



**LEWIS COUNTY HOSPITAL DISTRICT NO. 1
REGULAR BOARD OF COMMISSIONERS' MEETING
December 16, 2020 at 3:30 p.m.
ZOOM**

<https://myarborhealth.zoom.us/j/91442234008>

Meeting ID: 914 4223 4008

One tap mobile: +12532158782,,91442234008#

Dial: +1 253 215 8782

Mission Statement

To foster trust and nurture a healthy community.

Vision Statement

To provide accessible, quality healthcare.

AGENDA TOPIC	CONCLUSION	ACTION ITEMS
Call to Order	<p>Board Chair Frady called the meeting to order via Zoom at 3:30 p.m.</p> <p>Commissioners present:</p> <ul style="list-style-type: none"> <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 <p>Others present:</p> <ul style="list-style-type: none"> <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"/> Roy Anderson, Compliance Officer <input checked="" type="checkbox"/> Janice Holmes, Medical Staff Coordinator <input checked="" type="checkbox"/> Diane Markham, Marketing/Communication Manager & Foundation Executive Director <input checked="" type="checkbox"/> Richard Boggess, CFO <input checked="" type="checkbox"/> Buddy Rose, Reporter <input checked="" type="checkbox"/> Elee Fairhart, Morton Resident <input checked="" type="checkbox"/> Don Roberts, Pharmacy <input checked="" type="checkbox"/> Larry Sinkula, Surgical Services Director <input checked="" type="checkbox"/> Shannon Kelly, CHRO <input checked="" type="checkbox"/> Julie Taylor, Ancillary Services Director <input checked="" type="checkbox"/> Gaye Hamstreet, Pulmonary Rehab <input checked="" type="checkbox"/> Julie Allen, Quality Data Analyst 	



	<input checked="" type="checkbox"/> Kevin Conger, Dietary Manager	
Approval or Amendment of Agenda	<p>Superintendent Everett requested a correction to the December 16, 2020 agenda to correct the November Warrants & EFT's amount to \$3,681,703.27 and to add Resolution 20-54-Approving the Capital Purchase of Hospital Vehicle to New Business.</p>	<p>Commissioner Coppock made a motion to approve the amended agenda. Commissioner McMahan seconded and the motion passed unanimously.</p>
Conflicts of Interest	<p>Board Chair Frady asked the Board to state any conflicts of interest with today's amended agenda.</p>	<p>None noted.</p>
Comments and Remarks	<p>Commissioners: Board Chair Frady complimented the Morton Clinic and Ancillary Services for a job well done with a new patient experience she received feedback on.</p> <p>Commissioner Schumaker extended condolences to the Joe Kiehn family. A great loss to the District.</p> <p>Commissioner McMahan thanked Executive Assistant Garcia for efforts on this month's board packet and to the IT/Compliance departments for maintaining a secure network.</p> <p>Audience: Elee Fairhart, Morton Community Member shared concerns regarding accessing meeting information on the Arbor Health website. Board Chair Frady shared the District continues to improve our processes with doing virtual meetings and sharing information for virtual participation.</p>	<p>Action Item- Superintendent Everett committed to working with Diane Markham to make the Board Meeting Information more transparent on the Arbor Health Website.</p>
Executive Session- RCW 70.41.205 & RCW 70.41.200	<p>Executive Session began at 3:45 p.m. for 30 minutes to discuss Medical Privileging and Quality Improvement Oversight Report. The Board returned to open session at 4:15 p.m.</p> <p>No decisions were made in Executive Session.</p> <p>New Appointments-</p> <ol style="list-style-type: none"> 1. Bart Keogh, MD (Radia – Radiology Privileges) 2. Timothy Larson, MD (Radia – Radiology Privileges) 3. Uresh Patel, MD (Radia – Radiology Privileges) 4. Shaheem Umar, MD (Radia – Radiology Privileges) <p>Reappointments-</p> <ol style="list-style-type: none"> 1. Keith Bernstein, MD (Radia – Radiology Privileges) 	<p>Commissioner Coppock made a motion to approve the Medical Privileging as presented and Commissioner Schumaker seconded. The motion passed unanimously.</p>



	<ol style="list-style-type: none"> 2. Samuel Boynton, MD (Radia – Radiology Privileges) 3. Robert Brezak, MD (Radia – Radiology Privileges) 4. William Brinkman, MD (Radia – Radiology Privileges) 5. Muhammad Farooq, MD (Providence – Telestroke Privileges) 6. Sara Martinez, MD – Consulting (Providence Cardiology Associates) 7. Robert Wark, MD – Consulting (Providence Cardiology Associates) 	
Guest Speaker	Deferred to the December meeting.	
Department Spotlight <ul style="list-style-type: none"> • Dietary 	<p>Dietary Manager Conger highlighted despite COVID 19 affecting the Dietary Department, the team has continued to deliver meals as part of the patient care experience. COVID has reduced revenue by 50% and closed the café to the public. The Department has experienced higher expenses due to older equipment needing repairs. The Dietary Department is focused on three Strategies in 2021:</p> <ol style="list-style-type: none"> 1. Providing “To- Go Meals” to Seniors, 2. Providing virtual demonstrations for healthy cooking and 3. Increasing rebates from the GPO food supplier. 	
Board Committee Reports <ul style="list-style-type: none"> • Hospital Foundation Report 	Commissioner McMahan thanked Foundation Executive Director Markham and the volunteers for all their efforts this holiday season.	
<ul style="list-style-type: none"> • Finance Committee Report 	<p>Commissioner Coppock noted the November Finance Committee Meeting discussions revolved around the upcoming levies, PPP Funding and purchasing the Cerner modules for Case Management.</p> <p>Secretary Herrin highlighted the following from the December Finance Committee Meeting:</p> <ol style="list-style-type: none"> 1. Anticipating full forgiveness of PPP Loan, 2. Anticipating additional CARES Act Funding from the State of Washington, 3. Preparing for the Generator/OR Project to begin the first of the year. 4. Supporting Resolutions for the 2020 Financial Audits with DZA and the Capital Purchase of the New Hospital Vehicle 	
Consent Agenda	Board Chair Frady announced the following in consent agenda up for approval:	Secretary Herrin made a motion to approve the




	<ol style="list-style-type: none"> 1. Approval of Minutes <ol style="list-style-type: none"> a. November 11, 2020 Regular Board Meeting b. November 18, 2020 Finance Committee Meeting c. November 30, 2020 Special Board Meeting d. December 2, 2020 Quality Improvement Oversight Committee Meeting 2. Warrants & EFT's in the amount of \$4,278,483.73 dated October 2020 3. Warrants & EFT's in the amount of \$3,681,703.27 dated November 2020 4. Resolution 20-49-Approving the Clinical/Non-Clinical Contracted Services Evaluation Matrix 5. Resolution 20-50-Adopting Flexible Spending Account Plan 6. Resolution 20-51-Adopting the Health Reimbursement Arrangement 7. Approve Documents Pending Board Ratification 12.16.20 	<p>Consent Agenda and Commissioner Coppock seconded. The motion passed unanimously.</p>
<p>Old Business</p> <ul style="list-style-type: none"> • Resolution 20-47- Approving the Fire District No. 4 Agreement 	<p>Secretary Herrin recommended moving forward with the proposed \$3,153.15, which is a compromise from both parties.</p>	<p>Secretary Herrin made a motion to approve Resolution 20-47, Commissioner Schumaker seconded. The motion passed unanimously.</p>
<ul style="list-style-type: none"> • Board Meeting Teleconference 	<p>The Board supported approving the revised Board Meeting Teleconference Policy and Procedure.</p>	<p>Commissioner Coppock made a motion to approve the revised policy and procedure. Commissioner McMahan seconded. The motion passed unanimously.</p>
<ul style="list-style-type: none"> • Board Self-Evaluation 	<p>Board Chair Frady reflected on 2020 and she is encouraged by the Board's teamwork, as well as their commitment to their position and the District.</p> <p>The Board agreed it has been a challenging year, there is room for growth, communication and outreach to the District. The Board recommended exploring other board evaluation tools for next year.</p> <p>The Board supported setting a 2021 goal pending COVID safety. The Board agreed attending Summer events within the District or hosting townhall meetings</p>	<p>Action Item-Board Chair Frady will research alternative evaluations models.</p>



	for the District to attend in their communities would be worth exploring.	
New Business <ul style="list-style-type: none"> • Board Education <ul style="list-style-type: none"> ○ Recruitment and Orientation ○ Two Imperative for Boards 	<p>Board Chair Frady noted the Board will have three open positions for 2022. She encouraged the Board to inform the Public to gain interest in the position, as well as educate them on being a hospital commissioner. Superintendent Everett will present a schedule at the January Board Meeting regarding hospital commissioner recruitment for elected officers.</p> <p>Superintendent Everett agreed to verify with legal the terms for the appointed positions to ensure the positions will be on the upcoming ballot.</p>	<p>Action Item- Superintendent Everett will present a schedule regarding hospital commissioner recruitment for elected officers.</p> <p>Action Item- Superintendent Everett will verify with legal on appointed positions and election years.</p>
<ul style="list-style-type: none"> • Pricing Transparency 	CFO Boggess highlighted the Pricing Transparency Regulations and presented the District’s fulfillment of providing this required information to the public effective January 2021.	
<ul style="list-style-type: none"> • Resolution 20-52- Approving the DZA Financial Audit, Single Audit for Cares Act Funding and Cost Report Annual Engagement 	The Finance Committee supported moving forward with this resolution.	Commissioner Coppock made a motion to approve Resolution 20-52. Secretary Herrin seconded and the motion passed unanimously.
<ul style="list-style-type: none"> • Resolution 20-53- Approving the Capital Purchase of Cerner Modules 	The Finance Committee supported moving forward with this resolution.	Commissioner McMahan made a motion to approve Resolution 20-53. Secretary Herrin seconded and the motion passed unanimously.
<ul style="list-style-type: none"> • Resolution 20-54- Approving the Capital Purchase of Hospital Vehicle 	The Finance Committee supported moving forward with this resolution and recommended the purchase price not to exceed \$64,000.	Secretary Herrin made a motion to approve Resolution 20-54. Commissioner McMahan seconded and the motion passed unanimously.
<ul style="list-style-type: none"> • DNV Accreditation Appointments 		Commissioner Schumaker made a motion to approve the recommended appointments. Commissioner McMahan seconded and the motion passed unanimously.



<ul style="list-style-type: none"> Incident Command Update 	<p>CNO/CQO Williamson provided an update on Incident Command, specifically on the draft Expansion & Contraction Care Plan.</p> <p>CNO/CQO Williamson noted there are key positions within departments that we have either secured permanent positions and/or travelers to get through the next 13 weeks of cold and flu season.</p>																																																					
<ul style="list-style-type: none"> 2021 Organization of the Board 	<p>Board Chair Frady recommended we elect a 2021 Board Chair and Board Secretary.</p> <p>Board Chair Frady presented the following for committee assignments.</p> <div style="text-align: center;">  <p>2021 Organization & Officers of the Board of Commissioners Effective Date: January 1, 2021</p> <table border="1" data-bbox="505 972 1162 1266"> <thead> <tr> <th colspan="2">Board Leadership</th> <th colspan="2">Board Representation</th> </tr> </thead> <tbody> <tr> <td>Board Chair</td> <td>Trish Frady</td> <td></td> <td></td> </tr> <tr> <td>Board Secretary</td> <td>Tom Herrin</td> <td></td> <td></td> </tr> <tr> <th>Committee</th> <th>Administration Representation</th> <th>Committee Chair</th> <th>Board Representation</th> </tr> <tr> <td>Finance</td> <td>Superintendent & CFO</td> <td>Craig Coppock</td> <td>Tom Herrin</td> </tr> <tr> <td>QI Oversight</td> <td>Superintendent & CNO/CQO</td> <td>Chris Schumaker</td> <td>Wes McMahan</td> </tr> <tr> <td>Governance</td> <td>Superintendent</td> <td>Trish Frady</td> <td>Tom Herrin</td> </tr> <tr> <td>Plant Planning</td> <td>Superintendent & CFO</td> <td>Tom Herrin</td> <td>Chris Schumaker</td> </tr> <tr> <td>Strategic Planning</td> <td>Superintendent</td> <td colspan="2">Board of Commissioners</td> </tr> <tr> <td>Compliance Committee</td> <td>Superintendent & Compliance Officer</td> <td>Wes McMahan</td> <td>Craig Coppock</td> </tr> <tr> <th colspan="2">Other Board Representation</th> <td></td> <td></td> </tr> <tr> <td>Foundation</td> <td>Wes McMahan</td> <td></td> <td></td> </tr> <tr> <td>State Representation</td> <td>Wes McMahan</td> <td></td> <td></td> </tr> </tbody> </table> </div>	Board Leadership		Board Representation		Board Chair	Trish Frady			Board Secretary	Tom Herrin			Committee	Administration Representation	Committee Chair	Board Representation	Finance	Superintendent & CFO	Craig Coppock	Tom Herrin	QI Oversight	Superintendent & CNO/CQO	Chris Schumaker	Wes McMahan	Governance	Superintendent	Trish Frady	Tom Herrin	Plant Planning	Superintendent & CFO	Tom Herrin	Chris Schumaker	Strategic Planning	Superintendent	Board of Commissioners		Compliance Committee	Superintendent & Compliance Officer	Wes McMahan	Craig Coppock	Other Board Representation				Foundation	Wes McMahan			State Representation	Wes McMahan			<p>Commissioner McMahan made a motion to elect Trish Frady as Board Chair and Tom Herrin as Board Secretary, Commissioner Schumaker seconded and the motion passed unanimously.</p> <p>Action Item-Executive Assistant Garcia will send 2021 meeting invites.</p>
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<p>Superintendent Report</p>	<p>Superintendent Everett updated the Board on the following:</p> <ol style="list-style-type: none"> The Hospital is in communication with an Orthopedist and a multidisciplinary team is reviewing the possibilities of this new service line. The Hospital has hired permanent clinical staff; however, we do have travelers in the event we need them during a surge. It is imperative for recruitment and retention that we build a culture built on a strong value system and demonstrate that their work is meaningful. The Hospital has an employee recognition program and outreach program to the District. It is a way to make employees feel appreciated, recognize them for their good work and validate that employees are cherished. 																																																					



Meeting Summary & Evaluation	Superintendent Everett highlighted the decisions made and action items. Superintendent Everett solicited constructive criticism to encourage continual process improvement.	
Adjournment	Secretary Herrin moved and Commissioner McMahan seconded to adjourn the meeting at 7:30 p.m. The motion passed unanimously.	

Respectfully submitted,

Tom Herrin

[Tom Herrin \(Jan 31, 2021 15:33 PST\)](#)

Tom Herrin, Secretary

Jan 31, 2021

Date






121620 Regular Board Meeting Minutes

Final Audit Report

2021-01-31

Created:	2021-01-28
By:	Shana Garcia (Sgarcia@mortongeneral.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAuO9XmnzGdYougbt4SKjwHxjMYZ1YLKAT

"121620 Regular Board Meeting Minutes" History

-  Document created by Shana Garcia (Sgarcia@mortongeneral.org)
2021-01-28 - 11:20:26 PM GMT- IP address: 208.52.20.2
-  Document emailed to Tom Herrin (commissionerherrin@myarborhealth.org) for signature
2021-01-28 - 11:20:53 PM GMT
-  Email viewed by Tom Herrin (commissionerherrin@myarborhealth.org)
2021-01-31 - 11:32:29 PM GMT- IP address: 72.173.171.175
-  Document e-signed by Tom Herrin (commissionerherrin@myarborhealth.org)
Signature Date: 2021-01-31 - 11:33:00 PM GMT - Time Source: server- IP address: 72.173.171.175
-  Agreement completed.
2021-01-31 - 11:33:00 PM GMT