



**LEWIS COUNTY HOSPITAL DISTRICT NO. 1
REGULAR BOARD OF COMMISSIONERS' MEETING
June 10, 2020 at 3:00 p.m.
ZOOM**

<https://myarborhealth.zoom.us/j/99365012692>

Meeting ID: 993 6501 2692

One tap mobile: +12532158782,,99365012692# US

Dial by your location: +1 253 215 8782 US

Mission Statement

To foster trust and nurture a healthy community.

Vision Statement

To provide accessible, quality healthcare.

AGENDA TOPIC	CONCLUSION	ACTION ITEMS
Call to Order	<p>Board Chair Frady called the meeting to order via Zoom at 3:00 p.m.</p> <p>Commissioners present:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Trish Frady, Board Chair <input checked="" type="checkbox"/> Tom Herrin, Secretary <input checked="" type="checkbox"/> Shelly Fritz <input checked="" type="checkbox"/> Wes McMahan <input checked="" type="checkbox"/> Chris Schumaker <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"/> Katelin Forrest, HR Generalist <input checked="" type="checkbox"/> Janice Holmes, Medical Staff Coordinator <input checked="" type="checkbox"/> Richard Boggess, CFO <input checked="" type="checkbox"/> Shannon Kelly, HR Director <input checked="" type="checkbox"/> Jeff Robbins, Maintenance Manager <input checked="" type="checkbox"/> Buddy Rose, Reporter <input checked="" type="checkbox"/> Roy Anderson, Compliance Officer <input checked="" type="checkbox"/> Diane Markham, Director of Marketing & Development <input checked="" type="checkbox"/> Julie Taylor, Director of Ancillary Services <input checked="" type="checkbox"/> Elee Fairhart, Morton Resident <input checked="" type="checkbox"/> Craig Coppock, Mossyrock Resident 	



Approval or Amendment of Agenda		Secretary Herrin made a motion to approve the amended agenda. Commissioner Schumaker seconded and the motion passed unanimously.
Conflicts of Interest	Superintendent Everett asked the board to state any conflicts of interest with today's agenda.	None noted.
Comments and Remarks	<p>Commissioners: Commissioner Fritz thanked both former and current Board members, as well as the Leadership Team for their commitment to the District. She encouraged the new commissioners to reach out to former commissioners regarding questions concerning decisions and/or the direction the Board took on historical items. She reiterated the trust and support the Medical Staff has in Superintendent Everett.</p> <p>Commissioner Herrin noted he hopes to have the same impact being on the Board as Commissioner Fritz and is thankful for what he has learned to this point.</p> <p>Commissioner Schumaker noted he looks forward to representing and doing good work for his district.</p> <p>Board Chair Frady thanked Commissioner Fritz for her leadership of the Board and wished her the best in the future. She presented Commissioner Fritz with a clock to show the Board's appreciation for her years of service.</p> <p>Audience: Craig Coppock, a Mossyrock Resident thanked Commissioner Fritz for her consideration and is excited for the potential opportunity of serving on the Board.</p> <p>Elee Fairhart, a Morton Resident inquired on the length of time left on the Paycheck Protection Program (PPP). CFO Boggess noted this is an eight-week program, so the end of June 2020.</p>	
Executive Session- RCW 70.41.205 <ul style="list-style-type: none"> • Medical Privileging- Katelin Forrest 	<p>Executive Session began at 3:18 p.m. for twenty minutes to discuss Medical Privileging.</p> <p>The Board returned to open session at 3:38 p.m. No decisions were made in Executive Session.</p>	Commissioner Fritz identified a conflict of interest with the Initial Appointment, as Anthony



		<p>Fritz is a relative, so will abstain from voting on his privileges.</p> <p>Secretary Herrin made a motion to approve the Medical Privileging as presented and Commissioner Schumaker seconded. Commissioner Fritz abstained from voting on the Initial Appointment and the motion passed unanimously.</p> <p><u>Initial Appointments:</u></p> <ol style="list-style-type: none">1. Anthony Fritz, MD – Active – (Arbor Health – Internal Medicine Privileges) <p><u>Reappointments:</u></p> <ol style="list-style-type: none">1. Amit Kansara, MD - Consulting – (Providence – Telestroke Privileges)2. Richard Kennedy, MD - Consulting – (Providence Cardiology Associates – EKG & Echo Interpretation Privileges)3. Timothy Larson, MD - Consulting – (Providence Cardiology Associates – EKG & Echo Interpretation Privileges)4. Qiang Li, MD - Consulting –
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		(Providence Cardiology Associates – EKG & Echo Interpretation Privileges) 5. Jimmy Swan, MD - Consulting – (Providence Cardiology Associates – EKG & Echo Interpretation Privileges) 6. John Waggoner, MD - Consulting – (Providence Cardiology Associates – EKG & Echo Interpretation Privileges) 7. Michael Wynn, MD - Consulting – (Providence – Telestroke Privileges)
Department Spotlight	Superintendent Everett noted we will restart department spotlights at the next Regular Board Meeting on July 29, 2020.	
Break	Board Chair Frady called for a five-minute break at 3:42 p.m. The Board returned to open session at 3:47 p.m.	
Board Committee Reports <ul style="list-style-type: none"> • Finance Committee Report 	CFO Boggess highlighted the following: <ol style="list-style-type: none"> 1. Income Statement shows a 32% decrease in revenues due to COVID. 2. Other Operating Revenue includes governmental released funding that the District took advantage of the available programs during the pandemic. 3. Expenses were favorable to budget. 4. The budget is favorable by 48% with a net income stronger than budget for the month, year to date and a little worse than the prior year’s performance. 5. Overall, the District is fairing pretty good during this pandemic and trending like other Critical Access Hospital’s (CAH) in rural America. 	



	<p>CFO Boggess noted we will be starting the operational budget for 2021 and Administration will be determining what the methodology behind it. The District is marketing to restart programs to bring back volumes, as well as continuing to build relationships to build back the swing bed programs to bring patients home.</p>	
<ul style="list-style-type: none"> Compliance Committee Report 	<p>Commissioner McMahan highlighted the Compliance Minutes in the packet. There is one open public records request and Commissioner McMahan confirmed he acknowledges he has a conflict of interest if he needs to excuse himself. Compliance Officer Anderson has been focused on regulations related to COVID and concluded there have been no major concerns in first quarter.</p>	
<ul style="list-style-type: none"> Plant Planning Committee Report 	<p>Maintenance Manager Robbins highlighted that the Generator/OR HVAC bids are open and scheduling onsite walk throughs with contractors to accommodate social distancing. The District is considering purchasing duplexes in Morton for interim/contracted housing given the rental market is so challenging.</p> <p>Commissioner McMahan questioned if the District was leasing the equipment for this project for seven years. CFO Boggess clarified that we are not leasing, and this is a seven-year note with GE Capital.</p>	
<p>Consent Agenda</p> <ul style="list-style-type: none"> Minutes of the May 6, 2020 Regular Board Meeting <i>(Action)</i> Minutes of the May 13, 2020 Medical Staff Meeting <i>(Action)</i> Minutes of the May 18, 2020 Finance Committee Meeting <i>(Action)</i> Minutes of the May 27, 2020 Compliance Committee Meeting <i>(Action)</i> Minutes of the May 27, 2020 Special Board Meeting <i>(Action)</i> 	<p>Commissioner McMahan inquired on Resolution 20-21 as the Resolution is referencing the CIC Local 2767 Letter of Understanding (LOU) Extension and the supporting documentation is for the WSNA COVID-19 MOA.</p> <p>HR Director Kelly confirmed we need two resolutions for both unions. The 2767 Union requested an extension and did not need a COVID-19 MOA; however, WSNA wanted a COVID-19 MOA in writing.</p> <p>Executive Assistant Garcia will correct Resolution 20-21 to Approving the WSNA COVID-19 MOA and will create Resolution 20-24 Approving the CIC Local 2767 LOU Extension.</p> <p>The Board agreed to approve the Consent Agenda minus Resolution 20-21 and 20-24, which will be discuss further in New Business.</p>	<p>Action Item-Executive Assistant Garcia will revise Resolution 20-21 and create Resolution 20-24.</p> <p>Commissioner Fritz made a motion to approve the Consent Agenda minus Resolution 20-21 and 20-24, Secretary Herrin seconded. The motion passed unanimously.</p>




<ul style="list-style-type: none"> • Warrants & EFT's in the amount of \$2,522,763.20 dated April 2020 (<i>Action</i>) • Warrants & EFT's in the amount of \$3,993,310.68 dated May 2020 (<i>Action</i>) • Resolution 20-21- Approving Carpenters Industrial Council (CIC) Local 2767 Contract Extension (<i>Action</i>) • Resolution 20-22- Designating Applicant Agent & Alternate Applicant Agent for WA FEMA Public Assistance (<i>Action</i>) • Resolution 20-23- Approving the Petty Cash Drawers & Custodians of the District (<i>Action</i>) • Approve Documents Pending Board Ratification 06.10.20 (<i>Action</i>) 		
<p>Old Business</p> <ul style="list-style-type: none"> • Handling Complaints, Comments & Questions in the Community 	<p>Board Chair Frady presented the Commissioner Business Cards as a tool to give to the District while handling complaints. The card will reiterate the patient is being heard and provide a number to call which is consistent with our complaint resolution process.</p>	<p>Action Item-Executive Assistant Garcia will order the Commissioner Business Cards.</p>
<ul style="list-style-type: none"> • Minutes of the February 11, 2020 Compliance Committee Meeting (<i>Action</i>) 	<p>Commissioner McMahan thanked Compliance Officer Anderson for updating the February 11, 2020 Compliance Minutes; however, he noticed they were never officially approved by the Board after the edits were requested.</p>	<p>Secretary Herrin made a motion to approve the minutes and Commissioner McMahan seconded. The motion passed unanimously.</p>
<p>New Business</p> <ul style="list-style-type: none"> • RHC Visiting Nurse Services 	<p>Superintendent Everett started evaluating visiting nurse services. The visiting nurse will provide services that our Rural Health Clinics are providing today which include,</p>	



	but are not limited to immunizations, blood pressure checks, etc.	
<ul style="list-style-type: none"> Mobile Clinic 	Superintendent Everett has started researching the mobile clinic service for the District with legal.	
<ul style="list-style-type: none"> Insurance Policies 	Superintendent Everett is evaluating volume projections with the broker given the impact of COVID-19. This topic will be address further at finance committee for the annual review.	
<ul style="list-style-type: none"> Board Education 	Board Chair Frady reiterated how informative the iProtean education is for the Board. Superintendent Everett shared COVID has presented the District to explore opportunities to deliver medicine in unconventional manner. The District adopted their Community Health Needs Assessment in May and next steps include addressing some of the high priority community needs and determining the best way to enhance the health and wellness of the community. Superintendent Everett will address operationally the goals to start addressing these topics now that COVID-19 is being managed for the time being. She will be reporting more information on this topic in third quarter.	Action Item- Superintendent Everett will establish account access for the new commissioners once their email accounts are created.
<ul style="list-style-type: none"> Board Policies & Procedures 	<p>Commissioner McMahan noted his concerns he raised before regarding the Code of Ethics. Superintendent Everett noted this a is a road map to guide the Board. Compliance Officer Anderson reiterated this is an OIG requirement for the Board.</p> <p>The Board supported marking the following three policies and procedures as reviewed.</p> <ol style="list-style-type: none"> Annual Adoption of the Quality Program Plan Code of Ethics Commissioner Compensation for Meetings and Other Services 	<p>Action Item-Executive Assistant Garcia will mark the three policies and procedures as reviewed.</p> <p>Commissioner Fritz made a motion to mark the policies and procedures as reviewed and Commissioner McMahan seconded. The motion passed unanimously.</p>
Break	Board Chair Frady called for an eight-minute break at 4:52 p.m. The Board returned to open session at 5:00 p.m.	
<ul style="list-style-type: none"> Interview Commissioner Candidates for Position #3- Mossyrock & Silver Creek Areas <ul style="list-style-type: none"> To interview commissioner candidate(s) 	<p>Board Chair Frady noted Craig Coppock will be interviewed today and the interview questions provided were as follows:</p> <ol style="list-style-type: none"> What makes our mission meaningful to you? What motivates you? How do you represent to your constituents a board’s decision you were opposed to? How would you leverage your position in the community and advocate for the District? 	



<p><i>for the vacant position.</i></p>	<p>Board Chair Frady asked if there was anyone else participating in today’s meeting that wanted to be considered for Position #3. Hearing none, the Board proceeded with the interview.</p>																																																					
<p>Executive Session-RCW 42.30.110 (h)</p>	<p>Executive Session began at 5:10 p.m. for five minutes to discuss RCW 42.30.110 (h).</p> <p>The Board returned to open session at 5:15 p.m. No decisions were made in Executive Session.</p>																																																					
<p>New Business Continued</p> <ul style="list-style-type: none"> Resolution 20-21 Resolution 20-24 	<p>Superintendent Everett presented a revised Resolution 20-21-Approving the WSNA COVID-19 Memorandum of Agreement and a new Resolution 20-24-Approving Carpenters Industrial Council (CIC) Local 2767 LOU Extension.</p>	<p>Commissioner McMahan made a motion to approve Resolution 20-21 and 20-24 and Secretary Herrin seconded. The motion passed unanimously.</p>																																																				
<ul style="list-style-type: none"> Oath of Office 	<p>Board Chair Frady reminded the candidate that the appointee will need to run for office in 2021, as this term will be to finish the original six-year term vacated by Shelly Fritz which will end December 31, 2021.</p> <p>Board Chair Frady requested a motion for the appointment of Lewis County Hospital District No. 1 Position #3.</p> <p>Commissioner Fritz officially resigned from Position #3.</p> <p>Craig Coppock was sworn in by Michelle Matchett, Notary Public, for his Board of Commissioners appointment beginning June 10, 2020.</p>	<p>Commissioner Fritz made a motion to appoint Craig Coppock for Position #3 and Secretary Herrin seconded. The motion passed unanimously.</p>																																																				
<ul style="list-style-type: none"> 2020 Organization of the Board of Commissioners 	<p>Board Chair Frady noted the organization of the Board Committees needed to be updated. The Board agreed to the following updates:</p> <div style="text-align: center;">  <p>2020 Organization & Officers of the Board of Commissioners Effective Date: June 10, 2020</p> <table border="1" data-bbox="500 1583 1063 1887"> <thead> <tr> <th colspan="2">Board Leadership</th> <th colspan="2">Board Representation</th> </tr> </thead> <tbody> <tr> <td>Board Chair</td> <td>Trish Frady</td> <td></td> <td></td> </tr> <tr> <td>Board Secretary</td> <td>Tom Herrin</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>Tom Herrin</td> <td>Craig Coppock</td> </tr> <tr> <td>QI Oversight</td> <td>Superintendent & CCO</td> <td>Wes McMahan</td> <td>Chris Schumaker</td> </tr> <tr> <td>Governance</td> <td>Superintendent</td> <td>Trish Frady</td> <td>Wes McMahan</td> </tr> <tr> <td>Plant Planning</td> <td>Superintendent & Environmental Services Manager</td> <td>Tom Herrin</td> <td>Chris Schumaker</td> </tr> <tr> <td>Strategic Planning</td> <td>Superintendent</td> <td colspan="2">Board of Commissioners</td> </tr> <tr> <td>Compliance Committee</td> <td>Superintendent & Compliance Officer</td> <td>Wes McMahan</td> <td>Craig Coppock</td> </tr> <tr> <th colspan="2">Other Board Representation</th> <th colspan="2">Board Representation</th> </tr> <tr> <td>Foundation</td> <td>Wes McMahan</td> <td></td> <td></td> </tr> <tr> <td>State Representation</td> <td>Wes McMahan</td> <td></td> <td></td> </tr> </tbody> </table> </div>	Board Leadership		Board Representation		Board Chair	Trish Frady			Board Secretary	Tom Herrin			Committee	Administration Representation	Committee Chair	Board Representation	Finance	Superintendent & CFO	Tom Herrin	Craig Coppock	QI Oversight	Superintendent & CCO	Wes McMahan	Chris Schumaker	Governance	Superintendent	Trish Frady	Wes McMahan	Plant Planning	Superintendent & Environmental Services Manager	Tom Herrin	Chris Schumaker	Strategic Planning	Superintendent	Board of Commissioners		Compliance Committee	Superintendent & Compliance Officer	Wes McMahan	Craig Coppock	Other Board Representation		Board Representation		Foundation	Wes McMahan			State Representation	Wes McMahan			<p>Action Item-Executive Assistant Garcia will update the 2020 Organization & Office of the Board of Commissioners and post in Lucidoc in the Board of Commissioner’s Manual for future reference.</p>
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	<p>Board Chair Frady assigned the new commissioners with a buddy commissioner to help guide them through their appointment. The assignments are as follows:</p> <ol style="list-style-type: none"> 1. Commissioner Schumaker & Secretary Herrin 2. Commissioner Coppock & Commissioner McMahan <p>Board Chair Frady shared if you are unable to attend a committee meeting it is up to that commissioner to find a replacement. Board Chair Frady noted she would be available to step in at the committee level too.</p>	
<p>Superintendent Report</p> <ul style="list-style-type: none"> • Superintendent's Dashboard 	<p>Superintendent Everett highlighted the following on her dashboard:</p> <ol style="list-style-type: none"> 1. Proposed scheduling community engagements either in person or via Zoom to ensure our constituents have access to their elected commissioners. 2. Introduced our new CNO/CQO Sara Williamson. 3. Shared Administration is revising the organizational chart and will present in third quarter. 4. Scheduled to present strategic initiatives/measures in draft form for the July Regular Board Meeting and a final version in August. Dashboard will be populated thereafter for the Board. 	
Adjournment	Commissioner McMahan moved and Secretary Herrin seconded to adjourn the meeting at 5:45 p.m. The motion passed unanimously.	

Respectfully submitted,

Tom Herrin

[Tom Herrin \(Aug 24, 2020 06:23 PDT\)](#)

Tom Herrin, Secretary

Aug 24, 2020

Date





061020 Regular Board Meeting Minutes-DRAFT

Final Audit Report

2020-08-24

Created:	2020-08-21
By:	Shana Garcia (Sgarcia@mortongeneral.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAU8BNr8WggkNpUOmnxliVZ88aQkxFOGXU

"061020 Regular Board Meeting Minutes-DRAFT" History

-  Document created by Shana Garcia (Sgarcia@mortongeneral.org)
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-  Document emailed to Tom Herrin (commissionerherrin@myarborhealth.org) for signature
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Signature Date: 2020-08-24 - 1:23:15 PM GMT - Time Source: server- IP address: 98.158.1.2
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