

Garfield County Public Hospital District No. 1

Board of Commissioners

Regular Meeting: Wednesday, July 26, 2017

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

Not Attending:

Staff Attending: Brenda Parnell, Marni Herres, Stacy Linscott, Kayleen Bye, Ian Quarles, Allie Hyer

Public Attending: Jenness Evanson, HUGS President, Lacey Gingerich, Kris Darby, Dr. Glenn Houser

Meeting Called to Order at: 10:07 am

Conflict of Interest Statement: None Noted

Consent Agenda:

- Board of Commissioners Meeting Minutes (06/29/2017)
- Special Board of Commissioner Workshop Meeting Minutes (07/11/17)
- AP Vouchers (06/24/17 – 07/21/17)
- Payroll Vouchers (07/10/17 & 07/25/17)

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. **HRG Report** – Stacy Linscott (the person presenting is a change on the agenda)
 - Stacy reviewed the HRG Financial Reports. The denial average is less than 5% and the clean claims rate has averaged 80% year to date. There was a brief discussion on credentialing the locum providers and how long Medicare will hold claims. Stacy stated that the Resident Admission packet is being reviewed and updated including the financial information.
2. **Interim CNO Report** – Rhonda Mason
 - There is no report this month.
3. **Clinic Report** – Kayleen Bye

- Kayleen stated that there has been some confusion on providers and the informational sheet that was sent to patients. There will only be one provider covering both the clinic and emergency department for the first two weeks of August. After that there will be an ARNP in the clinic 4 – 5 days per week in conjunction with the other locum provider that will cover emergency department and see clinic overflow patients. Patients are being notified when they schedule an appointment that the provider may be called out of the office for an emergency and they may need to reschedule the appointment. There was a discussion on clinic staffing, scheduling, needs and expectations. Brenda is working on recruitment of at least two more providers. She is hoping to have full staffing by the end of October.
- Kayleen stated that if anyone has questions about the clinic or providers to call her or Brenda.
- The free sports physicals are going well.

4. **HUGS Report** – Jenness Evanson

- Jenness reported that the HUGS committee had a good meeting and were able to meet the new Interim CNO. There has been one request of HUGS to pay for a hose to be replaced in the beauty shop. They have not received the bill yet.

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

- Cindy stated that Resident Council met on July 5th. There was a complaint about how the meat was cut and Allie and the Dietary staff are now dicing the meat to make it easier for residence to eat. Several residents have complained that it is hard to get a CNA between the hours of 7:00 p.m. to 10:00 p.m. They feel that this is the time that they are being pulled to the ER. They stated that the worst time for call light replies are on the weekend. This will be investigated.
- Cindy stated that the residents were pleased with the 4th of July festivities.
- Residents are pleased with the care they receive.

Action Items:

- **Board Member Change** – There was discussion on a replacement for Robert Turner’s vacant position. Matt stated that the Board members are trying to recruit someone at this time and if there is anyone interested, to please have them send a letter of interest. Chris stated that he had two people interested, but only one had attended the meeting, which is Jenness Evanson. After a brief discussion it was decided to nominate Jenness Evanson to fill the remaining term of Robert Turner until December 31, 2017.

Motion was made to accept Jenness Evanson to fill the vacancy of Robert Turner for 5 months until December 31, 2017.

Moved by: Ray Hoffman & Seconded by: Chris Herres

Motion approved & passed by vote

Resolution 17-04 Levy - Resolution 17-04 is a resolution concerning a proposition authorizing the District to levy regular property taxes in excess of the limitations of chapter 84.55 RCW; setting forth the

text of the ballot proposition; directing proper District officials to take necessary action; and providing for other properly related matters. The Commission has determined that the revenues that will be available to the District from its existing regular property tax levy will be insufficient to provide for the District's funding needs, and has therefore determined that it is in the interests of the District and its residence to submit a levy lid lift proposition and the voters for their approval or rejection, which proposition, if approved, authorizes the District to levy regular property taxes in 2017 for collection in 2018 at the rate of \$0.75 per \$1,000 of assessed value (which is \$0.461124 greater than the 2017 levy rate).

Cindy Wolf read Resolution 17-04 for the Commissioners and other attendees.

Motion was made to approve and accept the levy lift of \$0.75 per \$1,000 of assessed value and accept the Resolution 17-04 as presented.

Moved by: Matt Hanson & Seconded by: Cindy Wolf

Motion approved & passed by vote

Old Business:

- **Appointment of a Board Member** – This was approved during the action items above.

New Business:

- **Levy Town Hall Meeting** – Matt asked that town hall meetings be schedule and that Marni help coordinate these meetings.

Administrators Report:

- Brenda discussed a Board Calendar. A sample calendar was distributed. There were a few corrections and additions noted. Marni will give this out on a monthly basis and as thing are added.
- The Annual Rural Health Conference was held in June in Chelan. The next one the Annual Washington State Hospital Association (WSHA) Meeting in Seattle in October. If any Board member is interested in attending please contact Brenda or Marni. We need to get rooms booked as soon as possible.
- Brenda stated that there are 2 applicants for the DNS position. They will be reviewed and contacted for interviews if they are qualified.
- 2 RNs have been hired. There are 6 additional applications that were rejected and they will be researched to find out why they were rejected.
- There are 4 CNAs that will be leaving to go back to school. We will be hiring additional CNAs. Brenda stated that we are working with Dayton to see if we can collaborate on a CNA educational course.
- We are looking for part time clinic receptionist to help during the week and cover Saturday clinic.
- There have been 3 applications for the Lab Manager position.

- The clinic mock survey will be in September. We are still waiting on the Pharmacy Survey. The Lab Survey was held and found some deficiencies. We are working to get them corrected and a report back to the State. The Radiology survey had no deficiencies.
- Brenda discussed a new process that we are implementing to onboard new practitioners. This is to assure that the practitioners are trained correctly on how to use our EHR and become familiar with the facility.
- Matt asked about the departmental assimilations. Brenda stated that we are in the process of getting this started, but the department that we were starting with has had one person on vacation quite a bit through the summer.
- Brenda had a meeting with Kris Darby and Annette to discuss EMT Training and that it has been added to the onboarding process.
- Brenda stated that we are in the process of evaluating a new payroll system. As of January 1, 2018, we still have major problems.
- Brenda is working with Sonny to get him ready to start in September. After discussion, it is noted that Sonny will have the same onboarding process as the rest of the practitioners and will be trained to our new system, as he had difficulties with our last system.
- Brenda stated that we are looking at a new EHR system that several other facilities in Washington State are considering.

Informational:

- **Press Releases**– Brenda stated that the press releases that were distributed.
- **Medical Staff Roster** – The Medical Staff Roster has been distributed to patients of those providers who are leaving. The Roster is updated on the Web Page.

Public Comment:

- Ian Quarles asked about the Locums use of our EHR and to make sure that they are trained to use our system so it is fully functional.
- Chris Herres wanted it noted that at no time during the Special Board meeting held on July 24, 2017 that the hospital would be closing the emergency department, despite what the Lewiston Tribune article stated. Brenda stated that moving forward she will only give the newspapers press releases instead of interviews. The only issues with press releases are that they can choose not to publish it.

Meeting was recessed for Executive Session at: 11:27 a.m. Executive session did not start until 11:32 a.m. the session lasted for approximately 15 minutes until 11:47 a.m.

Executive Session Ended at: 11:47 a.m.

Meeting reconvened into public session at: 11:47 a.m.

Swearing in Of Board Commissioner: The Board of Commissioners conducting a swearing in of Jenness Evanson. The Oath of Office was read aloud and signed by both Jenness Evanson and Cindy Wolf.

Meeting was adjourned at: 11:58 a.m.



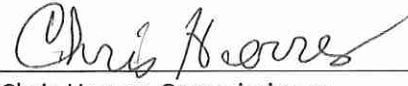
Matt Hanson, President



Jenness Evanson, Commissioner



Cindy Wolf, Secretary



Chris Herres, Commissioner



Ray Hoffman, Commissioner