



**LEWIS COUNTY HOSPITAL DISTRICT NO. 1
REGULAR BOARD OF COMMISSIONERS' MEETING
July 31, 2019 at 3 p.m.
Conference Room 1 & 2**

Mission Statement

The mission of Lewis County Hospital District No. 1, steward of public funds and trust, is to provide our highest level of compassionate, diligent and professional medical care.

Vision Statement

A caring team of people working together to lead our community toward better health.

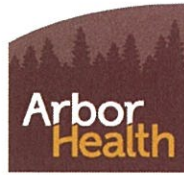
AGENDA TOPIC	CONCLUSION	ACTION ITEMS
Call to Order	<p>Board Chair Fritz called the meeting to order at 3:00 p.m.</p> <p>Commissioners present: Marc Fisher Judy Ramsey Shelly Fritz, Board Chair Kenton Smith, Secretary</p> <p>Commissioners absent: Trish Frady</p> <p>Others present: Leianne Everett, Superintendent Shana Garcia, Executive Assistant Katelin Forrest, HR/Medical Staff Coordinator Kim Stevens, DNS Vicky Brown, Clinic Administrator Craig Coppock, At-Large Candidate LeeAnn Evans, RN Wes McMahan, RN Richard Boggess, CFO Buddy Rose Diane Markham, Director of Communications</p>	<p>Board Chair Fritz requested we excuse Commissioner Frady from today's regular board meeting.</p> <p>Commissioner Fisher made a motion to excuse Commissioner Frady. Commissioner Ramsey seconded and the motion passed unanimously.</p>
Approval or Amendment of Agenda	<p>Superintendent Everett requested to amend the agenda to add to discuss the performance of a public employee during Executive Session. Board Chair Fritz requested to amend the agenda by moving Comments and Remarks to before the 15 Minute Philanthropist presentation.</p>	<p>Commissioner Ramsey made a motion to approve the amended agenda and Commissioner Fisher seconded. The motion passed unanimously.</p>
Conflicts of Interest	<p>Superintendent Everett asked the board to state any conflicts of interest with today's amended agenda.</p>	<p>None noted.</p>
Comments and Remarks	<p>Commissioners: None noted.</p>	



	<p>Audience: Wes McMahan requested Board support in opposition to Crystal Geiser. Also, requested the Board to consider live streaming board meetings.</p> <p>Board Chair Fritz thanked McMahan for comments and will consider requests.</p>	
<p>15 Minute Philanthropist</p>	<p>Director of Communications Markham highlighted the Foundation’s work throughout the District. The Foundation supports scholarships, purchase of medical equipment and more.</p> <p>Board Chair Fritz thanked the Foundation for their efforts as this is a worthy cause that the Board supports.</p>	
<p>Executive Session- RCW 42.30.110</p> <ul style="list-style-type: none"> • Medical Privileging- Katelin Forrest • To consider the minimum price at which real estate will be offered for sale or lease. • Quality Improvement Oversight Report • To discuss the performance of a public employee. 	<p>Executive Session began at 3:20 p.m. to discuss Medical Privileging, to consider the minimum price at which real estate will be offered for sale or lease, the Quality Improvement Oversight Report and to discuss the performance of a public employee for forty-five minutes.</p> <p>At 4:05 p.m. Board Chair Fritz extended Executive Session by fifteen minutes.</p> <p>The Board returned to open session at 4:20 p.m. No decisions were made.</p>	<p>Commissioner Ramsey made a motion to approve the Medical Privileging as presented and Secretary Smith seconded. The motion passed unanimously.</p> <p><u>Initial Appointments:</u></p> <ol style="list-style-type: none"> 1. Mahesh Alturi, DO – Consulting (Radia – Radiology Privileges) 2. Kristine Andrade, MD – Consulting (Radia – Radiology Privileges) 3. Andrew Bauer, MD – Consulting (Radia – Radiology Privileges) 4. Keith Bernstein, MD – Consulting (Radia – Radiology Privileges) 5. Robert Brezak, MD – Consulting (Radia –



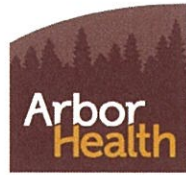
		<p>Radiology Privileges)</p> <ol style="list-style-type: none">6. William Brinkman, MD – Consulting (Radiology – Radiology Privileges)7. Jerome Domzalski, MD – Consulting (Radiology – Radiology Privileges)8. Frederick Kash, MD – Consulting (Radiology – Radiology Privileges)9. Eileen Lorenz, MD – Consulting (Radiology – Radiology Privileges)10. John MacKenzie, MD – Consulting (Radiology – Radiology Privileges)11. Ross Parker, MD – Consulting (Radiology – Radiology Privileges)12. Amar Purandate, MD – Consulting (Radiology – Radiology Privileges) <p><u>Reappointments:</u></p> <ol style="list-style-type: none">1. Charles (Tom) Anderson, MD – Active (Arbor Health – General Surgery & Emergency
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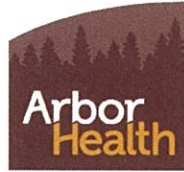
		<p>Medicine Privileges)</p> <ol style="list-style-type: none"> 2. Jeff Ford, Active, MD – Active (Arbor Health - Emergency Medicine Privileges) 3. Laila Naqib-Osman, MD – Consulting (PeaceHealth - Pathology Privileges) 4. Todd Nelson, CRNA – Allied Health Professional (Arbor Health - Anesthesia Privileges)
<p>Consent Agenda</p> <ul style="list-style-type: none"> • Minutes of the May 29, 2019 Regular Board Meeting <i>(Action)</i> • Minutes of the May 30, 2019 Special Board Meeting <i>(Action)</i> • Minutes of the June 17, 2019 Finance Committee Meeting <i>(Action)</i> • Minutes of the July 1, 2019 Special Board Meeting <i>(Action)</i> • Minutes of the July 10, 2019 Medical Staff Meeting <i>(Action)</i> • Minutes of the July 22, 2019 Finance Committee Meeting <i>(Action)</i> 	<p>Board Chair Fritz requested further clarification on the increased warrant amount in May. CFO Boggess noted that in efforts to provide even more transparency we are now including tax payments on the register. In the past these payments were input as journal entries; however, now it flows through Multiview workflow to follow the normal process. There will be months in the year where we have three payrolls too that may impact this amount.</p>	<p>Secretary Smith made a motion to approve the Consent Agenda and Commissioner Fisher seconded. The motion passed unanimously.</p>



<ul style="list-style-type: none"> • Warrants 113526-113941 & EFT's in the amount of \$3,000,984.49 dated May 2019 (<i>Action</i>) • Warrants 113942-114218 & EFT's in the amount of \$2,124,685.97 dated June 2019 (<i>Action</i>) • Resolution 19-17- Approving the Capital Purchase of the Mindray Equipment (<i>Action</i>) <ul style="list-style-type: none"> ○ <i>To purchase the telemetry, monitors and vital sign machines.</i> • Resolution 19-18- Approving Amended Board Bylaws <ul style="list-style-type: none"> ○ <i>To approve the revisions in section 3.6, The Order of Business.</i> • Approve Documents Pending Board Ratification 07.31.19 (<i>Action</i>) 		
<p>Old Business</p> <ul style="list-style-type: none"> • Quality Improvement Governance Tool Review 	<p>Board Chair Fritz requested the Board review the Quality Improvement Governance Tool and discuss the items they scored themselves a zero.</p>	<p>Action Item- Superintendent Everett will work with CFO Boggess on annually reporting a summary of the financial impact of poor quality on payments and liability costs to the Board.</p>
<ul style="list-style-type: none"> • 2019-2020 Focus Areas 	<p>Superintendent Everett noted these foci originated from the areas for improvement in 2019 CAH Annual Evaluation. Superintendent Everett, Commissioner</p>	<p>Action Item- Commissioner Ramsey, Board Chair Fritz and</p>



	<p>Fisher and Commissioner Frady responded with their top three to five foci for 2020.</p> <p>The remaining board members agreed to select their top focuses and email to Superintendent Everett by August 19th, 2019 to discuss at the August 28th, 2019 Regular Board Meeting.</p>	<p>Secretary Smith will select three to five focus areas for 2020 and email to Superintendent Everett by August 19, 2019.</p>
<ul style="list-style-type: none"> Managing Commissioner Questions & Requests 	<p>Board Chair Fritz recommended the Board have a process in place regarding managing expenses to budget. This will provide structure around expenses and facilitate communication between the Board and Administration. This will ensure there are checks and balances on board incurred expenses.</p> <p>The Board agreed to remove the MRSC sentence and add full board or delegate in the proposed policy on page 73 of the packet. The Board will approve at the August 28, 2019 Regular Board Meeting.</p> <p>Commissioner Ramsey expressed concerns regarding the expense reimbursements associated with the Lake Chelan Conference. Administration agreed to review and bring back a proposal at the August 28, 2019 Regular Board Meeting.</p>	<p>Action Item-Executive Assistant Garcia will draft the new Board Spending Authority Policy for the August 28, 2019 Regular Board Meeting.</p> <p>Action Item-Superintendent Everett and CFO Boggess will review the Travel Expense Reimbursement Form specifically on the reimbursement for Lake Chelan.</p>
Break	<p>Board Chair Fritz called for a 10-minute break at 5:15 p.m. The board returned to open session at 5:25 p.m.</p>	
<p>New Business</p> <ul style="list-style-type: none"> WSHA 2019 Annual Member Meetings & Governance Day 	<p>Board Chair Fritz noted the WSHA 2019 Annual Member Meeting and Governance Day is coming up on October 9th & 10th.</p>	<p>Action Item-Executive Assistant Garcia will connect with Board Chair Fritz and Commissioner Frady to see if they want to attend the WSHA 2019 Annual Member Meetings & Governance Day with Superintendent Everett.</p>
<ul style="list-style-type: none"> Reschedule October Regular Board Meeting 	<p>Board Chair Fritz proposed rescheduling the Regular Board Meeting from October 30th to October 23 at 3 PM or November 6th at 5 PM.</p> <p>The Board agreed that both dates work, so Administration will review and propose the best date at the August 28th, 2019 Regular Board Meeting.</p>	<p>Action Item-Superintendent Everett will review the schedule and propose either October 23rd or November 6th as a replacement for the October 30th Regular Board Meeting.</p>



<ul style="list-style-type: none"> Excuse Commissioner Ramsey's Absence 		<p>Commissioner Fisher made a motion to excuse Commissioner Ramsey from the Special Board Meeting on July 1, 2019. Secretary Smith seconded and the motion passed unanimously.</p>
<ul style="list-style-type: none"> Annual Board Policy & Procedure Review 	<p>The Board agreed to mark the Annual Adoption of the Compliance Plan, the Annual Adoption of the Quality Program Plan and the Annual CEO/Superintendent Evaluation as reviewed.</p> <p>The Board proposed editing the Board E-Mail Communication Policy on page 86 of the packet. The Board agreed to update “create to maintain and Morton General Hospital’s to Arbor Health’s” in the following sentences:</p> <ul style="list-style-type: none"> The Board of Commissioners of Lewis County Hospital District No. 1 shall create maintain a district Email Communication Policy. All email to and from board members shall be subject to Morton General Hospital’s Arbor Health’s Electronic Mail Usage Policy, Document ID: 10115. 	<p>Action Item-Executive Assistant Garcia will mark the Board E-Mail Communication Policy as approved with edits.</p> <p>Commissioner Ramsey made a motion to mark the policies as reviewed or with edits and Secretary Smith seconded. The motion passed unanimously.</p>
<ul style="list-style-type: none"> Budget Amendments 	<p>Superintendent Everett presented a more formal communication regarding a recommended best practice of implementing budget amendments. CFO Boggess and Controller Scogin will support the Manager through this process and then the amendment will be presented to the Finance Committee for final Board approval.</p>	<p>Action Item-CFO Boggess will create a policy for Budget Amendments to present at the August 19th Finance Committee Meeting.</p>
<ul style="list-style-type: none"> Lake Chelan Rural Health Conference 	<p>Board Chair Fritz noted the conference was informative. Continued to stress the importance of compassion in healthcare, addressing mental health and having a workplace violence plan onsite.</p>	
<ul style="list-style-type: none"> Board Packets Available Online 	<p>Board Chair Fritz wanted to ensure the Commissioners can access the packets on Lucidoc and noted some Districts post their board packets on their website for viewing, too.</p>	
<ul style="list-style-type: none"> Board Consultant 	<p>Board Chair Fritz is proposing we engage a board consultant in to order to maintain skills as we transition commissioners in the new year. Karma Bass was a speaker in Chelan and Superintendent Everett has a call</p>	



	scheduled with her to consider her as a facilitator for the upcoming strategic planning retreat.	
<ul style="list-style-type: none"> Generator/OR Project 	Superintendent Everett noted USDA will not fund projects through the construction phase, so CFO Boggess is contacting other lending options. Superintendent Everett will be drafting a second waiver request to the Department of Health. While we have accomplished milestones, we again are restarting the process to finance the project. With the costs being higher than anticipated the District is reviewing financing options from the beginning. There are many moving targets, so the information with funnel through Finance Committee.	
Superintendent Report <ul style="list-style-type: none"> Superintendent's Dashboard 	Superintendent Everett highlighted the following: <ol style="list-style-type: none"> The attorney is reviewing the contract language for the Adventure Medics. A new proforma will be presented and if we can come to an agreement, a Special Board Meeting may be scheduled in August. The Transitional Care, Allevant program is performing better than budget which is a direct reflection of the great work being done by Case Manager Evans. Due to scheduling conflicts we have rescheduled the Quality Improvement Committee to August 22, 2019. 	
Board Committee Reports <ul style="list-style-type: none"> Hospital Foundation Report 	Commissioner Fisher noted the upcoming Dinner Auction is scheduled for October 5 th , 2019, so make sure to mark your calendars. The Corks N Caps Fund A Need focus was on the Ambulance. There was low attendance which could have been related to the date change, as well as the location change from Mossyrock to Packwood.	
<ul style="list-style-type: none"> Finance Committee Report 	CFO Boggess noted the District has a favorable EBITA and Net Income improved YTD, but still behind budget. Cash decreased; however, CFO Boggess is anticipating it will improve next month. AR Days increased yet nothing to be concerned about.	
Adjournment	Commissioner Fisher moved and Commissioner Ramsey seconded to adjourn the meeting at 6:27 p.m. The motion passed unanimously.	

Respectfully submitted,

Kenton Smith, Secretary

Sept 4, 2019
Date