



**LEWIS COUNTY HOSPITAL DISTRICT NO. 1
REGULAR BOARD OF COMMISSIONERS' MEETING**

October 30, 2024, at 3:30 p.m.

Conference Room 1 & 2 and via ZOOM

<https://myarborhealth.zoom.us/j/88957566693>

Meeting ID: 889 5756 6693

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Mission Statement

To foster trust and nurture a healthy community.

Vision Statement

To provide every patient the best care and every employee the best place to work.

AGENDA	DISCUSSION	ACTION	OWNER	DUE DATE
Call to Order Roll Call Unexcused/Excused Absences Reading the Mission & Vision Statements	Board Chair Herrin called the meeting to order at 3:30 p.m. Commissioners present: <input checked="" type="checkbox"/> Tom Herrin, Board Chair <input checked="" type="checkbox"/> Craig Coppock, Secretary <input checked="" type="checkbox"/> Wes McMahan <input checked="" type="checkbox"/> Van Anderson <input checked="" type="checkbox"/> Chris Schumaker Others present: <input checked="" type="checkbox"/> Robert Mach, Superintendent <input checked="" type="checkbox"/> Shana Garcia, Executive Assistant <input checked="" type="checkbox"/> Barbara Van Duren, CNO/CQO <input checked="" type="checkbox"/> Cheryl Cornwell, CFO <input type="checkbox"/> Shannon Kelly, CHRO <input type="checkbox"/> Julie Taylor, Ancillary Services Director <input type="checkbox"/> Dr. Kevin McCurry, CMO <input checked="" type="checkbox"/> Matthew Lindstrom, CFMO <input checked="" type="checkbox"/> Spencer Hargett, Compliance Officer <input checked="" type="checkbox"/> Barb Goble, Medical Staff Coordinator <input checked="" type="checkbox"/> Jill Elizaga, Medical Staff Support Specialist			

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	<input type="checkbox"/> Dr. Victoria Acosta, Chief of Staff <input checked="" type="checkbox"/> Clint Scogin, Controller <input checked="" type="checkbox"/> Jessica Scogin, Foundation Manager <input checked="" type="checkbox"/> Julie Johnson, QMRC Manager <input checked="" type="checkbox"/> Char Hancock, Clinic Manager <input checked="" type="checkbox"/> Robert Houser, Imaging Manager <input checked="" type="checkbox"/> Shelly Cheney, Clinic Manager <input checked="" type="checkbox"/> Buddy Rose, Journalist <input checked="" type="checkbox"/> Diane Markham, Marketing & Communication Manager Board Chair Herrin noted the chat function has been disabled and the meeting will not be recorded.			
Approval or Amendment of Agenda		Commissioner Anderson made a motion to approve the agenda. Commissioner McMahan seconded, and the motion passed unanimously.		
Conflicts of Interest	Board Chair Herrin asked the attendees to state any conflicts of interest with today's agenda.	None noted.		
Comments and Remarks	Commissioners: Commissioner McMahan continues to be encouraged by the hospital's involvement in the District, as well as by the volunteer EMS who are a benefit to their communities especially in Glenoma today. Commissioner Anderson thanked Kassi in IT for her assistance, as well as shared info on another event in the community. Also, commended CFO Cornwell on an incredible job with the 2025 budget. CNO van Duren shared a patient experience noting how impressed the family was with this little hospital. CFO Cornwell reported a larger than expected rebound in cash during the month of October with an extra two million over what we normally receive in a month.			

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	Audience: None.			
Executive Session <ul style="list-style-type: none"> RCW 70.41.200 	<p>Board Chair Herrin announced going into executive session at 3:40 p.m. for 5 minutes to discuss RCW 70.41.200-Medical Privileging. The Board returned to open session at 3:45 p.m. Board Chair Herrin noted no decisions were made in Executive Session.</p> <p>Initial Appointments:</p> <p>Arbor Health</p> <ol style="list-style-type: none"> Rachel Montes, MD (Emergency Medicine) <p>Radiology Consulting Privileges</p> <ol style="list-style-type: none"> Robert Bloch, MD <p>Reappointments:</p> <p>Arbor Health</p> <ol style="list-style-type: none"> Fabiola Puga, MD (Family Medicine) David Lee, MD (Emergency Medicine) <p>Radiology Consulting Privileges</p> <ol style="list-style-type: none"> Brendan McCullough, MD Mark Pfleger, MD 	<p>Commissioner Anderson made a motion to approve the Medical Privileging as presented and Secretary Coppock seconded. The motion passed unanimously.</p>		
Department Spotlight <ul style="list-style-type: none"> Quality Department 	<p>Clinic Manager Hancock shared insight into the Randle & Packwood Clinics highlighting each of the clinics staffing, hours of operation, visit counts, capital needs and community events that they are involved in. Both clinics are focused on growth, patient access and building a wellness mindset throughout the District. Clinic Manager Hancock confirmed the clinics receive good support and the managers rotate throughout the clinics which bonds the primary clinics too. One barrier noted is between the hospital and the clinics as staff do not always know hospital staff which is always an area for improvement. Clinic Manager</p>	<p>Connect with Commissioner McMahan to research referral concerns.</p>	<p>Clinic Manager Hancock & Commissioner McMahan</p>	<p>11.27.24</p>

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	Hancock confirmed opportunities include adding providers with the anticipated Packwood growth, as well as taking Rehabilitation Services to the Rural Health Clinics once legislatively it is approved. Clinic Manager Hancock confirmed the referral process can have its challenges and can be a lengthy process.			
Board Committee Reports <ul style="list-style-type: none"> Hospital Foundation Report 	Foundation Manager Scogin highlighted the following due to Board Chair Herrin being on vacation for the meeting: <ol style="list-style-type: none"> The Dinner Auction was a success, bringing in an estimated \$42,000. The Fund-A-Need Comfort Furniture is being delivered October 31st! Mammos and Mocktails was a success event for patients. The upcoming annual giftshop sale is the first week of December. 			
<ul style="list-style-type: none"> Finance Committee Report 	Commissioner McMahan highlighted volumes higher in outpatient and observation services, as well as the clinics. MTD revenues are strong in the ED and Outpatient and YTD Revenue is stronger than budget in Swing bed and the ED. Net Income is ahead of Budget MTD and YTD. Expenses were higher than expected in Wound care and 340b. Remember 340b expense occur prior to revenue and the same is true for wound care, as well as the revenues are recorded in different places so they will not be net zero. Again, days in cash decreased and AR increased, but to CFO Cornwell's point earlier, the recovery of cash has occurred in October instead of September, so great news!			
Consent Agenda	Board Chair Herrin announced the consent agenda items for consideration of approval:	Commissioner Anderson made a motion to approve the		

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	<ol style="list-style-type: none"> 1. Approval of Minutes <ol style="list-style-type: none"> a. September 25, 2024, Regular Board Meeting b. October 23, 2024, Finance Committee Meeting 2. Warrants & EFTs in the amount of \$4,729,256.87 dated September 2024 3. Resolution 24-17-Declaring to Surplus or Dispose of Personal Property 	<p>Consent Agenda and Commissioner Schumaker seconded. The motion passed unanimously.</p> <p>Minutes, Warrants and Resolutions will be sent for electronic signatures.</p>	Executive Assistant Garcia	11.01.24
Old Business	Board Chair Herrin noted no old business.			
New Business <ul style="list-style-type: none"> • Board Policy & Procedure Review 	<p>Board Chair Herrin presented the following policies/procedures for review and/or revision:</p> <ol style="list-style-type: none"> 1. Board Mobile Device Management <ol style="list-style-type: none"> a. The Board requested Superintendent Mach review further and compare to recommendations from AWPHD & WSHA. The Board will review at the Regular Board Meeting in November. 2. Code of Ethics <ol style="list-style-type: none"> a. The Board requested Compliance Officer Hargett review further and cross reference with TRC hospitals. The Board will review at the Regular Board Meeting in November. 3. Conflict of Policies-Marked as Reviewed. 	<p>Secretary Coppock made a motion to approve the one of the three P & P's and Commissioner McMahan seconded. The motion passed unanimously.</p> <p>Marked the third document as Reviewed in Lucidoc. Revisions will be prepared for the first and second documents for further review in November.</p>	Executive Assistant Garcia	11.01.24 & 11.27.24
<ul style="list-style-type: none"> • Introduce Proposed Budget 	CFO Cornwell introduced the proposed 2025 Budget. The budget remains like 2024 with no major changes. The District is budgeting for a negative operating income but			

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	remember the cost report has the potential to the outcome. As a Critical Access Hospital it is in the best interest of the District to reinvest into the Hospital to make money, not to cut costs. Overall, a conservative approach was taken with this budget. CFO Cornwell presented the 5-year capital budget noting the critical items are being purchased in 2024 and into 2025. Again, the managers have identified that if equipment stops working, replacements equipment will need to be purchased so there may be shuffling on this list. The proposed 2025 budget will continue to evolve in preparation for the Special Board Meeting-Public Hearing on Tuesday, November 12, 2024.			
Superintendent Report	<p>Superintendent Mach highlighted the memo in the packet and added the following updates:</p> <ol style="list-style-type: none"> 1. Continue to enhance the insurance benefit plan to benefit and retain employees. 2. Hired a Speech & Language Therapist. 3. Building the Cardiology program for a December launch and will continue to grow as volumes increase. 4. The Patient Centered Family Care Furniture is arriving tomorrow. Plan to do a tour at the Regular Board Meeting in November. 5. Implemented a Design Team to refresh the hospital and clinics to increase a cohesive look and brand. 6. A refresh to the Mossyrock Clinic is trees are being removed for safety reasons and a new permanent sign is coming soon! 7. 2024 Goals have been updated with data. 			

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	<p>8. As it relates to the data points provided by the TRC, Arbor Health is one of six hospitals with a positive net income out of 25. Great news!</p> <p>9. Participated in a Cybersecurity Tabletop with the leadership team to understand what downtime looks like and how does this affect our entire footprint of the District.</p>			
Meeting Summary & Evaluation	<p>Superintendent Mach provided a meeting summary. Commissioner Anderson noted over time on topics, but time well spent. Secretary Coppock appreciates the conservative approach on the budget. Commissioner Schumaker shared great information presented with good questions asked and effectively answered. Commissioner McMahan noted another good meeting, with the Board working together. Board Chair Herrin agreed the Board is coming together with different backgrounds and asking appropriate questions to keep moving forward. Superintendent Mach ended with another good meeting.</p>			
Adjournment		<p>Commissioner Anderson moved, and Secretary Coppock seconded to adjourn the meeting at 5:32 p.m. The motion passed unanimously.</p>		

Respectfully submitted,

Craig Coppock
Craig Coppock (Dec 2, 2024 13:21 PST)

Craig Coppock, Secretary

12/02/24

Date

103024 Regular Board Meeting Minutes

Final Audit Report

2024-12-02

Created:	2024-12-02
By:	Shana Garcia (Sgarcia@mortongeneral.org)
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"103024 Regular Board Meeting Minutes" History



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