



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

December 20, 2023, at 3:30 p.m.

Conference Room 1 & 2 and via ZOOM

<https://myarborhealth.zoom.us/j/83730587850>

Meeting ID: 837 3058 7850

One tap mobile: +12532050468,,83730587850#

Dial: +1 253 205 0468 US

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	<p>Board Chair Herrin called the meeting to order at 3:30 p.m.</p> <p>Commissioners present:</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Tom Herrin, Board Chair<input type="checkbox"/> Kim Olive, Secretary<input checked="" type="checkbox"/> Wes McMahan<input checked="" type="checkbox"/> Craig Coppock<input checked="" type="checkbox"/> Trish Frady <p>Others present:</p> <ul style="list-style-type: none"><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 checked="" type="checkbox"/> Shannon Kelly, CHRO<input type="checkbox"/> Julie Taylor, Ancillary Services Director<input type="checkbox"/> Dr. Kevin McCurry, CMO<input type="checkbox"/> Matthew Lindstrom, CFMO<input checked="" type="checkbox"/> Spencer Hargett, Compliance Officer<input checked="" type="checkbox"/> Barb Goble, Medical Staff Coordinator	<p>Excused: Secretary Olive</p>		

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	<p> <input checked="" type="checkbox"/> Dr. Travis Podbilski, Chief of Staff <input checked="" type="checkbox"/> Clint Scogin, Controller <input checked="" type="checkbox"/> Julie Johnson, QMRC Manager <input checked="" type="checkbox"/> Jessica Scogin, Foundation Manager <input checked="" type="checkbox"/> Van Anderson, Community Member <input checked="" type="checkbox"/> Diane Markham, Marketing and Communication Manager <input checked="" type="checkbox"/> Chris Schumaker, Community Member </p> <p>Board Chair Herrin noted the chat function has been disabled and the meeting will not be recorded.</p>			
Approval or Amendment of Agenda	<p>Board Chair Herrin requested to amend the agenda by removing the Oath of Office due to illness.</p> <p>Commissioner McMahan proposed removing committee assignments until the Chair and Secretary are elected in January. Board Chair Herrin reiterated the importance of assigning the committee membership, as committees will resume prior to the regular board meeting and whoever is elected board chair can swap assignments at that time.</p>	<p>Commissioner Frady made a motion to approve the amended agenda.</p> <p>Commissioner Coppock seconded, and the motion passed unanimously.</p>		
Conflicts of Interest	Board Chair Herrin asked the attendees to state any conflicts of interest with today's amended agenda.	None noted.		
Comments and Remarks	Commissioners: Commissioner Frady commended Dr. Podbilski on his recent appearance on New Day Northwest. Also, extended an awesome job to Diane Markham for setting up this opportunity. Lastly, a big thank you to all staff this past year while being on the Board again. Both Commissioners Coppock and McMahan thanked Commissioners Frady and Olive for assisting in the process for being both productive and moving the District forward. They welcomed Van Anderson and Chris			

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	<p>Schumaker to the Board, and were excited to see so much interest in the Board. Lastly, they commended Dr. Travis on sharing the message on extended-care rehab. Board Chair Herrin thanked Commissioner Frady for coming back and bringing us forward in 2023. Also, thanked Commissioner Olive and wished her the best. Lastly, echoed a welcome to Van and Chris, as well as looking forward to working with them both.</p> <p>Audience: Van Anderson inquired if Rehabilitation Services and other hospital services can have automated calls for appointments for all services to reduce no shows and potential fees.</p>	Follow up with Rehabilitation Services Director on this topic.	Superintendent Mach	01.31.24
Executive Session- RCW 70.41.200	<p>Board Chair Herrin announced going into executive session at 3:41 p.m. for ten minutes to discuss RCW 70.41.200-Medical Privileging and Quality Improvement Oversight Report. The Board returned to open session at 3:51 p.m. Board Chair Herrin noted no decisions were made in Executive Session.</p> <p>Reappointments:</p> <p>Arbor Health</p> <ol style="list-style-type: none"> Kevin McCurry, MD (Emergency Medicine Privileges) (Family Medicine Privileges) Amy Nielsen, CRNA (Anesthesia Privileges) Kevin Gurney, CRNA (Anesthesia Privileges) <p>Radiology Consulting Privileges</p> <ol style="list-style-type: none"> Alice Josafat, MD (Radiology Consulting Privileges) 	Commissioner Coppock made a motion to approve the Medical Privileging as presented, Commissioner Frady seconded. The motion passed unanimously.		

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	<p>5. John McGowan, MD (Radiology Consulting Privileges)</p> <p>6. Ross Ondersma, MD (Radiology Consulting Privileges)</p> <p>7. Matthew Stein, MD (Radiology Consulting Privileges)</p> <p>Providence Health & Services (privileging by proxy)</p> <p>8. James Jordan, MD (Telestroke/Neurology Consulting Privileges)</p> <p>9. Mimi Lee, MD (Telestroke/Neurology Consulting Privileges)</p> <p>10. James Wang, MD (Telestroke/Neurology Consulting Privileges)</p> <p>PeaceHealth</p> <p>11. Helen Kim, MD (Pathology Consulting Privileges)</p>			
<p>Department Spotlight</p> <ul style="list-style-type: none"> Deferred 	<p>Board Chair Herrin noted the spotlight has been deferred to January to align with Finance Committee again.</p>			
<p>Board Committee Reports</p> <ul style="list-style-type: none"> Hospital Foundation Report 	<p>Foundation Manager Scogin shared the auction proceeds will be allocated to the Rapid Care Clinic, Foundation Giving Day was a success and employees were thankful again this year for the appreciation gift, holiday gift shop sale was a success, an Arbor Health Foundation Memorial Plaque will be coming soon.</p> <p>Commissioner McMahan inquired if someone wants to earmark a donation on a personal level for developing public relationship is this possible through the Foundation.</p>	<p>Follow up on earmarking donations through the Foundation.</p>	<p>Foundation Manager Scogin</p>	<p>01.31.24</p>

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<ul style="list-style-type: none"> Finance Committee Report 	Commissioner Coppock highlighted the November meeting noting the spotlight from EVS, an update on both the AH Retirement Fund, as well as the AH Self-Insured Health Insurance Plan, the Property Tax Levy Options and the continued challenges on volumes and revenues in 2023. Commissioner Coppock shared the November financials from today's meeting, and we continue monitor financial performance. The leaders in the District are reviewing and continually looking for opportunities to grow revenue.			
Consent Agenda	<p>Board Chair Herrin announced the consent agenda items for consideration of approval:</p> <ol style="list-style-type: none"> Approval of Minutes <ol style="list-style-type: none"> November 13, 2023, Special Board Meeting November 15, 2023, Regular Board Meeting November 22, 2023, Finance Committee Meeting November 27, 2023, Special Board Meeting December 13, 2023, QIO Committee Meeting Warrants & EFTs in the amount of \$3,677,730.69 dated November 2023 2024 Medical Staff Appointments 	<p>Commissioner McMahan made a motion to approve the Consent Agenda and Commissioner Coppock seconded. The motion passed unanimously.</p> <p>Minutes and Warrants will be sent for electronic signatures.</p>	Executive Assistant Garcia	01.02.24
Old Business <ul style="list-style-type: none"> Board Self Evaluation 	Board Chair Herrin reviewed the results of the Board Self-Evaluation and highlighted the ones less than 4.8. A couple areas of broader discussion included board orientation, regularly reviews and evaluates the performance of the Superintendent and district partnerships. The Board agreed to	<p>Update the annual calendar and policy/procedure to include the Superintendent Evaluation updates.</p> <p>Schedule quarterly updates with District</p>	<p>Board Chair Herrin & EA Garcia</p> <p>Superintendent Mach</p>	<p>01.31.24</p> <p>01.31.24</p>

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	<p>the orientation outlined in the packet, as well as a mentorship/buddy system for the first year with monthly check ins by this person. The Board requested revising the Superintendent Evaluation process to move to Superintendent Mach’s start date in June. This will allow the Superintendent to turn the prior years goals and results into the Board in April for the Board to meet in Executive Session in May to review with the Superintendent in Executive Session in June/July. Also, the Board wants at least quarterly updates on district partnerships with AWPHD, WSHA, Choice, TRC, ACO as either guest speakers or through Superintendent Report.</p>	<p>partnerships either in person or in the Superintendent’s Report.</p>																																										
<p>New Business</p> <ul style="list-style-type: none">2024 Organization & Officers of the Board of Commissioners	<p>Board Chair Herrin presented the following committee assignments and noted whoever is elected Board Chair can just swap spots.</p> <div><p>2024 Organization & Officers of the Board of Commissioners Effective Date: January 1, 2024</p><table><tr><th>Board Leadership</th><th>Board Representation</th></tr><tr><td>Board Chair</td><td>TBD</td></tr><tr><td>Board Secretary</td><td>TBD</td></tr></table><table><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>Wes McMahan</td><td>Van Anderson</td></tr><tr><td>QI Oversight</td><td>Superintendent & CNO/CQO</td><td>Craig Coppock</td><td>Van Anderson</td></tr><tr><td>Governance</td><td>Superintendent</td><td>Board Chair</td><td>Secretary</td></tr><tr><td>Plant Planning</td><td>Superintendent & CFO</td><td>Wes McMahan</td><td>Chris Schumaker</td></tr><tr><td>Strategic Planning</td><td>Superintendent</td><td>Board of Commissioners</td><td></td></tr><tr><td>Compliance Committee</td><td>Superintendent & Compliance Officer</td><td>Craig Coppock</td><td>Chris Schumaker</td></tr></table><table><tr><th>Other Board Representation</th><th>Board Representation</th></tr><tr><td>Foundation</td><td>Tom Herrin</td></tr><tr><td>State Representation</td><td>Wes McMahan</td></tr></table></div>	Board Leadership	Board Representation	Board Chair	TBD	Board Secretary	TBD	Committee	Administration Representation	Committee Chair	Board Representation	Finance	Superintendent & CFO	Wes McMahan	Van Anderson	QI Oversight	Superintendent & CNO/CQO	Craig Coppock	Van Anderson	Governance	Superintendent	Board Chair	Secretary	Plant Planning	Superintendent & CFO	Wes McMahan	Chris Schumaker	Strategic Planning	Superintendent	Board of Commissioners		Compliance Committee	Superintendent & Compliance Officer	Craig Coppock	Chris Schumaker	Other Board Representation	Board Representation	Foundation	Tom Herrin	State Representation	Wes McMahan	<p>Send calendar invites for committee meetings.</p>	<p>Executive Assistant Garcia</p>	<p>Post 01.31.24 Board Meeting</p>
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<ul style="list-style-type: none">Board Policy and Procedure Review	<p>Board Chair Herrin presented the following policies/procedures for review and/or revision:</p> <ol style="list-style-type: none">Code of Ethics-Marked a Revised and Approved with Recommended Edits.Annual CEO/Superintendent Evaluation-Approve with Edits-Include new timeline, two months before annual review is due the Superintendent completes the evaluation, the Board meetings one month before	<p>Commissioner McMahan made a motion to approve the two P & P’s and revise two P & P’s as noted and Commissioner Coppock seconded. The motion passed unanimously.</p> <p>Mark Board Spending Authority and Records Retention as</p>	<p>Executive Assistant Garcia</p>	<p>01.02.24</p>																																								

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	<p>to complete the review and the review is given the month of hire.</p> <p>3. Board Spending Authority-Marked as Reviewed.</p> <p>4. Records Retention-Marked as Reviewed.</p>	Reviewed in Lucidoc. Mark Code of Ethics and Annual CEO/Superintendent Evaluation as Revised in Lucidoc.		
<ul style="list-style-type: none"> New Commissioner Orientation 	Board Chair Herrin noted the upcoming orientation for the new commissioners tentatively scheduled for January 12 th , 2024. Executive Assistant Garcia will finalize the date and coordinate the schedule. Superintendent Mach and Notary Jennifer Smith will work with Commissioners Anderson and Schumaker to administer the Oath of Office tentatively for December 29, 2023.	Schedule Oath of Office.	Superintendent Mach	12.29.23
Superintendent Report	<p>Superintendent Mach highlighted the memo in the packet and added the following updates:</p> <ol style="list-style-type: none"> 1. Dr. Hines has officially agreed to join our Medical Staff in 2024. 2. Collaborating with Centralia College. 3. Dr. Ford is retiring and actively working on his replacement. 4. In compliance with the latest Charity Care requirements. 5. Folling SB1893 as it is a bill proposing to change the scope of service for EMT's. 6. Continue to receive denials from Medicare Advantage which is over 50% of our business. 7. Penetration testing in progress, a report coming soon to the Board. <p>CHRO Kelly shared as recruitment ends for 2023 13 positions were filled, 7 of which are hard to fill positions. In the process of</p>			

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	<p>restarting the NAC programs.</p> <p>Marketing and Communication Manager Markham shared the great success on the New Day Northwest interview with Dr. Travis and also noted there are extended care rehab video brochures to share with patients too.</p> <p>CNO/CQO Van Duren shared the new hospital staffing plan is in process and will be submitted before the end of the year to DOH. The new model will include an additional RN to improve our ability to admit patients and provide better safe, quality patient care.</p>			
Meeting Summary & Evaluation	<p>Superintendent Mach highlighted the meeting which included decisions made and action items.</p> <p>Commissioner Frady noted a good final meeting. Commissioner Coppock noted a good meeting. Commissioner McMahan enjoyed the special reports and hopes Dr. Travis continues his career in medicine and not a future career in showbiz. Board Chair Herrin and Superintendent Mach thanked Commissioner Frady for her services and sad that Secretary Olive was unable to be here; however, she is where she needs to be with her family. Best wishes and welcome to Commissioners Anderson and Schumaker!</p>			
Adjournment		Commissioner Coppock moved, and Commissioner Frady seconded to adjourn the meeting at 5:15 p.m. The motion passed unanimously.		

Respectfully submitted,

Craig Coppock

Craig Coppock (Feb 4, 2024 14:30 PST)

Craig Coppock, Secretary

Feb 4, 2024

Date

122023 Regular Board Meeting Minutes

Final Audit Report

2024-02-04

Created:	2024-02-02
By:	Shana Garcia (Sgarcia@mortongeneral.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAKISLhE2KhmlbKpa_KFrIStLfiea0gJKv

"122023 Regular Board Meeting Minutes" History



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Signer commissionercoppock@myarborhealth.org entered name at signing as Craig Coppock

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Document e-signed by Craig Coppock (commissionercoppock@myarborhealth.org)

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