

Garfield County Public Hospital District No. 1

Board of Commissioners

Regular Meeting: Thursday, January 4, 2017

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

Not Attending: Robert Turner (excused)

Public Attending: Brenda Parnell, Ginger Watko, Stacy Linscott, Kayleen Bye, Marni Herres, Rod Norland, Franny Norland

Meeting Called to Order at: 6:04 pm

Conflict of Interest Statement: None Noted

Election of Officers: The election of officers was discussed. Ray Hoffman is stepping down as Secretary. Nominations were Matt Hanson as Board President and Cindy Wolf as Board Secretary.

Motion was made to elect Cindy Wolf as Board Secretary.

Moved by: Ray Hoffman & Seconded by: Matt Hanson

Motion approved & passed by vote

Motion was made to elect Matt Hanson as Board President.

Moved by: Chris Herres & Seconded by: Matt Hanson

Motion approved & passed by vote

Consent Agenda:

- Board of Commissioners Meeting Minutes (12/01/2016)
- Finance Committee Meeting Minutes (01/04/2017)
- Organizational Chart Update
- AP Vouchers (12/01/16 – 12/31/16)
- Payroll Vouchers (12/09/16 & 12/23/16)

Motion was made to approve all consent items as presented.

Moved by: Chris Herres & Seconded by: Cindy Wolf

Motion approved & passed by vote

Presentation/Committee:

Quality Team – Ginger Watko

1. Ginger reviewed the Safety Zone Report. There are 4 areas to report. They are Patient Events, Non-Patient Events, Complaints and Employee Events. Ginger had staff input most of 2016 into Safety Zone to get them used to using the system and to track for any trends from 2016. There were 28 total falls for 2016. There were no specific trends were identified and most issues identified were corrected immediately. There were 25 total infections in 2016. Only 6 months' worth of infections were put into the system. The first 6 months it was identified that the tub was not being cleaned properly and steps were taken to re-educate staff on the proper cleaning techniques of the tub. There were 7 medication errors in 2016. There were 14 non-patient events (3 were equipment related and 11 were various items including coding, billing, EHR issues). There were 3 complaints in 2016. The clinic had 29 non-patient events and 3 complaints. We will continue to monitor and track for any trends.

HUGS – Marni Herres

1. No report this month as they did not meet in December.
2. They will be meeting in January and Jenness Evanson, HUGS President, will report to the Board in February.

Resident Council - Cindy Wolf

1. Cindy reported that there were 2 meetings in December. The first was to plan for the Christmas Party. The 2nd was to plan a dinner out in Lewiston. One resident did report that a few small things were missing from her room. This report needs to go into Safety Zone. The Christmas party was very nice. The Board wanted to thank Sandy for her hard work into planning these events and going above and beyond for the residents.
2. There was discussion on who pays for the resident's meals and outings. Brenda would like the facility de define how far we can provide for the residents. HUGS offered to pay. The Resident Council did have enough money in their account to pay for it. Brenda would like the residents to come up with a list of their activities/outings and what they would like to do for the year. This is to see if some of their monthly rent could be contributed toward the activities. It is hard to have them raise the funds when they pay so much each month.

Finance Committee – Brenda Parnell

1. The Finance Committee met this morning. The minutes are in the packet. The Finance Committee discussed the implications of the cost report and that we will be opening 2012 through 2015 and we hope to get back \$28,000 for each year or \$140,000 overall. Brenda signed a check this morning on a \$188,000

reimbursement to Medicare. Brenda will be reviewing our charges and also our employee discount. At this time there is a co-pay for a visit, but it does not go toward the deductible. Brenda is still getting information for the WHRAP committee. There is a problem pulling the information from the system. Harris is working to fix this. The summary information is enclosed in the packet. The Accounts Payable employee will be out on FMLA in January. The Strategic Planning Retreat is scheduled for January 19th at the Flour Mill. Tom Dingus is working on the information for the FQHC. Stacy is working with HRG on the charge master update. The ER audit is still in process and will take some time to complete. HRG will be at the January Finance Committee meeting.

2. Brenda did state that there was an \$80,000 error. They are not sure if it is positive or negative. They are looking at schedules to see where this is out of balance. This will need to be figured out before we close December 2016. This has been out of balance since 2013.

Billing Report – Stacy Linscott

1. Stacy stated that 2 new admitting staff has been hired for the clinic. Sherry has been training them on the computer system. Stacy has been meeting with HRG on the charge master and resolving questions. They are still working on the ER audits. They are auditing August at this time.

Clinic Report – Kayleen Bye

1. Kayleen stated that Susie Bowles will be going to Honduras for 2 weeks. A new nurse, Tammy Halbert, has been hired. She is an active LPN. Jan is out for a week. We should be done with vacations after President's Day.
2. Kayleen and Brian will be attending the National Rural Accountable Care Consortium meeting in January. This is focused on value based care. All of the clinic's incidents have been entered into Safety Zone. The clinic is working on workflow issues with Brenda. There is a mock survey scheduled for January 27, 2017.

Old Business:

- Recruitment & Retention: Ginger stated that we are working on a nurse staffing plan. There have been difficulties getting travel staff and retaining them. Ginger, Brenda and Alicia met and are trying to put together a right size offer, spruce up our ads, and see if there is a better deal we could offer. The plan will take time to put together. Brenda stated that we need to find a better solution as the agency costs are high.
- Resolution 16-05 – Appointment of Interim CEO/Superintendent. Resolution 16-05 was introduced to the Board at their regular meeting on 12/01/2016. The Board has reviewed the Resolution and is moving to approve the resolution with an effective date of 11/10/2016.

Motion was made to approve Resolution 16-05 as presented. The Resolution was introduced on 12/01/2016 and approved as of 01/04/2017 with an effective date of 11/10/2016.

Moved by: Matt Hanson & Seconded by: Chris Herres

Motion approved & passed by vote

New Business:

- **Washington State Survey Results – Hospital Licensure Survey Report** – Brenda stated that there were several items that needed corrective action done. Several policies have been either revised or implemented. Some policies were taken to the Medical Staff meeting yesterday. Some policies will be brought to the Board for approval. We are looking at a way to post them securely on the website so we do not clog up your emails. The report was submitted to the state last week. Brenda stated that the team worked together very well.
- **Strategic Planning Retreat** – The retreat is schedule for January 19th from 10:00 am until 4:00 p.m. at the Flour Mill. Jody Carona will be facilitating. She will be contacting all Board members and select managers before the retreat. There will be a Mini-Manager's Retreat on Friday. Matt requested that we look at a different location. Marni will check on a few more places that were suggested and will let everyone know where it will be held.

Public Comment:

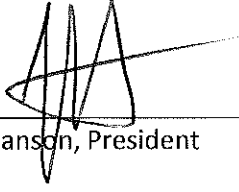
- Franny Norland addressed the Board to ask for her job back. The Board of Commissioners felt that this should be handled by the Interim CEO. Marni will schedule a time for Brenda to meet with Franny later this week to discuss.

Administrators Report:

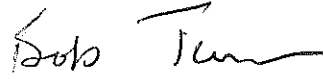
- The hospital had a security risk analysis done. This is required for meaningful use. There will be approximately 38 policies that will need to be implemented. There full risk analysis report is 71 pages. The board will need to review this document. We will see if we can get this posted on the secure webpage. We can also print this off and have it available for review.
- There was a question of the hospital having two Facebook pages. We cannot delete the one that is not used, as we do not know who created it.
- Brenda stated that the hospital implemented a new HIPAA Compliant texting app. This will allow providers and staff to communicate in a secure and confidential manner. This is a free app and can have up to a certain amount of users.

Meeting was recessed for Executive Session at: 7:00 p.m.

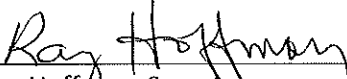
Executive Session Ended at: 07:20 p.m.



Matt Hanson, President



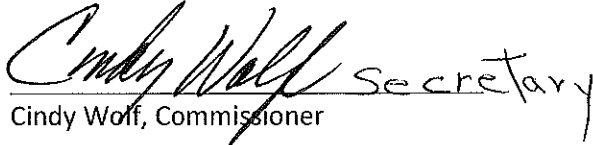
Bob Turner, Commissioner



Ray Hoffman, Secretary



Chris Herres, Commissioner



Cindy Wolf, Commissioner