



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

December 14, 2022, at 3:30 p.m.

Conference Room 1 & 2 or via ZOOM

<https://myarborhealth.zoom.us/j/82825597989>

Meeting ID: 828 2559 7989

One tap mobile: +12532158782,,82825597989#

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	<p>Board Chair Herrin 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"/> Tom Herrin, Board Chair<input checked="" type="checkbox"/> Kim Olive, Secretary<input checked="" type="checkbox"/> Wes McMahan<input checked="" type="checkbox"/> Craig Coppock<input type="checkbox"/> Vacant <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"/> Char Hancock, Clinic Manager<input checked="" type="checkbox"/> Cheryl Cornwell, CFO<input checked="" type="checkbox"/> Spencer Hargett, Compliance Officer<input checked="" type="checkbox"/> Janice Cramer, Medical Coordinator<input checked="" type="checkbox"/> Buddy Rose, Reporter<input checked="" type="checkbox"/> Shannon Kelly, CHRO<input checked="" type="checkbox"/> Dr. Mark Hansen, Chief of Staff			

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	<input checked="" type="checkbox"/> Jessica Scogin, Foundation Manager <input checked="" type="checkbox"/> Clint Scogin, Controller <input checked="" type="checkbox"/> Diane Markham, Marketing Manager Board Chair Herrin noted the chat function has been disabled and the meeting will not be recorded.			
Approval or Amendment of Agenda	Board Chair Herrin requested to add Superintendent/CEO Interview Search to New Business.	Commissioner Coppock made a motion to approve the amended agenda. Secretary Olive seconded and the motion passed unanimously.		
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: Secretary Olive is thankful for a great first year of learning, as well as extended a thank you to all the staff and especially Superintendent Everett. She is excited for a new superintendent and a bright year ahead. Commissioner Coppock commended the great work completed on the Community Health Needs Assessment (CHNA). Commissioner McMahan and Board Chair Herrin echoed Olive and Coppock and is looking forward to 2023. Audience: No comments.			
Executive Session- RCW 70.41.200	Board Chair Herrin announced going into executive session at 3:42 p.m. for five minutes to discuss RCW 70.41.200-Medical Privileging. The Board returned to open session at 3:47 p.m. Board Chair Herrin noted no decisions were made in Executive Session.	Commissioner Coppock made a motion to approve the Medical Privileging as presented and Secretary Olive seconded. The motion passed unanimously.		

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	<p>Initial Appointments-</p> <p>Radia Inc.</p> <ol style="list-style-type: none"> 1. Jaime Contreras, MD (Radiology Consulting Privileges) 2. Michael Gunlock, MD (Radiology Consulting Privileges) 3. Michal Klysik, MD (Radiology Consulting Privileges) <p>Reappointments-</p> <p>Providence Health & Services</p> <ol style="list-style-type: none"> 4. Muhammad Farooq, MD (Telestroke/Neurology Consulting Privileges) <p>Radia Inc.</p> <ol style="list-style-type: none"> 5. Uresh Patel, MD (Radiology Consulting Privileges) 6. Justin Siegal, MD (Radiology Consulting Privileges) 7. Shaheen Umar, MD (Radiology Consulting Privileges) <p>Cardiology Associates</p> <ol style="list-style-type: none"> 8. Sara Martinez, MD (Cardiology Consulting Privileges) 9. Robert Wark, MD (Cardiology Consulting Privileges) 10. Haroon Yousaf, MD (Cardiology Consulting Privileges) 			


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Department Spotlight <ul style="list-style-type: none"> Respiratory Therapy Services 	Superintendent Everett noted the speakers for today's spotlight are with the DOH Survey team but will attempt to answer questions. Commissioner Coppock recognized the staffing challenges for Pulmonary Rehab and recommends reviewing financial viability in 2023. Time will tell on the long term affects of COVID patients and viability of this program. Commissioner McMahan remains interested in funding the program given the CHNA results and COVID. Board Chair Herrin agreed there may be a need in the District; however, getting creative on how we can afford to keep offering Pulmonary Rehab with the data presented.			
Board Committee Reports <ul style="list-style-type: none"> Hospital Foundation Report 	Foundation Manager Scogin noted the November Christmas Sale and the continued 12 Days of Christmas sale are having great success. The 15-Minute Philanthropist gained 24 new staff members during enrollment this year. Still recruiting for a new Treasurer for 2023.			
<ul style="list-style-type: none"> Finance Committee Report 	Commissioner McMahan noted volumes remain trending the same for the year with the Emergency Department being higher than expected. The Committee supports engaging DZA and declaring to surplus; both resolutions in consent.			
Consent Agenda	Board Chair Herrin announced the consent agenda items for consideration of approval: <ol style="list-style-type: none"> Approval of Minutes <ol style="list-style-type: none"> November 14, 2022, Special Board Meeting November 16, 2022, Regular Board Meeting November 23, 2022, Finance Committee Meeting 	Update the Cost Report section in the November 23, 2022, Finance Committee Meeting Minutes. Commissioner Coppock made a motion to approve the Consent Agenda with the correction and Secretary Olive seconded. The motion passed unanimously.	Executive Assistant Garcia	12.16.22

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	<p>d. November 28, 2022, Special Board Meeting</p> <p>e. November 30, 2022, Special Board Meeting</p> <p>f. December 5, 2022, Special Board Meeting</p> <p>2. Warrants & EFTs in the amount of \$4,185,559.89 dated October 2022</p> <p>3. RES 22-36-Adopt Flexible Spending Account Plan.</p> <p>4. RES 22-37-Adopt the Health Reimbursement Arrangement</p> <p>5. RES 22-38-Approving the DZA Financial Audit, Single Audit for Cards Act Funding and Cost Report Annual Engagement</p> <p>6. RES-22-39-Declaring to Surplus or Dispose of Certain Property</p> <p>7. Approve Documents Pending Board Approval & Ratification 12.14.22</p> <p>Superintendent Everett requested to amend the November 23, 2022, Finance Committee Minutes on page 34 of packet. During the Cost Report update it was noted the District is in a receivable position, it should have been noted we are in a payable position. The minutes need to be updated from a receivable to a payable.</p>	Minutes, Warrants and Resolutions will be sent for electronic signatures.		
Old Business <ul style="list-style-type: none"> SAO Audit 	Superintendent Everett noted the audit is ongoing and hoping the exit conference will occur at the January Regular Board Meeting.			

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<ul style="list-style-type: none"> Board Self-Evaluation 	<p>Board Chair Herrin thanked the Board for completing the Self Evaluation. The Board requested clarification on #2-<i>The Board periodically reviews and is familiar with the District's partnership core documents</i> under the Government/Partnership Alignment section, Superintendent Everett recommended editing and adding that this refers to with the District's partnerships with WSHA, AWPFD, TRC, etc. The Board benefits from each relationship and should receive updates annually. Executive Assistant Garcia will update the evaluation.</p> <p>Secretary Olive was excited to see how high the Board scored for being so new. Commissioner Coppock reiterated the importance while we recruit a new commissioner that the initial appointment is solid with the follow up buddy system. The Board's resource manual is in Lucidoc, which includes the Commissioner job description. Commissioner McMahan felt the Board is looking at things as a unit, but not afraid to speak up. Board Chair Herrin thanked the Board for completing and sharing comments. It was honest and well said.</p>	Update #2 under the Governance/Partnership Alignment section.	Executive Assistant Garcia	01.25.23 Regular Board Meeting
New Business <ul style="list-style-type: none"> Superintendent/CEO Interview Search 	<p>Board Chair Herrin noted Candidate #3 is unable to interview due to personal illness and has withdrawn from interviewing. The Board can move forward with two candidates or reactivate the search committee.</p> <p>Secretary Olive shared the District has two strong candidates and recommended moving forward. Commissioners Coppock and McMahan noted delaying could result in losing the two strong candidates and recommended moving forward. Board Chair Herrin noted the Board's interest in moving forward with the two</p>	Send survey monkey link to Commissioner Coppock for Candidate #2.	Executive Assistant Garcia	12.15.22

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	<p>candidates and that the Board is not settling. The recruiters will email candidate evaluations and the survey monkey results to the Board, both of which are strictly confidential. The Board will use this tool as they discuss the candidates' qualifications on Friday, December 16th at the Special Board Meeting. No decisions will be made.</p>			
<ul style="list-style-type: none"> At-Large Commissioner Vacancy 	<p>Superintendent Everett referenced the memo in the packet for dates and the process moving forward to appoint the at-large position to the Board.</p> <p>A Special Board Meeting will be scheduled for January 9, 2023, at 6 pm for interested candidates to learn more about the position and have an opportunity to ask questions of the current board.</p>	<p>Schedule January 9, 2023, Special Board Meeting. Legals will be published, as well as a display ad in the papers and on social media</p>	<p>Executive Assistant Garcia & Diane Markham</p>	<p>Starting the week of December 19th, 2022</p>
<ul style="list-style-type: none"> Resolution 22-40-CHNA 	<p>Superintendent Everett presented an updated version of the CHNA since the packet was released. It was emailed to the Board and needs to be adopted tonight to be submitted to WA State by 12.31.22. This requirement is part of the District being a 501 (c)3 status. There is a correction to the resolution to drop the Implementation Plan portion, as this will be developed after Strategic Planning takes place in early 2023. The Implementation Plan is due by May 15, 2023, which means the Board needs to adopt at the Regular Board Meeting in April. Secretary Olive noted the District's priorities are on target. Commissioner Coppock recommended continuing educational fairs to the District. Commissioner McMahan remains proud of the District but recognizes the community needs us. Board Chair Herrin thanked</p>	<p>Commissioner Coppock made a motion to approve RES-22-40-Adopting Community Health Needs Assessment and Commissioner McMahan seconded. The motion passed unanimously.</p> <p>Resolution language will be updated and sent for electronic signatures.</p>	<p>Executive Assistant Garcia</p>	<p>12.16.22</p>

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	Superintendent Everett for working with Health Facilities to prepare this assessment.																																																							
<ul style="list-style-type: none">2023 Organization & Officers of the Board of Commissioners	<p>Commissioner Olive opened the floor for nominations for Board Chair. Commissioner Coppock nominated Commissioner Olive as board chair and Commissioner Olive declined. Commissioner Olive nominated Commissioner Coppock as board chair and Commissioner Coppock declined. Commissioner Coppock nominated Commissioner McMahan and Commissioner McMahan declined due to no video access to meetings. Commissioner Coppock nominated Commissioner Herrin as board chair and Commissioner Herrin accepted.</p> <p>Board Chair Herrin opened the floor for nominations of the Secretary. Commissioner McMahan nominated Commissioner Olive as secretary and Commissioner Olive accepted.</p> <p>Board Chair Herrin recommended the following for committee assignments:</p> <div><p>2023 Organization & Officers of the Board of Commissioners Effective Date: January 1, 2023</p><table><tr><th colspan="2">Board Leadership</th><th colspan="2">Board Representation</th></tr><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></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>Craig Coppock</td><td>Wes McMahan</td></tr><tr><td>QI Oversight</td><td>Superintendent & CNO/CDO</td><td>Kim Olive</td><td>Craig Coppock</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>Vacant</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>Vacant</td></tr></table><table><tr><th colspan="2">Other Board Representation</th><th colspan="2">Board Representation</th></tr><tr><td>Foundation</td><td>Kim Olive</td><td></td><td></td></tr><tr><td>State Representation</td><td>Wes McMahan</td><td></td><td></td></tr></table></div>	Board Leadership		Board Representation		Board Chair	Tom Herrin			Board Secretary	Kim Olive			Committee	Administration Representation	Committee Chair	Board Representation	Finance	Superintendent & CFO	Craig Coppock	Wes McMahan	QI Oversight	Superintendent & CNO/CDO	Kim Olive	Craig Coppock	Governance	Superintendent	Tom Herrin	Kim Olive	Plant Planning	Superintendent & CFO	Craig Coppock	Vacant	Strategic Planning	Superintendent	Board of Commissioners		Compliance Committee	Superintendent & Compliance Officer	Wes McMahan	Vacant	Other Board Representation		Board Representation		Foundation	Kim Olive			State Representation	Wes McMahan			<p>Commissioner Coppock made a motion to elect Tom Herrin as Board Chair. Commissioner McMahan seconded and the motion passed unanimously.</p> <p>Commissioner McMahan made a motion to elect Kim Olive as Board Secretary. Commissioner Coppock seconded and the motion passed unanimously.</p> <p>Committee Meeting invites will be emailed accordingly.</p>	Executive Assistant Garcia	12.31.22
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Superintendent Report	Superintendent Everett noted due to supply chain issues the opening of the Packwood Clinic has been delayed to April 2023. The District has received a cash offer within market value for the Elbe home and is being considered a good offer. The Board approved the sale in 2020. The Department of Health is onsite for the relicensing survey and																																																							

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	Board Chair Herrin will be participating in the exit conference.			
Meeting Summary & Evaluation	Superintendent Everett highlighted the decisions made and action items.			
Adjournment	Commissioner Coppock moved and Secretary Olive seconded to adjourn the meeting at 5:04 p.m. The motion passed unanimously.			

Respectfully submitted,

Kim Olive

[Kim Olive \(Jan 27, 2023 16:09 PST\)](#)

Kim Olive, Secretary

Jan 27, 2023

Date







121422 Regular Board Meeting Minutes

Final Audit Report

2023-01-28

Created:	2023-01-27
By:	Shana Garcia (Sgarcia@mortongeneral.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAa_X1sSxaMIMSMRbToc_ZePP4WGvwYu-F

"121422 Regular Board Meeting Minutes" History

-  Document created by Shana Garcia (Sgarcia@mortongeneral.org)
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-  Document emailed to commissionerolive@myarborhealth.org for signature
2023-01-27 - 10:37:30 PM GMT
-  Email viewed by commissionerolive@myarborhealth.org
2023-01-28 - 0:08:08 AM GMT- IP address: 98.97.36.223
-  Signer commissionerolive@myarborhealth.org entered name at signing as Kim Olive
2023-01-28 - 0:09:07 AM GMT- IP address: 98.97.36.223
-  Document e-signed by Kim Olive (commissionerolive@myarborhealth.org)
Signature Date: 2023-01-28 - 0:09:09 AM GMT - Time Source: server- IP address: 98.97.36.223
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