

Garfield County Public Hospital District No. 1

Board of Commissioners

Minutes of Regular Meeting: Monday, November 5, 2018

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

Staff Attending: Julie Leonard, Caroline Moore, and Bill Waites

Public Attending: Jenness Evanson, Tammi Bragg, and Elizabeth Webb

Meeting Called to Order at: 6:05 p.m.

Conflict of Interest Statement: None.

Consent Agenda:

- Board of Commissioner Minutes 10/01/18)
- Finance Committee Minutes (10/22/18)
- Medical Staff Minutes (10/26/18)
- QAPI and Infection Prevention Committee Minutes (11/02/18)
- Safety Committee Minutes (10/03/18)
- AP Vouchers (#400953—#401098) (09/30/18—10/19/18)

Motion was made to approve consent agenda as presented

Moved by Chris Herres and seconded by Steve Cannon

Motion approved & passed by vote

New Business

1. EMS Medical Control Protocol

A letter was received from Dr. Glenn Houser, Garfield County Medical Program Director, addressing Emergency Medical Service (EMS) Medical Control Protocol. According to the Washington State Department of Health, Advanced Life Support (ALS) and Advanced Cardiovascular Life Support (ACLS) providers are not recognized under Washington State EMS laws; however, they may perform skills above the Basic Live Support (BLS) level and within their individual scope of practice, if they are under the direct supervision of the Medical Control, which at this time is Dr. Houser. He voiced his concerns stating that it is his responsibility to ensure that everyone who is supplying pre-hospital and ambulance care has the proper training, certificates, licensures, and credentials. Until all medical providers and nursing staff can be verified for specific training and has met all the state requirements and EMS protocols, he will not authorize any ALS/ACLS ambulance transports or nurse ride-a-longs.

In response to this regulation, GCHD has implemented a new call system protocol for certified staff, including clinical and non-clinical, to assist BLS in the ER during regular hours. For after regular business

hours, the on-call staff in Nursing, Radiology, and Laboratory etc. will be required to assist as part of their duties. In lieu of these restrictions, GCHD will contact Tristate, SJRMC, and Life Flight to make them aware of these restrictions. In the event a transport is indicated, the current plan is to contact Life Flight. Our Risk Manager from Physician Insurance will be meeting with our some of our management team to discuss risk management.

2. Blue Mountain Estates Retirement and Independent Living Review

Julie, Bill, and Ian met with the owners of the Blue Mountain Estates to tour their facility and explore possible options for GCHD. The owners would like to maintain the independent living status for their residents. The advantages and disadvantages were discussed among the Board members.

3. Clinic in Old Side of Hospital

Several months ago Kevin Scarlett from Department of Health (DOH) walked through the hospital in an effort to explore the idea of remodeling the old side of the hospital into a clinic. Kevin has been working on construction review and has one more approval to meet per DOH requirements. This was discussed in more detail with the Board and is considered a viable option.

Of note, on Thursday, November 1st, GCHD received an unexpected visit by several representatives of Premera Insurance. The reason for the visit was explained by Premera's Vice President of Risk Management, Premera's Risk Management Attorney, a Washington lobbyist, and several Premera reps who stated that Premera was gifted over 350 million dollars, due to overpayment in taxes, and in turn has decided to invest the money in rural healthcare. They are visiting a number of rural hospitals and GCHD, being the oldest hospital in the state of Washington, was one of their first stops. They were given a tour of our facility and discussed with our administration that one of their stipulations is that the funds would have to support a sustainable revenue stream.

4. Budget for 2019

Julie presented the GCHD budget for 2019. The original budget was previously reviewed by 2 Board members in October's Finance Meeting. A few additional items were included for information pertaining to Part A and B Swing Bed rates and the budget for the Dietary Department. The budget was discussed and explained in detail. Included in the budget was the expense for the possible expansion of the clinic within the hospital. All approved initiatives were reviewed. Julie was commended by the Board for a job well done and recognized for all her hard work in preparing the 2019 Budget.

5. 2019 Budget Resolution 18-06

Resolution 18-06 for the 2019 Budget was read in its entirety by Cindy Wolf, President.

*Motion was made to approve and adopt Resolution 18-06 for 2019 Budget Resolution
Moved by Steve Cannon and seconded by Chris Herres
All those in favor—Cindy Wolf, Jen Dixon, Chris Herres, and Steve Cannon
All those opposed—none; All those abstained—Gary Houser*

Motion approved & passed by vote

6. 2019 Levy Ordinance Resolution 18-07

Resolution 18-07 was read in its entirety by Cindy Wolf, President.

Motion was made to approve and adopt Ordinance/Resolution 18-07

Moved by Chris Herres and seconded by Steve Cannon

Old Business – None.

Committee Reports

- **Medical Staff Report – Jen Dixon**

The Pharmacist discussed with the providers the turn-around-time when ordering formulary vs non-formulary medications. Their recommendation was to order an alternative medication so the patient to can attain it more quickly. Athena is going well, the clinic staff is becoming more proficient with the program, and nursing staff's documentation time has improved significantly. Two new agency RNs have been hired for Swing Bed and Acute Care and the Emergency Department has several new nurses that we be credentialed by the end of the year. Lab has working with the Director of Pathologist Laboratory on the Plan of Corrections for the audit from the Department of Health. A new lab tech has been hired recently. A new Credentialing Committee was recently appointed. This committee will ensure that the providers' applications are meeting all the requirements for their certifications/licensures and will be reviewing their credentialing annually.

- **Finance Committee Meeting – Steve Cannon**

Committee members reviewed the 2019 Budget and discussed in detail the improvements that were made throughout 2018 and both Board members were very pleased with the budget report. The processes for preapproval purchases have been put in place and strengthened to ensure accountability. Research for a different lease on the hospital printers was conducted but it proved not viable at this time. Holiday pay adjustments were discussed.

- **Safety Committee Meeting – Cindy Wolf**

The Safety Zone Report was reviewed. Safety Walk-Through List was reviewed and the tasks that still need to be completed were reviewed and a timeline was discussed. The 3rd quarter fire drills were completed. A doubled-sided keypad was purchased for the entry to the breezeway next to the front office. Maintenance has an extra panic button system that can be installed by the Emergency Department (ED) as a concern was raised for the ED staff answering the door after hours. The holiday decoration guidelines were discussed according to the GCHD policy and the Fire Marshall requirements. A Safe Patient-Handling training by ERN West is scheduled for next week.

- **Resident Council – Cindy Wolf**

The Halloween Party was discussed and the residents had a great time. There were plenty of employees and volunteers who helped this year to make it a great success. Allie, Dietary, Manager, will be returning tomorrow and will be begin making arrangements for the residents' Thanksgiving Dinner.

- HUGS Report – Jenness Evanson, President

HUGS purchased the candy for the Halloween Party and bought a raffle sign for future raffle drawings. Currently HUGS has a basket to raffle displayed at Umpqua Bank. The basket will be moved to the hospital next week for anyone who would like to purchase tickets before the drawing. Next month's HUGS meeting is scheduled for Wednesday, November 28, due to Thanksgiving.

Motion was made to approve \$317.78 for the bills presented

Moved by Chris Herres and seconded by Jen Dixon

Motion approved & passed by vote

- CEO Report – Julie Leonard

The Athena piece has been going well with very few major problems but is still in the infancy stages. Intaact, the financial piece of Athena, went live October 1st. Billing is working through the month-end closing piece, verifying all the GL accounts and will be able to produce financials once completed. September and October is completed before month-end and will be brought to the Finance Committee in November.

The Nursing Staff Committee is working on being fully compliant with the new regulations for January 2019. Nursing currently has a need for full-time night shift CNAs, and is actively trying to recruit. Housekeeping and Laundry are continuing to make improvements. One staff member is leaving to relocate, and a part-time person has been hired.

Radiology Staff is at 100% with 5 techs rotating the hours 24/7 and no agency staff. Lab Department hired a new lab tech. The Sysmex XN-450 Blood Analyzer has arrived and the lab techs have begun the validation process.

IT is working on a new program, PolicyStat that will take all of GCHD's policies and convert them into uniformed documents and store them collectively into one software system. The cost is \$4,600 a year for 5 years. This will ensure that GCHD is in full compliance with the requirements from the Department of Health.

On October 24th, Julie met with Don Wee, Tristate CEO, and Steve Matthews, GCHD Attorney, and established three options to begin discussions between the two Boards.

Option 1: Garfield County Hospital District proposes a contract with Tristate for the management piece.

1. Tristate supply GCHD the C-Suite and leadership team for management of the facility for a fee.
2. Tristate will employ the C-suite and management only and manage the facility.
3. GCHD maintains full control of the facility and employees and operations.
4. Tristate will work for GCHD as the contractor under the rules and regulations of the district.
5. GCHD propose a contract with Tristate to run the entire operations.

Option 2: GCHD continues to run as a public hospital district as the outer shell of the district, keeping the district intact, and keeping the district Tax ID number.

1. GCHD will keep all taxing district dollars and agree to maintain the facility, pay Board member stipends, and any consultant fees outside of the Tristate contract agreed upon.
2. Tristate will contract with GCHD to run the entire operations including:
 - a. To employ all Garfield's employees as Tristate employees.
 - b. To take over all contracts with providers and vendors, (most likely under a new negotiated contract).
 - c. Billing, AP, and Nursing practices.
 - d. Everything that is not facility will fall under the operations.

Option 3: Tristate leases the entire operations, facility and employees from GCHD.

1. GCHD will lease to Tristate the entire operations, employees, and facility for a fee.
2. Tristate will collect all revenues, pay all bills and collect all tax dollars.
3. Tristate will be responsible for the operations, employees and facility.

Julie emphasized that no decision has been made yet and reiterated that these options only serve as a starting point to begin discussions between the two Boards.

Public Comment:

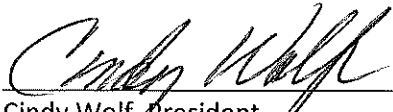
Tammi Bragg asked if there was a status update from the billing company, HRG. Julie replied that the hospital is continuing to reduce the need for their services now that Athena has been implemented. As the need for their services becomes less, the bill for their services becomes less. Currently the amount of payment to HRG has reduced by 40% and by June of 2019, we will terminate our services with them.

Regular Meeting was adjourned at 7:27 p.m.

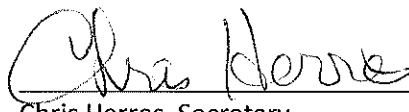
Executive Session was called to order at 7:30 for approximately 30 minutes.

RCW 42.30.110 (1) (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

Executive Session was adjourned at 8 p.m.



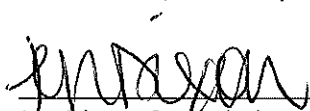
Cindy Wolf, President




Chris Herres, Secretary



Gary Houser, Commissioner



Jen Dixon, Commissioner



Steven Cannon, Commissioner