



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

**July 28, 2021 at 3:30 p.m.**

**ZOOM**

<https://myarborhealth.zoom.us/j/96833950935>

Meeting ID: 968 3395 0935

One tap mobile: +12532158782,,96833950935#

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**Mission Statement**

**To foster trust and nurture a healthy community.**

**Vision Statement**

**To provide accessible, quality healthcare.**

AGENDA	DISCUSSION	ACTION	OWNER	DUE DATE
Call to Order Roll Call Reading the Mission & Vision Statements	Board Chair Frady called the meeting to order via Zoom at 3:30 p.m.  <b>Commissioners present:</b> <input checked="" type="checkbox"/> Trish Frady, Board Chair <input checked="" type="checkbox"/> Tom Herrin, Secretary <input checked="" type="checkbox"/> Craig Coppock <input checked="" type="checkbox"/> Wes McMahan <input checked="" type="checkbox"/> Chris Schumaker  <b>Others present:</b> <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"/> Robert Hirst, Interim Quality Manager <input checked="" type="checkbox"/> Janice Holmes, Medical Staff Coordinator <input checked="" type="checkbox"/> Richard Boggess, CFO <input checked="" type="checkbox"/> Clint Scogin, Controller <input checked="" type="checkbox"/> Van Anderson, Packwood Resident <input checked="" type="checkbox"/> Kathleen Arnold, Interim Pharmacist			

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	<ul style="list-style-type: none"> <li>☒ Larry Sinkula, Surgical Services Director</li> <li>☒ Julie Taylor, Ancillary Services Director</li> <li>☒ Julie Allen, Quality Data Analyst</li> <li>☒ Diane Markham, Marketing &amp; Communications Manager</li> <li>☒ David Crouch, Facilities Director</li> <li>☒ Brandy Childress, Clinic Manager</li> <li>☒ Buddy Rose, Lewis County Journal</li> <li>☒ Shannon Kelly, CHRO</li> <li>☒ Jessica Scogin, Foundation Manager</li> <li>☒ Ferial Kahn, Interim Nursing</li> <li>☒ LeeAnn Evans, Inpatient &amp; Emergency Services Director</li> <li>☒ Kim Olive, Human Resource Assistant</li> </ul>			
Approval or Amendment of Agenda		Secretary Herrin made a motion to approve the agenda. Commissioner Coppock seconded and the motion passed unanimously.		
Conflicts of Interest	Board Chair Frady asked the Board to state any conflicts of interest with today's agenda.	Superintendent Everett noted a conflict of interest for all employees present at today's meeting with Resolution 21-29.		
Comments and Remarks	<p>Commissioners: Commissioner McMahan commended the District on their proactive approach during this time.</p> <p>Commissioner Schumaker commended the District on the movement on a Packwood Clinic and thanked Commissioner McMahan for partnering with him on telling the Arbor Health story at the recent Packwood Business Meeting.</p>			

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	<p>Board Chair Frady and Commissioner Schumaker commended the Staff on becoming DNV Accredited.</p> <p>Audience: Van Anderson requested additional information as it relates to FTE's and average hourly rate. Public Records Officer Garcia encouraged Van to submit a Public Records Request for this type of information.</p>			
<p>Executive Session- RCW 70.41.205 &amp; 70.41.200</p>	<p>Executive Session began at 3:40 p.m. for 20 minutes to discuss Medical Privileging and the Quality Improvement Oversight Report. The Board returned to open session at 4:00 p.m.</p> <p>No decisions were made in Executive Session.</p> <p>Initial Appointments-</p> <p style="padding-left: 40px;"><u>Arbor Health</u></p> <ol style="list-style-type: none"> <li>1. Travis Podbilski, DO (Family Medicine Privileges)</li> </ol> <p style="padding-left: 40px;"><u>Radiology Consulting Privileges</u></p> <ol style="list-style-type: none"> <li>2. Christopher Hartness, MD (Radiology Privileges)</li> <li>3. Michelle Ouyang, MD (Radiology Privileges)</li> <li>4. Aubrey Slaughter, MD (Radiology Privileges)</li> </ol> <p style="padding-left: 40px;"><u>Telestroke/Neurology Consulting Privileges</u></p> <ol style="list-style-type: none"> <li>5. Maria Recio, MD (Telestroke Privileges)</li> </ol> <p>Reappointments-</p> <p style="padding-left: 40px;"><u>Arbor Health</u></p> <ol style="list-style-type: none"> <li>6. Charles Anderson, MD (General</li> </ol>	<p>Commissioner McMahan made a motion to approve the Medical Privileging as presented and Commissioner Schumaker seconded. The motion passed unanimously.</p>		

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	<p>Surgery/Emergency Medicine Privileges)</p> <p>7. Vincent Ball, MD (Emergency Medicine Privileges)</p> <p><u>Telestroke/Neurology Consulting Privileges</u></p> <p>8. Stephen Burton, MD (Telestroke Privileges)</p> <p><u>Pulmonology Consulting Privileges</u></p> <p>9. Richard Redman, MD (Pulmonary Privileges)</p> <p><u>Pathology Consulting Privileges</u></p> <p>10. Laila Naqib-Osman, MD (Pathology Privileges)</p>			
<p>Guest Speaker</p> <ul style="list-style-type: none"> <li>Elya Prystowsky, MS PhD, Executive Director</li> </ul>	<p>Elya provided an overview of the Rural Collaborative and the benefits to Arbor Health’s participation. Arbor Health continues to leverage the relationship through contracts, purchasing agreements, resources, shared positions, etc.</p> <p>The Board was complementary of the Rural Collaborative and for the opportunity the District has been able to be part of for so many years.</p>			
<p>Department Spotlight</p> <ul style="list-style-type: none"> <li>Acute Care &amp; Skilled Nursing</li> </ul>	<p>Inpatient &amp; Emergency Services Director Evans provided insight into Inpatient Services and Skilled Swing Bed Services.</p>			
<p><b>Board Committee Reports</b></p> <ul style="list-style-type: none"> <li>Hospital Foundation Report</li> </ul>	<p>Commissioner McMahan shared the Arbor Health Foundation thankful for Diane Markham’s services and welcomes Jessica to the team. Foundation Manager Scogin noted the Foundation is still looking for volunteers for the Jubilee booth. The Ladies Brunch has been postponed to May 2022 and the theme is <i>To Begin Again</i>. The Arbor Health Foundation is planning to do a hybrid style</p>			

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	auction again this year and more information to come very soon.			
<ul style="list-style-type: none"> <li>Finance Committee Report</li> </ul>	<p>Commissioner Coppock highlighted updates from the last two Finance Committee meetings. The District is developing a 5-Year Capital Plan. There are resolutions coming forward for approval which includes surplus, adding new auditors, updating signing authority, capital purchase of PFT, retention bonus methodology and OR HVAC &amp; Generator Project change orders, all of which the Finance Committee supports. The Health Insurance program continues to exceed expectations. The current Physician Compensation Model is fair, equitable and competitive. The 2022 budget planning has official begun.</p> <p>Commissioner Schumaker expressed continued concerns related to not feeling informed regarding the Finance Committee. Superintendent Everett recommended to develop a healthcare finance skillset to set up a 1:1 with CFO Boggess.</p>	Schedule a 1:1 for Commissioner Schumaker and CFO Boggess.	Executive Assistant Garcia & CFO Boggess	08.25.21 Regular Board Meeting
<ul style="list-style-type: none"> <li>Plant Planning Committee Report</li> </ul>	Secretary Herrin highlighted from the last Plant Planning meeting that the District remains interested in a Packwood Clinic. The Committee recommended exploring the Peters Inn as a potential location. Superintendent Everett is exploring a viable realtor for this project.			
<b>Consent Agenda</b>	<p>Board Chair Frady announced the consent agenda items for consideration of approval:</p> <ol style="list-style-type: none"> <li>1. Approval of Minutes               <ol style="list-style-type: none"> <li>a. May 5, 2021 Special Board Meeting</li> <li>b. May 26, 2021 Regular Board Meeting</li> </ol> </li> </ol>	Secretary Herrin made a motion to approve the Consent Agenda and Commissioner Coppock seconded. The motion passed unanimously.		

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	<ul style="list-style-type: none"> <li>c. June 2, 2021 Special Board Meeting</li> <li>d. June 9, 2021 QIO Committee Meeting</li> <li>e. June 30, 2021 Finance Committee Meeting</li> <li>f. July 14, 2021 Plant Planning Committee Meeting</li> <li>g. July 21, 2021 Finance Committee Meeting</li> </ul> <ul style="list-style-type: none"> <li>2. Warrants &amp; EFT's in the amount of \$4,156,459.49 dated May 2021</li> <li>3. Warrants &amp; EFT's in the amount of \$4,126,642.18 dated June 2021</li> <li>4. Resolution 21-24- Approving the Amended Board Bylaws</li> <li>5. Resolution 21-25- Approving Declaring to Surplus or Dispose of Certain Property</li> <li>6. Resolution 21-26- Appointing Additional Auditor(s) of LCHD No. 1</li> <li>7. Resolution 21-27- Delegating Operational Authority to Superintendent to Manage Signing Authority on District Accounts</li> <li>8. Resolution 21-28- Approving the Capital Purchase of Pulmonary Function Testing Machine</li> <li>9. Approve Documents Pending Board Ratification 07.28.21</li> </ul>			
<p><b>Old Business</b></p> <ul style="list-style-type: none"> <li>• Incident Command Update</li> </ul>	<p>CNO/CQO Williamson highlighted the following:</p> <ul style="list-style-type: none"> <li>1. The Delta variant is a game changer, and the transmission rate is higher and more infectious.</li> </ul>			

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	<ol style="list-style-type: none"> <li>2. The Delta variant is projected to peak mid-October</li> <li>3. The Governor is highly encouraging masks in indoor settings.</li> <li>4. Vaccine requirements are potentially in the pipeline.</li> <li>5. As a district, we need to continue to encourage the unvaccinated population to either vaccinate or continue to mask, distance and quarantine if infected or exposed.</li> </ol>			
<b>Break</b>	Board Chair Frady called for a 5-minute break at 5:30 p.m. The Board returned to open session at 5:35 p.m.			
<b>New Business</b> <ul style="list-style-type: none"> <li>• Board Educational Opportunity</li> </ul>	<p>Board Chair Frady encouraged the Board to attend educational opportunities and to continue to contact when interested. WSHA is offering a series, so make sure to email them if interested.</p> <p>Board Chair Frady requested the Board check emails a minimum of a couple times a week to stay abreast of the ongoings of the District, meetings and hospital business. If you are unable to attend a meeting, it is your responsibility to find a replacement and if unable, then request the Board Chair attend in your place. Board Chair Frady is requesting the Commissioners contact the Board Chair two weeks prior to each board meeting with agenda topics. This way, the Board Chair is not interfering with work schedules or playing phone tag with Commissioners.</p>	Email <a href="mailto:govedu@wsha.org">govedu@wsha.org</a> to gain access to the Intro to Health Care Governance courses.	Board of Commissioners	
<ul style="list-style-type: none"> <li>• Arbor Health Wellness Week</li> </ul>	Superintendent Everett recommended the Board check out this great opportunity on the Arbor Health website. The District is hoping this inaugural event will reach several constituents and needs the Board's help to spread the word.			

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<ul style="list-style-type: none"> <li>WSHA Virtual Webinar</li> </ul>	<p>Commissioner McMahan attended the WSHA virtual webinar which encouraged that a diverse board is a well-functioning board. Superintendent Everett is going to check if there is a recorded version of the training to share with the Board.</p>	<p>Recorded option to rewatch the WSHA Virtual Webinar.</p>	<p>Superintendent Everett</p>	<p>08.25.21 Regular Board Meeting</p>
<ul style="list-style-type: none"> <li>Community Engagement</li> </ul>	<p>The Board agreed while they would like to be out in the District more, the Commissioners will cautiously move forward per the latest COVID guidance in the proclamations. Post COVID, the Board may be interested in rotating meeting venues, as well as attend as representatives to share the good news happening at Arbor Health.</p>			
<ul style="list-style-type: none"> <li>Resolution 21-29- Approving the Retention Bonus Methodology</li> </ul>	<p>Board Chair Frady shared that the Retention Bonus Methodology presented is a meaningful way to thank the Staff that have stuck with Arbor Health. The Finance Committee Commissioners recommended Option 2, as it makes the employee as whole as possible, and our employees are our number one asset. Board Chair Frady reiterated this is a one-time bonus as noted on the Resolution and clarified that the At-Risk Compensation is tied to performance. A competitive compensation model for providers and the management team is not unique to Arbor Health, rather an industry norm.</p>	<p>Commissioner McMahan made a motion to approve Resolution 21-29- Approving the Retention Bonus Methodology Option 2. Secretary Herrin seconded and the motion passed unanimously.</p>		
<ul style="list-style-type: none"> <li>Resolution 21-30</li> </ul>	<p>Superintendent Everett presented the OR HVAC and Generator project costs to date. The District did not account for sales tax in the initial resolution, as well as there have been change orders authorized which accounts for additional monies to be approved. The Board appreciated the transparency and supports the additional funding.</p> <p>The Board supported approving the amended construction budget for</p>	<p>Commissioner McMahan made a motion to approve Resolution 21-30- Approving the Amended OR HVAC/Generator Project Costs. Secretary Herrin seconded and the motion passed unanimously.</p>		



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	the OR HVAC/Generator Project with a cost of \$2,978,844.93. This resolution repeals RES 19-07, RES 21-19 and supersedes RES 20-39.			
<ul style="list-style-type: none"> <li>• Board Policy &amp; Procedure Review</li> <li>1. Quality Improvement Oversight Information</li> <li>2. Annual Adoption of the Quality Program Plan</li> <li>3. Annual Adoption of the Compliance Plan</li> </ul>	The Board approved all three policies/procedures as presented.	Marked as Reviewed in Lucidoc.	Executive Assistant Garcia	08.25.21 Regular Board Meeting
Superintendent Report	Superintendent Everett highlighted that we have kicked off Arbor Health's Employee Recognition Program. The new Orthopedist, Dr. Williams, is having early success and looking forward to providing a 12-month department spotlight on this service line in 2022.			
Meeting Summary & Evaluation	<p>Superintendent Everett highlighted the decisions made and action items. Superintendent Everett requested to move the Compliance Committee Meeting due to upcoming vacations.</p> <p>Executive Assistant Garcia will be on PTO starting July 29<sup>th</sup> and returning on August 9<sup>th</sup>. Signatures will be requested early part of that week, so watch for an email and text.</p>	Move Compliance Committee Meeting to September 1 <sup>st</sup> at 12 pm.	Executive Assistant Garcia	08.25.21 Regular Board Meeting
Adjournment	Secretary Herrin moved and Commissioner McMahan seconded to adjourn the meeting at 6:56 p.m. The motion passed unanimously.			

Respectfully submitted,

*Tom Herrin*

Tom Herrin (Sep 1, 2021 19:47 PDT)

Tom Herrin, Secretary

Sep 1, 2021

Date






# 072821 Regular Board Meeting Minutes

Final Audit Report

2021-09-02

Created:	2021-09-01
By:	Shana Garcia (Sgarcia@mortongeneral.org)
Status:	Signed
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## "072821 Regular Board Meeting Minutes" History

-  Document created by Shana Garcia (Sgarcia@mortongeneral.org)  
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-  Document emailed to Tom Herrin (commissionerherrin@myarborhealth.org) for signature  
2021-09-01 - 6:15:47 PM GMT
-  Email viewed by Tom Herrin (commissionerherrin@myarborhealth.org)  
2021-09-02 - 2:46:36 AM GMT
-  Document e-signed by Tom Herrin (commissionerherrin@myarborhealth.org)  
Signature Date: 2021-09-02 - 2:47:17 AM GMT - Time Source: server
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