

Garfield County Public Hospital District No. 1

Board of Commissioners

Regular Meeting: Wednesday, October 25, 2017

Attending: Cindy Wolf, Chris Herres, Jenness Evanson, Gary Houser

Not Attending:

Staff Attending: Brenda Parnell, Marni Herres, Stacy Linscott, Kayleen Bye, Ian Quarles, Alicia Scharnhorst, Tony Workman

Public Attending: Representative Joe Schmick, Brian Bartels, Teresa Summers, Cathy Summers, Mike Field, Tom Millsbaugh, Marsha Baden, Tammy Bragg, Muriel Bott, Katherine Dale, Drew Hyer, Kristine Hyer, Steven Cannon, Patti Weaver, Jennie Odell, Shirley Fisher, Elsie Adams, C. Schutt

Meeting Called to Order at: 6:00 pm

Conflict of Interest Statement: None Noted

Consent Agenda:

- Board of Commissioners Meeting Minutes (09/27/2017)
- Finance Committee Meeting (09/27/17)
- Medical Staff Committee Minutes (10/13/17)
- Quality Committee Minutes (10/18/17)
- AP Vouchers (09/25217 – 10/20/17)
- Payroll Vouchers (10/10/17 & 10/25/17)

Motion was made to approve all consent items as presented.

Moved by: Chris Herres & Seconded by: Gary Houser

Motion approved & passed by vote

Guest Speaker – Brian Bartels, Garfield County Assessor:

Brian Bartels, Garfield County Assessor, gave a presentation “Why Do Levy Rates Fluctuate from Year to Year”. Washington State’s system is a “budget based” system in which the taxing district determines it’s budget first. District budget – Other Income = Amount needed from taxes. The Levy rate may change each year due to changes in property valuations and budget. By law, property must be revalued each year at 100% of market value. Valuations may fluctuate up or down and may include utilities such as the windmill project which are assessed by the State and may fluctuate wildly from year to year. Mr. Bartels

reviewed the examples of the hospital's regular levy rate for 2015, 2016 and 2017. Each year the levy rate was different. Mr. Bartels then explained the difference between a regular levy (which is not voted on each year, but is restrained by a 1% increase from year to year plus any new construction values) and a special levy (requires a vote from the tax payers in order to be collected with the amount set by the taxing district). The regular levy requires a 50% (plus 1 vote) approval to pass and the special levy requires 60% approval to pass. The regular levy can only rise by the 1% each year, unless the taxing district requests a "Lid Lift". The Lid Lift allows the taxing district to make an adjustment to the amount being collected by asking the voters to approve an increase beyond the 1% constraint. In addition to the 1% taxing districts are also constrained by a "Statutory Maximum" levy rate they may assess. For junior taxing districts such as the Hospital, this "Stat Max" is \$0.75/\$1,000. The Lid Lift allows the taxing district to raise their collection amount up to that Stat Max of 75 cents for that year instead of the 1% increase. The following years are then constrained by the 1% increase or the Stat Max once again.

Katherine Dale asked if this will prevent Special Levies. Brian stated that the hospital will not be able to ask for a Special Levy this year, but can in the future.

Brenda stated that reimbursement for rural healthcare has been cut. Critical Access Hospitals are to get cost plus 1%. The government has put in a sequestration and cut 2% of CAH reimbursement.

Reports:

1. Finance Committee Report – Brenda Parnell

- Brenda stated that there was a Finance Committee meeting held earlier today. Wipfli (our CPA Firm) gave a presentation on the financials through 09/30/17. There were several questions and answers during that presentation. The budget process was discussed. There will be some special meetings scheduled to get the budget approved. The Finance Committee and the Board must review and approve the budget before it is sent to the State. The State Auditor will be here in November to start the 2015 -2016 audit. Wipfli is helping to get ready for the audit. We are unique for Washington State as the State Auditor provides an audit every two years. Most small rural hospitals depend on the State for their audit. Other facilities hire a CPA firm to conduct their audit. Due to some deficiencies from last year's audit we have had Wipfli come in to help us out. The State Auditor's Office (SAO) will post the results when they have finalized the audit.
- **HRG Report** – Stacy reviewed the HRG report. Stacy continues to utilize Jill to help cover registration and help with the clinic reception duties. They have been working to get all the online insurance verifications up and going. Our EHR does not do this for us. As of October 1st we had to update our ICD 10 codes. There were 360 new codes, 250 changes and 34 deletions. There will be new CPT Codes effective January 1st. Stacy has spoken with Jayd, our new DNS, about training nursing staff to get the ER Audits completed.

2. DNS Report – Brenda Parnell

- Brenda reported that Jayd Keener has been hired as the new DNS. She is at training this evening, but plans on being at the next Board meeting. Jayd is doing great and has been training and assessing staffing and assessing residents. Jayd is working well with staff and providers.

3. Credential Files – Marni Herres

- Due to the location change, the credential files are not available for review. The Board members agreed to have Cindy Wolf review and approve the following credential files: Dennis Talbot, PA-C, Rhonda Freeman, ARNP, Rich Stowe, PA-C, Andrew Park, MD, Morgan Fife, MD, Mary Klingner, MD. Dr. Andrew Park, Medical Director has reviewed all the files and they have all been granted temporary privileges.

4. Clinic Report – Stacy Linscott

- Stacy stated that the volumes at the clinic are going up. Patients seem to like Sonny and Dr. Park. Stacy is working to get some additional training for both staff and providers. There are still some glitches in our EHR. There have been 180 flu shots given. There were 130 high dose flu shots given. There were 6 locations that flu shots were given. Those locations include 4-Star, Senior Center (twice), School (twice), County Shop and Court House which have been given and the Forest Service and Post Office are on the schedule.

5. HR Report – Alicia Scharnhorst

- Alicia reviewed her Human Resources Report. There were 3 new employees (RN, DNS & Radiology Technologist). We continue to recruit and interview candidates for 10 positions. November 1st is our Annual Benefits Fair. This allows each employee to ask questions of our benefits vendors and to enroll or decline those benefits. There has been no increase in benefits this year. There was a 34% increase in 2016, a 11% increase in 2017 and 0% increase for 2018. Alicia is preparing data for the new ADP payroll system implementation. Brenda has approved for the hospital to purchase a 2017 Millman Salary Survey. Salaries schedules have not been revised since 2011. Alicia had Volunteer Handouts for anyone who is interested. Volunteers must fill out a packet that includes pre-screening and a background check. This is for the protection and safety for our residents and staff. This is a very painless process. Cindy Wolf encouraged each Board member to go through this process.

6. HUGS Report – Jenness Evanson

- Jenness stated that the HUGS Volunteer Group meets the 3rd Wednesday each month at the Pataha Flour Mill at 12:00 p.m. HUGS are gearing up for the Resident Halloween Party. This will be on Friday from 2:30 p.m. until 4:30 p.m. The residents look forward to this party each year. HUGS is still waiting for the quote to replace the drapes for the patient rooms.

7. Resident Council Report - Cindy Wolf

- Cindy had Jenness give the Resident report as she was unable to attend the meeting. Jenness stated that the Resident Council meets the 1st Monday of each month. The Residents create the

agenda and this gives them a chance to voice any concerns. The Residents are very impressed with Dr. Park. His is rounding on LTC patients each week. The bugs seem to keep wandering in with the warm weather. Ken will have the pest company spray really good when they are here this month. They come on a monthly basis. The Residents are looking forward to the Halloween Party. The menu includes hot dogs, chili and popcorn.

8. **Governance Report – Cindy Wolf**

- Cindy stated that they are forming a Board Adhoc Committee. This committee will include 4 community members who have volunteered. They will be analyzing different care models and giving general assistance. Cindy is working on finalizing a Adhoc Committee Charter. The first meeting is on Friday. The Charter will be reviewed for approval at this meeting. They will also be reviewing the possibility of a Federally Qualified Health Center (FQHC) to replace our Rural Health Clinic (RHC). The committee will also be researching other care models to see what is viable. This committee will report directly to the Board of Commissioners.

Old Business:

1. **EHR –** Brenda stated that they were hoping to have a proposal for the EHR, but we are still in the process of vetting the company. There were 3 employees who went to Idaho to do a site visit at a facility that is similar to ours that has Athena implemented. Brenda would like to have the providers look at the system. This is an affordable system that you pay as you go. Our current EHR system was sold and then decoupled into two different systems. The payroll system will not be supported after January 1st.
2. **Levy Debrief –** An open forum was held on October 18th. There was one person in attendance. This has been an eye opener for Brenda and is giving her perspective on the anxiety of the levy lift. The current levy lift is less money than the special levies have been in the past. We will manage within that range. Brenda did ask if there are any situations that need attention to please let her or one of the staff know so we can fix the problem. We cannot address it if it is not brought to our attention. Brenda reviewed an example. We are moving forward with the Budget as if the Levy has passed. If the Levy does not pass, we will have to change the model of how we provide services.
3. **Budget Discussion –** Brenda stated that the budget is going to be based upon a number of assumptions. This will include outreach and the cost with general staffing. Nursing costs will increase. The model of care may need to change. The ACO will have some money coming in, but we do not know when or how much. Special meeting will be scheduled for Finance Committee and Board Meetings to get the Budget finalized and approved.

New Business:

- There is no new information.

Administrators Report:

- Brenda stated that she has been working on recruiting. She has had a few telephone interviews with some providers. Some have opted out and we hope that it is not due to the recent social media. We do have the locum providers. A contract has been signed to extend the contract until the end of January. Rhonda Freeman has been working in the ER and Clinic and will continue this until the end of January. We are looking for 1 – 2 more providers. We have changed direction in the search for a CFO. We have received 6 new applicants. Facilities have been busy with special projects. A pharmacy room is being created as we have been using an Omni cell to obtain our medications. The clinic mock survey went well. The clinic has a few areas of improvement, but we are in compliance.


Public Comment:

- Representative Joe Schmick spoke to the group. Rep. Schmick is from Colfax and is also on the Healthcare Committee. This is responsible for all health care policies. Rep. Schmick is alarmed by the sequestration of 2% of the CAH payments and will be looking into this and will be discussing it with Cathy McMorris Rogers. Patti Weaver asked if we are similar to other Critical Access Hospitals. Several other CAH's are struggling. That is how the WRHAP Project got started. This project is looking to keep these 13 CAH's going. These include Dayton, Republic, Tonasket, etc. They are having the same struggles. The initiatives integrate chemical dependency and behavioral dependency. There are lots of areas and challenges ahead. If anyone would like to talk to Rep. Schmick, he will stay after the meeting.
- Tammy Bragg wanted to clarify, is the community the reason to blame for the recruiting problems? Brenda stated that she did not state that, but she is trying to find out why they are declining the offers and is hoping that is not why.
- Cindy Wolf stated that she appreciates everyone from coming.

Board Education: The Board Education session will be tabled until the next meeting.

Meeting was recessed for Executive Session at: 6:51 p.m. Executive session did not start until 7:00 p.m. the session will last for approximately 30 minutes.

Executive Session Ended at: 7:30 p.m.


Cindy Wolf, President


Jenness Evanson, Commissioner


Chris Herres, Secretary


Gary Houser, Commissioner

Vacant, Commissioner