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# REGULAR BOARD MEETING PACKET

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## BOARD OF COMMISSIONERS

Board Chair – Trish Frady, Secretary – Tom Herrin,  
Commissioner – Craig Coppock,  
Commissioner – Wes McMahan & Commissioner-Chris Schumaker

September 29, 2021 @ 3:30 PM

Join Zoom Meeting: <https://myarborhealth.zoom.us/j/95349451709>

Meeting ID: 953 4945 1709

One tap mobile: +12532158782,,95349451709#

Dial: +1 253 215 8782

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Old Business

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Superintendent Report





**LEWIS COUNTY HOSPITAL DISTRICT NO. 1  
REGULAR BOARD OF COMMISSIONERS' MEETING  
September 29, 2021 at 3:30 p.m.  
ZOOM**

<https://myarborhealth.zoom.us/j/95349451709>

Meeting ID: 953 4945 1709

One tap mobile: +12532158782,,95349451709#

Dial: +1 253 215 8782

**Mission Statement**

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

**Vision Statement**

**To provide accessible, quality healthcare.**

AGENDA	PAGE	TIME
<b>Call to Order</b>		
<b>Roll Call</b>		
<b>Reading of the Mission &amp; Vision Statement</b>		3:30 pm
<b>Approval or Amendment of Agenda</b>		
<b>Conflicts of Interest</b>		
<b>Comments and Remarks</b>		3:35 pm
<ul style="list-style-type: none"> <li>• Commissioners</li> <li>• Audience</li> </ul>		
<b>Executive Session-RCW 70.41.205&amp; RCW 42.30.110 (1)(c)</b>		3:40 pm
<ul style="list-style-type: none"> <li>• Medical Privileging-Janice Holmes</li> <li>• Consideration of the minimum offering price for sale or lease of real estate if there's a likelihood that disclosure would decrease the price.</li> </ul>	5	
<b>Department Spotlight</b>		3:50 pm
<ul style="list-style-type: none"> <li>• <i>To resume in January 2022.</i></li> </ul>		
<b>Board Committee Reports</b>		
<ul style="list-style-type: none"> <li>• Hospital Foundation Report-Committee Chair-Commissioner McMahan</li> </ul>	7	3:50 pm
<ul style="list-style-type: none"> <li>• Finance Committee Report-Committee Chair-Commissioner Coppock</li> </ul>	9	3:55 pm
<b>Consent Agenda (Action)</b>		4:10 pm
<ul style="list-style-type: none"> <li>• Approval of Minutes:               <ul style="list-style-type: none"> <li>○ <i>August 25, 2021 Regular Board Meeting</i></li> <li>○ <i>September 22, 2021 Finance Committee Meeting</i></li> </ul> </li> </ul>	14 22	
<ul style="list-style-type: none"> <li>• Warrants &amp; EFT's in the amount of \$4,694,627.07 dated August 2021</li> </ul>	26	
<ul style="list-style-type: none"> <li>• Approve Documents Pending Board Ratification 9.29.21 (<i>To be provided at the meeting.</i>)               <ul style="list-style-type: none"> <li>○ <i>To provide board oversight for document management in Lucidoc.</i></li> </ul> </li> </ul>	28	
<ul style="list-style-type: none"> <li>• Resolution 21-33-Approving the Petty Cash Drawers &amp; Custodian's of the District               <ul style="list-style-type: none"> <li>○ <i>To approve the District's petty cash drawers, along with the custodians responsible for each of the drawers.</i></li> </ul> </li> </ul>	30	

<ul style="list-style-type: none"> <li>• Resolution 21-35-Approving the Capital Purchase of Chiller Unit Improvements (Action) <ul style="list-style-type: none"> <li>○ To approve the payment of the chiller unit improvements on the HVAC from operating cash.</li> </ul> </li> </ul>	33	
<b>Old Business</b> <ul style="list-style-type: none"> <li>• Incident Command Update <ul style="list-style-type: none"> <li>○ CNO/COO Williamson will provide a verbal COVID 19 update, which will include Proclamation 21-14.</li> </ul> </li> </ul>	35	4:15 pm
<b>New Business</b> <ul style="list-style-type: none"> <li>• Resolution 21-34-Approving the Capital Purchase of a Mini C-arm (Action) <ul style="list-style-type: none"> <li>○ To approve the purchase of a Mini C-arm through operating lease.</li> </ul> </li> </ul>	37	4:30 pm
<ul style="list-style-type: none"> <li>• Resolution 21-36-Approving the Capital Purchase of a Fuel Tank (Action) <ul style="list-style-type: none"> <li>○ To approve the purchase of a self-contained 4,000-gallon fuel tank from operating cash.</li> </ul> </li> </ul>	46	4:40 pm
<ul style="list-style-type: none"> <li>• Board Policy &amp; Procedure Review <ul style="list-style-type: none"> <li>○ Commissioner Compensation for Meetings and Other Services</li> <li>○ Annual CEO/Superintendent Evaluation</li> <li>○ Superintendent Succession Plan</li> <li>○ Board E-Mail Communication</li> </ul> </li> </ul>	50 52 54 62	4:45 pm
<b>Superintendent Report</b>		4:50 pm
<b>Meeting Summary &amp; Evaluation</b>		4:55 pm
<b>Next Board Meeting Dates and Times</b> <ul style="list-style-type: none"> <li>• Regular Board Meeting-October 27, 2021 @ 3:30 PM (ZOOM)</li> </ul> <b>Next Committee Meeting Dates and Times</b> <ul style="list-style-type: none"> <li>• Finance Committee Meeting-October 20, 2021 @ 12:00 PM (ZOOM)</li> </ul>		
<b>Adjournment</b>		5:00 pm





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MEDICAL STAFF PRIVILEGING

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The below providers are requesting appointment to the Arbor Health Medical Staff. All files have been reviewed for Quality Data, active state license, any malpractice claims, current liability insurance, peer references, all hospital affiliations, work history, National Practitioner Data Bank reports, sanctions reports, Department of Health complaints, Washington State Patrol background check and have been reviewed by the credentialing and medical executive committees including the starred items below. The credentialing and medical executive committees have recommended the following for approval.

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INITIAL APPOINTMENTS-1

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**Arbor Health**

- Edward Junn, MD (Emergency Medicine Privileges)
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REAPPOINTMENTS-0

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★-notates files with items to note.

**COMMITTEE REPORTS**

LEWIS COUNTY HOSPITAL DISTRICT NO. 1  
Arbor Health Foundation Meeting  
Sept 14, 2021  
ZOOM

Mission Statement

To raise funds and provide services that will support the viability and long-term goals of the Lewis County Hospital District No. 1. This includes, but is not limited to, taking a leadership role in maintaining and improving community pride and confidence in all aspects of the hospital's health care system.

Attendance: Ali Draper, Jessica Scogin, Caro Johnson, Lynn Bishop, Linda Herrin, Wes McMahan, Christine Brower, Ann Marie Fosman, Martha Wright

Excused: Betty Jurey, Lianne Everett

Call to Order by President Ali Draper at 12:04pm

President read the mission statement

Minutes and Treasurers Report:

August minutes and treasurers report were tabled until the next meeting.

Administrators Report-

none

Directors Report:

Debra Cole thanked the foundation for the scholarship. The White Pass Ski Resort made a donation to the auction and thanked the foundation for the work that we do for Arbor Health. Jessica and Diane Markham will be going to the buyers show in Texas in January.

Old Business:

Lynn reported that the menu for the Dinner Auction provided by Creative Catering and would be:  
Stuffed Chicken breast

Herb Roasted Potatoes  
Mixed Green Salad  
Chocolate Mousse

Vegetarian meals will be available with the entrée being Stuffed tofu with vegetable stuffing. Ali reported that Dicks Brewing will provide Golden Ale, and the red wine would be Blackberry and the White would be Cinnamon Apricot. Sparkling cider will also be available. The pick-up location will be 123 Main St.

**New Business:**

Website for the Dinner Auction is [ArborHealth.MaxGiving.bid](https://ArborHealth.MaxGiving.bid) and participants will be able to register for meals and sign up for the auction online. Cut off for placing an order for meals will be Sept 29, 2021.

Donations are still being accepted for the auction and over seventy items have been collected so far.

Betty Jurey has resigned as the coordinator of the gift shop and Jessica will now take over that responsibility.

Lynn reported that the Mommy/Baby Shower has been postponed until Feb 2022.

Wes said that there are many new Covid cases being seen at the hospital and encouraged everyone to continue wearing masks and social distancing.

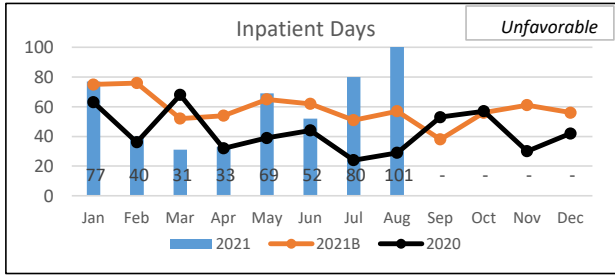
It was reported that Pat Siesser, long time Foundation member, had passed away.

Meeting adjourned 12:25

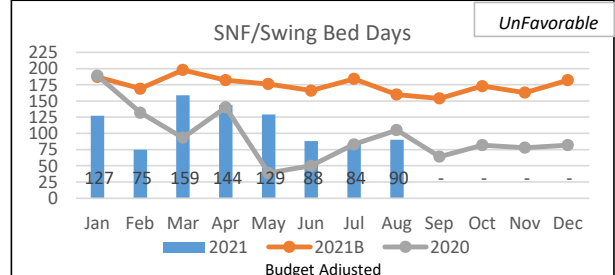
# Lewis County Hospital District No. 1 Board Financial Summary

August 31, 2021

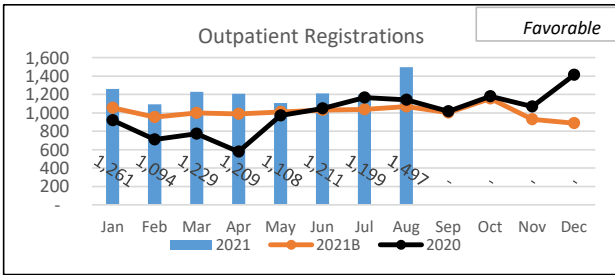
## Growth



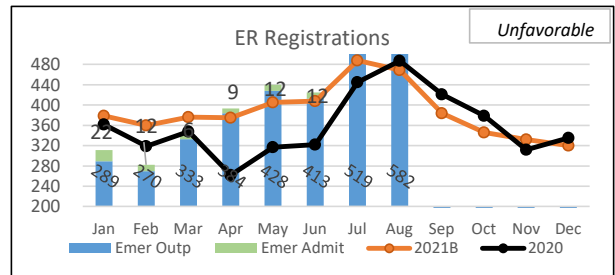
YTD: 483.00    Budget: 492.00    Pr Yr: 335.00



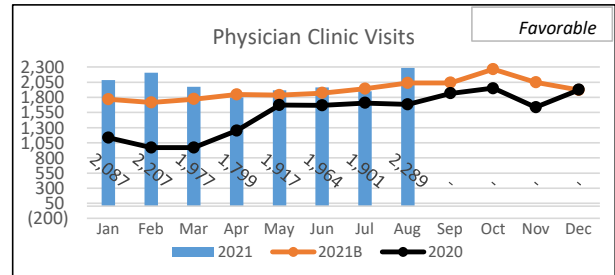
YTD: 896    Budget Adjusted: 1,422    Pr Yr: 831



YTD: 9,808    Bud: 8,143    Pr Yr: 7,309

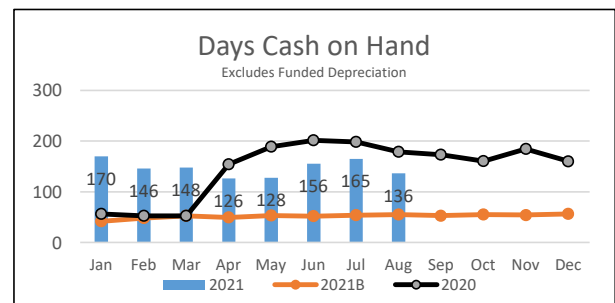
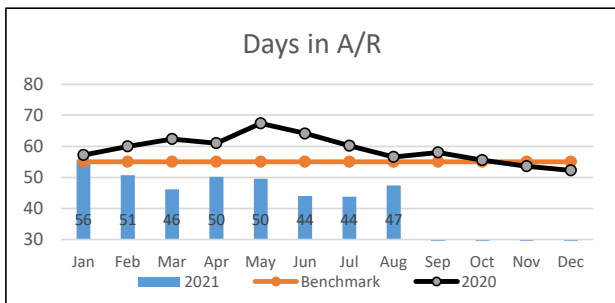
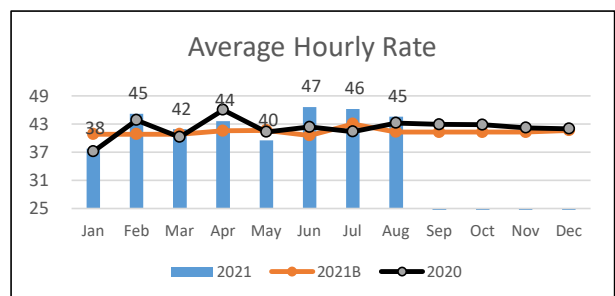
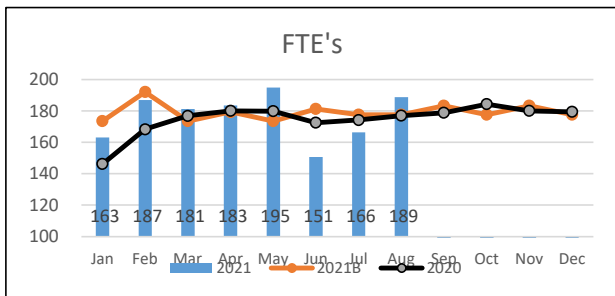


YTD: 3218    Bud: 3260    Pr Yr: 2862



YTD: 16,141    Bud: 14,794    Pr Yr: 11,058

## People and Operational Aspects



Lewis County Hospital District No. 1  
Income Statement  
August, 2021

CURRENT MONTH			MONTH		YEAR TO DATE					
Pr Yr Month	% Var	\$ Var	Budget	Actual		Actual	Budget	\$ Var	% Var	Actual
578,837	3%	24,692	828,720	853,412	Inpatient Revenue	5,436,715	6,729,394	(1,292,680)	-19%	5,014,254
2,892,656	-4%	(134,688)	3,512,043	3,377,356	Outpatient Revenue	21,788,333	25,455,647	(3,667,314)	-14%	19,765,679
333,267	0%	(305)	416,130	415,825	Clinic Revenue	2,935,017	2,961,448	(26,431)	-1%	2,181,044
3,804,760	-2%	(110,300)	4,756,893	4,646,593	<b>Gross Patient Revenues</b>	<b>30,160,064</b>	<b>35,146,489</b>	<b>(4,986,425)</b>	<b>-14%</b>	<b>26,960,976</b>
1,455,276	-6%	(109,826)	1,895,439	2,005,265	Contractual Allowances	10,820,879	13,267,216	2,446,337	18%	10,896,034
66,755	-13%	(4,783)	35,889	40,672	Charity Care	271,322	276,438	5,116	2%	205,815
3,239	11%	7,047	66,409	59,361	Bad Debt	401,788	477,022	75,234	16%	53,226
1,525,270	-5%	(107,562)	1,997,736	2,105,298	<b>Deductions from Revenue</b>	<b>11,493,990</b>	<b>14,020,676</b>	<b>2,526,686</b>	<b>18%</b>	<b>11,155,074</b>
<b>2,279,490</b>	<b>-8%</b>	<b>(217,862)</b>	<b>2,759,157</b>	<b>2,541,295</b>	<b>Net Patient Service Rev</b>	<b>18,666,074</b>	<b>21,125,813</b>	<b>(2,459,739)</b>	<b>-12%</b>	<b>15,805,902</b>
59.9%	5.7%	3.3%	58.0%	54.7%	<b>NPSR %</b>	61.9%	60.1%	-1.8%	-3.0%	58.6%
434,459	-4%	(3,031)	73,806	70,774	Other Operating Revenue	1,075,927	590,444	485,483	82%	4,057,029
<b>2,713,950</b>	<b>-8%</b>	<b>(220,894)</b>	<b>2,832,963</b>	<b>2,612,069</b>	<b>Net Operating Revenue</b>	<b>19,742,001</b>	<b>21,716,257</b>	<b>(1,974,256)</b>	<b>-9%</b>	<b>19,862,931</b>
<b>Operating Expenses</b>										
1,234,951	-15%	(192,160)	1,293,464	1,485,624	Total Productive Salaries	10,278,678	10,220,573	(58,105)	-1%	9,768,290
282,575	-8%	(15,637)	198,315	213,952	Total Non Productive Salaries	1,621,452	1,586,520	(34,933)	-2%	1,493,464
1,517,527	-14%	(207,797)	1,491,779	1,699,576	Salaries & Wages	11,900,130	11,807,093	(93,038)	-1%	11,261,754
371,747	18%	68,260	370,348	302,088	Benefits	2,940,212	2,870,916	(69,296)	-2%	2,481,924
123,453	49%	78,233	158,531	80,298	Professional Fees	968,496	1,311,373	342,878	26%	1,215,337
168,791	-13%	(26,008)	195,029	221,037	Supplies	1,333,184	1,494,768	161,584	11%	1,316,291
233,682	-10%	(39,190)	379,866	419,056	Purchase Services	2,767,444	2,919,672	152,227	5%	2,310,401
82,132	-90%	(27,284)	30,181	57,464	Utilities	349,919	380,163	30,244	8%	313,575
20,554	-40%	(7,710)	19,120	26,830	Insurance	153,520	143,116	(10,404)	-7%	134,729
75,019	6%	2,856	47,849	44,993	Other Expenses	334,561	338,409	3,848	1%	400,348
2,592,904	-6%	(158,640)	2,692,703	2,851,344	EBDITA Expenses	20,747,466	21,265,510	518,044	2%	19,434,359
121,046	-271%	(379,534)	140,259	(239,275)	<b>EBDITA</b>	<b>(1,005,465)</b>	<b>450,747</b>	<b>(1,456,212)</b>	<b>-323%</b>	<b>428,571</b>
4.5%	285.1%	14.1%	5.0%	-9.2%	<b>EBDITA %</b>	-5.1%	2.1%	7.2%	344.7%	2.2%
<b>Capital Cost</b>										
134,495	6%	7,284	115,904	108,620	Depreciation	820,204	862,046	41,841	5%	1,167,639
38,192	19%	7,495	39,802	32,307	Interest Cost	282,001	299,434	17,433	6%	288,491
2,765,590	-5%	(143,861)	2,848,409	2,992,270	Operating Expenses	21,849,672	22,426,989	577,318	3%	20,890,489
(51,641)	2361%	(364,755)	(15,447)	(380,201)	<b>Operating Income / (Loss)</b>	<b>(2,107,670)</b>	<b>(710,732)</b>	<b>(1,396,938)</b>	<b>197%</b>	<b>(1,027,559)</b>
-1.9%			-0.6%	-14.6%	<b>Operating Margin %</b>	-10.7%	-3.3%			-5.2%
<b>Non Operating Activity</b>										
170,355	-5%	(6,400)	134,493	128,093	Non-Op Revenue	1,053,962	1,075,944	(21,982)	-2%	1,149,241
1,451	-232%	(3,994)	1,719	5,713	Non-Op Expenses	72,745	13,755	(58,991)	-429%	21,836
168,904	-8%	(10,394)	132,774	122,380	<b>Net Non Operating Activity</b>	<b>981,216</b>	<b>1,062,189</b>	<b>(80,973)</b>	<b>-8%</b>	<b>1,127,405</b>
117,263	-320%	(375,148)	117,327	(257,821)	<b>Net Income / (Loss)</b>	<b>(1,126,454)</b>	<b>351,457</b>	<b>(1,477,911)</b>	<b>-421%</b>	<b>99,846</b>
4.3%			4.1%	-9.9%	<b>Net Income Margin %</b>	-5.7%	1.6%			0.5%

Unaudited

Lewis County Public Hospital District No. 1  
Balance Sheet  
August, 2021

	<u>Current Month</u>	<u>Prior-Month</u>	<u>Prior-Year end</u>	<u>Incr/(Decr) From PrYr</u>
<b>Assets</b>				
<b>Current Assets:</b>				
Cash	\$ 12,685,447	14,066,741	13,907,559	(1,222,112)
Total Accounts Receivable	6,634,607	5,726,658	6,254,724	379,883
Reserve Allowances	<u>(2,773,805)</u>	<u>(2,461,258)</u>	<u>(2,586,216)</u>	<u>(187,589)</u>
Net Patient Accounts Receivable	3,860,802	3,265,400	3,668,507	192,295
Taxes Receivable	(157,589)	(272,107)	50,622	(208,211)
Estimated 3rd Party Receivables	54,132	54,132	1,087,432	(1,033,300)
Prepaid Expenses	344,927	282,972	262,018	82,909
Inventory	348,215	346,366	312,749	35,465
Funds in Trust	1,984,739	1,978,341	3,205,817	(1,221,079)
Other Current Assets	<u>190,049</u>	<u>148,966</u>	<u>66,706</u>	<u>123,343</u>
<b>Total Current Assets</b>	<u>19,310,720</u>	<u>19,870,811</u>	<u>22,561,411</u>	<u>(3,250,691)</u>
Property, Buildings and Equipment	34,332,066	34,228,757	31,221,772	3,110,293
Less Accumulated Depreciation	<u>(22,741,154)</u>	<u>(22,631,229)</u>	<u>(22,305,474)</u>	<u>(435,680)</u>
Net Property, Plant, & Equipment	<u>11,590,912</u>	<u>11,597,528</u>	<u>8,916,298</u>	<u>2,674,614</u>
<b>Total Assets</b>	<u>\$ 30,901,632</u>	<u>31,468,339</u>	<u>31,477,709</u>	<u>(576,077)</u>
<b>Liabilities</b>				
<b>Current Liabilities:</b>				
Accounts Payable	1,025,945	1,680,458	583,624	442,321
Accrued Payroll and Related Liabilities	1,160,024	927,131	903,749	256,275
Accrued Vacation	893,103	906,538	894,536	(1,433)
Third Party Cost Settlement	5,807,361	5,812,194	6,149,286	(341,926)
Interest Payable	64,608	32,301	0	64,608
Current Maturities - Debt	1,316,175	1,316,175	1,316,175	0
Unearned Revenue	1,083,673	983,673	773,947	309,726
Other Payables	<u>(8)</u>	<u>(8)</u>	<u>(8)</u>	<u>0</u>
Current Liabilities	<u>11,350,881</u>	<u>11,658,461</u>	<u>10,621,309</u>	<u>729,572</u>
Total Notes Payable	4,391,736	4,391,736	4,560,487	(168,751)
Capital Lease	(0)	(0)	(0)	0
Net Bond Payable	6,129,840	6,131,145	6,140,283	(10,443)
Total Long Term Liabilities	<u>10,521,576</u>	<u>10,522,882</u>	<u>10,700,771</u>	<u>(179,194)</u>
<b>Total Liabilities</b>	<u>21,872,457</u>	<u>22,181,343</u>	<u>21,322,080</u>	<u>550,377</u>
General Fund Balance	10,155,629	10,155,629	10,155,629	0
Net Gain (Loss)	<u>(1,126,454)</u>	<u>(868,633)</u>	<u>(0)</u>	<u>(1,126,454)</u>
<b>Fund Balance</b>	<u>9,029,174</u>	<u>9,286,996</u>	<u>10,155,629</u>	<u>(1,126,454)</u>
<b>Total Liabilities And Fund Balance</b>	<u>\$ 30,901,632</u>	<u>31,468,339</u>	<u>31,477,709</u>	<u>(576,077)</u>

**Arbor Health  
Cash Flow Statement  
For the Month Ending August 2021**

	<u>MTD</u>	<u>YTD</u>
<b>Cash Flows from Operating Activities</b>		
Net Income	(257,821)	(1,126,454)
Adjustments to reconcile net income to net cash provided by operating activities		
Decrease/(Increase) in Net Patient Accounts receivable	(595,402)	(192,294)
Decrease/(Increase) in Taxes receivable	(114,518)	208,211
Decrease/(Increase) in Est 3rd Party Receivable	0	1,033,300
Decrease/(Increase) in Prepaid expenses	(61,955)	(82,909)
Decrease/(Increase) in Inventories	(1,849)	(35,466)
Decrease in Other Current Assets	(41,081)	(123,341)
Increase/(Decrease) in Accrued payroll liabilities	219,458	254,842
Increase/(Decrease) in 3rd Party cost stlmt liabilities	(4,833)	(341,925)
Increase/(Decrease) in Accounts payable	(554,513)	752,047
Increase/(Decrease) in Interest payable	32,307	64,608
Depreciation expense	109,925	435,680
<b>Net Cash Flow from Operations</b>	<u>(1,270,282)</u>	<u>846,299</u>
<b>Cash Flows from Investing Activities</b>		
Cash paid for		
Purchases of Fixed assets	(103,309)	(3,110,294)
<b>Net Cash Flow from (used) in Investing Activities</b>	<u>(103,309)</u>	<u>(3,110,294)</u>
<b>Cash Flows from Financing Activities</b>		
Cash paid for		
Additions to long-term debt	0	0
Principal payments of long-term liabilities	(1,305)	(179,195)
<b>Net Cash Flow from (used) in Financing Activities</b>	<u>(1,305)</u>	<u>(179,195)</u>
<b>Net Increase (Decrease) in Cash</b>	<u>(1,374,896)</u>	<u>(2,443,190)</u>
Cash at Beginning of Period	\$ 16,045,082	\$ 17,113,376
Cash at End of Period	<u>\$ 14,670,186</u>	<u>\$ 14,670,186</u>



**CONSENT AGENDA**



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

**August 25, 2021 at 3:30 p.m.**

**ZOOM**

<https://myarborhealth.zoom.us/j/96347840835>

Meeting ID: 963 4784 0835

One tap mobile: +12532158782,,96347840835#

Dial: +1 253 215 8782

**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"/> Char Hancock, Clinic Manager <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"/> Dr. Kevin McCurry, CMO			

AGENDA	DISCUSSION	ACTION	OWNER	DUE DATE
	<ul style="list-style-type: none"> <li>☒ Larry Sinkula, Surgical Services Director</li> <li>☒ Julie Taylor, Ancillary Services Director</li> <li>☒ Dr. Mark Hansen, Chief of Staff</li> <li>☒ Diane Markham, Marketing &amp; Communications Manager</li> <li>☒ Shannon Kelly, CHRO</li> <li>☒ Jessica Scogin, Foundation Manager</li> <li>☒ Kim Olive, Human Resource Assistant</li> <li>☒ Laura Richardson, Morton Resident</li> <li>☒ Jim Frey, IT</li> </ul>			
Approval or Amendment of Agenda	<p>Superintendent Everett requested to extend Executive Session by 10 minutes to discuss RCW 42.30.110(1)(c)-consideration of the minimum offering price for sale or lease of real estate if there's a likelihood that disclosure would decrease the price. Also, Superintendent Everett requested to add Board Education in 2022 under New Business for five minutes.</p> <p>Board Chair Frady requested two edits:</p> <ol style="list-style-type: none"> <li>1. Page 27-Unfinished sentence: If you are unable to attend a committee meeting, find a replacement and notify board chair.</li> <li>2. Page 43-Incorrect dollar amount: \$65,645.00.</li> </ol>	<p>Update the 072821 Regular Board Meeting Minutes and Resolution 21-32.</p> <p>Secretary Herrin made a motion to approve the amended agenda. Commissioner Schumaker seconded and the motion passed unanimously.</p>	Executive Assistant Garcia	Prior to sending for signature by the Commissioners.
Conflicts of Interest	Board Chair Frady asked the Board to state any conflicts of interest with today's amended agenda.	None noted.		
Comments and Remarks	Commissioners: Commissioner Schumaker thanked CFO Boggess for organizing an educational finance meeting to gain a better understanding on the budgetary items requesting the Board's approval. Commissioner Schumaker requested adding the			

AGENDA	DISCUSSION	ACTION	OWNER	DUE DATE
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	<p>Balance Sheet to the Board Packet for the public to have access.</p> <p>Commissioner McMahan thanked the Staff for sticking in there during this pandemic. Commissioner McMahan requested to join CFO Boggess and Commissioner Schumaker during their educational finance meeting.</p> <p>Board Chair Frady read a patient's thank you letter and commended the Staff.</p> <p>Audience: None noted.</p>	<p>Add Commissioner McMahan to the September 8<sup>th</sup> Educational Finance Meeting with CFO Boggess.</p>	<p>Executive Assistant Garcia</p>	<p>08.30.21</p>
<p>Executive Session- RCW 70.41.205</p>	<p>Executive Session began at 3:50 p.m. for 15 minutes to discuss Medical Privileging and consideration of the minimum offering price for sale or lease of real estate if there's a likelihood that disclosure would decrease the price (RCW 42.30.110(1)(c)). The Board returned to open session at 4:05 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. Victoria Acosta, DO (Family Medicine Privileges)</li> <li>2. Annette Cole, CRNA (Anesthesia Privileges)</li> <li>3. Garrett Peresko, DPM (Surgical Podiatry Privileges)</li> </ol> <p style="padding-left: 40px;"><u>Pulmonology Consulting Privileges</u></p> <ol style="list-style-type: none"> <li>1. Dominique Pepper, MD (Pulmonary Privileges)</li> </ol> <p style="padding-left: 40px;"><u>Telestroke/Neurology Consulting Privileges</u></p>	<p>Commissioner Coppock made a motion to approve the Medical Privileging as presented and Secretary Herrin seconded. The motion passed unanimously.</p>		

AGENDA	DISCUSSION	ACTION	OWNER	DUE DATE
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	<p>1. Lise Labiche, MD (Neurology/Telestroke Privileges)</p> <p>Reappointments-</p> <p><u>Arbor Health</u></p> <p>1. Merrell Cooper, DO (Family Medicine Privileges)</p> <p>2. Todd Nelson, CRNA (Anesthesia Privileges)</p> <p><u>Telestroke/Neurology Consulting Privileges</u></p> <p>1. Andrew Rontal, MD (Neurology/Telestroke Privileges)</p>			
<p>Department Spotlight</p> <ul style="list-style-type: none"> <li>Sleep Clinic/Lab</li> </ul>	<p>Clinic Manager Hancock provided insight into the Sleep Clinic/Lab as it relates to YTD numbers, challenges and strategic plans. Looking forward, the department is developing a long-term solution to staffing sleep techs, as well as increasing marketing for the program to promote quick turnarounds.</p>			
<p><b>Board Committee Reports</b></p> <ul style="list-style-type: none"> <li>Hospital Foundation Report</li> </ul>	<p>Commissioner McMahan reiterated the Arbor Health Foundation continues to be a good group of people, but COVID continues to make things difficult. Foundation Manager Scogin noted the Foundation has postponed the Women’s Brunch to 2022. The Jubilee Booth was a success and have recruited a few new volunteers. Foundation Manager Scogin continues to prepare for the Auction Dinner, which will be a hybrid model. The theme is <i>The Roaring 20’s Are Back</i> and is scheduled for October 2<sup>nd</sup> at 5 PM at the Bob Lyle Community Hall in Morton, WA.</p>			
<ul style="list-style-type: none"> <li>Finance Committee Report</li> </ul>	<p>Commissioner Coppock highlighted the following:</p>			

AGENDA	DISCUSSION	ACTION	OWNER	DUE DATE
	<ol style="list-style-type: none"> <li>1. Recommending the Board seriously consider adding an Urgent Care as a service line. This is a great opportunity to meet the needs of the District with quick and affordable care.</li> <li>2. Provided an update on the Cost Report, along with the 2022 Budget. Like many things, labor costs continue to rise and being competitive to retain and recruit is necessary.</li> <li>3. Generator project is complete, just finalizing the documentation requirements.</li> <li>4. Reviewed the 2021-2022 insurance portfolio.</li> <li>5. Reported no new update on the Payment Protection Program.</li> </ol>			
<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. July 28, 2021 Regular Board Meeting</li> <li>b. August 18, 2021 Finance Committee Meeting</li> </ol> </li> <li>2. Warrants &amp; EFT's in the amount of \$3,694,110.25 dated July 2021</li> <li>3. Resolution 21-31- Approving Declaring to Surplus or Dispose of Certain Property</li> <li>4. Approve Documents Pending Board Ratification 08.25.21</li> </ol>	<p>Secretary Herrin made a motion to approve the Consent Agenda and Commissioner Coppock seconded. The motion passed unanimously.</p>		
<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. New cases are leveling but are still extremely high.</li> <li>2. Community transmission rate is high in Lewis County.</li> </ol>			

AGENDA	DISCUSSION	ACTION	OWNER	DUE DATE
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	<ol style="list-style-type: none"> <li>3. 1 in 12 residents have been infected and the highest risk is for the unvaccinated.</li> <li>4. Investigating the service with the National Emergency Tele-Critical Care Network which is designed to bring high quality emergency and critical care support to any beside at any time. It is free; however, there is a credentialing process.</li> <li>5. During a recent Lewis County DOH Health Advisory call it was recommended to reduce demand on ED by extending clinic hours and promoting vaccinations.</li> <li>6. The District continues to move towards compliance with Proclamation 21-14. Compliance means either COVID Vaccination Records and/or approved Declinations at 100%.</li> <li>7. COVID booster will be available and recommended 8 months after a person's last shot.</li> </ol>			
<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>• Urgent Care</li> </ul>	<p>Superintendent Everett proposed a new service line, Urgent Care. The Board fully supported, and the program will be approved as part of the 2022 budget.</p>			
<ul style="list-style-type: none"> <li>• Resolution 21-32- Approving the Capital Purchase of a Rapid PCR Instrument</li> </ul>	<p>Ancillary Services Director Taylor reiterated the importance of having this instrument as it relates to COVID, as well as it supports other testing too. CFO Boggess confirmed that COVID monies remain available to use for this purchase. By having this instrument in house, the District will be able to detect local outbreaks earlier.</p> <p>The Board supported approving the purchase of this Rapid PCR.</p>	<p>Commissioner Schumaker made a motion to approve RES-21-32 and Commissioner Coppock seconded. The motion passed unanimously.</p>		

AGENDA	DISCUSSION	ACTION	OWNER	DUE DATE
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<ul style="list-style-type: none"> <li>Board Education</li> </ul>	<p>Superintendent Everett proposed a 12-month plan for board education in 2022. Being a board member is quite a responsibility and to becoming a highly functioning board this 12-month plan would be beneficial.</p> <p>Because our board is inexperienced and remote, education will focus on developing a highly successful governance presence.</p> <p>Next steps would include developing a timeline and including in the 2022 board education budget.</p> <p>The Board supported moving forward with a 2022 education plan.</p>	<p>Contact and schedule monthly trainings with Kurt O'Brien.</p>	<p>Superintendent Everett</p>	<p>09.29.21 Regular Board Meeting</p>
<ul style="list-style-type: none"> <li>Board Policy &amp; Procedure Review</li> </ul>	<p>Commissioner Compensation for Meetings and Other Services-Rejected for further review.</p> <p>Conflict of Policies-Approved.</p> <p>Distribution for Board and Committee Packets-Approved.</p> <p>Hospital Declaration of Personal Property as Surplus-Approved.</p> <p>The Board approved all three policies/procedures as presented.</p>	<p>Requested researching if Commissioners can be paid for more than one meeting per day.</p> <p>Marked three of the four documents as Reviewed in Lucidoc.</p>	<p>Board Chair Frady</p> <p>Executive Assistant Garcia</p>	<p>09.29.21 Regular Board Meeting</p> <p>09.29.21 Regular Board Meeting</p>
<p>Superintendent Report</p> <ul style="list-style-type: none"> <li>Proclamation 21-14</li> </ul>	<p>Superintendent Everett noted CNO/CQO Williamson captured the District's current state. The District continues to work towards compliance regarding the vaccine mandates for employees and contracted workers.</p> <p>Superintendent Everett requested to cancel committee meetings (except Finance) for the next 60 days to focus on the current surge in COVID positive patients and achieving compliance with Proclamation 21-14. The Board supported</p>	<p>Cancel committee meetings.</p>	<p>Executive Assistant Garcia</p>	<p>08.30.21</p>



AGENDA	DISCUSSION	ACTION	OWNER	DUE DATE
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	<p>postponing the meetings through the end of October 2021. Superintendent Everett will email the Commissioners at the end of each week to keep them informed of the District's changing status throughout the next 60 days.</p>			
Meeting Summary & Evaluation	<p>Superintendent Everett highlighted the decisions made and action items. Superintendent Everett noted Executive Assistant Garcia will be leaving immediately following the Board Meeting to attend a funeral. Documents needing signatures will be sent the week of August 30<sup>th</sup>. Executive Assistant Garcia will notify via email and text.</p>			
Adjournment	<p>Secretary Herrin moved and Commissioner Schumaker seconded to adjourn the meeting at 5:20 p.m. The motion passed unanimously.</p>			

Respectfully submitted,

Tom Herrin, Secretary

Date



**LEWIS COUNTY HOSPITAL DISTRICT NO. 1  
Finance Committee Meeting  
September 22, 2021, at 12:00 p.m.  
Via Zoom**

**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	Commissioner Coppock called the meeting to order via Zoom at 12:00 a.m.  Commissioner(s) Present in Person or via Zoom: <input checked="" type="checkbox"/> Tom Herrin, Secretary <input checked="" type="checkbox"/> Craig Coppock, Commissioner  Committee Member(s) Present in Person or via Zoom: <input checked="" type="checkbox"/> Shana Garcia, Executive Assistant <input checked="" type="checkbox"/> Richard Boggess, CFO <input checked="" type="checkbox"/> Leianne Everett, Superintendent <input checked="" type="checkbox"/> Marc Fisher, Community Member <input checked="" type="checkbox"/> Clint Scogin, Controller <input checked="" type="checkbox"/> Sherry Sofich, Revenue Cycle Director <input checked="" type="checkbox"/> Sara Williamson, CNO/CQO <input checked="" type="checkbox"/> Larry Sinkula, Surgical Services Director			
Approval or Amendment of Agenda	Superintendent Everett requested to add Costs of Covid to New Business and CFO Boggess requested to add Petty Cash Drawers to New Business too.	Secretary Herrin made a motion to approve the amended agenda and Superintendent Everett seconded. The motion passed unanimously.		

AGENDA	DISCUSSION	ACTION	OWNER	DUE DATE
Conflicts of Interest	Commissioner Coppock asked the Committee to state any conflicts of interest with today's amended agenda.	None noted.		
Consent Agenda	Commissioner Coppock announced the following in consent agenda up for approval: <ol style="list-style-type: none"> <li>1. Review of Finance Minutes –August 18, 2021</li> <li>2. Revenue Cycle Update</li> <li>3. Board Oversight Activities</li> <li>4. Financial Statements- August</li> </ol>	Secretary Herrin made a motion to approve the consent agenda and Superintendent Everett seconded. The motion passed unanimously.		
Old Business <ul style="list-style-type: none"> <li>• Financial Department Spotlight</li> </ul>	Commissioner Coppock noted department spotlights will resume in January 2022.			
New Business <ul style="list-style-type: none"> <li>• Cost of COVID</li> </ul>	Superintendent Everett highlighted the following on current costs of COVID-19: <ol style="list-style-type: none"> <li>1. WA State has ample beds; however, staffing the beds is the issue. This leads into recruitment and retaining staff.</li> <li>2. Events happening within the market has many hospitals offering sign on bonuses and stipends to pick up extra shifts, so appropriate admissions can occur.</li> <li>3. HR is drafting MOUs with both unions. Hoping to include the rate adjustments in the 2022 budget.</li> <li>4. At Arbor Health, departments shortages are occurring in Respiratory Therapy, Facility Support (Housekeeping) and Nursing.</li> <li>5. During the September 14, 2021, Multidisciplinary Meeting the Hospital moved into crisis care status with no surge capacity.</li> </ol>			
<ul style="list-style-type: none"> <li>• Petty Cash Drawer</li> </ul>	Controller Scogin discussed the need to add a new cash drawer to the Rehabilitation Department. The reason is due to COVID and rerouting patients to the back entrance of the Hospital. The drawer request is for \$100, and the	The Finance Committee supported requesting the Board's approval of a resolution at the Regular Board Meeting.	Executive Assistant Garcia	09.29.21 Regular Board Meeting

AGENDA	DISCUSSION	ACTION	OWNER	DUE DATE
	<p>custodian of the drawer will be the Rehabilitation Services Manager.</p> <p>The Finance Committee supported the \$100 petty cash drawer for Rehabilitation Services and will recommend approval at the Board level.</p>			
<ul style="list-style-type: none"> <li>Fuel Tank Upgrade Requirement</li> </ul>	<p>Superintendent Everett discussed the change in the DOH position regarding the WAIVER regarding the hospital fuel supply for the generator. Current regulations require the facility to have 96 hours of fuel supply on site in the event of a disaster. The District has determined a 4,000-gallon tank meets the requirement. Mascott Equipment who works directly with Stanley Oil has provided the bid. The quote presented is an estimated cost of \$62,932.32. Due to the volatility in this market, the quote is only good for a few days, so administration is requesting a contingency of 10% of the project cost. Administration will request a new quote to present a more accurate amount at the Regular Board Meeting. The District ruled out purchasing a smaller tank to supplement the current tank and has verified adequate power and room for the tanks.</p> <p>The Finance Committee supported the capital purchase of the fuel tank in the amount of \$62,932 with a 10% contingency and will recommend approval at the Board level.</p>	<p>The Finance Committee supported requesting the Board's approval of a resolution at the Regular Board Meeting.</p>	<p>Executive Assistant Garcia</p>	<p>09.29.21 Regular Board Meeting</p>
<ul style="list-style-type: none"> <li>Capital Purchase- Mini C-arm</li> </ul>	<p>Surgical Services Director Sinkula shared with the new services lines of Orthopedic and Podiatry, acquiring a Mini C-arm provides immediate images for the surgeon to view. The consumable life with equipment like this lends administration down a leasing option. The Finance Committee supported moving forward with</p>	<p>The Finance Committee supported requesting the Board's approval of a resolution at the Regular Board Meeting.</p>	<p>Executive Assistant Garcia</p>	<p>09.29.21 Regular Board Meeting</p>

AGENDA	DISCUSSION	ACTION	OWNER	DUE DATE
	<p>exploring a single lease with First American on this piece of equipment.</p> <p>The Finance Committee supported the capital purchase of the Mini C-arm in the amount of \$95,108 with a 5% contingency and will recommend approval at the Board level.</p>			
<ul style="list-style-type: none"> <li>Lease Line of Credit</li> </ul>	<p>CFO Boggess discussed Administration's desire to explore a lease line of credit for \$500,000. By purchasing with a lease, the Hospital is spreading the cost of acquisition over a longer period of time that aligns with the cost report reimbursement process.</p> <p>The Finance Committee supported exploring a future lease line with the possible vendors. If the District moves forward establishing a lease, utilizing the lease will still be approved by the Board.</p>	<p>Explore lease line options with three vendors to have further discussion on establishing a lease line to handle the District's capital purchase for the next few years.</p>	<p>CFO Boggess</p>	<p>10.20.21 Finance Committee Meeting</p>
<ul style="list-style-type: none"> <li>Capital Purchase-Chiller Unit Improvements</li> </ul>	<p>CFO Boggess discussed the unexpected failure of the chiller unit. The improvements extended the life of the HVA system.</p> <p>The Finance Committee supported the payment of the Chiller Unit Improvements in the amount of \$49,536 and will recommend approval at the Board level.</p>	<p>The Finance Committee supported requesting the Board's approval of a resolution at the Regular Board Meeting.</p>	<p>Executive Assistant Garcia</p>	<p>09.29.21 Regular Board Meeting</p>
<p>Meeting Summary &amp; Evaluation</p>	<p>CFO Boggess highlighted the decisions made and the action items that need to be taken to the entire board for approval.</p>			
<p>Adjournment</p>	<p>Commissioner Coppock adjourned the meeting at 12:55 pm.</p>			

WARRANT & EFT LISTING NO. 2021-08

RECORD OF CLAIMS ALLOWED BY THE  
BOARD OF LEWIS COUNTY  
COMMISSIONERS

The following vouchers have been audited,  
charged to the proper account, and are within the  
budget appropriation.

CERTIFICATION

I, the undersigned, do hereby certify, under  
penalty of perjury, that the materials have been  
furnished, as described herein, and that the claim  
is a just, due and unpaid obligation against  
LEWIS COUNTY HOSPITAL DISTRICT NO. 1  
and that I am authorized to authenticate and  
certify said claim.

Signed:

\_\_\_\_\_  
Richard Boggess, CFO

We, the undersigned Lewis County Hospital  
District No. 1 Commissioners, do hereby certify  
that the merchandise or services hereinafter  
specified has been received and that total  
Warrants and EFT's are approved for payment  
in the amount of

\$4,694,627.07 this 29<sup>th</sup> day

of September 2021

\_\_\_\_\_  
Board Chair, Trish Frady

\_\_\_\_\_  
Commissioner, Craig Coppock

\_\_\_\_\_  
Secretary, Tom Herrin

\_\_\_\_\_  
Commissioner, Wes McMahan

\_\_\_\_\_  
Commissioner, Chris Schumaker

SEE WARRANT & EFT REGISTER in the amount of \$4,694,627.07 dated August 1, 2021 –August 31,  
2021.

Routine A/P Runs

Warrant No.	Date	Amount	Description
122713 - 122715	1-Aug-2021	100,952.37	CHECK RUN
122716	2-Aug-2021	981.00	CHECK RUN
122301 - 122321	2-Aug-2021	801,114.02	CHECK RUN
122717	3-Aug-2021	603.48	CHECK RUN
122322 - 122365	6-Aug-2021	70,147.60	CHECK RUN
122366 - 122379	9-Aug-2021	57,995.58	CHECK RUN
122722	10-Aug-2021	166.66	CHECK RUN
122500 - 122502	13-Aug-2021	292.75	CHECK RUN
122399 - 122455	13-Aug-2021	278,849.06	CHECK RUN
122456 - 122499	13-Aug-2021	20,598.83	CHECK RUN
122380 - 122398	16-Aug-2021	979,973.63	CHECK RUN
122568 - 122576	20-Aug-2021	1,765.14	CHECK RUN
122510 - 122567	20-Aug-2021	196,269.62	CHECK RUN
122503 - 122509	23-Aug-2021	646,771.38	CHECK RUN
122718	24-Aug-2021	62.28	CHECK RUN
122719	26-Aug-2021	18,449.36	CHECK RUN
122593 - 122658	27-Aug-2021	199,379.21	CHECK RUN
122577 - 122592	30-Aug-2021	99,878.71	CHECK RUN
122720 - 122721	31-Aug-2021	1,011.74	CHECK RUN
<b>TOTAL - CHECK RUNS</b>		<b>\$ 3,475,262.42</b>	

Error Corrections - in Check Register Order

Warrant No.	Date Voided	Amount	Description
122716	1-Aug-2021	14,617.88	VOID
1111/Security State	10-Aug-2021	166.66	VOID
1110/Security State	24-Aug-2021	62.28	VOID
<b>TOTAL - VOIDED CHECKS</b>		<b>\$ 14,846.82</b>	

**COLUMBIA BANK CHECKS, EFT'S & VOIDS \$ 3,460,415.60**

EFT	Date	Amount	Description
1148	6-Aug-2021	169,749.53	IRS
PAYROLL	6-Aug-2021	458,012.31	PAYROLL
1111	10-Aug-2021	166.66	EFT
PAYROLL	20-Aug-2021	445,230.17	PAYROLL
1149	20-Aug-2021	160,990.52	IRS
1110	24-Aug-2021	62.28	EFT
<b>TOTAL EFT'S AT SECURITY STATE BANK</b>		<b>\$ 1,234,211.47</b>	

**TOTAL CHECKS, EFT'S & TRANSFERS \$ 4,694,627.07**

## Documents Awaiting Board Ratification 09.29.21

	LCHD No. 1's Policies, Procedures & Plans:	Departments:
1	Crisis and Other Social Media Response Plan	Administration
2	COVID-19 Mandatory Vaccination Policy	Administrator On Call
3	Document	Department
4	Approved Personnel in Food Preparation Area	Dietary Services
5	Charity Care/Financial Assistance	DOH Policies & Procedures
6	Burn Guidelines for Adult and Pediatric Burn Patient	Emergency Services
7	Emergency Department Diversion	Emergency Services
8	Annual Adoption of the Compliance Plan	Governing Body
9	Annual Adoption of the Quality Program Plan	Governing Body
10	Conflict of Policies	Governing Body
11	Distribution for Board and Committee Packets	Governing Body
12	Hospital Declaration Of Personal Property As Surplus	Governing Body
13	Quality Improvement Oversight Information	Governing Body
14	Casual Part-time Employees	Human Resources
15	Controlled Substance Inventory Discrepancies	Pharmacy
16	Intravenous (IV) Calcium Chloride and Calcium Gluconate for Emergent Use Protocol	Pharmacy
17	Intravenous (IV) Magnesium Sulfate for Emergent Use Protocol	Pharmacy
18	Pain Management	Pharmacy
19	Promethazine Protocol	Pharmacy
20	Vancomycin per Pharmacy Protocol	Pharmacy
21	Wasting of Controlled Substances	Pharmacy
22	Rural Health Clinics Nondiscrimination Policy	Rural Health Clinics



In order to access the above documents you will need to log into Lucidoc. Once you have logged into Lucidoc, on the top toolbar click "My Meetings" and select the upcoming QIO meeting date that's highlighted in green to see the agenda with documents needing to be approved. You are able to view the documents once in the agenda. If the date is highlighted in yellow that means the agenda has not been released yet.



**LEWIS COUNTY HOSPITAL DISTRICT NO. 1**  
**MORTON, WASHINGTON**

RESOLUTION APPROVING THE PETTY  
 CASH DRAWERS & CUSTODIAN’S OF  
 THE DISTRICT

RESOLUTION NO. 21-33

WHEREAS, the Lewis County Hospital District No. 1 owns and operates Arbor Health, a 25-bed Critical Access Hospital located in Morton, Washington, and;

WHEREAS, the Lewis County Hospital District No. 1 feel that this is worthy,

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of Lewis County Hospital District No. 1 as follows:

**To approve the District’s petty cash drawers, along with the custodians responsible for the drawers.**

Account	Location	Base Amount	Custodian
101421	Cash drawer - ER	\$ 200.00	Revenue Cycle Director
101434	Cash drawer - Admitting 2	\$ 200.00	Revenue Cycle Director
101435	Cash drawer - Admitting	\$ 200.00	Revenue Cycle Director
101436	Petty Cash - Materials Management	\$ 100.00	Controller
101440	Cash drawer - Randle Clinic	\$ 300.00	Randle Clinic Manager
101441	Cash drawer - Riffe Medical Center	\$ 100.00	Mossyrock Clinic Manager
101442	Petty Cash - Riffe Medical Center - Office	\$ 200.00	Mossyrock Clinic Manager
101455	Petty Cash - Resident Trust	\$ 300.00	LTC supervisor
101465	Cash drawer – Dietary	\$ 200.00	Dietary Manager
101470	Petty Cash – Kitchen	\$ 200.00	Dietary Manager
101471	Cash Drawer - Gift Shop	\$ 260.00	Gift Shop Manger
101472	Cash Drawer - Morton Clinic	\$ 100.00	Morton Clinic Manager
101473	Cash Drawer-Rehabilitation Services	\$ 100.00	Rehabilitation Services Manager

**This resolution supersedes RES 20-23.**

ADOPTED and APPROVED by the Commissioners of Lewis County Hospital District No. 1 in an open public meeting thereof held in compliance with the requirements of the Open Public Meetings Act this 29<sup>th</sup> day of September 2021, the following commissioners being present and voting in favor of this resolution.

\_\_\_\_\_  
 Trish Frady, Board Chair

\_\_\_\_\_  
 Tom Herrin, Secretary

\_\_\_\_\_  
 Craig Coppock, Commissioner

\_\_\_\_\_  
 Wes McMahan, Commissioner

\_\_\_\_\_  
 Chris Schumaker, Commissioner



**LEWIS COUNTY HOSPITAL DISTRICT NO. 1**  
**MORTON, WASHINGTON**

RESOLUTION APPROVING THE PETTY  
CASH DRAWERS & CUSTODIAN'S OF  
THE DISTRICT

RESOLUTION NO. 20-23

WHEREAS, the Lewis County Hospital District No. 1 owns and operates Arbor Health, a 25-bed Critical Access Hospital located in Morton, Washington, and;

WHEREAS, the Lewis County Hospital District No. 1 feel that this is worthy,

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of Lewis County Hospital District No. 1 as follows:

**To approve the District's petty cash drawers, along with the custodians responsible for each of the drawers.**

Account	Location	Base Amount	Custodian
101421	Cash drawer - ER	\$ 200.00	Revenue Cycle Director
101434	Cash drawer - Admitting 2	\$ 200.00	Revenue Cycle Director
101435	Cash drawer - Admitting	\$ 200.00	Revenue Cycle Director
101436	Petty Cash - Materials Management	\$ 100.00	Controller
101440	Cash drawer - Randle Clinic	\$ 300.00	Randle Clinic Manager
101441	Cash drawer - Riffe Medical Center	\$ 100.00	Mossyrock Clinic Manager
101442	Petty Cash - Riffe Medical Center - Office	\$ 200.00	Mossyrock Clinic Manager
101455	Petty Cash - Resident Trust	\$ 300.00	LTC supervisor
101465	Cash drawer – Dietary	\$ 200.00	Dietary Manager
101470	Petty Cash – Kitchen	\$ 200.00	Dietary Manager
101471	Cash Drawer - Gift Shop	\$ 260.00	Gift Shop Manger
101472	Cash Drawer - Morton Clinic	\$ 100.00	Morton Clinic Manager

ADOPTED and APPROVED by the Commissioners of Lewis County Hospital District No. 1 in an open public meeting thereof held in compliance with the requirements of the Open Public Meetings Act this 10<sup>th</sup> day of June 2020, the following commissioners being present and

voting in favor of this resolution.

  
\_\_\_\_\_  
Trish Frady, Board Chair

  
\_\_\_\_\_  
Tom Herrin, Secretary

  
\_\_\_\_\_  
Shelly Fritz, Commissioner

  
\_\_\_\_\_  
Wes McMahan, Commissioner








# RES-20-23-Approving the Petty Cash Drawers & Custodian's of the District

Final Audit Report

2020-06-13

Created:	2020-06-12
By:	Shana Garcia (Sgarcia@mortongeneral.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAqnGfMgh3nV3xEvqmRRtSObe5YYIjUfOG

## "RES-20-23-Approving the Petty Cash Drawers & Custodian's of the District" History

-  Document created by Shana Garcia (Sgarcia@mortongeneral.org)  
2020-06-12 - 8:32:18 PM GMT- IP address: 209.206.183.76
-  Document emailed to Wes McMahan (commissionermcmahan@myarborhealth.org) for signature  
2020-06-12 - 8:32:35 PM GMT
-  Email viewed by Wes McMahan (commissionermcmahan@myarborhealth.org)  
2020-06-13 - 1:58:03 AM GMT- IP address: 67.42.102.146
-  Document e-signed by Wes McMahan (commissionermcmahan@myarborhealth.org)  
Signature Date: 2020-06-13 - 1:58:49 AM GMT - Time Source: server- IP address: 67.42.102.146
-  Signed document emailed to Shana Garcia (Sgarcia@mortongeneral.org) and Wes McMahan (commissionermcmahan@myarborhealth.org)  
2020-06-13 - 1:58:49 AM GMT



**LEWIS COUNTY HOSPITAL DISTRICT NO. 1**  
**MORTON, WASHINGTON**

RESOLUTION APPROVING THE CAPITAL  
PURCHASE OF CHILLER UNIT IMPROVEMENTS

RESOLUTION NO. 21-35

WHEREAS, the Lewis County Hospital District No. 1 owns and operates Arbor Health, a 25-bed Critical Access Hospital located in Morton, Washington, and;

WHEREAS, the Lewis County Hospital District No. 1 feel that this is worthy,

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of Lewis County Hospital  
District No. 1 as follows:

**Approving the payment of Chiller Unit Improvements, a component of the Heating, Ventilation and  
Air Conditioning System from operating cash.**

**The payment price is \$49,536.26.**

ADOPTED and APPROVED by the Commissioners of Lewis County Hospital District No. 1 in an open public meeting thereof held in compliance with the requirements of the Open Public Meetings Act this 29<sup>th</sup> day of September 2021, the following commissioners being present and voting in favor of this resolution.

\_\_\_\_\_  
Trish Frady, Board Chair

\_\_\_\_\_  
Tom Herrin, Secretary

\_\_\_\_\_  
Craig Coppock, Commissioner

\_\_\_\_\_  
Wes McMahan, Commissioner

\_\_\_\_\_  
Chris Schumaker, Commissioner

**MEMORANDUM**

To: Finance Committee  
 From: Richard Boggess  
 Date: September 15, 2021  
 Re: Capital Purchase-Chiller Unit Improvements

This summer the Hospital experienced an unexpected, catastrophic failure of its chiller unit, a component of the Heating, Ventilation and Air Conditioning system. Olympia Sheetmetal is the normal vendor for this work. We were able to source the components from the East Coast and shipped them express. The total amount of the invoice is \$49,536.26, which exceeds Superintendent Everett's spending authority. Administration is requesting approval and recommendation to the Board for payment.

OLYMPIA SHEET METAL INC  
 7635 BETTI LN. NE  
 LACEY, WA 98516-4511  
 Phone:360.491.1123 Fax:360.491.1113

**Invoice**

Date	Invoice #
8/18/2021	61697

**Bill To**

LEWIS CO HOSPITAL DIST #1  
 DB MORTON GENERAL HOSPITAL  
 PO BOX 1138  
 MORTON, WA 98356

**Ship To**

P.O. Number	Terms	Rep	Ship	Via	Project
			7/4/2021	ERIC	

Quantity	Item Code	Description	Price Each	Amount
1	RETAIL	LABOR AND MATERIAL TO COMPLETE COMPRESSOR REPLACEMENTS IN CHILLERS. SERVICE ORDER 35264 AND 35266.	45,952.00	45,952.00

NO STATEMENT WILL BE SENT. AFTER 30 DAYS A SERV CHARGE WILL BE ADDED AT THE RATE OF 1% PER MONTH.

<b>Subtotal</b>	\$45,952.00
<b>Sales Tax (7.8%)</b>	\$3,584.26
<b>Total</b>	\$49,536.26

**OLD BUSINESS**

**NEW BUSINESS**





**LEWIS COUNTY HOSPITAL DISTRICT NO. 1**  
**MORTON, WASHINGTON**

RESOLUTION APPROVING THE CAPITAL  
PURCHASE OF A MINI C-ARM

RESOLUTION NO. 21-34

WHEREAS, the Lewis County Hospital District No. 1 owns and operates Arbor Health, a 25-bed Critical Access Hospital located in Morton, Washington, and;

WHEREAS, the Lewis County Hospital District No. 1 feel that this is worthy,

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of Lewis County Hospital  
District No. 1 as follows:

**Approving the purchase of a Mini C-arm through an operating lease.**

**The purchase price is \$95,108.04 plus contingency of 5%.**

ADOPTED and APPROVED by the Commissioners of Lewis County Hospital District No. 1 in an open public meeting thereof held in compliance with the requirements of the Open Public Meetings Act this 29<sup>th</sup> day of September 2021, the following commissioners being present and voting in favor of this resolution.

\_\_\_\_\_  
Trish Frady, Board Chair

\_\_\_\_\_  
Tom Herrin, Secretary

\_\_\_\_\_  
Craig Coppock, Commissioner

\_\_\_\_\_  
Wes McMahan, Commissioner

\_\_\_\_\_  
Chris Schumaker, Commissioner

**EQUIPMENT ASSESSMENT REQUEST FORM**  
SECTION 1 - DEPARTMENT INFORMATION / ITEM REQUESTED

DEPT NAME	<u>Operating Room</u>	DEPT #	<u>7020</u>
DEPT DIRECTOR	<u>Larry Sinkula</u>	PHONE EXT	<u>3594</u>
GENERAL DESCRIPTION OF ITEM	<u>Mini C-Arm</u>		
REASON FOR PURCHASE (Choose all that apply)	<input checked="" type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Broken <input type="checkbox"/> End of Life <input type="checkbox"/> Quality of Care <input type="checkbox"/> Safety <input type="checkbox"/> Patient Satisfaction <input type="checkbox"/> Increased Volumes <input type="checkbox"/> New Revenue <input type="checkbox"/> OTHER (Explain) _____		

Notes about reason for request, effect on department's operations, effect on other departments, and impact of purchase on revenues or volumes :

Item is needed for expanding Orthopedic and Podiatry Services. Can also be used in the Emergency Room . This item will keep more patients in-house and increase surgical volumes and revenue.

DO WE HAVE ANY SIMILAR EQUIPMENT IN THE ORGANIZATION / WHICH DEPARTMENT?	<input type="checkbox"/> YES, #	<input checked="" type="checkbox"/> No
CAN THIS EQUIPMENT BE UTILIZED BY OTHER DEPARTMENTS?	<input checked="" type="checkbox"/> YES, # 7230	<input type="checkbox"/> No

WERE (3) COMPETITIVE QUOTES OBTAINED? (Please attach)       Yes     No (If no please explain)

SUGGESTED VENDOR	<u>ORTHOSCAN</u>	PREFERRED MODEL #	<u>Orthoscan TAU 1515</u>
NAME/CONTACT OF VENDOR	<u>Nicole Breitenstein    Nbreitenstein@a1ainc.com    206-712-1184</u>		
ESTIMATED PRICE \$	<u>\$ 88,063.00</u>		
SOURCE OF ESTIMATED PRICE	<input checked="" type="checkbox"/> Quote (attach) <input type="checkbox"/> Other (Explain) _____		

**SECTION 2 – INFORMATION TECHNOLOGY, INFORMATICS, BIOMED AND FACILITIES**

Will this purchase interface with our computer system?       Yes, provide information below       No       Unsure

Will need to interface with PACs system so images are available in the clinic setting for Physicians to access. Need to find out what Operating System.

FACILITIES INVOLVEMENT	<input type="checkbox"/> Yes, provide information below	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Unsure
BIOMED INVOLVEMENT	<input type="checkbox"/> Yes, provide information below	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Unsure
CLINICAL INFORMATICS INVOLVEMENT	<input type="checkbox"/> Yes, provide information below	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Unsure
IT INVOLVEMENT	<input checked="" type="checkbox"/> Yes, provide information below	<input type="checkbox"/> No	<input type="checkbox"/> Unsure

Explain and/or quantify any known involvement or expenses in these areas.

In addition to the machine we will need to purchase 6 xray gowns (\$75-150 each) and enroll the OR staff in the radiation monitoring program that Radiology uses.. IT requirement : Network Drop in OR for access to PACS. Internal Labor and cost minimal. NovaPACS - needs setup and setup to make sure it is ready to receive. Is there a cost for PACS setup. Need a UPS battery to condition the line and provide backup power - \$300.

\*\*\*\*FOR INTERNAL USE ONLY\*\*\*\*

**EQUIPMENT ASSESSMENT TEAM EVALUATION SUMMARY**

<b>PROS</b>	The Mini C-arm is a portable, low radiation dose X-ray machine that provides immediate images for the surgeon to view. The surgeon can use the machine on lower extremity, knee down and shoulder to fingertips. It does not require additional staffing since the surgeon is trained on how to use it.
<b>CONS</b>	
<b>CONSIDERATIONS</b>	
<b>RECOMMENDATIONS</b>	Recommend the Orthoscan after reviewing with the purchasing team.

ADDITIONAL ACQUISITION/ PREP COST \$ \_\_\_\_\_  
 ADDITIONAL PREP/ TRAINING HOURS \_\_\_\_\_

**COMMENTS**

---

BASE EQUIPMENT PRICE - AS PROVIDED	\$	88,063.00
SUPPORT AND MAINTENANCE COSTS		_____
ADDITIONAL INSTALL OF SUPPORT COST		_____
TOTAL ADDITIONAL ASSOCIATED COST		_____
TOTAL MONTHLY CONSUMABLES COST		_____
MISC EXPENSE	included	Shipping
MISC EXPENSE	\$	7,045.04 Sales Tax
<b>TOTAL NON- RECURRING EXPENSE</b>	\$	95,108.04
<b>TOTAL RECURRING EXPENSE</b>	\$	-

\*\*\* FOR FINANCE DEPARTMENT USE ONLY \*\*\*

HOW ARE WE PAYING FOR THIS? \_\_\_\_\_

IS THIS BUDGETED       YES                       NO

BUDGETED PURCHASE DATE \_\_\_\_\_

DEPT FOR DEPRECIATION \_\_\_\_\_

TYPE OF EQUIPMENT

Building Improvement       Captial Lease       Building

Major Movable Equipment       Fixed Equipment       OTHER (explain) \_\_\_\_\_

\*\*\* APPROVALS \*\*\*

Chief Financial Officer \_\_\_\_\_ Date \_\_\_\_\_

Chief Executive Officer \_\_\_\_\_ Date \_\_\_\_\_

Board of Commissioner Chairperson \_\_\_\_\_ Date \_\_\_\_\_



## LEASE PROPOSAL

**Lessor** First American Healthcare Finance  
255 Woodcliff Drive, Fairport, NY 14450

**Lessee** Arbor Health Morton Hospital  
521 Adams Street, Suite C, Morton, WA 98356

**Equipment** Mini C Arm & related expenses

**Equipment Cost** \$90,000.00

### Lease Options

	<a href="#">Option 1</a>	<a href="#">Option 2</a>
<b>Lease Term</b>	36 Months	36 Months
<b>Lease Rate Factor</b>	0.02984	0.02564
<b>Rental Payment</b>	\$2,685.60	\$2,307.60
<b>Lease Type</b>	\$1 Buyout	FMV = 15.4%
<b>Payment Frequency</b>	Monthly	Monthly
<a href="#">Select Option</a>		

Option 1 = Capital Lease and equivalent Interest rate of 4.71%. Total cost is \$96,681.60

Option 2 = rent to own with additional purchase cost of approx \$13,860 if exercised. Total cost is \$96,933.6

**\$1 Buyout Lease** At the end of a \$1 Buyout Lease you will own the equipment.

**Fixed Buyout Lease** At the end of a Fixed Buyout Lease you may: 1) purchase the equipment for a Fair Market Value purchase price which will equal 15.4% of the original equipment cost, or 2) renew the lease for 6 months at the same rental rate.

**Term and Payments** The lease will begin on the day you accept the equipment. Rental payments will be due monthly, in advance. You will also pay rent for the period between the date the equipment is accepted and the first day of the following calendar month (1/30th of the Monthly Rental Equivalent multiplied by the number of days).

**Deposit** An amount equal to one month's rent will be due to First American when you accept this proposal. This deposit is refundable for any portion of the equipment cost that First American does not approve. If you later elect to not enter into the lease for any reason, the good faith deposit will be deemed earned in full. Otherwise, the good faith deposit will be credited to the last payment due under the lease.

**Rental Rate** Your rental rates are based on the three (3) year swap (referred to as the Index Rate) as of September 23, 2021. Your rate may be adjusted proportionately for any change in the Index Rate prior to funding. It will be fixed for the duration of the lease term.

**Fees** None

**Business Information** You will provide financial information reasonably requested by First American, including but not limited to year-end audited financial statements and interim financial statements for the Lessee.

**FA | Experience** You will have access and visibility into all aspects of your equipment leases and project financing through FA | Experience – the digital hub that expedites the funding process, puts you in control, and manages all information related to your account.



Concierge Service

Your dedicated Project Manager will manage every step of your lease:

- Project communication
- Lease documentation
- Vendor payment
- Lease invoicing
- Equipment tracking, reporting and more

Each lease schedule will be a net lease, and you will be responsible for all expenses relating to the equipment and the transaction, including maintenance, insurance, sales, use and personal property taxes, and other expenses relating to the purchase, possession, lease, and use of the equipment.

You authorize First American to file and record financing statements regarding this transaction and take a first priority security interest in the equipment and deposits. You will be responsible for any purchase orders issued by First American on your behalf.

The terms and conditions of this proposal, except for the provisions concerning security interests and the good faith deposit, will be superseded by the final documentation for each lease schedule. This proposal is not a commitment. First American will only provide lease financing upon the satisfactory completion of its due diligence and mutually acceptable documentation.

First American welcomes the opportunity to serve your organization. This proposal expires on October 1, 2021. To accept, please sign below and send an electronic copy to First American.

Offered by:

First American Healthcare Finance

Phil Rivera

Vice President

September 23, 2021

Accepted by:

Arbor Health Morton Hospital

By .....

Richard Boggess

Name.....

Title .....

Date.....

\* HFMA staff and volunteers determined that this product has met specific criteria developed under the HFMA Peer Review Process. HFMA does not endorse or guaranty the use of this product.

**Certificate Of Completion**

Envelope Id: 0745F671EF9045ACA338931DE0DCE998	Status: Delivered
Subject: Please DocuSign: Proposal Arbor Health Morton Hospital 2021-09-23.pdf	
Vault With eOriginal: No	
Lessee Name:	
Lease No. or Proposal Name:	
DfS Writeback: false	
Source Envelope:	
Document Pages: 2	Signatures: 0
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Phil Rivera
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	255 Woodcliff Dr Ste 200
	Fairport, NY 14450
	phil.rivera@fahf.com
	IP Address: 163.116.146.114

**Record Tracking**

Status: Original	Holder: Phil Rivera	Location: DocuSign
9/23/2021 1:39:12 PM	phil.rivera@fahf.com	

**Signer Events**

Signature	Timestamp
Richard Boggess rboggess@mortongeneral.org Security Level: Email, Account Authentication (None)	Sent: 9/23/2021 1:42:30 PM Viewed: 9/23/2021 3:28:18 PM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 9/23/2021 3:28:18 PM ID: 24de7b2c-5991-45b6-b9a9-b35cde64f58e	

**In Person Signer Events**

Signature

Timestamp

**Editor Delivery Events**

Status

Timestamp

**Agent Delivery Events**

Status

Timestamp

**Intermediary Delivery Events**

Status

Timestamp

**Certified Delivery Events**

Status

Timestamp

**Carbon Copy Events**

Status

Timestamp

**Witness Events**

Signature

Timestamp

**Notary Events**

Signature

Timestamp

**Envelope Summary Events**

Status

Timestamps

Envelope Sent	Hashed/Encrypted	9/23/2021 1:42:30 PM
Certified Delivered	Security Checked	9/23/2021 3:28:18 PM

**Payment Events**

Status

Timestamps

**Electronic Record and Signature Disclosure**

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact First American Equipment Finance - eOriginal:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: its@faef.com

**To advise First American Equipment Finance - eOriginal of your new e-mail address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at its@faef.com and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

**To request paper copies from First American Equipment Finance - eOriginal**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to its@faef.com and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with First American Equipment Finance - eOriginal**

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to its@faef.com and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

**Required hardware and software**

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"> <li>•Allow per session cookies</li> <li>•Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection</li> </ul>

\*\* These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.



**Acknowledging your access and consent to receive materials electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify First American Equipment Finance - eOriginal as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by First American Equipment Finance - eOriginal during the course of my relationship with you.

**To:** Board of Commissioners  
**From:** Lianne Everett, Superintendent  
**Date:** 9/23/2021  
**Subject:** Resolution 21-36: Approving the Capital Purchase of a Fuel Tank

---

As a hospital, we are regulatorily required to keep 96 hours of fuel onsite for emergency use. In the event of an emergency, we would be able to continue providing services for 96 hours before external assistance can intervene. Until recently, Arbor Health had a waiver exempting us from having 96 hours of fuel onsite.

Due to the increasing frequency of natural disasters across the United States, the Department of Health (DOH) pulled our waiver. Now, we must become compliant with the conditions of participation for hospitals participating in governmental payor programs. Resolution 21-36 is granting approval to replace our current fuel tank with a larger fuel tank.

The new, 4,000-gallon capacity fuel tank will comfortably house the 3,700 gallons needs for 96 hours. This tank is a double walled, self-contained unit and will not need a containment field. However, we will need to invest in additional bollards to ensure the safety of the fuel. Our current bollards are eight feet apart and the new code requires them to be four feet center-to-center. Therefore, the additional bollards are regulatorily required.

We elected to not look at a larger capacity tank due to cost. In fact, the cost of fuel tanks is changing rapidly due to the fluidity of steel costs. While we are including a quote, a refreshed quote will be presented at the meeting. At the time of this memo, we are asking approval for \$75,000 of operating cash to be expensed for this purchase. This amount is expected to cover the tank, bollards, installation and disposal of the original tank.





**LEWIS COUNTY HOSPITAL DISTRICT NO. 1**  
**MORTON, WASHINGTON**

RESOLUTION APPROVING THE CAPITAL  
PURCHASE OF FUEL TANK

RESOLUTION NO. 21-36

WHEREAS, the Lewis County Hospital District No. 1 owns and operates Arbor Health, a 25-bed Critical Access Hospital located in Morton, Washington, and;

WHEREAS, the Lewis County Hospital District No. 1 feel that this is worthy,

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of Lewis County Hospital  
District No. 1 as follows:

**Approving the purchase of a self-contained 4,000-gallen fuel tank from operating cash.**

**The purchase price is \$75,000 plus a 10% contingency.**

ADOPTED and APPROVED by the Commissioners of Lewis County Hospital District No. 1 in an open public meeting thereof held in compliance with the requirements of the Open Public Meetings Act this 29<sup>th</sup> day of September 2021, the following commissioners being present and voting in favor of this resolution.

\_\_\_\_\_  
Trish Frady, Board Chair

\_\_\_\_\_  
Tom Herrin, Secretary

\_\_\_\_\_  
Craig Coppock, Commissioner

\_\_\_\_\_  
Wes McMahan, Commissioner

\_\_\_\_\_  
Chris Schumaker, Commissioner

**EQUIPMENT ASSESSMENT REQUEST FORM**  
SECTION 1 - DEPARTMENT INFORMATION / ITEM REQUESTED

DEPT NAME Facilities DEPT # \_\_\_\_\_

DEPT DIRECTOR David Crouch PHONE EXT \_\_\_\_\_

GENERAL DESCRIPTION OF ITEM Diesel Fuel Tank - 4,000

REASON FOR PURCHASE (Choose all that apply)  New  Replacement  End of Life  Quality of Care  Patient Satisfaction  
 Increase Volume  Other Regulatory

Notes about reason for request, effect on department's operations, effect on other departments, and impact of purchase on revenues or volumes :

Current tank of 2,500 gallons does not meet the current requirements of CMS and DOH for emergency power capabilities. Current regulations require 96 hours of emergency power capability. Arbor Health has been operating under a waiver from DOH for quite some time. DOH in review of our current Generator power has indicated that now is the time to upgrade system and has pulled the waiver for review. Based on planned fuel consumption the organization will need approximate 3,500 gallons of fuel to meet the expectation.

DO WE HAVE ANY SIMILAR EQUIPMENT IN THE ORGANIZATION / WHICH DEPARTMENT?  Yes  No  
 CAN THIS EQUIPMENT BE UTILIZED BY OTHER DEPARTMENTS?  Yes  No

WERE (3) COMPETITIVE QUOTES OBTAINED? (Please attach)  Yes  No - Detail below

Have pricing from 2 vendors but awaiting for DOH approval prior to formal bidding

SUGGESTED VENDOR Stanley Oil PREFERRED MODEL # 4000 gallon

NAME/CONTACT OF VENDOR Robb Stanley

ESTIMATED PRICE \$ \$ 75,000.00

SOURCE OF ESTIMATED PRICE  Quote (attach)  Other (Explain) Manufacturer

**SECTION 2 – INFORMATION TECHNOLOGY, INFORMATICS, BIOMED AND FACILITIES**

Will this purchase interface with our computer system?  Yes - Detail below  No  Unsure

Equipment will not interface to EMR, System could interface the Facilities tracking system.

FACILITIES INVOLVEMENT	<input checked="" type="checkbox"/> Yes - Detail below	<input type="checkbox"/> No	<input type="checkbox"/> Unsure
BIOMED INVOLVEMENT	<input type="checkbox"/> Yes - Detail below	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Unsure
CLINICAL INFORMATICS INVOLVEMENT	<input type="checkbox"/> Yes - Detail below	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Unsure
IT INVOLVEMENT	<input type="checkbox"/> Yes - Detail below	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Unsure

Explain and/or quantify any known involvement or expenses in these areas.

IT -Optional ethernet Connection available for on line veiwing

**\*\*\*\*FOR INTERNAL USE ONLY\*\*\*\***  
**EQUIPMENT ASSESSMENT TEAM EVALUATION SUMMARY**

<b>PROS</b>	Brings Arbor Health to regulatory compliance in regards to 96 hours rules around downtime capabilities.
<b>CONS</b>	
<b>CONSIDERATIONS</b>	
<b>RECOMMENDATIONS</b>	
<b>ADDITIONAL ACQUISITION/ PREP COST \$</b>	\$ -
<b>ADDITIONAL PREP/ TRAINING HOURS</b>	0
<b>COMMENTS</b>	Quarterly and Yearly maintenance continue as currently experienced. Increase in Depreciation Cost of 11,

<b>BASE EQUIPMENT PRICE - AS PROVIDED</b>		Ongoing/Monthly
<b>SUPPORT AND MAINTENANCE COSTS</b>		
<b>ADDITIONAL INSTALL OF SUPPORT COST</b>	\$ 75,000.00	
<b>TOTAL ADDITIONAL ASSOCIATED COST</b>	\$ -	
<b>TOTAL MONTHLY CONSUMABLES COST</b>		
<b>Depreciation</b>	\$ -	1250
<b>TOTAL NON- RECURRING EXPENSE</b>	\$ 75,000.00	
<b>TOTAL RECURRING EXPENSE</b>	\$ -	

**\*\*\* FOR FINANCE DEPARTMENT USE ONLY \*\*\***

HOW ARE WE PAYING FOR THIS? \_\_\_\_\_

IS THIS BUDGETED  Yes  No

BUDGETED PURCHASE DATE \_\_\_\_\_

TYPE OF EQUIPMENT

Building Improvement  Fixed Equipment  Building  Capital Lease

Major Moveable Equipment  Other - Explain \_\_\_\_\_

**\*\*\* APPROVALS \*\*\***

Chief Financial Officer \_\_\_\_\_ Date \_\_\_\_\_

Chief Executive Officer \_\_\_\_\_ Date \_\_\_\_\_

Board of Commissioner Chairperson \_\_\_\_\_ Date \_\_\_\_\_  
if > than \$30,000



DocID: 15827  
 Revision: 2  
 Status: In preparation  
 Department: Governing Body  
 Manual(s):

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Policy : Commissioner Compensation for Meetings and Other Services

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**Policy:**

The Board created a policy for Commissioner Compensation for meetings and other services.

**Purpose:**

The purpose is to provide understanding in the compensation for Commissioners services rendered to the District.

**Procedure:**

A Lewis County Hospital District No. 1 Commissioner will be compensated, under RCW.70.44.050, for the following meetings and services:

1. Each commissioner shall document their time with a (1) in the time and attendance system for each day or portion of a day spent in attendance doing official district business.
2. All regular, special and adhoc meetings of the Board.
3. All committee meetings of committees set forth in the Hospital District By-laws.
4. All administration meetings requiring commissioner participation, ie. audits, consultants.
5. Educational meetings will be paid for any day meetings held and one travel stipend day per conference. Educational meetings approved by the Board Chair.
6. A day of board educational training per month, ie. iProtean. Provision of a certificate required.
7. A meeting per month either in person or remotely to set either Special or Regular board meeting agenda(s) with Superintendent and/or Executive Assistant.
8. A maximum of two meetings per month either in person or remotely between the Board Chair and the Superintendent to conduct hospital business.
9. Any day of service to the District not included in this policy may be compensated with approval of the Board.

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**Document Owner:** Frady, Trish

**Collaborators:**

**Approvals**

- Committees:

- Signers:

**Original Effective Date:** 06/13/2012

**Revision Date:** [06/13/2012 Rev. 0], [06/26/2018 Rev. 1]

**Review Date:** [11/08/2013 Rev. 0], [12/23/2014 Rev. 0], [07/24/2015 Rev. 0], [08/02/2016 Rev. 0], [08/24/2017 Rev. 0], [07/21/2020 Rev. 1]

**Attachments:**

(REFERENCED BY THIS DOCUMENT)

**Other Documents:**

(WHICH REFERENCE THIS DOCUMENT)

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[https://www.lucidoc.com/cgi/doc-gw.pl?ref=morton:15827\\$2](https://www.lucidoc.com/cgi/doc-gw.pl?ref=morton:15827$2).



DocID: 8610-103  
Revision: 3  
Status: Official  
Department: Governing Body  
Manual(s):

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## Policy & Procedure : Annual CEO/Superintendent Evaluation

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### Policy:

The Board of Commissioners of Lewis County Hospital District No. 1 will conduct an evaluation of the CEO/Superintendent no less than annually, but may call for an evaluation at anytime.

### Purpose:

For the Board of Commissioners of Lewis County Hospital District No. 1 and the CEO/Superintendent to set and review expectations of the CEO/Superintendent.

### Procedure:

The Board of Commissioners and the CEO/Superintendent will identify the CEO/Superintendent areas of strengths and weaknesses ensuring that the CEO/Superintendent professional goals and hospital health systems goals are compatible. This will be done by the Board of Commissioners completing the CEO/Superintendent Evaluation.

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**Document Owner:** Frady, Trish  
**Collaborators:**  
**Approvals**  
- **Committees:** ( 07/25/2018 ) Board of Commissioners, ( 09/25/2019 ) Board of Commissioners, ( 10/28/2020 ) Board of Commissioners,  
- **Signers:**  
**Original Effective Date:**  
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**Review Date:** [07/09/2008 Rev. 1], [05/29/2009 Rev. 1], [04/06/2010 Rev. 1], [04/11/2011 Rev. 1], [11/08/2013 Rev. 1], [12/23/2014 Rev. 1], [09/05/2019 Rev. 3], [10/08/2020 Rev. 3]  
**Attachments:** [CEO/Superintendent Evaluation](#)  
(REFERENCED BY THIS DOCUMENT)  
**Other Documents:**  
(WHICH REFERENCE THIS DOCUMENT)



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DocID: 15031  
Revision: 3  
Status: Official  
Department: Governing Body  
Manual(s):

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## Policy : Superintendent Succession Plan

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### Policy:

It is the policy of Lewis County Hospital District No. 1 that the Board of Commissioners shall follow the Superintendent Succession Plan.

### Purpose:

This policy is to set guidelines for the replacement of the Superintendent.

### Procedure:

#### PHASE ONE: Appointment of Emergency Superintendent/Short Term Superintendent Succession Plan

At the first indication that Lewis County Hospital District No. 1 has or soon will have a vacancy in the Superintendent position, the Chair of the Board of Commissioners will call for a special meeting of the Board of Commissioners within 48 hours.

1. One of the purposes shall be to demonstrate board leadership.
2. Another purpose shall be to review Phase One and Two of the Superintendent Succession Plan and to establish a course of action.
3. The Board will take the following steps:
  - a. The Board will follow Phase One of the Superintendent Succession Plan. This meeting may last for as long as thirty days. Each part of this emergency meeting will be a continuance of the original emergency meeting. This meeting does not end until thirty days have passed or until adjourned.\*
  - b. To fulfill an immediate need, the Board will appoint an Emergency Superintendent from the Administrative Team. The length of his/her appointment will be determined by the Board of Commissioners.
  - c. Before adjournment the Board shall prepare a statement, addressed to the following: Medical Staff, Employed Staff and the Public, containing the subject matter of this meeting and the Board's collective position.
  - d. As soon as business of Phase One is completed, this Phase One special meeting will be adjourned.

\* *Note: This emergency meeting may continue for as long as 30 days and from time to time the Chair of the Board may put this meeting into continuance as conditions require.*

## PHASE TWO: Interim Superintendent Succession Plan

Phase Two begins on the 1<sup>st</sup> day after the last special meeting held in Phase One. All Phase Two meetings will be special or regular meetings. The Superintendent will be hired after two regular board meetings.

1. For the purpose of Phase II the board will appoint an ad hoc committee that will be commissioned to make recommendations of candidates for the position of interim superintendent of Lewis County Hospital District No. 1 to the Board as a whole.
  - a. The Committee shall consist of two current Board members.
  - b. The Committee chairperson is determined by the by-laws of Lewis County Hospital District No. 1. (See Section 7 of by-laws.)
  - c. The Committee can and should use whatever resources are available to compile a comprehensive list of candidates (See Addendum I.)
2. The ad hoc committee will return a list of candidates for interim superintendent within 60 days of the adjournment of the emergency special meeting of the Board.
3. Upon receiving the list of candidates, the Board will begin the process of appointing the Interim Superintendent.

## PHASE THREE: Long Term Superintendent Succession Plan

All Phase Three meetings may occur in regular or special meetings with the exception of meetings dealing with the hiring of a Superintendent, which must be addressed in two regular meetings.

1. The Board of Commissioners will establish a search committee. The two commissioners appointed to the Committee by the Board of Commissioners will determine administrative position 3.
  - a. It will consist of 2 commissioners and 3 administrative employees.
    - i. One administrative employee from nursing.
    - ii. One administrative employee from financing.
    - iii. One administrative employee from any other administrative position.
    - iv. The CMO and/or the chief of the medical staff.
  - b. The committee chairperson is determined by the by-laws of Lewis County Hospital District No. 1. (See Section 7 of by-laws.)
  - c. The mission of the advisory committee shall be to bring the names in rank order of the qualified candidates to the Board as soon as possible but no later than 270 days.
2. The search committee will recommend to the Board a minimum of three and a maximum of five candidates. The Board will review and evaluate the listing of candidates from the search committee and select the top three.
3. The Board of Commissioners will select a candidate from the recommended group, negotiate a contract and hire the Superintendent for Lewis County Hospital District No. 1.

## Superintendent SUCCESSION ADDENDUM

### Section 1 Board considerations before requesting a cover letter and resume.

1. Board Environment
2. Financial Operations
3. Possible New Programs and Clinics
4. Changing Health Care
5. Internal Talent
6. Salary expectations based on market comparison
7. Future needs of the District
8. Invested Interest in Community

### Section 2 Suggested Qualifications for Superintendent

#### SUGGESTED INTERIM Superintendent QUALIFICATIONS

1. Is respected
2. Is able to follow established procedure
3. Allows managers to manage
4. Does not attempt to initiate big changes
5. Possesses BA/BS Degree
6. Possesses appropriate credentials

#### SUGGESTED QUALIFICATIONS FOR Superintendent

1. Bachelor or Masters Degree preferred in Health Care, Administration, Nursing and/or Finance
2. Strong Background in Healthcare Finance
3. Demonstrated Leadership in Quality Improvement
4. Highly motivated goal-oriented leader
5. Decision maker who demonstrates vision in Rural Health Care
6. Minimum 3 years experience in Rural Health Care preferred
7. Leadership skills supported by management abilities
8. Able to network or willing to network in health care
9. Visionary (Research-based)
10. Willing to belong to collaborative and to attend conferences
11. Willing to take vacations
12. Willing to participate in employee events and award programs
13. Capable of functioning as team member

14. Keeps board informed
15. Computer Savy
16. Able to establish and enhance working relationships with physicians
17. Able to increase market share
18. Make yourself available to community organizations such as the city council, chamber of commerce
19. Encourage managers to attend conferences
20. Develop, update, and maintain current strategic plan

### Section 3 Suggested Area Promotional Plan

Include a list of local realtors and their numbers to potential candidates.

Morton is not in the middle of nowhere, it is in the middle of EVERYWHERE! Easy access to:

#### **Seattle**

Space Needle  
Pike Place Market  
Seattle Seahawks  
Seattle Mariners  
Woodland Park Zoo  
Seattle Aquarium  
Museum of Flight

#### **Portland**

Pioneer Square  
Portland Saturday Market  
Portland Trailblazers  
Rose Garden Events  
Oregon Zoo  
Oregon Museum of Science and Industry (OMSI)  
Lloyd Center (Ice Skating)

#### **Pacific Ocean**

Long Beach Peninsula  
Ocean Shores  
Pacific Beach  
Westport  
Astoria  
Seaside

#### **Ski Areas**

White Pass Ski Area  
Crystal Mountain Resort  
The Summit at Snoqualmie  
Mt. Hood  
Mt. Bachelor

#### **Recreation**

Boating  
Water Skiing  
Fishing (Lakes, streams, and ocean)  
Hunting  
Hiking and Mountain Climbing  
Mt. Rainer  
Mt. St. Helens

#### **Airports**

Portland International  
Seatac International

Strategically recruit spouses also. Insure that spouses of potential candidates that are visiting our hospital feel welcome too. Somebody should be available (Foundation member or staff, etc) to have lunch with and/or visit them to address concerns and questions they may have about our area. Match these people up as best as we can with potential similar interests. This could be an avenue for others to be involved.

WSHA should be able to advise regarding what appeals to potential candidates as far as salary expectations and other things in general.

## Section 4 Suggested Board Statements

### Phase 1 Emergency Plan

Statement to: Hospital Staff and Medical Staff(via letters and “Hospital Happenings”paper)

The Hospital Board met on \_\_\_\_\_ to consider the temporary leave of absence for \_\_\_\_\_, Superintendent of Morton General Hospital and Lewis County Hospital District No. 1. Until further notice all Superintendent decisions, contracts, and hospital business will be administered by\_\_\_\_\_. (The board will immediately begin a search for an interim Superintendent. This search will be guided by the Phase 1, emergency phase, of the Superintendent succession plan.)

Statement to: Public (via newspaper and web site)

Due to (various introductory statements). The board met on \_\_\_\_\_and appointed \_\_\_\_\_as temporary Superintendent for all operations of Morton General Hospital and Lewis County Hospital District No. 1. The Board has begun a search for an interim Superintendent. This search will be guided by the Phase 1, emergency phase, of the Superintendent Succession Plan.

### Phase 2 Resignation or Retirement Plan

Statement to: Hospital, Medical Staff and Public via memo, letter and/or newspaper

The Board met on \_\_\_\_\_and accepted the (resignation or retirement) of Superintendent \_\_\_\_\_ as of \_\_\_\_\_. The Board has begun the search for a replacement Superintendent. This replacement search will be guided by the Superintendent Succession Plan. Until the beginning date of the new Superintendent, all operations will be managed by \_\_\_\_\_.

## Section 5 Resources

1. Washington State Hospital Association
2. Washington Rural Health Collaborative
3. AWPHD President
4. Search Firm (strongly recommended)
  - a. Korn and Ferry, Mark Collins
  - b. Witt Keiffer
  - c. Quorum

Include area promotional brochures from surrounding Chambers of Commerce, local newspaper visitor guides and event listings, and Lewis County tourism information should be distributed to potential candidates.



Section 3 Area Promotional Plan and Candidate Recruitment

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**Document Owner:** Frady, Trish

**Collaborators:**

**Approvals**

- **Committees:** ( 09/26/2018 ) Board of Commissioners, ( 09/30/2020 ) Board of Commissioners,

- **Signers:**

**Original Effective Date:** 01/27/2011

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**Attachments:**

(REFERENCED BY THIS DOCUMENT)

**Other Documents:**

(WHICH REFERENCE THIS DOCUMENT)

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DocID: 14114  
Revision: 6  
Status: Official  
Department: Governing Body  
Manual(s):

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## Policy & Procedure : Board E-Mail Communication

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### Purpose:

The following communication policy is adopted to enhance and improve communications by and between Board members and Administration.

### Policy:

The Board of Commissioners of Lewis County Hospital District No.1 shall maintain a district email communication policy.

### Procedure:

1. All email to and from board members shall be subject to Arbor Health's Electronic Mail Usage Policy, Document ID: 10115.
2. All board members will refrain from including any response or opinion in emails that may be construed as a serial board meeting.
3. All board member emails will be maintained on the district servers for the duration required by the Public Records Act.

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**Document Owner:** Frady, Trish

**Collaborators:**

**Approvals**

- **Committees:** ( 09/25/2019 ) Board of Commissioners, ( 10/28/2020 ) Board of Commissioners,

- **Signers:**

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**Review Date:** [04/11/2011 Rev. 1], [12/23/2014 Rev. 5], [05/31/2016 Rev. 5], [08/27/2018 Rev. 5], [10/08/2020 Rev. 6]

**Attachments:**  
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**Other Documents:**  
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**SUPERINTENDENT REPORT**