



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

January 25, 2023, at 3:30 p.m.

Conference Room 1 & 2 or via ZOOM

<https://myarborhealth.zoom.us/j/86481906499>

Meeting ID: 864 8190 6499

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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, At-Large Commissioner <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"/> Edwin Meelhuysen, Rehabilitation & Community Wellness Director<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			

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	<p> <input checked="" type="checkbox"/> Dr. Travis Podbilski, Chief of Staff <input checked="" type="checkbox"/> Matthew Lindstrom, CFMO <input checked="" type="checkbox"/> Julie Taylor, Ancillary Services Director <input checked="" type="checkbox"/> Diane Markham, Marketing & Communications Manager <input checked="" type="checkbox"/> Jim Frey, IT Director <input checked="" type="checkbox"/> Julie Johnson, Quality Manager <input checked="" type="checkbox"/> Van Anderson </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 remove RES 23-04 from New Business and add Superintendent Succession Plan to Old Business. Also, requested to remove Interview At-Large Commissioner Position #4 from New Business due to a family emergency of a commissioner and a late submission.</p> <p>The Board discussed the reasons behind removing the interviews and reiterated this action was removed in the spirit of doing the right thing.</p>	<p>Commissioner Coppock made a motion to approve the amended agenda. Commissioner McMahan 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 Coppock thanked the Staff for staying the course on the ever-changing river of events. Board Chair Herrin echoed appreciation to the Staff. Commissioner McMahan noted a family emergency that may pull him in and out of the meeting tonight and thank you to all for understanding. Secretary Olive thanked the staff for their years of service to the District who received awards at the Employee Appreciation Event. Secretary Olive congratulated Marc and Louise Fisher on 50 years of			

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	<p>marriage and their ongoing dedication to this District.</p> <p>Audience: Marketing & Communication Manager Markham shared exciting news that the following categories: Hospital, Medical Facility, Physical Therapy, Urgent Care/Walk-in Clinic & Place to Work Services have been included in KMNT Country for the Listeners' Choice Contest. Planning to share via social media, in several departments through signage and emails encouraging staff and patients to vote every day! If we are the top two in a category then we will be in a magazine and bragging rights!</p>			
<p>Executive Session- RCW 70.41.200 & RCW 70.41.205</p>	<p>Board Chair Herrin announced going into executive session at 3:51 p.m. for ten minutes to discuss RCW 70.41.200-Medical Privileging and RCW 70.41.205 Quality Improvement Oversight Report. The Board returned to open session at 4:01 p.m.</p> <p>Board Chair Herrin noted no decisions were made in Executive Session.</p> <p>Initial Appointments-</p> <p>Radiology Consulting Privileges</p> <ol style="list-style-type: none"> 1. James Hills, MD (Consulting Radiology Privileges) <p>Reappointments-</p> <p>Radiology Consulting Privileges</p> <ol style="list-style-type: none"> 1. Jonathan Davison, MD (Consulting Radiology Privileges) 2. Marc Koenig, MD (Consulting Radiology Privileges) 	<p>Commissioner Coppock made a motion to approve the Medical Privileging as presented and Secretary Olive seconded. The motion passed unanimously.</p> <p>Commissioner McMahan has temporarily left the meeting.</p>		

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	<p>3. Jennifer McEvoy, MD (Consulting Radiology Privileges)</p> <p>4. Garland McQuinn, MD (Consulting Radiology Privileges)</p> <p>Telestroke/Neurology Consulting Privileges</p> <p>1. Mohammad Hirzallah, MD (Consulting Telestroke/Neurology Privileges)</p> <p>2. John Zurasky, MD (Consulting Telestroke/Neurology Privileges)</p>			
<p>Department Spotlight</p> <ul style="list-style-type: none"> Podiatry 	<p>Clinic Manager Hancock highlighted the medical service encounters for podiatry. The financials for the new service line show a net gain and expect revenue potential with the 2023 strategies for the program. Clinic Manager Hancock shared that patients have positive experiences with Dr. Peresko's care.</p>			
<p>Board Committee Reports</p> <ul style="list-style-type: none"> Hospital Foundation Report 	<p>Secretary Olive noted the AH Foundation accepted the proposed budget for 2023 which does not include Corks and Caps. An administration report was provided, moving identified inventory off the books for a garage sale or donation, as well as proposing a memorial plaque. Celebrate the Fisher's anniversary and looking forward to Superintendent Everett's community forums for the community to attend.</p>			
<ul style="list-style-type: none"> Compliance Committee Report 	<p>Compliance Officer Hargett highlighted the activities of the workgroup, preparing work plans, and recommending approval of the PRA Policy and Procedure via Resolution in Consent Agenda. The District received a letter from CMS</p>			

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	regarding hospital pricing transparency and the finance department is resolving issues to bring into compliance. Compliance Officer Hargett reported progress on 2022 workplan and discussed the 2023 work plan which includes six priorities that will be approved too. There is board compliance training coming later in first quarter.			
<ul style="list-style-type: none"> Finance Committee Report 	Commissioner Coppock noted good financial detail is coming forward with satisfactory service additions showing if the District builds new services lines, then patients will come. December was a strong month with normal year-end adjustments. Continue to show a payable to Medicare. An exit audit conference with SAO is scheduled for 01.26.23. The Finance department and leadership have been fine tuning the budget and restating a more accurate budget with the same bottom line. No show rates remain high and the committee recommends moving forward with this proposal.			
Consent Agenda	<p>Board Chair 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 14, 2022, Regular Board Meeting b. December 16, 2022, Special Board Meeting c. December 21, 2022, Finance Committee Meeting d. December 28, 2022, QIO Committee Meeting e. December 28, 2022, Special Board Meeting f. January 4, 2023, Compliance 	<p>Commissioner Coppock made a motion to approve the Consent Agenda and Secretary Olive seconded. The motion passed unanimously.</p> <p>Minutes, Warrants and Resolutions will be sent for electronic signatures.</p>	Executive Assistant Garcia	1.27.23

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	<p>Committee Meeting</p> <p>g. January 9, 2023, Special Board Meeting</p> <p>h. January 18, 2023, Finance Committee Meeting</p> <p>2. Warrants & EFTs in the amount of \$3,148,154.24 dated December 2022</p> <p>3. RES 23-01-Ratifying and Approving a Public Records Policy/Procedure and Finding that Calculating Actual Costs of Producing Records would be Unduly Burdensome and Issuing a Formal Order that Maintaining an Index would be Unduly Burdensome</p> <p>4. RES-23-02-Declaring to Surplus or Dispose of Certain Property</p> <p>5. RES-23-03-Adopting the 2023 Compliance Workplan</p> <p>6. Approve Documents Pending Board Approval & Ratification 01.25.23</p>			
Old Business <ul style="list-style-type: none"> Board Development 	<p>Superintendent Everett recommended starting board education with Kurt O'Brien in April as you will have the fifth commissioner and not waiting for the new CEO given the education is board focused.</p> <p>The Board agreed to commence in May.</p>	<p>Inform Kurt O'Brien that the six sessions will be May-October.</p> <p>Commissioner McMahan rejoined the meeting.</p>	Executive Assistant Garcia	02.22.23

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<ul style="list-style-type: none"> OPMA 	<p>Superintendent Everett noted closing the loop between the Compliance Committee and the Board regarding recording the board meetings. Attorney Skip Houser participated in the discussion at the compliance committee and discussed the pros and cons. The cons included costs associated, public records burden and storage and may inhibit open/unscripted dialog. If the goal is community engagement, this does not improve engagement by watching a recording of a meeting. The District remains in compliance with current practice and have a higher degree of transparency by making packets available on the website. Again, recording is encouraged, not required.</p> <p>Commissioner Coppock recognizes this may add value; however, recommends postponing recording for a couple years to focus on staff stabilization and having energy focused on our greatest risks. Secretary Olive recognizes this would be taxing on IT and since the District is compliant with the added benefit of packets, then hold off recording for now. Commissioner McMahan remains in favor of recording and feels it is one more step towards complete transparency to his constituents.</p>	<p>The Board agreed to postpone recording board meetings for a couple years and revisit the topic at that time.</p>		
<ul style="list-style-type: none"> Superintendent Succession Plan 	<p>Board Chair Herrin noted WittKeifer is contacting the third candidate to see if interest remains in the position to fast track an interview. If the third candidate is not interested then the Superintendent Search Committee will be reactivated by March. Board Chair Herrin recommended moving towards an interim solution and having an ad hoc committee work the process which would include Secretary Olive, CHRO Kelly and himself. CHRO Kelly</p>			

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	has already contacted WittKeifer and is confident an interim will be in place by the end of Superintendent Everett's contract on February 26, 2023.			
<ul style="list-style-type: none"> Strategic Planning 1-Day Retreat 	Superintendent Everett noted April 18 th , 19 th & 25 th has been set aside for Strategic Planning. The Board is all available and agreed to move forward with April 18 th once Via Healthcare confirms and an offsite venue is secured. The Board agreed to keep the location within the District to encourage attendance by staff, medical staff, and the community.	Review Bob Lyle for April 18 th and ensure technology is acceptable, seating for 30-50 and place for food.	Executive Assistant Garcia	02.22.23
New Business <ul style="list-style-type: none"> Electronic Signatures 	Executive Assistant Garcia proposed removing commissioner names and replacing with positions to avoid revisions on a regular basis.	Revise the Electronic Signatures policy and procedure with positions.	Executive Assistant Garcia	02.22.23
<ul style="list-style-type: none"> Community Listening Sessions 	<p>Superintendent Everett shared she hosted employee listening sessions in January and had 38 attendees. Superintendent Everett proposed dates, times and locations for community listening sessions in February, as well as advocated that one commissioner join at each session. The Board agreed to the following:</p> <ol style="list-style-type: none"> 1. Packwood-Commissioner McMahan-Board Chair Herrin is his back up. 2. Mossyrock-Commissioner Coppock 3. Randle-Secretary Olive 4. Morton-Board Chair Herrin 5. Mineral-Board Chair Herrin <p>Superintendent Everett is encouraging constituents' participation and feedback to assist the commissioners in picking future strategic priorities.</p>			
<ul style="list-style-type: none"> No Show Charges 	Rehabilitation & Community Wellness Director Meelhuysen and Clinic Manager Hancock proposed a no-show policy given the increased no shows in			

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	<p>Rehabilitation Services and Rural Health Clinics, which translates into other patients not having access to patient care.</p> <p>The Board supported moving forward with policy and holding patients accountable to receiving care.</p>			
Superintendent Report	<p>Superintendent Everett provided verbal updates and presented final 2022 Department Strategic Measures. There was a 78% success rate with staffing challenges along the way.</p> <p>The Board echoed full appreciate of the work that was completed in 2022.</p>			
Meeting Summary & Evaluation	<p>Superintendent Everett highlighted the decisions made and action items.</p> <p>Secretary Olive noted a long meeting but remaining on track even when mishaps come up everything works out. Commissioner Coppock noted many moving parts and continuing to push forward even when difficult. Thank you, Van Anderson for coming. Commissioner McMahan thanked the Board for being tolerant of his situation and working together during difficult times. Board Chair Herrin noted coming a long ways, and today the Board went a little further.</p>			
Adjournment	<p>Commissioner Coppock moved and Secretary Olive seconded to adjourn the meeting at 5:48 p.m. The motion passed unanimously.</p>			

Respectfully submitted,

Kim Olive

Kim Olive (Feb 24, 2023 15:40 PST)

Kim Olive, Secretary

Feb 24, 2023

Date







012523 Regular Board Meeting Minutes

Final Audit Report

2023-02-24

Created:	2023-02-23
By:	Shana Garcia (Sgarcia@mortongeneral.org)
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"012523 Regular Board Meeting Minutes" History

-  Document created by Shana Garcia (Sgarcia@mortongeneral.org)
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-  Signer commissionerolive@myarborhealth.org entered name at signing as Kim Olive
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-  Document e-signed by Kim Olive (commissionerolive@myarborhealth.org)
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