



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

**November 15, 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
<b>Call to Order</b> <b>Roll Call</b> <b>Unexcused/Excused</b> <b>Absences</b> <b>Reading the Mission</b> <b>&amp; Vision Statements</b>	Board Chair Herrin called the meeting to order at 3:30 p.m.  <b>Commissioners present:</b> <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 checked="" type="checkbox"/> Trish Frady  <b>Others present:</b> <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 checked="" type="checkbox"/> Julie Taylor, Ancillary Services Director <input type="checkbox"/> Dr. Kevin McCurry, CMO <input checked="" type="checkbox"/> Matthew Lindstrom, CFMO <input checked="" type="checkbox"/> Spencer Hargett, Compliance Officer <input checked="" type="checkbox"/> Janice Cramer, Patient Access Manager			

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	<input checked="" type="checkbox"/> Barb Goble, Medical Staff Coordinator <input checked="" type="checkbox"/> Dr. Travis Podbilski, Chief of Staff <input checked="" type="checkbox"/> Clint Scogin, Controller <input checked="" type="checkbox"/> Julie Johnson, Quality 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"/> Roxann Morris, EVS Supervisor  Board Chair Herrin noted the chat function has been disabled and the meeting will not be recorded.			
<b>Approval or Amendment of Agenda</b>		Commissioner McMahan made a motion to approve the agenda. Commissioner Coppock 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 Olive commended the Arbor Health Foundation on great work, as well as a special thank you to Foundation Manager Scogin. Commissioner McMahan thanked the Finance Committee for their hard work and taking time to explain meeting materials. Commissioner McMahan commented on the recent election and excitement on the interest in the hospital, such a great example of a democratic process on the closeness in votes.  Audience: Van Anderson proposed a couple edits to the Code of Ethics, as well as having no conflicts with the proposed 2024 Regular Board Meeting Schedule.			

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Executive Session- RCW 70.41.200	<p>Board Chair Herrin announced going into executive session at 3:40 p.m. for five minutes to discuss RCW 70.41.200-Medical Privileging. The Board returned to open session at 3:45 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"> <li>1. Esther Park-Hwang, MD (Gynecology Privileges)</li> </ol> <p>Telestroke/Neurology Consulting Privileges</p> <ol style="list-style-type: none"> <li>1. Biggya Sapkota, MD (Telestroke/Neurology Consulting Privileges)</li> </ol>	Commissioner Coppock made a motion to approve the Medical Privileging as presented, Secretary Olive seconded. The motion passed unanimously.		
Department Spotlight <ul style="list-style-type: none"> <li>• EVS</li> </ul>	<p>EVS Supervisor Morris highlighted the following during the EVS spotlight:</p> <ol style="list-style-type: none"> <li>1. Longevity of team members and service to Arbor Health (AH).</li> <li>2. Three employees are Chest Certified, and three more employees are in process of becoming certified.</li> <li>3. Auditing rooms with an invisible pen to identify areas to improve training. Goal of 95% compliance and trending at 87% year to date.</li> <li>4. Equipment needs include new washers and dryers which are on the capital list for 2024.</li> </ol> <p>The Board commended the department on attaining certifications, as well as keeping the hospital and clinics in great shape.</p>			
<b>Board Committee Reports</b> <ul style="list-style-type: none"> <li>• Hospital Foundation Report</li> </ul>	Secretary Olive shared the AH Foundation allocated \$20,000 to the Rapid Care Clinic from the recent auction dinner. It's that time of year again, the Foundation is giving			

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	\$30 gift cards to District employees for their service and dedication to AH. The Gift Shop Holiday Sale is November 28 <sup>th</sup> & 29 <sup>th</sup> from 10 am to 6 pm. The Foundation agreed to fund the new ultrasound machine with the \$70,000 received through the Roots & Wings fund. Lastly, the Foundation is creating a formal process for District employees to use when requesting funding from the Foundation. The form will be located in Lucidoc.			
<ul style="list-style-type: none"> <li>Compliance Committee Report</li> </ul>	Commissioner McMahan's compliance update included identifying the top priorities for 2024 and where to focus resources for the year.			
<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>Approval of Minutes <ol style="list-style-type: none"> <li>October 25, 2023, Regular Board Meeting</li> <li>November 1, 2023, Compliance Committee Meeting</li> </ol> </li> <li>Warrants &amp; EFTs in the amount of \$3,944,541.84 dated October 2023</li> </ol>	<p>Commissioner Coppock made a motion to approve the Consent Agenda and Commissioner Frady seconded. The motion passed unanimously.</p> <p>Minutes, Warrants and Resolutions will be sent for electronic signatures.</p>	Executive Assistant Garcia	11.17.23
<b>Old Business</b>				
<b>New Business</b> <ul style="list-style-type: none"> <li>Board Self Evaluation</li> </ul>	<p>Board Chair Herrin presented the annual board self-evaluation. Commissioner McMahan proposed rewording number 2 and removing number 9 as not applicable.</p> <p>The Board supported the proposed edits. Board Chair requested the Board completes and returns by December 1, 2023 to discuss at the December 20, 2023 Regular Board Meeting.</p>	<p>Edit evaluation by rewording number 2 and removing number 9. Send evaluation electronically to the Board.</p> <p>Complete and return to EA Garcia.</p>	<p>Executive Assistant Garcia</p> <p>Board of Commissioners</p>	<p>11.17.23</p> <p>12.01.23</p>
<ul style="list-style-type: none"> <li>RES 23-23- Approving the Capital Purchase of</li> </ul>	CFO Cornwell shared the Lab needs a new CBC Analyzer which was acknowledged in the capital list for 2023. This is a critical piece of a equipment and the CBC is the	Commissioner McMahan made a motion to approve Resolution 23-23 and Secretary Olive		

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Lab CBC Analyzer	<p>most commonly ordered lab test. Physicians heavily rely on it and the current one is end of life. Ancillary Services Director Taylor noted 80% of market are purchasing through Sysmex, as the current company does not have a model that they currently sell.</p> <p>Superintendent Mach shared normally this would have been presented to Finance Committee first; however, due to the timing of meetings and the end of the fiscal period upon us.</p> <p>The Board supports the purchase and staying up to date with quality equipment.</p>	<p>seconded. The motion passed unanimously.</p> <p>Resolution will be sent for electronic signatures.</p>	Executive Assistant Garcia	11.17.23
<ul style="list-style-type: none"> <li>Board Policy and Procedure Review</li> </ul>	<p>Board Chair Herrin presented the following policies/procedures for review and/or revision:</p> <ol style="list-style-type: none"> <li>1. Code of Ethics-Marked a Revised.</li> <li>2. Conflict of Policies-Marked as Reviewed.</li> <li>3. Board Self Evaluation-Marked as Reviewed.</li> </ol>	<p>Edit Code of Ethics.</p> <p>Commissioner McMahan made a motion to approve the two P &amp; P's and Commissioner Coppock seconded. The motion passed unanimously.</p> <p>Mark Conflict of Policies &amp; Board Self Evaluation as Reviewed in Lucidoc.</p>	<p>Superintendent Mach</p> <p>Executive Assistant Garcia</p>	<p>12.20.23</p> <p>11.17.23</p>
<ul style="list-style-type: none"> <li>Property Tax Levy Options</li> </ul>	<p>CFO Cornwell shared the District has received documentation from the Lewis County and calculated the options which will be presented at the Public Hearing on November 27, 2023. CFO Cornwell will present three options, all of which will reduce taxes. Reminder while this is additional monies for the District it will not impact the budget significantly, as it is less than 2% of operating budget.</p>			

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<ul style="list-style-type: none"> <li>2024 Board Meeting Schedule</li> </ul>	<p>Board Chair Herrin presented the 2024 schedule with the last Wednesday of every month, as well as the proposed schedule with a couple changes.</p> <p>The Board supported the proposed schedule for 2024.</p>	<p>Commissioner McMahan made a motion to approve the proposed 2024 board meeting schedule and Commissioner Coppock seconded. The motion passed unanimously.</p> <p>Publish 2024 schedule as a legal and AH website.</p>	<p>Executive Assistant Garcia</p>	<p>12.31.23</p>
<b>Superintendent Report</b>	<p>Superintendent Mach highlighted the memo in the packet and added the following updates:</p> <ol style="list-style-type: none"> <li>1. Open Enrollment coming soon for employees. Using new administrator SOLV and employees will experience benefits enhancements to the plan.</li> <li>2. Completed DNV Stroke Survey on 10.31.23. Couple findings, one fixed already and other is providing post education to the community.</li> <li>3. Post Swingbed department spotlight, the Hospital now has access to EPIC for referrals, big win!</li> <li>4. Another success story is our newest marketing is reaching the market, which includes WA Orthopedics and they plan to send patients our way!</li> <li>5. The new CT is still in the works, as it is in plan review with DOH. DOH is reporting a backlog of 90 day, so the team is monitoring and waiting.</li> </ol>			
<b>Meeting Summary &amp; Evaluation</b>	<p>Superintendent Mach highlighted the meeting which included decisions made and action items.</p> <p>Secretary Olive noted staying on schedule, communicating well and cannot believe next meeting will be</p>			

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	the last. Commissioner Frady noted good input at today's meeting. Commissioner Coppock noted a good meeting. Commissioner McMahan noted a good board, team, discussions and all-around good news. The District is going places. Board Chair Herrin appreciated the honesty and contributions from the public. Superintendent Mach agreed it was a great meeting, moving forward which is an exciting spot.			
<b>Adjournment</b>	Board Chair Herrin noted a typo in the next committee meeting times, QIO is at 7 am.	Commissioner Coppock moved and Secretary Olive seconded to adjourn the meeting at 5:15 p.m. The motion passed unanimously.		

Respectfully submitted,

Tom Herrin (Board chair)

Tom Herrin (Board chair) (Jan 3, 2024 11:42 PST)

Kim Olive, Secretary

Jan 3, 2024

Date

# 111523 Regular Board Meeting Minutes

Final Audit Report

2024-01-03

Created:	2024-01-03
By:	Shana Garcia (Sgarcia@mortongeneral.org)
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## "111523 Regular Board Meeting Minutes" History



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