



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

December 18, 2024, at 3:30 p.m.

Conference Room 1 & 2 and via ZOOM

<https://myarborhealth.zoom.us/j/88957566693>

Meeting ID: 889 5756 6693

One tap mobile: +12532158782, 88957566693#

Dial: +1 253 215 8782

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
Call to Order Roll Call Unexcused/Excused Absences Reading the Mission & Vision Statements	<p>Board Chair Herrin called the meeting to order 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"/> Craig Coppock, Secretary<input checked="" type="checkbox"/> Wes McMahan<input checked="" type="checkbox"/> Van Anderson<input checked="" type="checkbox"/> Chris Schumaker <p>Others present:</p> <ul style="list-style-type: none"><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, COSO<input type="checkbox"/> Dr. Kevin McCurry, CMO<input type="checkbox"/> Matthew Lindstrom, CFPO<input checked="" type="checkbox"/> Spencer Hargett, Compliance Officer<input type="checkbox"/> Barb Goble, Medical Staff Coordinator<input checked="" type="checkbox"/> Janice Kelly, RT Manager<input type="checkbox"/> Dr. Victoria Acosta, Chief of Staff			

AGENDA	DISCUSSION	ACTION	OWNER	DUE DATE
	<input checked="" type="checkbox"/> Laura Glass, Patient Care Services Director <input checked="" type="checkbox"/> Jessica Scogin, Foundation Manager <input checked="" type="checkbox"/> Clint Scogin, Controller <input checked="" type="checkbox"/> Robert Houser, Imaging Manager <input checked="" type="checkbox"/> Buddy Rose, Journalist <input checked="" type="checkbox"/> Diane Markham, Marketing & Communication Manager Board Chair Herrin noted the chat function has been disabled and the meeting will not be recorded.			
Approval or Amendment of Agenda	Superintendent Mach requested to remove Executive Session-Medical Privileging.	Commissioner Anderson made a motion to approve the amended agenda. Commissioner Schumaker 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. Commissioner Anderson shared he was appointed as the President of a nonprofit organization in Packwood that could pose as a future conflict of interest if the District engages in real estate transactions in Packwood.			
Comments and Remarks	Commissioners: Commissioner Anderson shared attending the Packwood Housing meeting. Also, Commissioner Anderson attended the Glenoma Fire District #18 Meeting. Audience: None.			
Executive Session • RCW 70.41.200	Removed from today's agenda.			
Department Spotlight • HR	CHRO Kelly shared insight into the HR, Employee Health & Wellness, Medical Staff Services and Arbor			

AGENDA	DISCUSSION	ACTION	OWNER	DUE DATE
	<p>Health Foundation noting we support pre-hire to retire and everything in between. CHRO Kelly was excited to share that Education was added to her team and will be included in a future spotlight. CHRO Kelly highlighted the team, key duties and responsibilities, 2024 goals, as well as the positive results of the recent employee engagement survey. Also, she addressed the challenges, opportunities, and accomplishments of the departments.</p> <p>The Board appreciated the department updates, along with the community and educational outreaches.</p> <p>Commissioner Anderson shared his sister does employee wellness at a large hospital and as the District continues to grow this department he would recommend the two connect to share ideas.</p>			
Board Committee Reports <ul style="list-style-type: none"> Hospital Foundation Report 	<p>Board Chair Herrin highlighted the following:</p> <ol style="list-style-type: none"> Final meeting of the year was hosted at the Rack Shack. Great to meet and finish the year. Working on events for 2025 which includes possibly adding a Golden Age focused event. 			
<ul style="list-style-type: none"> Finance Committee Report 	<p>Commissioner McMahan congratulated the team on another strong month. Volumes were strong in the Clinics and Skilled Nursing. Revenue was favorable. Net Income is ahead of budget MTD and YTD. Balance Sheet highlights include cash increasing by \$800,064 which equates to 46 days cash on hand. AR decreased by 8 days this month.</p>			
Consent Agenda	<p>Board Chair Herrin announced the consent agenda items for consideration of approval:</p>	<p>Secretary Coppock made a motion to approve the Consent</p>		

AGENDA	DISCUSSION	ACTION	OWNER	DUE DATE
	<ol style="list-style-type: none"> 1. Approval of Minutes <ol style="list-style-type: none"> a. November 25, 2024, Special Board Meeting b. November 27, 2024, Regular Board Meeting 2. Warrants & EFTs in the amount of \$4,459,724 dated November 2024 3. 2025 Medical Staff Appointments <p>Commissioner Anderson recommended an edit on the 2025 Medical Staff Appointment to correct Travis Podbilski from an MD to DO under the Rural Health Clinics section.</p>	<p>Agenda with edits and Commissioner McMahan seconded. The motion passed unanimously.</p> <p>Minutes and Warrants will be sent for electronic signatures.</p> <p>Update Dr. Travis Podbilski from an MD to DO under the Rural Health Clinics section.</p>	<p>Executive Assistant Garcia</p> <p>Medical Staff Coordinator</p>	<p>12.20.24</p> <p>12.31.24</p>
Old Business <ul style="list-style-type: none"> • Board Community Engagements 	<p>Board Chair Herrin opened the floor for Commissioners to share on meetings attended in the last month. This will be a standing agenda item in 2025. Commissioner Anderson noted a new fire chief is coming in Mineral and recommended reaching out.</p>			
<ul style="list-style-type: none"> • Board Self Evaluation 	<p>Board Chair Herrin reviewed the results of the Board Self-Evaluation and highlighted the following:</p> <ol style="list-style-type: none"> 1. Scored a 3.6 on #9 under Board Activity. The board agreed to edit by removing the word process and replacing with cycle. Also, the board agreed the strategic plan should be re-reviewed to ensure it is still tracking with the needs of the District. 2. Scored a 4.2 on #3 under Mission and Purpose. The board agreed to tie back to the mission and vision while in discussion of agenda topics and decisions made. 	<p>Edit #9 by replacing process with cycle.</p>	<p>Executive Assistant Garcia</p>	<p>12.20.24</p>
New Business	<p>Board Chair Herrin presented the following policies/procedures for review and/or revision:</p>	<p>Secretary Coppock made a motion to approve the two of</p>		

AGENDA	DISCUSSION	ACTION	OWNER	DUE DATE																																																				
<ul style="list-style-type: none">Board Policy & Procedure Review	<ol style="list-style-type: none">Annual CEO/Superintendent Evaluation<ol style="list-style-type: none">The Board would like to edit by adding a six-month check in.Board Spending Authority<ol style="list-style-type: none">Marked as ReviewedElectronic Signature<ol style="list-style-type: none">Marked as Reviewed	<p>the three P & P’s and Commissioner McMahan seconded. The motion passed unanimously.</p> <p>Add six-month check in to Annual CEO/Superintendent Evaluation.</p> <p>Mark the second and third document as reviewed in Lucidoc.</p>	<p>Superintendent Mach</p> <p>Executive Assistant Garcia</p>	<p>01.29.25</p> <p>12.20.24</p>																																																				
<ul style="list-style-type: none">Capital PurchaseRES-24-22- Approving the Capital Purchase of Baxter Stress Test Treadmill	<p>RT Manager Kelly present purchasing a new stress test system. The current system is refurbished and end of life. The department is anticipating volumes to increase with the new Cardiologist coming in the new year. The reasons for selecting Baxter is the department already uses a Quinton product, so no additional training needed and there is a 3-year service plan added to the quote, as well as the service center is located in Auburn, WA. A great service plan, located in the PNW and good customer service is a bonus.</p> <p>The Board agreed this purchase connects to the vision statement in providing the best patient care.</p>	<p>Commissioner Anderson made a motion to approve RES 24-22 and Secretary Coppock seconded. The motion passed unanimously.</p> <p>Resolution will be sent for electronic signatures.</p>	<p>Executive Assistant Garcia</p>	<p>12.20.24</p>																																																				
<ul style="list-style-type: none">2025 Organization & Officers of the Board of Commissioners	<p>Board Chair Herrin presented the following committee assignments and noted whoever is elected Board Chair can just swap spots.</p> <div><p>2025 Organization & Officers of the Board of Commissioners Effective Date: January 01, 2025</p><table><tr><th colspan="2">Board Leadership</th><th colspan="2">Board Representation</th></tr><tr><td>Board Chair</td><td></td><td></td><td></td></tr><tr><td>Board Secretary</td><td></td><td></td><td></td></tr><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>Van Anderson</td><td>Wes McMahan</td></tr><tr><td>QI Oversight</td><td>Superintendent & CNO/CQO</td><td>Chris Schumaker</td><td>Van Anderson</td></tr><tr><td>Governance</td><td>Superintendent</td><td>Board Chair</td><td>Secretary</td></tr><tr><td>Plant Planning</td><td>Superintendent & CFO</td><td>Craig Coppock</td><td>Chris Schumaker</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>Craig Coppock</td></tr><tr><th>Other Board Representation</th><th>Board Representation</th><td></td><td></td></tr><tr><td>Foundation</td><td>Tom Herrin</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				Board Secretary				Committee	Administration Representation	Committee Chair	Board Representation	Finance	Superintendent & CFO	Van Anderson	Wes McMahan	QI Oversight	Superintendent & CNO/CQO	Chris Schumaker	Van Anderson	Governance	Superintendent	Board Chair	Secretary	Plant Planning	Superintendent & CFO	Craig Coppock	Chris Schumaker	Strategic Planning	Superintendent	Board of Commissioners		Compliance Committee	Superintendent & Compliance Officer	Wes McMahan	Craig Coppock	Other Board Representation	Board Representation			Foundation	Tom Herrin			State Representation	Wes McMahan			<p>Send calendar invites for committee meetings.</p>	<p>Executive Assistant Garcia</p>	<p>12.31.25</p>
Board Leadership		Board Representation																																																						
Board Chair																																																								
Board Secretary																																																								
Committee	Administration Representation	Committee Chair	Board Representation																																																					
Finance	Superintendent & CFO	Van Anderson	Wes McMahan																																																					
QI Oversight	Superintendent & CNO/CQO	Chris Schumaker	Van Anderson																																																					
Governance	Superintendent	Board Chair	Secretary																																																					
Plant Planning	Superintendent & CFO	Craig Coppock	Chris Schumaker																																																					
Strategic Planning	Superintendent	Board of Commissioners																																																						
Compliance Committee	Superintendent & Compliance Officer	Wes McMahan	Craig Coppock																																																					
Other Board Representation	Board Representation																																																							
Foundation	Tom Herrin																																																							
State Representation	Wes McMahan																																																							
Superintendent Report	Superintendent Mach highlighted the memo in the packet and added the following updates:																																																							

AGENDA	DISCUSSION	ACTION	OWNER	DUE DATE
	<ol style="list-style-type: none"> 1. Scheduled a couple more Medicare Meetings for the community in 2025. 2. Submitted the Nurse Staffing Plan to the state. 3. Attended a Centralia College Advisory Program Meeting and discussed an MLT program. 4. Revisited the ERC Refund process. 5. Continue to review options for the MRI. <p>COSO Taylor shared an update on the strong work being completed in the clinics.</p>			
Meeting Summary & Evaluation	<p>Superintendent Mach provided a meeting summary. Secretary Coppock suggested capital purchase be the first item in New Business moving forward to let managers go sooner. Commissioner Schumaker noted a good department spotlight and meeting. Commissioner Anderson shared the meetings continue to move along and appreciating the engagement with managers too. Superintendent Mach noted Dr. Kevin McCurry will start giving quarterly Medical Staff reports in 2025. Also, meetings will be on TEAMS in 2025. Commissioner McMahan agreed today's meeting was good, an informative department spotlight and continue to appreciate working with everyone. Board Chair Herrin has enjoyed the whole process, honest feedback in the evaluation and overall, a big thank you everyone.</p>			
Adjournment		<p>Secretary Coppock moved, and Commissioner Anderson seconded to adjourn the meeting at 5:23 p.m. The motion passed unanimously.</p>		

AGENDA	DISCUSSION	ACTION	OWNER	DUE DATE
--------	------------	--------	-------	----------

Respectfully submitted,

Craig Coppock
Craig Coppock (Feb 24 2025 11:17 PST)

02/02/25

Craig Coppock, Secretary

Date

121824 Regular Board Meeting Minutes

Final Audit Report

2025-02-02

Created:	2025-01-31
By:	Shana Garcia (Sgarcia@mortongeneral.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAdRelAcLzJ8V-SqdaqDRpcTGSL_9oOJzq4

"121824 Regular Board Meeting Minutes" History



Document created by Shana Garcia (Sgarcia@mortongeneral.org)

2025-01-31 - 4:59:01 PM GMT



Document emailed to Craig Coppock (commissionercoppock@myarborhealth.org) for signature

2025-01-31 - 4:59:06 PM GMT



Email viewed by Craig Coppock (commissionercoppock@myarborhealth.org)

2025-02-02 - 7:11:27 PM GMT



Document e-signed by Craig Coppock (commissionercoppock@myarborhealth.org)

Signature Date: 2025-02-02 - 7:17:24 PM GMT - Time Source: server



Agreement completed.

2025-02-02 - 7:17:24 PM GMT



Adobe Acrobat Sign