arm</li> </ul>	<p>CFO Boggess noted the District is proposing to purchase a Mini C-arm to support the surgeons in the operating room for the new service lines of Orthopedics and Podiatry. There are a couple options; capital lease or an operating lease. The operating lease allows the District the ability to buy the lease out for a predefined fixed dollar amount and First American allows the District to include the estimated \$15,000 in soft costs. Administration is recommending the operating lease with First American.</p> <p>The Board supported approving the purchase of the Mini C-arm.</p>	<p>Secretary Herrin made a motion to approve RES-21-34 and Commissioner Coppock seconded. The motion passed unanimously.</p>		
<ul style="list-style-type: none"> <li>Resolution 21-36- Approving the Capital Purchase of a Fuel Tank</li> </ul>	<p>Superintendent Everett noted the District received an updated quote for the fuel tank of \$72,999. Again, this requirement is due to the increasing frequency of natural disasters across the US that the Department of Health pulled our waiver. This amount is expected to cover the tank, bollards, installation and disposal of the original tank.</p> <p>The Board supported approving the purchase of the Fuel Tank.</p>	<p>Commissioner Schumaker made a motion to approve RES-21-36 and Secretary Herrin seconded. The motion passed unanimously.</p>		
<ul style="list-style-type: none"> <li>Board Policy &amp; Procedure Review</li> </ul>	<p>Commissioner Compensation for Meetings and Other Services- Approved.</p> <p>Annual CEO/Superintendent Evaluation-Approved.</p> <p>Superintendent Succession Plan- Approved.</p> <p>Board E-Mail Communication- Approved.</p> <p>The Board approved all four policies/procedures as presented.</p>	<p>Marked four of the four documents as Reviewed in Lucidoc.</p>	<p>Executive Assistant Garcia</p>	<p>10.27.21 Regular Board Meeting</p>
<p>Superintendent Report</p>	<p>Superintendent Everett introduced to our new Compliance Officer, Spencer Hargett.</p>			

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	<p>Compliance Officer Hargett is excited to have Arbor Health as one of three of the hospitals he will be supporting. Compliance will be integrated into the hospital through ComplyTrack, which will align with the OIG Workplan. Corporate Compliance &amp; Ethics Week is November 7-13, so the plan will be to raise awareness with all staff. Compliance Officer Hargett is planning to meet with the Board in the next quarter to understand the Board's compliance goals.</p> <p>Compliance Officer Hargett's goals within the next year include completing an initial risk assessment and the progress made on the risks identified, ensuring the staff know and understanding compliance's role, as well as a reporting structure to accurately report events.</p>			
Meeting Summary & Evaluation	Superintendent Everett highlighted the decisions made and action items.			
Adjournment	Secretary Herrin moved and Commissioner Schumaker seconded to adjourn the meeting at 5:20 p.m. The motion passed unanimously.			

Respectfully submitted,

*Tom Herrin*

Tom Herrin (Oct 30, 2021 09:22 PDT)

Tom Herrin, Secretary

Oct 30, 2021

Date








# 092921 Regular Board Meeting Minutes

Final Audit Report

2021-10-30

Created:	2021-10-29
By:	Shana Garcia (Sgarcia@mortongeneral.org)
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## "092921 Regular Board Meeting Minutes" History

-  Document created by Shana Garcia (Sgarcia@mortongeneral.org)  
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-  Document emailed to Tom Herrin (commissionerherrin@myarborhealth.org) for signature  
2021-10-29 - 6:44:06 PM GMT
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-  Document e-signed by Tom Herrin (commissionerherrin@myarborhealth.org)  
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