



**LEWIS COUNTY HOSPITAL DISTRICT NO. 1
REGULAR BOARD OF COMMISSIONERS' MEETING
January 26, 2022 at 3:30 p.m.
ZOOM**

<https://myarborhealth.zoom.us/j/82773022576>

Meeting ID: 827 7302 2576

One tap mobile: +12532158782,,82773022576#

Dial: +1 253 215 8782

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	Secretary Herrin called the meeting to order via Zoom at 3:30 p.m. Commissioners present: <input checked="" type="checkbox"/> Tom Herrin, Secretary <input checked="" type="checkbox"/> Wes McMahan <input checked="" type="checkbox"/> Craig Coppock <input checked="" type="checkbox"/> Kim Olive <input checked="" type="checkbox"/> Laura Richardson Others present: <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"/> Jessica Scogin, Foundation Manager <input checked="" type="checkbox"/> Kevin McCurry, CMO <input checked="" type="checkbox"/> Janice Cramer, Medical Staff Coordinator <input checked="" type="checkbox"/> Richard Boggess, CFO <input checked="" type="checkbox"/> Diane Markham, Marketing & Communications Manager <input checked="" type="checkbox"/> Buddy Rose, Reporter <input checked="" type="checkbox"/> Spencer Hargett, Compliance Officer			

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	<input checked="" type="checkbox"/> Shannon Kelly, CHRO <input checked="" type="checkbox"/> Julie Allen, Quality Data Analyst <input checked="" type="checkbox"/> Julie Taylor, Ancillary Services Director <input checked="" type="checkbox"/> Elya Prystowsky, The Rural Collaborative <input checked="" type="checkbox"/> Clint Scogin, Controller <input checked="" type="checkbox"/> Van Anderson, Packwood Resident			
Approval or Amendment of Agenda		Commissioner McMahan made a motion to approve the agenda. Commissioner Coppock seconded and the motion passed unanimously.		
Conflicts of Interest	Secretary Herrin asked the Board to state any conflicts of interest with today's agenda.	None noted.		
Comments and Remarks	<p>Commissioners: Secretary Herrin, along with Commissioners Coppock and McMahan welcomed the new Commissioners Olive and Richardson. It is a challenging, yet exciting, time to be joining the Board and healthcare.</p> <p>Commissioners Olive and Richardson are privileged to be on the Board, both are ready to bring life experience and hard work to t Arbor Health to improve healthcare for the District.</p> <p>Audience: None.</p>			
Executive Session- RCW 70.41.205	<p>Executive Session began at 3:38 p.m. for 5 minutes to discuss RCW 70.41.205. The Board returned to open session at 3:43 p.m.</p> <p>No decisions were made in Executive Session.</p> <p><u>Initial Appointments- Arbor Health</u></p> <ol style="list-style-type: none"> Robert Teames II, CRNA (Anesthesia Privileges) <p><u>Telestroke/Neurology Consulting Privileges</u></p>	Commissioner Coppock made a motion to approve the Medical Privileging as presented and Commissioner McMahan seconded. The motion passed unanimously.		

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	<p>2. Carson Van Sanford, MD (Consulting Telestroke/Neurology Privileges)</p> <p>Reappointments- <u>Arbor Health</u></p> <p>3. Kevin Gurney, CRNA (Anesthesia Privileges) <u>Telestroke/Neurology Consulting Privileges</u></p> <p>4. James Giles, MD (Consulting Telestroke/Neurology Privileges)</p> <p>5. Ravi Menon, MD (Consulting Telestroke/Neurology Privileges)</p> <p>6. Maria Recio, MD (Consulting Telestroke/Neurology Privileges)</p>			
<p>Department Spotlight</p> <ul style="list-style-type: none"> 340B Program 	<p>CFO Boggess presented a video on the 340B program. The District continues to participate in this program and the good news is that it still partially funds the interfacility transportation services to and from the Hospital. Legislative battles are ongoing, but the District will participate until it is no longer feasible.</p>			
<p>Board Committee Reports</p> <ul style="list-style-type: none"> Hospital Foundation Report 	<p>Commissioner McMahan noted three reports were included in the packet; November, December and January. The gift shop was profitable in 2021. The 15-minute philanthropist program continues to be a success and \$23,000 was given in scholarships. One upcoming event is the Mommy Shower. The Arbor Health Foundation elected officers for 2022.</p>			
<ul style="list-style-type: none"> Finance Committee Report 	<p>Commissioner Coppock noted updates were provided regarding disaster funding, supporting approval of Resolutions 22-01, 22-02 and 22-03, compliance with the No Surprise Billing Act and expanded discussion will occur regarding Resolution 22-06.</p> <p>CFO Boggess noted an update regarding the Medicare CMS Payment. There was a</p>			

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	<p>miscommunication internally and a lump sum payment did not occur prior to board approval and in turn Medicare is taking the monies back incrementally. The amount does not change and will occur over the next month.</p>			
<p>Consent Agenda</p>	<p>Secretary Herrin announced the consent agenda items for consideration of approval:</p> <ol style="list-style-type: none"> 1. Approval of Minutes <ol style="list-style-type: none"> a. December 15, 2021, Regular Board Meeting b. December 22, 2021, Finance Committee Meeting c. January 19, 2022, Finance Committee Meeting 2. Warrants & EFT's in the amount of \$4,348,013.30 dated December 2021 3. Approve Documents Pending Board Ratification 01.26.22 4. Resolution 22-01-Declaring to Surplus or Dispose of Certain Property 5. Resolution 22-02- Approving the Medicare CMS Payment 6. Resolution 22-03- Approving the Petty Cash Drawers & Custodians of the District 7. Resolution 22-04-Adopt Flexible Spending Account Plan 8. Resolution 22-05-Adopt the Health Reimbursement Arrangement 	<p>Commissioner Olive made a motion to approve the Consent Agenda and Commissioner Coppock seconded. The motion passed unanimously.</p>		
<p>Old Business</p> <ul style="list-style-type: none"> • 2022 Organization of the Board 	<p>Secretary Herrin noted the Board needs to elect a 2022 Board Chair and Board Secretary.</p> <p>Secretary Herrin recommended the following for committee assignments:</p>	<p>Commissioner Olive made a motion to elect Tom Herrin as Board Chair. Commissioner Richardson seconded and the motion passed unanimously.</p>		

	<div style="text-align: center;">  <p>2022 Organization & Officers of the Board of Commissioners Effective Date: January 26, 2022</p> <table border="1" style="margin: auto;"> <thead> <tr> <th style="background-color: #f4a460;">Board Leadership</th> <th style="background-color: #f4a460;">Board Representation</th> <th style="background-color: #f4a460;">Committee Chair</th> <th style="background-color: #f4a460;">Board Representation</th> </tr> </thead> <tbody> <tr> <td>Board Chair</td> <td>Tom Herrin</td> <td></td> <td></td> </tr> <tr> <td>Board Secretary</td> <td>Kim Olive</td> <td></td> <td></td> </tr> <tr> <th style="background-color: #f4a460;">Committee</th> <th style="background-color: #f4a460;">Administration Representation</th> <th style="background-color: #f4a460;">Committee Chair</th> <th style="background-color: #f4a460;">Board Representation</th> </tr> <tr> <td>Finance</td> <td>Superintendent & CFO</td> <td>Wes McMahan</td> <td>Kim Olive</td> </tr> <tr> <td>QI Oversight</td> <td>Superintendent & CNO/CQO</td> <td>Craig Coppock</td> <td>Laura Richardson</td> </tr> <tr> <td>Governance</td> <td>Superintendent</td> <td>Tom Herrin</td> <td>Kim Olive</td> </tr> <tr> <td>Plant Planning</td> <td>Superintendent & CFO</td> <td>Craig Coppock</td> <td>Kim Olive</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>Wes McMahan</td> <td>Laura Richardson</td> </tr> <tr> <th style="background-color: #f4a460;">Other Board Representation</th> <th style="background-color: #f4a460;">Board Representation</th> <td></td> <td></td> </tr> <tr> <td>Foundation</td> <td>Laura Richardson</td> <td></td> <td></td> </tr> <tr> <td>State Representation</td> <td>Craig Coppock</td> <td></td> <td></td> </tr> </tbody> </table> </div> <p>Superintendent Everett shared that for the last couple years, a half hour meeting was scheduled prior to committee meetings, giving members a chance to ask questions to have more efficient meetings. The Board agreed that new commissioners and commissioners new to committees would benefit from this additional time. Administration will schedule these meetings for the first six months. The Board will revisit the need to continue these meetings at the July 2022 meeting.</p>	Board Leadership	Board Representation	Committee Chair	Board Representation	Board Chair	Tom Herrin			Board Secretary	Kim Olive			Committee	Administration Representation	Committee Chair	Board Representation	Finance	Superintendent & CFO	Wes McMahan	Kim Olive	QI Oversight	Superintendent & CNO/CQO	Craig Coppock	Laura Richardson	Governance	Superintendent	Tom Herrin	Kim Olive	Plant Planning	Superintendent & CFO	Craig Coppock	Kim Olive	Strategic Planning	Superintendent	Board of Commissioners		Compliance Committee	Superintendent & Compliance Officer	Wes McMahan	Laura Richardson	Other Board Representation	Board Representation			Foundation	Laura Richardson			State Representation	Craig Coppock			<p>Commissioner Coppock made a motion to elect Kim Olive as Board Secretary. Commissioner Richardson seconded and the motion passed unanimously.</p> <p>Committee Meeting invites will be emailed accordingly.</p>	<p>Executive Assistant Garcia</p>	<p>02.01.22</p>
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<ul style="list-style-type: none"> Incident Command Update 	<p>CNO/CQO Williamson noted the 7-day rolling average of new COVID cases for Lewis County is 145 as of 01.25.22. The trend continues to be high with the Omicron variant and we continue to promote the community getting vaccinated. More challenges lay ahead regarding accommodations for unvaccinated staff with a qualifying exemption as it relates to CMS Conditions of Participation requirements. The District prioritizes protecting patients and employees. Due to testing supplies being limited, the unpopular decision will be to use N95 masks. This week an all-staff email will be sent. In the next couple weeks, Human Resources will be having interactive conversations with the 29%, or 73 individuals, of employees who hold accommodations. Ultimately, Administration must be compliant with CMS to maintain the hospital</p>																																																							

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	license to provide services. The Board appreciates Administration’s approach to managing conflicting opinions on this matter.			
<ul style="list-style-type: none"> Board Development 	<p>Superintendent Everett noted the Board voted in 2021 to build a 12-month board education plan. In 2022, the Board will begin board development with Kurt O’Brien. The first five sessions will be Special Board Meetings:</p> <ol style="list-style-type: none"> February 21, 2022: 3:30 – 5:30 pm March 21, 2022: 3:30 – 5:00 pm April 18, 2022: 3:30 – 5:00 pm May 16, 2022: 3:30 – 5:00 pm June 20, 2022: 3:30 – 5:00 pm <p>The Board continues to support.</p>	Special Board Meeting invites will be emailed.	Executive Assistant Garcia	02.01.22
<ul style="list-style-type: none"> NW Momentum Accountable Care Organization (ACO)-Year 2 	<p>Superintendent Everett welcomed Elya Prystowsky with The Rural Collaborative to the Board Meeting. Elya is actively engaged in this project with several of the collaborative hospitals. The ACO continues to be a good opportunity where we raise the benchmark on increasing access to preventative care and decrease cost. Arbor Health’s measures are headed in the right direction. The District was provided an estimate of the escrow amount, however, the ACO is recalculating the amount. Elya does not anticipate the costs to exceed \$258,000 and a decision will need to be made by 2.29.22. By participating in the ACO, we are building a process to improve patient care. This will not be in the budget, as it is not an expense, but rather a cash investment/reserve fund. It will be a balance sheet entry and will reduce cash available (restricted funds) by approximately 2 ½ days.</p>	Add NW Momentum ACO-Year 2 to the	Executive Assistant Garcia	02.23.22

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	The Board continues to learn about the investment of joining the ACO and will be prepared to decide at the February Regular Board Meeting.	February Regular Board Meeting with a Resolution.		
New Business <ul style="list-style-type: none"> Resolution 22-06- Approving Budget Amendment- Physician Salaries & Wages Increase 	<p>Superintendent Everett noted she has been approached by the ED physicians, requesting an increase in pay. Research has been completed and inflation continues. Physicians are in demand and hard to recruit.</p> <p>The Board fully supported approving the resolution.</p>	Commissioner Olive made a motion to approve Resolution 22-06 and Commissioner McMahan seconded. The motion passed unanimously.		
<ul style="list-style-type: none"> Mandatory Trainings- OPMA & PRA 	Executive Assistant Garcia noted Commissioners Olive and Richardson need to complete OPMA and PRA mandatory trainings in first 90 days of taking the oath of office.	Complete OPMA and PRA training and submit certificates of completion to Executive Assistant Garcia.	Commissioners Olive & Richardson	04.01.22
<ul style="list-style-type: none"> Electronic Signatures 	<p>Secretary Herrin noted the Electronic Signatures Policy and Procedure needs to be updated with new commissioners and assignments. Executive Assistant Garcia recommended the following:</p> <ol style="list-style-type: none"> Secretary Olive Commissioner McMahan Commissioner Coppock Commissioner Richardson Board Chair Herrin <p>The Board fully supported.</p>	<p>Commissioner Coppock made a motion to revise the Electronic Signatures as recommended. Commissioner Richardson seconded and the motion passed unanimously.</p> <p>Revise and publish for approval in Lucidoc.</p>	<p>Executive Assistant Garcia</p>	01.28.22
<ul style="list-style-type: none"> Superintendent's Annual Evaluation 	Secretary Herrin noted it is time to complete Superintendent Everett's annual evaluation. Secretary Herrin and Commissioners McMahan and Coppock will evaluate, but welcome Commissioners Olive and Richardson to participate in the exercise. An electronic version will be emailed to be completed and submitted to Executive Assistant Garcia. Superintendent Everett's evaluation will be in Executive Session during the February Regular Board Meeting.	<p>Complete Superintendent Everett's evaluation for 2021.</p> <p>Add Executive Session to discuss the performance of a public employee.</p>	<p>Secretary Herrin and Commissioner McMahan & Coppock</p> <p>Executive Assistant Garcia</p>	<p>02.14.22</p> <p>02.23.22</p>

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<ul style="list-style-type: none"> Code of Ethics & Conflict of Interest 	Executive Assistant Garcia noted all commissioners need to complete and submit.	Complete and sign Code of Ethics and Conflict of Interest	Executive Assistant Garcia	02.14.22
Superintendent Report	Superintendent Everett presented 2022 department strategic measures and continue to refine a final version. Administration continues to be interested in a RHC in Packwood. The Rapid Clinic is having a soft launch this weekend with a grand opening in February. Administration is planning to bring a guest speaker to the February Regular Board Meeting to discuss redistricting.	Add to Redistricting with Matt Ellsworth, AWPHD to the February Agenda.	Executive Assistant Garcia	02.23.22
Meeting Summary & Evaluation	Superintendent Everett highlighted the decisions made and action items.			
Adjournment	Commissioner Olive moved and Commissioner Coppock seconded to adjourn the meeting at 5:58 p.m. The motion passed unanimously.			

Respectfully submitted,

Kim Olive

Kim Olive (Feb 26, 2022 07:03 PST)

Kim Olive, Secretary

Feb 26, 2022

Date

012622 Regular Board Meeting Minutes

Final Audit Report

2022-02-26

Created:	2022-02-24
By:	Shana Garcia (Sgarcia@mortongeneral.org)
Status:	Signed
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"012622 Regular Board Meeting Minutes" History

-  Document created by Shana Garcia (Sgarcia@mortongeneral.org)
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-  Document emailed to Kim Olive (commissionerolive@myarborhealth.org) for signature
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2022-02-26 - 3:02:37 PM GMT
-  Document e-signed by Kim Olive (commissionerolive@myarborhealth.org)
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-  Agreement completed.
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