

Garfield County Public Hospital District No. 1

Board of Commissioners

Minutes of Regular Meeting: Monday, July 9, 2018

Attending: Cindy Wolf, Chris Herres, Gary Houser, Jen Dixon, Steven Cannon

Staff Attending: Julie Leonard, Bill Waites, Jayd Keener, Barbie Bowlin, Carolyn Taylor, Sandi Peralta, and Caroline Moore

Public Attending: Jenness Evanson, Tom Millspaugh, and Liz Martens

Meeting Called to Order at: 6:00 p.m.

Conflict of Interest Statement: None Noted.

Consent Agenda:

- Board of Commissioner Minutes (06/04/2018)
- Finance Committee Minutes (No meeting in July due to holiday and CEO/Board Retreat)
- Medical Staff Minutes (06/22/18)
- QAPI and Infection Prevention Committee Minutes (No meeting due to holiday and vacations)
- AP Vouchers (06/05/2018—07/05/18)
- Payroll Vouchers (06/12/2018)

Motion was made to approve all consent items as presented

Moved by Steve Cannon & Seconded by Jen Dixon

Motion approved & passed by vote

New Business

1. Resolution 18-03 Appoint Julie Leonard as Superintendent/CEO with CFO duties. The resolution was read in its entirety by Cindy Wolf, President.

Motion was made to approve Resolution 18-03 Appoint Julie Leonard as

Superintendent/CEO with CFO duties as presented

Moved by Steve Cannon & Seconded by Chris Herres

Motion approved & passed by vote

2. Resolution 18-05 Authorized Signers for 403B. The resolution was read in its entirety by Chris Herres, Secretary.

*Motion was made to approve Resolution 18-05 Authorized Signers to remove Denise Parkinson and add Caroline Moore as an authorized signer for 403b as presented
Moved by Steve Cannon & Seconded by Chris Herres
Motion approved & passed by vote*

3. HR update for On-Call Wording in Employee Handbook. The updated on-call call-back compensation wording was read in its entirety by Julie Leonard, Superintendent/CEO.

*Motion was made to approve HR Update for On-Call Wording in Employee Handbook
Moved by Cindy Wolf & Seconded by Jen Dixon
Motion approved & passed by vote*

4. Rhonda Freeman Approval for Permanent Provider. The contract was explained in detail by Julie Leonard and discussed among the Board of Commissioners.

*Motion was made to approve Rhonda Freeman for permanent provider as presented
Moved by Cindy Wolf & Seconded by Jen Dixon
Motion approved & passed by vote*

Old Business

1. **Meeting in July 2018 with Sarah Cave.** The Board discussed the tentative schedule for July 26th and the 27th for the 1st phase of the strategic planning process. Interviews will be conducted with community members and key stakeholders and last about 45 minutes. On July 27th there will be a Special Board Meeting held in the Learning Center from 11:30 a.m. to 3:30, and then a Special Board Work Session from 4:00 p.m. to 6: p.m.
2. **Approval of a Medical Staff Bylaws.** The Medical Staff Bylaws were approved at the Medical Staff Meeting in June and presented to the Board for approval.

*Motion was made to approve the Medical Staff Bylaws as presented
Moved by Jen Dixon & Seconded by Chris Herres
Motion approved & passed by vote*

Financials – Julie Leonard

The financials from May and June of 2018 were not available due to the Athena orientation and the workflow process of the general ledgers that are being reconciled and entered into Athena. The HUGS financials are also in the process of being reconciled. The financials will be available at the next Finance Committee in July and the next Board Meeting in August.

The Clinic Matrix was discussed; clinic visits are up by 30%; Emergency Department (ED) visits are down. The Medicare Swing Bed days are up this year compared to last year at this time by 315 days. Observation days are up by one year-to-date. Labs and Radiology are up from last year. PT have decreased from last year at this time due to being down one physical therapist.

CEO/Superintendent and Managers' Report: – Julie Leonard

Julie reviewed each manager's departmental reports.

- **Dietary** – Allie is training a new cook. She has hired 2 new dishwasher employees.
- **Radiology** – We are still recruiting for 2 licensed radiology techs but in the meantime, we have hired 2 traveling rad techs. One rad tech is working the weekend shift from Friday 5 p.m. to Monday 8 a.m. The other rad tech starts July 10th and will be working 5 p.m. to 8 a.m., Monday through Thursday. This will give full coverage in the Radiology Department as required by law. Lab and Radiology Departments will now be open on Saturdays from 8 a.m. to 5 p.m. . Vickie, the receptionist, will be working from 8 a.m. to 5 p.m. on Saturdays and will be available to admit patients for labs, x-rays, and ER visits.
- **Lab** – We have a full staff in our Lab Department. We have 2 new hires that are in training. They are expected to be working on their own the end of this month and will be taking on-call shifts at that time.
- **Physical Therapy** – A new PT traveler has been hired and starts on July 16, 2018. She will be here for 13 weeks. At the end of her contract, we will re-evaluate to see if we want still require a PT traveler.
- **Emergency Department** – ED visits are down 54 from last year but that is attributed to our clinic that is more efficient.
- **IT** is continuing to add policies and procedures into ADP for employees and the Board to review.
- **Nursing** – Jayd is working with the Pharmacy to assure things are correct before the transition to Athena. She is also looking at chargemaster to make sure all the charges are accurate. Three new nurses started in June and will be on a 3-month orientation period for the ED. One of our nurses is leaving in August and moving out the country. A replacement will be needed with a short contract agency nurse to have time to get the 3 new nurse fully trained. The on-call nurse response time has been extended to 40 minutes and the Swing Bed Nurses will be covering for the on-call nurse until he or she arrives. This will allow the staff to be at home while on-call.
- **Facility** – Mckinistry came to do an overview of our facility; their preliminary report was sent to the Board for review.
- **Business Office** – Accounts Receivable (AR) days are at 45 days, still well below the industry standard month. This is attributed to the fact that we have had more admissions and more clinic visits. In May the gross AR totaled 819K, the highest it has been since last August. Cash collections are 40% of April's net revenue. Cleans claim rate is trending at 86%. A \$27,000 check along with a \$67,000 is expected to arrive from the state very soon.
- **Clinic** – The Clinic is continuing to offer early hours in the morning from at 7 a.m. to 5 p.m. Tuesday, Wednesday, and Thursday, and regular hours from 8 a.m. to 5 p.m. on Monday and Friday.

1. Medical Staff Committee – Cindy Wolf

- Angela Trenti, RN, was the guest speaker from Dayton General Hospital in the Wound Care Center spoke at our Medical Staff Committee. They specialize in Healogics and host 2 hyperbaric chambers to treat standard and chronic wound care. Angela offered tours of the facility and encouraged the providers to refer any patients that have wound care needs to their center.
- The Medical Staff Bylaws were reviewed and approved. Dr. Klingner suggested that the bylaws be reviewed one section at a time, among the providers once a month, either by phone or email, to see if there needs to be changes or more discussion.
- Dr. Klingner also explained the workflow process in the ED. There is a system in place for the providers to leave their charting information in a wall pocket in the provider ED room. This is in an effort to debrief the on-coming provider of the previous patient's seen in Acute, Swing Bed, and ED.
- Medicare Wellness visits were discussed. To date, there have been 26 wellness visits. There are 400 patients that are eligible in the community and a realistic goal is to complete 200 Medicare Wellness visits a year. Reminder letters are being sent out to the patients and follow-up calls are being done to set appointments.
- Jayd is conducting nurse education to go over the extended call-back time for on-call staff and coverage by the Swing Bed nursing staff.
- Barbie reported that the iSTAT machine should be running in late July 2018.
- There will be no Medical Staff Meeting in July. The next meeting will be the 3rd week of August 2018.

2. HUGS – Jenness Evanson

- The recipient of the \$500 scholarship was awarded to high school senior, Stacey Barnett, who would like to become a pediatrician. Stacey joined the group for lunch at the June meeting and the check was presented to her at that time.
- The members are putting together a gift basket to give away at the fair. They will coordinate with the person in charge of the cabin the hospital uses each year and reserve a place to raffle off the basket. Two bills were presented this month; one was for \$17.80 for Beauty Shop supplies, and the second was for replacement gift shop items for \$124.10 for a grand total of \$141.90.

*Motion was made to approve the HUGS expenditures of \$141.90 as presented
Moved by Chris Herres & Seconded by Jen Dixon
Motion approved & passed by vote*

1. Resident Council Report – Cindy Wolf

- The Resident Council Committee met in July and 8 people attended. The Resident Fund is \$1,417.76. These funds are used for anything that the group decides to do regarding entertainment. New table linens were ordered and will be arriving any day now. A concern was voiced about the chair cushions on the front patio of the Swing Bed side of the hospital as they are too low for some residents; this will be looked into and further discussed.

2. Governance Report – Cindy Wolf

- The Board members were reminded that they each have a mail box in the Copy Room of the hospital and to check for mail periodically. They were encouraged to read up on the latest articles in the legislature.
- CEO & Board Conference in Chelan were attended by Cindy and Julie. Printouts of the WSHA presentation were distributed to each of the Board members. Cindy encouraged them to visit the WSHA website for full details of each event. Of particular interest in one of the breakout sessions was “The Board’s Role in Credentialing.” The Board was highly encouraged to attend this session as a group the next time it is offered. Another session that was suggested to read was the “Interlocal Agreement for Strategies Collaboration. A session on mental health proved to be very interesting which was presented by Shane McGuire.
- Chris Bandoli, with the WSHA Political Action Committee (PAC), will be visiting GCHD on Thursday, July 26th from 4 p.m. to 6 p.m. for a tour of our facility and dinner at the Pataha Flour Mill. Julie, the hospital managers, and two of the Board members will be attending the meeting.
- A letter was sent to Gary Houser, member of the Garfield County Health Foundation, to notify him that an inter-fund grant of \$7,801.26 has been made from the Garfield County Hospital District Endowment Fund to the Garfield County Health Foundation Fund of Blue Mountain Community Foundation. These funds were transferred on May 17, 2018, signed by Kari Isaacson, Executive Director, of Blue Mountain Community Foundation.
- Ben Lindekugel, Executive Director from Association of Washington Public Hospital District (AWPHD), sent information that there has been a salary increase for Board Commissioners per statute RCW.70.44.050. The amount per Diem and the total allowable annual amount are adjusted every five years to respond to inflation for commissioner payment. On July 1st, 2018, the maximum amount that can be received will increase from \$114 a day to \$128 a day. No more than \$12,288 in a year. Commissioners are also entitled to reimbursement for reasonable expenses incurred while Inservice to the District, such as lodging and food if traveling is required.

Public Comment – Jenness Evanson

- Jenness made a recommendation that GCHD consider pulling a trailer to the clinic for additional exam rooms for the clinic, stating this would help with over-crowding and congestion. She further stated that the clinic was built for 1 physician and that the providers aren't given enough quality time they need to spend with each patient due to the lack of space. She was confronted again and asked why the house next to the clinic has not been sold. She was on the Board at the time the house was purchased and the intent was to demolish the house and expand the clinic. Jenness stated that people don't realize that the house is being used for agency travelers for the hospital and clinic.
- Jenness suggested that the Board review old minutes from previous years concerning the strategic planning for the upgrade and remodeling of the hospital on the ED side and stated any current plans the hospital may be looking at will not work as the state did not allow it due to the age of the facility. The Board and Julie responded by explaining the traveler's contracts are significantly lower if GCHD provides housing and are able to re-negotiate \$5 less an hour per traveler. We currently have 4 travelers in the house next to the clinic which is a savings of \$41,000 a year.

Meeting adjourned at: 7:28 p.m.


Cindy Wolf, President


Gary Houser, Commissioner


Steven Cannon, Commissioner


Chris Herres, Secretary


Jen Dixon, Commissioner