



**LEWIS COUNTY HOSPITAL DISTRICT NO. 1  
REGULAR BOARD OF COMMISSIONERS' MEETING  
January 27, 2021 at 3:30 p.m.  
ZOOM**

<https://myarborhealth.zoom.us/j/96126789069>

Meeting ID: 961 2678 9069

One tap mobile: +12532158782,,96126789069#

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**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 3:30 p.m.</p> <p><b>Commissioners present:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Trish Frady, Board Chair</li> <li><input checked="" type="checkbox"/> Tom Herrin, Secretary</li> <li><input checked="" type="checkbox"/> Craig Coppock</li> <li><input checked="" type="checkbox"/> Wes McMahan</li> <li><input checked="" type="checkbox"/> Chris Schumaker</li> </ul> <p><b>Others present:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Leianne Everett, Superintendent</li> <li><input checked="" type="checkbox"/> Shana Garcia, Executive Assistant</li> <li><input checked="" type="checkbox"/> Sara Williamson, CNO/CQO</li> <li><input checked="" type="checkbox"/> Roy Anderson, Compliance Officer</li> <li><input checked="" type="checkbox"/> Janice Holmes, Medical Staff Coordinator</li> <li><input checked="" type="checkbox"/> Diane Markham, Marketing/Communication Manager &amp; Foundation Executive Director</li> <li><input checked="" type="checkbox"/> Richard Boggess, CFO</li> <li><input checked="" type="checkbox"/> Buddy Rose, Reporter</li> <li><input checked="" type="checkbox"/> Ashley Samoza, Interim Facilities Manager</li> <li><input checked="" type="checkbox"/> Don Roberts, Pharmacy</li> <li><input checked="" type="checkbox"/> Larry Sinkula, Surgical Services Director</li> <li><input checked="" type="checkbox"/> Shannon Kelly, CHRO</li> <li><input checked="" type="checkbox"/> Julie Taylor, Ancillary Services Director</li> <li><input checked="" type="checkbox"/> Edwin Meelhuysen, Rehabilitation Services Director</li> <li><input checked="" type="checkbox"/> Gaye Hamstreet, Pulmonary Rehab</li> </ul>	



	<input checked="" type="checkbox"/> Julie Allen, Quality Data Analyst	
Approval or Amendment of Agenda	<p>Superintendent Everett requested infrastructure and security of agency computer and telecommunications network be removed from Executive Session.</p>	<p>Commissioner Coppock made a motion to approve the amended agenda. Commissioner Schumaker seconded and the motion passed unanimously.</p>
Conflicts of Interest	<p>Board Chair Frady asked the Board to state any conflicts of interest with today’s amended agenda.</p>	<p>None noted.</p>
Comments and Remarks	<p>Commissioners: Commissioners Coppock, Schumaker and McMahan thanked the Staff for their hard work and the progress made on the distribution of the COVID vaccine.</p> <p>Board Chair Frady praised the Emergency Department Staff for their services and commended the recent website improvements.</p> <p>Audience: Rehabilitation Services Director Meelhuysen noted our new Community Wellness Program is partnering with the University of WA in a 12-week exercise study in East Lewis County. The program is for senior citizens and we are recruiting for 14 community members to participate from their very own home. There is assistance available for those who do not have the necessary technology.</p> <p>Rehabilitation Services Director Meelhuysen requested the Commissioners share this opportunity with their constituents and to contact him for more details.</p> <p>The Commissioners requested program information be emailed to them.</p>	<p>Action Item- Rehabilitation Services Director Meelhuysen will email program information with Executive Assistant Garcia to share with the commissioners.</p>
Executive Session- RCW 70.41.205	<p>Executive Session began at 3:45 p.m. for 20 minutes to discuss Medical Privileging. The Board returned to open session at 4:05 p.m.</p> <p>No decisions were made in Executive Session.</p> <p>New Appointments-</p> <ol style="list-style-type: none"> <li>1. Jonathan Kullnat, MD – (Consulting Radiology Privileges)</li> <li>2. David Lee, MD - (Consulting Radiology Privileges)</li> </ol>	<p>Secretary Herrin made a motion to approve extending Dr. Quoc Ho’s medical staff appointment and clinical privileges to November 2021. Commissioner Coppock seconded and the motion passed unanimously.</p> <p>Commissioner Coppock made a motion to approve</p>



	<ol style="list-style-type: none"> <li>3. Justin Siegal, MD - (Consulting Radiology Privileges)</li> <li>4. Haroon Yousaf, MD – (Consulting Cardiology Privileges)</li> </ol> <p>Reappointments-</p> <ol style="list-style-type: none"> <li>1. Alan Chan, MD - (Consulting Radiology Privileges)</li> <li>2. Sean Conus, MD - (Consulting Radiology Privileges)</li> <li>3. Todd Czartoski, MD - (Telestroke Neurology Consulting Privileges)</li> <li>4. John Edwards, MD - (Consulting Radiology Privileges)</li> <li>5. Shannon, Farmakis - (Consulting Radiology Privileges)</li> <li>6. Jack Fields, MD - (Consulting Radiology Privileges)</li> <li>7. Ben Harmon, MD - (Consulting Radiology Privileges)</li> <li>8. Robert Hawkins, MD - (Consulting Radiology Privileges)</li> <li>9. Kenneth Hebert, MD - (Consulting Radiology Privileges)</li> <li>10. Peter Hu, MD - (Consulting Radiology Privileges)</li> <li>11. Shari Jackson, MD - (Consulting Radiology Privileges)</li> <li>12. Frederick Kash, MD - (Consulting Radiology Privileges)</li> <li>13. Mitchell Kok, MD - (Consulting Radiology Privileges)</li> <li>14. Christopher Krol, MD - (Consulting Radiology Privileges)</li> <li>15. Samantha Lancaster, MD - (Consulting Radiology Privileges)</li> <li>16. Ravi Menon, MD - (Telestroke Neurology Consulting Privileges)</li> <li>17. John Zurasky, MD - (Telestroke Neurology Consulting Privileges)</li> </ol>	<p>the Medical Privileging as presented and Secretary Herrin seconded. The motion passed unanimously.</p>
<p>Guest Speaker</p>	<p>Deferred to the February meeting.</p>	
<p>Department Spotlight</p> <ul style="list-style-type: none"> <li>• Information Technology</li> </ul>	<p>CFO Boggess highlighted the accomplishments, such as redundancy, of the IT Department in 2020. The District is in the beginning phases of requesting proposals to implement a Security Information and Event Management Systems in 2021.</p>	



<p>Board Committee Reports</p> <ul style="list-style-type: none"> <li>Hospital Foundation Report</li> </ul>	<p>Commissioner McMahan was unable to virtually attend the January meeting. Foundation Executive Director Markham informed the Board that Ali Draper will be the new volunteer merchandiser for the gift shop. The Foundation has elected to schedule their events for the Fall of 2021.</p>	
<ul style="list-style-type: none"> <li>Finance Committee Report</li> </ul>	<p>Commissioner Coppock highlighted the following from the January Finance Committee Meeting:</p> <ol style="list-style-type: none"> <li>IT was on budget for 2020 and continuing to prepare for the future.</li> <li>PPP loan is in the queue for forgiveness.</li> <li>Reviewed the status of the Employee Health Insurance plan experience for 2020.</li> <li>Recommending the purchase of the Chemistry Analyzer.</li> <li>Capital Projects are under way.</li> </ol>	
<ul style="list-style-type: none"> <li>Compliance Committee Report</li> </ul>	<p>Commissioner McMahan noted the 2020 Compliance Work Plan will be shuffled to 2021 due to COVID. The District is in the process of complying with the Clean Building Law and continue to address requirements with interim management. Reminded the Commissioners to annually review the Compliance Regulatory Summary regarding Waste, Fraud and Abuse located in Lucidoc.</p>	<p>Action Item-The Commissioners need to annually review the Compliance Regulatory Summary in Lucidoc and email Executive Assistant Garcia once completed.</p>
<ul style="list-style-type: none"> <li>Plant Planning Committee Report</li> </ul>	<p>Secretary Herrin noted the Hospital recently had a medical gas review. Interim Facilities Manager Samoza noted a remediation plan is in place to mediate the current situation. Facility and clinical rounds are in place to monitor patient care areas. There were initial costs associated with the review, but administration will inform the Finance Committee on additional costs.</p>	
<p>Consent Agenda</p>	<p>Board Chair Frady announced the following in consent agenda up for approval:</p> <ol style="list-style-type: none"> <li>Approval of Minutes             <ol style="list-style-type: none"> <li>December 16, 2020 Finance Committee Meeting</li> <li>December 16, 2020 Regular Board Meeting</li> <li>December 30, 2020 Compliance Committee Meeting</li> <li>January 18, 2021 Plant Planning Committee Meeting</li> <li>January 20, 2021 Finance Committee Meeting</li> </ol> </li> <li>Warrants &amp; EFT's in the amount of \$4,763,294.51 dated December 2020</li> </ol>	<p>Secretary Herrin made a motion to approve the Consent Agenda and Commissioner McMahan seconded. The motion passed unanimously.</p>



	<ol style="list-style-type: none"> <li>3. Resolution 21-01-Approving the Clinical/Non-Clinical Contracted Services Evaluation Matrix</li> <li>4. Resolution 21-02-Declaring to Surplus or Dispose of Certain Property</li> <li>5. Resolution 21-03-Approving the Capital Purchase of a Chemistry Analyzer</li> <li>6. Approve Documents Pending Board Ratification 01.27.21</li> </ol>	
<b>Old Business</b> <ul style="list-style-type: none"> <li>• Incident Command Update</li> </ul>	<p>CNO/CQO Williamson highlighted the following:</p> <ol style="list-style-type: none"> <li>1. Lewis County COVID numbers have continued to decrease.</li> <li>2. Vaccines already provided to healthcare providers, long term providers and residents.</li> <li>3. Offering vaccines to the District at the B1 level.</li> <li>4. Vaccines availability is limited but will administer via the Clinics. Significant planning was associated with this vaccine to avoid waste.</li> <li>5. Scheduling presents many challenges which is why the District has a wait list of individuals that can be available within 30 minutes.</li> <li>6. Administered 400 vaccines as of 01.27.21.</li> <li>7. The District will discuss further billing for administration costs.</li> </ol>	
<ul style="list-style-type: none"> <li>• 2021 Website Update</li> </ul>	<p>Superintendent Everett noted updates were made to enhance the website. It is important for patients to be able to navigate the website, as this is a main avenue to push information now and in the future.</p>	
<ul style="list-style-type: none"> <li>• Commissioner Recruitment</li> </ul>	<p>Board Chair Frady highlighted the schedule Superintendent Everett proposed in the packet. The Board supported the dates and the process to inform the District on the upcoming three open board openings in 2022.</p>	<p>Action Item-Executive Assistant Garcia will add Commissioner Recruitment Special Board Meetings to the calendar.</p>
<b>Break</b>	<p>Board Chair Frady called for a 5-minute break at 5:15 p.m. The Board returned to open session at 5:20 p.m.</p>	
<b>New Business</b> <ul style="list-style-type: none"> <li>• Board Education-iProtean <ul style="list-style-type: none"> <li>○ Tax-Exempt Status and Community Benefits</li> <li>○ When the Dust Settles</li> </ul> </li> </ul>	<p>Board Chair Frady shared that they District has a training opportunity with the WRHC Attorney that will be focused on Public Hospital Districts.</p> <p>The Board supported engaging for at least one training and Superintendent Everett will arrange for him to be at a future board meeting. Board Chair Frady reiterated the iProtean education is to generate topics of discussion for the Board, but to remember not all topics are applicable to our hospital district. Other educational opportunities</p>	<p>Action Item-Superintendent Everett will engage the WRHC Attorney for an education course focused on public hospital districts.</p>



	occur through WSHA and AWPHD specific to public hospital districts.	
<ul style="list-style-type: none"> <li>Budget Amendment Discussion</li> </ul>	<p>Superintendent Everett shared the District was presented with an opportunity to bring on an Orthopedist. The provider resides in Texas and is proposing coming one to two times a month. CFO Boggess presented a conservative proforma for the new service line. The payer mix will make the biggest impact to the success of the bottom line. This will be a new cost, which is the purpose of bringing the budget amendment to the 2021 Operating Budget. The 3-year contract is written to minimize the risk to the initial startup costs.</p> <p>CMO McCurry shared the volumes leaving the District for this service is worth bringing it in house as a service to our patients. This opportunity is worth exploring as this provider is interested in our model of delivering care. The District will market to patients that we may be CAH, but have the equipment, the Surgeon, and the care team to provide this service at Arbor Health.</p> <p>CFO Boggess reiterated that the auditors noted that hospitals like Arbor Health are investing in Orthopedic Services to grow. He reminded the Board that the District is a not profit hospital, so we are mission driven which having a service such as this would take the travel burden off our patients.</p> <p>Superintendent Everett presented the budget amendment would be for \$94,302 and she would need support for Resolution 21-04 to move forward with a contract.</p> <p>The Board expressed interest and concerns for the new service line.</p>	<p>Secretary Herrin made a motion to approve Resolution 21-04 and Commissioner Coppock seconded. The motion passed with Commissioner Coppock, Secretary Herrin and Board Chair Frady voting yea and Commissioner Schumaker and Commissioner McMahan voting nay.</p> <p>Action Item-Executive Assistant Garcia will email Resolution 21-04-Budget Amendment-Approving Contract w/Orthopedist.</p>
<ul style="list-style-type: none"> <li>Superintendent's Annual Evaluations</li> </ul>	<p>Board Chair Frady shared the Board will perform Superintendent Everett's annual review in Executive Session at the February Regular Board Meeting. The Board needs to complete the evaluation and return to Executive Assistant Garcia by February 5, 2021. Executive Assistant Garcia will compile the results for Board Chair Frady.</p>	<p>Action Item-The Commissioners need to complete Superintendent Everett's Annual Evaluation and email to Executive Assistant Garcia by February 5, 2021.</p>
<ul style="list-style-type: none"> <li>Code of Ethics &amp; Conflict of Interest</li> </ul>	<p>Board Chair Frady noted the Board needs to annually review and sign the Code of Ethics and Conflict of Interest forms. The Board needs to complete and email to Executive Assistant Garcia by February 5, 2021.</p>	<p>Action Item- The Commissioners need to complete the Code of Ethics and Conflict of Interest forms and email to</p>



		Executive Assistant Garcia by February 5, 2021.
Superintendent Report	<p>Superintendent Everett highlighted her report.</p> <p>The Finance Committee supported moving up Finance Committee on May 19<sup>th</sup> in order to join the training opportunity via WSHA/AWPHD.</p> <p>The Board will email Executive Assistant Garcia if interested in registering in the governance courses.</p> <p>Commissioner McMahan is interested in participating remotely with the upcoming legislative opportunities.</p>	<p>Action Item-Executive Assistant Garcia will move the May 19, 2021 Finance Committee Meeting from noon to 11 am.</p> <p>Action Item-The Commissioners will email Executive Assistant Garcia to register for the governance courses in first and second quarter.</p> <p>Action Item-Superintendent Everett will email Commissioner McMahan additional legislative contact information.</p>
Meeting Summary & Evaluation	Superintendent Everett highlighted the decisions made and action items.	
Adjournment	Secretary Herrin moved and Commissioner Coppock seconded to adjourn the meeting at 6:42 p.m. The motion passed unanimously.	

Respectfully submitted,

*Tom Herrin*

Tom Herrin (Feb 25, 2021 20:14 PST)

Tom Herrin, Secretary

Feb 25, 2021

Date






# 012721 Regular Board Meeting Minutes

Final Audit Report

2021-02-26

Created:	2021-02-25
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-  Document created by Shana Garcia (Sgarcia@mortongeneral.org)  
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