



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

May 31, 2023, at 3:30 p.m.

Conference Room 1 & 2 and via ZOOM

<https://myarborhealth.zoom.us/j/82658068157>

Meeting ID: 826 5806 8157

One tap mobile: +12532158782,,82658068157#

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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	Board Chair Herrin called the meeting to order at 3:30 p.m. Commissioners present: <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 Others present: <input checked="" type="checkbox"/> Mike Lieb, Interim Superintendent <input checked="" type="checkbox"/> Shana Garcia, Executive Assistant <input checked="" type="checkbox"/> Sara Williamson, 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 type="checkbox"/> Matthew Lindstrom, CFMO <input checked="" type="checkbox"/> Spencer Hargett, Compliance Officer <input checked="" type="checkbox"/> Janice Cramer, Medical Coordinator			

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	<p> <input checked="" type="checkbox"/> Dr. Travis Podbilski, Chief of Staff <input checked="" type="checkbox"/> Buddy Rose, Reporter <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"/> Kami Matzek, CPA, DZA <input checked="" type="checkbox"/> Diane Markham, Marketing a& Communications Manager <input checked="" type="checkbox"/> Lisa Carrel, CPA, WA State Auditor's Office <input checked="" type="checkbox"/> Edwin Meelhuysen, Rehabilitation Services and Community Director <input checked="" type="checkbox"/> Kelly Hauser, Surgical Services Manager <input checked="" type="checkbox"/> Buddy Rose, Reporter </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>Interim Superintendent Lieb requested to amend the agenda by adding Resolution 23-13-Approving the Capital Purchase of Morton Clinic HVAC Units to New Business.</p> <p>Commissioner McMahan requested adding the missed Compliance report and minutes to the next Regular Board Meeting. Executive Assistant Garcia apologized for the oversight and ensured the topic will be on the next agenda.</p>	<p>Commissioner Coppock made a motion to approve the amended agenda. Commissioner Frady seconded and the motion passed unanimously.</p> <p>Add Compliance Report and 05.03.23 Compliance Committee Meeting Minutes to Consent Agenda.</p>	Executive Assistant Garcia	07.23.23 Regular Board Meeting
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 Olive thanked the staff involved in both the DNV and Financial Audit in making both so successful. Commissioner Coppock thanked the Superintendent Search Committee for a successful find for our next CEO. Commissioner			

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	<p>McMahan echoed appreciation and thanked Jessica Scogin, Katelin Forrest, and Shannon Kelly for their involvement in the Mountain Festival in Packwood.</p> <p>Audience: None.</p>			
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>Initial Appointments- Radia Inc.</p> <ol style="list-style-type: none"> 1. Tariq Alam, MD (Radiology Consulting Privileges) 2. Kyle Bussis, MD (Radiology Consulting Privileges) <p>Reappointments- Arbor Health</p> <ol style="list-style-type: none"> 1. Matthew Moody, DO (Emergency Medicine Privileges) 2. Robert Williams, MD (Orthopedic Surgery Privileges) <p>Providence Health & Services Privileging by Proxy</p> <ol style="list-style-type: none"> 3. Nicholas Okon, MD (Consulting Neurology/Telestroke Privileges) 	<p>Commissioner Coppock made a motion to approve the Medical Privileging as amended and presented, Commissioner Frady seconded. The motion passed unanimously.</p>		
<p>Guest Speaker</p> <ul style="list-style-type: none"> • Kami Matzek, CPA (DZA) 	<p>CPA Matzek presented on 2022 Audit and Financial indicators. The District received an unqualified audit demonstrating strong work.</p>			

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Department Spotlight <ul style="list-style-type: none"> Surgical Services 	Surgical Services Manager Hauser highlighted a great department with room to grow services and staff. Recruiting challenges continue but trying to transition from travelers to permanent staff. There were initial staffing challenges in 2022 when the schedule was initially updated to accommodate surgeons and patient schedules then permanent staff relocated elsewhere. In 2023, a Surgical Technologist was hired, enhanced the charge capture in Cerner and increased reimbursement for expensive supplies, so all things are moving in the right direction. Department investments could include a Neptune System. There are new DASH data reports that should assist the team on analyzing the potential opportunities driving by the District for services.			
Board Committee Reports <ul style="list-style-type: none"> Hospital Foundation Report 	Secretary Olive shared the Foundation participated in the Packwood Festival and had 26 participants in the race. The Women's Luncheon is this Saturday, June 3 rd and still accepting donations. Marc Fisher continues to work on the memorial plaque by adding seven names.			
<ul style="list-style-type: none"> Finance Committee Report 	Commissioner Coppock's finance update included kudos to the team on a successful survey, along with a surgery spotlight showing good energy and a bright future. Tracking on financials year to date and showing improvements compared to budget. The committee supports the petty cash drawers and requests the entire board approves the agreement in new business regarding staffing and productivity.			
Consent Agenda	Board Chair Herrin announced the consent agenda items for consideration of approval: <ol style="list-style-type: none"> Approval of Minutes 	Commissioner Coppock made a motion to approve the Consent Agenda and Commissioner Frady	Executive Assistant Garcia	6.02.23

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	<ol style="list-style-type: none"> a. April 21, 2023, Special Board Meeting b. April 26, 2023, Regular Board Meeting c. April 28, 2023, Special Board Meeting d. May 4, 2023, Special Board Meeting e. May 8, 2023, Special Board Meeting f. May 15, 2023, Special Board Meeting g. May 24, 2023, Finance Committee Meeting <ol style="list-style-type: none"> 2. Warrants & EFTs in the amount of \$3,003,869.93 dated April 2023 3. RES-23-12-Approving the Petty Cash Drawers & Custodians of the District 	<p>seconded. The motion passed unanimously.</p> <p>Minutes, Warrants and Resolutions will be sent for electronic signatures.</p>		
Old Business <ul style="list-style-type: none"> • 2023 AWPHD & WSHA Rural Hospital Leadership Conference, Chelan, WA 	Board Chair Herrin shared Commissioners Coppock, McMahan and new Superintendent Robert Mach will be joining him Chelan for the conference.			
New Business <ul style="list-style-type: none"> • RES-23-10-Adopting the LCHD No. 1's Revised Vision Statement & 2023-2025 Strategic Plan 	<p>Interim Superintendent Lieb presented the updated Vision Statement and new plan with associated themes and goals completed by management.</p> <p>Secretary Olive shared liking the new format and it being easy to follow. The new vision statement is true and loves that the District is recommending keeping <i>Care Like Crazy</i>. Commissioner Frady likes the progress on this plan and dashboard reporting moving forward from management.</p>	<p>Commissioner Frady made a motion to approve RES-23-10 and Commissioner Coppock seconded. The motion passed unanimously.</p> <p>Resolution will be sent for electronic signatures.</p>	Executive Assistant Garcia	06.02.23

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	Commissioners Coppock and McMahan liked the plan and new layout. Board Chair Herrin supports the updated vision statement and that his version states that employees are important.			
<ul style="list-style-type: none"> RES-23-11- Appoint Lewis County Hospital District No. 1's Superintendent 	Board Chair Herrin presented Resolution 23-11 to officially appoint Robert Mach effective June 19, 2023, at 12:01 am.	Secretary Olive made a motion to approve RES-23-11 and Commissioner McMahan seconded. The motion passed unanimously.	Executive Assistant Garcia	06.02.23
<ul style="list-style-type: none"> RES-23-13- Approving the Capital Purchase of Morton Clinic HVAC Units 	Interim Superintendent Lieb shared the Morton Clinic needs to replace three HVAC units that are 38 years old. The estimated cost is \$46,450 plus tax. This capital purchase is not on the 5-year capital list. Planning to purchase with operating cash or reviewing financing options. The management team continues to complete the 5-year Capital plan to get the District on a better track. The Board thanked leadership for raising the awareness on capital needs and plans for moving forward.	Commissioner Coppock made a motion to approve RES-23-13 and Secretary Olive seconded. The motion passed unanimously.	Executive Assistant Garcia	06.02.23
<ul style="list-style-type: none"> June 28, 2023, Regular Board Meeting 	Board Chair Herrin noted three of the commissioners and Superintendent will be wrapping up the leadership conference in Chelan, WA on June 28th. The Board agreed to cancel and if the Board needs to do District Business or take action, a Special Board Meeting can be scheduled.	<p>Commissioner Frady made a motion to cancel June 28, 2023 Regular Board Meeting, Secretary Olive seconded and the motion passed unanimously.</p> <p>Cancel June's Regular Board Meeting and notify the paper, as well as update on the website, reader board and social media.</p>	Executive Assistant Garcia & Diane Markham	06.02.23
<ul style="list-style-type: none"> Productivity & Staffing Services Agreement 	Interim Superintendent Lieb presented the HealthTech agreement which is a web-based management tool measuring	Commissioner Frady made a motion to move forward with the HealthTech		

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	<p>departmental performance. The management team likes the tool and sees the benefits to evaluating against these national and CAH benchmarks as we look to improve overall financial health of the District. Interim Superintendent Lieb disclosed this is his prior employer, so wanted full transparency moving forward. There is no other tool like it and the procurement process was followed to do the right thing.</p> <p>The Board expressed questions and concerns, as well as supported having tools for managers to better understand staffing needs and productivity levels. The Board thanked Interim Superintendent Lieb for bringing this topic forward and Executive Assistant Garcia assured the Board this agreement will follow the contract management process. Commissioner Frady noted the agreement effective date needs to be updated prior to signing.</p>	<p>Agreement and Commissioner Coppock seconded. The motion passed with Commissioners Frady and Coppock, along with Secretary Olive voting yea and Commissioner McMahan voting nay.</p>		
Superintendent Report	<p>Interim Superintendent Lieb highlighted the following:</p> <ol style="list-style-type: none"> 1. The DNV Plan of Correction was accepted. Served ice cream to say thank you to all staff on a job well done! 2. With Strategic Plan accepted next steps will include operationalizing the plan in the next couple months. 3. Successful financial audit and will move forward digging into the 340b program, a deeper dive into surgical billing, and adding the productivity tool to move departments along. 4. Onboarding the new Superintendent, the week of June 19th and departing June 23rd. Superintendent Mach 			

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	<p>will be and seen as in charge. In the process of working on a handoff document for a smooth transition.</p> <p>5. This is Interim Superintendent Lieb's last board meeting. Enjoyed the opportunity and a few months at Arbor Health. Thank you!</p>			
Meeting Summary & Evaluation	Interim Superintendent Lieb highlighted the decisions made and action items. Secretary Olive noted an awesome meeting. Commissioners Frady, Coppock and McMahan shared a solid, productive meeting. Board Chair Herrin agreed the Board covered a lot of ground with good discussions. Thank you, Mike!			
Guest Speaker	The Board remains interested on a successful onboarding and transition to a new Superintendent. The Board engaged Kurt O'Brien for six sessions in 2023, so planning to do July-November. Plan to do 45 minutes starting at the Regular Board Meeting on July 26 th and will reshare <i>Building New Habits for Communicating</i> .			
Adjournment	Commissioner Coppock moved and Commissioner Frady seconded to adjourn the meeting at 6:05 p.m. The motion passed unanimously.			

Respectfully submitted,

Kim Olive
 Kim Olive (Jul 27, 2023 15:32 PDT)
 Kim Olive, Secretary

Jul 27, 2023

Date







053123 Regular Board Meeting Minutes

Final Audit Report

2023-07-27

Created:	2023-07-27
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"053123 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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