



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

**February 28, 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
<b>Call to Order Roll Call Unexcused/Excused Absences Reading the Mission &amp; Vision Statements</b>	<p>Board Chair Herrin called the meeting to order at 3:30 p.m.</p> <p><b>Commissioners present:</b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Tom Herrin, Board Chair</li><li><input checked="" type="checkbox"/> Craig Coppock, Secretary</li><li><input checked="" type="checkbox"/> Wes McMahan</li><li><input checked="" type="checkbox"/> Van Anderson</li><li><input type="checkbox"/> Chris Schumaker</li></ul> <p><b>Others present:</b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Robert Mach, Superintendent</li><li><input checked="" type="checkbox"/> Shana Garcia, Executive Assistant</li><li><input checked="" type="checkbox"/> Barbara Van Duren, CNO/CQO</li><li><input checked="" type="checkbox"/> Cheryl Cornwell, CFO</li><li><input checked="" type="checkbox"/> Shannon Kelly, CHRO</li><li><input type="checkbox"/> Julie Taylor, Ancillary Services Director</li><li><input type="checkbox"/> Dr. Kevin McCurry, CMO</li><li><input type="checkbox"/> Matthew Lindstrom, CFMO</li><li><input checked="" type="checkbox"/> Spencer Hargett, Compliance Officer</li><li><input checked="" type="checkbox"/> Barb Goble, Medical Staff Coordinator</li><li><input checked="" type="checkbox"/> Dr. Victoria Acosta, Chief of Staff</li></ul>	<p>Board Chair Herrin excused Commissioner Schumaker due to scheduling conflict and required training for work.</p>		

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	<input checked="" type="checkbox"/> Clint Scogin, Controller <input checked="" type="checkbox"/> Amy Nielsen, Anesthesia Manager <input checked="" type="checkbox"/> Jessica Scogin, Foundation Manager <input checked="" type="checkbox"/> Jim Frey, IT Director <input checked="" type="checkbox"/> Buddy Rose, The Journal <input checked="" type="checkbox"/> Robert Houser, Imaging Manager  Board Chair Herrin noted the chat function has been disabled and the meeting will not be recorded.			
<b>Approval or Amendment of Agenda</b>		Secretary Coppock made a motion to approve the agenda. Commissioner Anderson seconded, and the motion passed unanimously.		
<b>Conflicts of Interest</b>	Board Chair Herrin asked the attendees to state any conflicts of interest with today's agenda.	None noted.		
<b>Comments and Remarks</b>	Commissioners: Secretary Coppock is encouraged by the compliance team's efforts and process improvements to come. Commissioner Anderson apologized to Board Chair Herrin and Superintendent Mach for missing recent meeting and work towards managing schedule more closely. Also, Commissioner Anderson observed in the Finance Packet that within the Payer Type of Self Pay that it was higher and hoped the community was not carrying more than expected. Also, kudos to Diane Markham on an incredible job with the Listeners Choice emails even when she is not in the office the efforts are there. Commissioner McMahan enjoys working with administration, management and staff and commended everyone on the good customer service provided at Arbor Health.  Audience: None.			

AGENDA	DISCUSSION	ACTION	OWNER	DUE DATE
Executive Session- RCW 70.41.200	<p>Board Chair Herrin announced going into executive session at 3:38 p.m. for 10 minutes to discuss RCW 70.41.200-Medical Privileging and Quality Improvement Oversight Report. The Board returned to open session at 3:48 p.m. Board Chair Herrin noted no decisions were made in Executive Session.</p> <p>Initial Appointments: Radiology Consulting Privileges</p> <ol style="list-style-type: none"> <li>1. Andrew Harrison, DO</li> </ol> <p>Reappointments: Radiology Consulting Privileges</p> <ol style="list-style-type: none"> <li>1. Manal Schoellerman, MD</li> <li>2. Michael Starkey, MD</li> <li>3. John Edwards, MD</li> <li>4. William Brinkman, MD</li> </ol> <p>Telestroke/Neurology Consulting Privileges</p> <ol style="list-style-type: none"> <li>1. Theodore Lowenkopf, MD</li> </ol>	Commissioner Coppock made a motion to approve the Medical Privileging as presented with updated list removing Timothy Larson for future consideration, Commissioner Anderson seconded. The motion passed unanimously.		
Department Spotlight <ul style="list-style-type: none"> <li>• Information Technology</li> </ul>	IT Director Frey highlighted the IT Team and availability, as well as the services provided and supported. Shared service tickets data, along with projects in process and coming soon. There are associated costs that were in the five-year capital budget. These improvements should better protect the system, improve the user experiences, and create efficiencies within the department. Currently, Arbor Health contracts with TorchLight to monitor our systems in preventing threats and responding to alerts on our systems.			
<b>Board Committee Reports</b> <ul style="list-style-type: none"> <li>• Hospital Foundation Report</li> </ul>	Board Chair Herrin provided a meeting summary which included the upcoming Family Resource Fair on March 23 <sup>rd</sup> at Morton Elementary School. Also, awarded a couple scholarships, a MA and another in Rehab Services.			

AGENDA	DISCUSSION	ACTION	OWNER	DUE DATE
<ul style="list-style-type: none"> <li>Compliance Committee Report</li> </ul>	<p>Secretary Coppock highlighted the committee supports the upcoming appointment to fulfill tort claim requirements, shared current HIPAA concerns, open audits being reviewed, regulatory dashboard updates, and the impact of law changes and how AH will navigate. Reviewed the Q4 Update of work completed in 2023, as well as the committee supports the 2024 workplan requesting approval. This plan identifies priorities and where efforts and resources will be most beneficial. Commissioner Coppock appreciates Compliance Officer Hargett's big picture perspective working for three hospitals and identifying areas to focus on.</p>			
<ul style="list-style-type: none"> <li>Finance Committee Report</li> </ul>	<p>Commissioner McMahan highlighted volumes were favorable, Balance Sheet stable, but another decline on the Income Statement with operating revenue behind budget. Positive news for the 340b program and expecting more income to come. Conducting an audit in March with TruBridge to ensure we are moving in the right direction and identify any areas of opportunity. More good news on the performance of the retirement fund. CFO Cornwell noted a gradual decline in profitability on contractual allowances with the biggest problem being payers like Medicare Advantage. In March the District will have a financial audit and cost report review completed by WIPFLI and optimistic on a positive outcome for 2023. In the process of applying for a grant with WA State for an estimated \$1,500,000.</p>			
<b>Consent Agenda</b>	<p>Board Chair Herrin 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. January 31, 2024, Regular Board Meeting</li> </ol> </li> </ol>	<p>Commissioner Anderson made a motion to approve the Consent Agenda and Secretary Coppock seconded. The</p>		

AGENDA	DISCUSSION	ACTION	OWNER	DUE DATE
	<ul style="list-style-type: none"> <li>b. February 7, 2024, Compliance Committee Meeting</li> <li>c. February 14, 2024, QIO Committee Meeting</li> <li>d. February 21, 2024, Finance Committee Meeting</li> </ul> <ul style="list-style-type: none"> <li>2. Warrants &amp; EFTs in the amount of \$4,231,121.18 dated January 2024</li> <li>3. Approve Documents Pending Board Ratification 02.28.24</li> <li>4. RES-24-05-Declaring to Surplus or Dispose of Personal Property</li> <li>5. RES-24-06-Adopting the 2024 Compliance Workplan</li> </ul>	<p>motion passed unanimously.</p> <p>Minutes, Resolutions and Warrants will be sent for electronic signatures.</p>	Executive Assistant Garcia	03.01.24
<b>Old Business</b> <ul style="list-style-type: none"> <li>• 013124 Action Item Follow Up</li> </ul>	Board Chair Herrin shared Commissioner McMahan still needs to complete the Conflicts of Interest form electronically and to work with Executive Assistant Garcia to finish or resend. Board Chair Herrin requested Commissioner McMahan during his monthly check in with Commission Schumaker to confirm if he can attend the upcoming AWP/WSHA Conference.	<p>Conflicts of Interest will be sent for electronic completion and signatures.</p> <p>Check schedule for attending AWP/WSHA Annual Conference in June and confirm with Executive Assistant Garcia.</p>	<p>Commissioner McMahan</p> <p>Commissioner McMahan/Commissioner Schumaker</p>	<p>Prior to the 03.27.24 Board Meeting</p> <p>Prior to the 03.27.24 Board Meeting</p>
<b>New Business</b> <ul style="list-style-type: none"> <li>• RES-24-07-Appointing Agent to Receive Tort Claims for Damages</li> </ul>	Executive Assistant Garcia shared to be in compliance with RCW 4.96.020 the District needs to appoint an agent and proposing Superintendent Mach. Also, the District will post the tort claim for on the AH website for the public's use.	<p>Commissioner Anderson made a motion to approve RES-24-07 and Secretary Coppock seconded. The motion passed unanimously.</p> <p>Resolution will be sent for electronic signatures.</p>	Executive Assistant Garcia	03.01.24
<ul style="list-style-type: none"> <li>• PDC Filing Reminder</li> </ul>	Board Chair Herrin reminded the Board to file prior to April 15, 2024.	Complete PDC Filing online.	Board of Commissioners	Prior to 04.15.24

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Superintendent Report	<p>Superintendent Mach highlighted the memo in the packet and added the following updates:</p> <ol style="list-style-type: none"> <li>1. Interviewed two ARNP's and hired Hugo De Oliveira.</li> <li>2. Received an EMTALA complaint.</li> <li>3. Impacted by the most recent cyber attacks on Change Healthcare. This is affecting hospitals across the United States. Working on solution but will affect days cash on hand.</li> <li>4. Attending an in-person meeting with the Rural Collaborative (TRC) in March to discuss negotiating contracts, which includes additional lives and a bigger voice at the table.</li> <li>5. Ended the DNV Stroke Certification to control expenses. Still planning to monitor and sustain quality of care at the same levels.</li> <li>6. Good news, the \$60,000 resolution approved last month for Morton Clinic insulation is being covered by the insurance claim.</li> </ol> <p>CHRO Kelly highlighted the retirement plan is an example of the benefits that come from the TRC. By joining there is buying power, reduces fees and has the potential to be even better if opened to enterprises wing of participants. The Human Resources department onboarded 27 people to date in 2024. There were 19 offers on hard to fill positions; OR RN, Ultrasound Tech, FT and CPT RT, PT and Medical Massage Therapist. Participating in future NAC's program and collaborating with the Nursing Commissioner. Challenges include finding instructors. Employee Appreciation Event coming in April, so hope the Board can attend.</p>			

AGENDA	DISCUSSION	ACTION	OWNER	DUE DATE
<b>Executive Session</b> <ul style="list-style-type: none"> <li>RCW 42.30.110 (1)(a)(ii)</li> </ul>	Board Chair Herrin announced going into executive session at 5:10 p.m. for 30 minutes to discuss RCW 42.30.110 (1)(a)(ii)-Infrastructure and security of agency computer and telecommunications network. The Board returned to open session at 5:40 p.m. Board Chair Herrin noted no decisions were made in Executive Session.			
<b>Break</b>	Board Chair Herrin called for a 5-minute break at 5:42 p.m. The Board returned to open session at 5:47 p.m.			
<b>Guest Speaker</b>	<p>Kurt O'Brien shared the focuses for the upcoming three months; Dialogue Review (February), Leading Change (March) and Community Strategies (April).</p> <p>The Board reviewed the elements of dialogue and discussed having a focus each month for evaluation portion of the agenda.</p>	Send Core Elements of Dialogue and email to the Board.	Kurt O'Brien & Executive Assistant Garcia	03.01.24
<b>Meeting Summary &amp; Evaluation</b>	Board Chair Herrin shared it was a good meeting.			
<b>Adjournment</b>		Secretary Coppock moved, and Commissioner Anderson seconded to adjourn the meeting at 6:27 p.m. The motion passed unanimously.		

Respectfully submitted,

Craig Coppock  
Craig Coppock (Apr 3, 2024 20:46 PDT)

Craig Coppock, Secretary

04/03/24

Date






# 022824 Regular Board Meeting Minutes

Final Audit Report

2024-04-04

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