

Garfield County Public Hospital District No. 1

Board of Commissioners

Regular Meeting: Wednesday, May 3, 2017

Attending: Matt Hanson, Chris Herres, Cindy Wolf, and Ray Hoffman

Not Attending: Robert Turner, Excused

Staff Attending: Brenda Parnell, Cathy Herres, Stacy Linscott, Susie Bowles, Marni Herres

Public Attending: Jenness Evanson, HUGS President

Meeting Called to Order at: 10:08 am

Conflict of Interest Statement: None Noted

Consent Agenda:

- Board of Commissioners Meeting Minutes (03/08/2017 & 04/05/2017)
- Board of Commissioners Special Meeting Minutes (03/08/2017, 04/13/2017, & 04/14/2017)
- Finance Committee Minutes (03/30/2017)
- Quality Committee Minutes (03/22/2017 & 04/19/2017)
- AP Vouchers (03/01/17 – 03/31/17 & 04/01/2017 – 04/30/2017)
- Payroll Vouchers (03/10/17 & 03/24/17 & 04/10/17 & 04/25/17)

Motion was made to approve all consent items as presented.

Moved by: Cindy Wolf & Seconded by: Chris Herres

Motion approved & passed by vote

Reports:

1. **Quality Improvement Committee Report** – Cathy Herres
 - The QI Charter and QI Plan will be reviewed at the next Quality meeting then brought to the Board at their next meeting for approval.
2. **Finance Committee Report** – Brenda Parnell
 - Brenda reviewed the Finance Committee report. The loss this month is not as bad as previous months. Brenda is working on changing staffing models and hiring. Brenda is working on the levy financial forecast. There is an Open House scheduled for June 14th.

3. **Revenue Cycle Report** – Stacy Linscott

- Stacy updated the Board on the ED claims review. Staff will also be reviewing the radiology claims for accuracy.
- Stacy is reviewing clinic charges to be sure they are accurate and complete.
- Registration errors are up as there is new registration staff. Stacy is having each registration staff member fix all their mistakes once they are identified by HRG. This is being done on a daily basis.
- Mary will be out next week at a Coding Conference. Stacy will be going the following week at a Medicare boot camp.

4. **Clinic Report** – Kayleen Bye

- Kayleen reported that a WSU Student will be here this summer to help get ready for the Survey in July. The clinic volumes have remained flat as we are down a provider. The diabetic educator from Tri-State Memorial Hospital came over and met with clinic staff and provider to give them education and resources. Upcoming events include Hospital Week, Blood Drive and Mammography bus. The clinic will be sending letters out to all diabetic patients who need a visit and they are working on the Medicare Wellness Visits.

5. **Provider Report** –

- Brenda stated that her goal is to have a monthly report to the Board on behalf of the providers. This will be discussed with the providers at their meeting on Monday.

6. **HUGS Report** – Jenness Evanson

- Jenness stated that HUGS will be providing the centerpieces for the Mother's Day Tea scheduled for next week. There were 5 people who applied for the 2 scholarships that were offered. HUGS prefers that the recipient be going into the medical field. The recipients will be announced at Graduation.

Motion was made to approve two \$500 HUGS Scholarship for a total of \$1,000.

Moved by: Chris Herres & Seconded by: Ray Hoffman

Motion approved & passed by vote

7. **Resident Council Report** - Cindy Wolf

- Cindy stated that Resident Council is next Monday.

Action Items:

- **Policies and Procedures** – Nondiscrimination Policy, Reproductive Policy, Sexual Assault and Abuse Policy were distributed again in the packet with the changes noted. Matt stated that Bob Turner has some questions and tabled this until next month when he would be here to discuss the questions.

- **HUGS Reallocation of Designated Funds** – Last year the Hospital requested that HUGS donate \$11,000 toward the purchase of the Cardiac Monitor. The Cardiac Monitor was financed instead of purchased, so HUGS is requesting that money be reallocated to HUGS. Jenness stated that there are very few donations and HUGS did not receive the Trust money this year. HUGS feels that since it was presented as paying cash and it was financed instead that they should not have to allocate the money.

Motion was made to reallocate the \$11,000 back to HUGS from the Cardiac Monitors.

Moved by: Cindy Wolf & Seconded by: Ray Hoffman

Motion approved & passed by vote

- **Resolution 17-02 – Regular Meetings** – This resolution is to change the date of the regular meetings. The Board would like to change the date to the last Wednesday of each month and after discussion it was decided to hold the meetings at 10:00 a.m.

Motion was made to approve Resolution 17-02 determining that Regular Board meetings will be held on the last Wednesday of each month at 10:00 a.m.

Moved by: Matt Hanson & Seconded by: Chris Herres

Motion approved & passed by vote

Old Business:

- **Nurse Staffing Plan:** Alicia was not able to attend today. Brenda discussed the need to change our staffing model. The hospital is currently relying on agency staff and we need to cut back this expense. Brenda reviewed how many RNs are need, how man CNAs are needed and what we are currently staffing. If we can change our staffing model and have all of our current nurses become certified to work in ER, this could help with our staffing challenges. We will be working on a sustainable staffing plan and still providing quality care.

New Business:

- **Pharmacy Plan** – Brenda reviewed the Pharmacy Plan. Brad Gingerich is our Interim Pharmacist In-Charge. Brenda outlined the key components of the plan, the action steps necessary for compliance with regulatory requirements. These steps include comments and timelines for completion of the plan. There was discussion on the responsibilities of our contracted pharmacist and the Interim Pharmacist In-Charge responsibilities.
- **Appointment of a Board Member** – Matt was not aware of any openings.

- **Strategic Plan** – the Strategic Plan that Jody Carona created from our Strategic Planning Retreat was reviewed. Ray asked about the Mission, Vision and Values. These are currently being voted on by our staff. Once they have been finalized they will be included in the Strategic Plan and it will be posted on the webpage.

Administrators Report:

- Brenda reviewed her CEO Report. Brenda's priorities for the next 30 days are the Pharmacy Plan, building data and talking points on the Levy and the Open House scheduled for June 14th. Brenda will also be working on recruitment.

Informational:

- **Policies and Procedures:** The following policies and procedures were included in the packet for review and do not require Board approval: End of Life Care, Safe Haven Policy and Sexual Assault or Abuse Policy.
- **FQHC:** Brenda is still researching this option.
- **Chelan Conference Attendees:** At this time we have Chris Herres and Brenda attending. If anyone else would like to go they need to get ahold of Brenda or Marni as soon as possible.

Public Comment: There was no public comment.

Meeting was recessed for Executive Session at: 10:49 a.m.

Executive Session Ended at: 11:05 a.m.



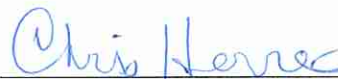
Matt Hanson, President



Bob Turner, Commissioner



Cindy Wolf, Secretary



Chris Herres, Commissioner

Ray Hoffman, Commissioner