

**Garfield County Public Hospital District No. 1**

**Board of Commissioners**

**Minutes of Regular Meeting: Monday, October 7, 2019**

**Board Attending:** Cindy Wolf, Chris Herres, Steven Cannon, Jen Dixon, and Gary Houser.

**Staff Attending:** Jayd Keener, Mat Slaybaugh, Stacy Linscott and Caroline Moore.

**Public Attending:** Connie Boyer, Mike Field, Bea Fuchs, and Louise Munday.

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

**Conflict of Interest Statement:** None.

**Consent Agenda:**

- Board of Commissioners Regular Minutes (09/09/2019)
- AP Vouchers 402815 – 402937 (08/22/2019)— (09/24/2019)
- Payroll Vouchers 50671 – 50676 (09/01/2019) – (09/30/2019)
- Finance Committee Minutes (09/30/2019)
- Safety Committee Minutes (09/11/2019)
- Medical Staff Committee Minutes (09/18/2019)
- QAPI and Infection Prevention Committee Minutes (09/27/2019)

*Motion was made to approve consent agenda as presented*

*Moved by Jen Dixon and seconded by Steven Cannon*

*Motion approved & passed by vote*

**Old Business:**

**1. Strategic Planning Update**

Cindy distributed handouts to the Board that she had received from Jody Carona regarding an updated transformation plan. Jim Heilsberg, CFO, is compiling the Interim Cost Report to give them final statistics. Jim and Jody will meet to go over the details and then report their findings to the Board. Several options are still being considered; partnering with another entity, utilizing the economy of scale by working with another organization, and branding the clinic are some opportunities that were mentioned. After the Interim Cost Report has been completed, next step will be to meet with the Executive Director of Washington State Hospital Association (WSHA) to see if more federal reimbursement would be available. WSHA is working with Washington Rural Health Access Preservation to possibly funnel more money towards the smaller hospitals, of which GCHD is the second smallest in Washington State.

**2. Levy Planning**

The next Special Board/Town Hall Meeting will be Wednesday, October 9, 2019 at 7 pm at the Senior Center. Questions from the first Special Board/Town Hall Meeting will be answered in the Hospital Corner Article in the Thursday, October 9<sup>th</sup> edition of the East Washingtonian paper. One of the questions not addressed at the Town Hall asked the percentage of the employees that live in Garfield County. Mat reported 68% in 2019 and 87% in 2018. Many jobs require specialized training/education, such as a provider position, and this cannot always be filled by a community member.

### **3. The State Grant Money**

Recently GCHD has received a small grant of \$5,000 from the Lewis-Clark Healthcare Foundation for a biofeedback machine for the Physical Therapy Department; however, the large grant was denied. The hospital will be able to reapply again in 2020. The grant from Blue Mountain Community Foundation that was requested by the hospital was also denied. The Shepherd Foundation is currently accepting applications and the hospital will apply. Jayd, Mat and Cindy attended a USDA Grant/Loan Forum in Dayton, Washington last week representing 12 different organizations. In the past, USDA has given funds to help update the HVAC system, shower/tub unit, and phone and call light system. A representative from USDA will be research more options for our facility and contact Mat and Jayd.

### **New Business:**

#### **1. Resolution 19-07 Appointment of Superintendents/Co-CEOs**

Resolution 19-07 was read in its entirety by Cindy Wolf, President of the Board of Commissioners.

*Motion was made to approve Resolution 19-07 Appointment of Superintendents/Co-CEOs  
Moved by Chris Herres and seconded by Steven Cannon  
Motion approved & passed by vote unanimously*

#### **2. Employee Handbook Update**

Cindy read the updates to include children volunteering criteria, the Tuition Assistance Program, license/certifications/training reimbursements and deductions for salaried/exempt/public employees. The Board reviewed the revisions and discussed them in detail. Chuck Pitcher, HR Generalist, spoke with the hospital attorney to clarify the wording in the Employee Handbook is according to the RCW regulations.

*Motion was made to approve the updates to the Employee Handbook as presented  
Moved by Steven Cannon and seconded by Chris Herres  
Motion approved & passed by vote unanimously*

### **Committee Reports:**

- **Finance Committee Meeting – Chris Herres**

Jim Heilsberg gave a presentation on Financials for August 2019. Days cash on hand continues to decrease down to 60 days which also includes money that is put aside to adjust for a possible Medicare payback. The annual budget review for 2020 is due by November 15, 2019 and will be discussed in detail at the next Finance Meeting in November and will be presented at the regular Board Meeting on November 4, 2019. The Interim Cost Report was completed and filed this month. There is roughly \$60,000 in outstanding debt for provider claims as a result of an issue in the Medicare system. A group of electrical engineers has toured the facility and stated the basic electrical infrastructure update could be done for \$245,000, the amount given by the Legislative Commerce Grant. They stated they will look at the possibility of updating the HVAC system at that time as well.

- **Safety Committee Meeting – Cindy Wolf**

There were no L&I claims reported for September. The 3<sup>rd</sup> quarter fire drills have been completed. Two additional eye wash stations will be installed on the hospital side. The Fire Marshall will be inspecting the fire doors bi-annually and his reviews have been conducted for this year. The Safety Walk Through list is being completed by the Maintenance Department. Discussions continue with Kris Darby, Fire Department, and John Hirsch, Sheriff Department, regarding the preparedness tabletop drills. A bid for the clinic ramp is expected soon. All nursing in-service has been completed for 2019.

- **Resident Council – Cindy Wolf**

There were eight residents in attendance for September's Resident Council Meeting. They have \$969.27 in their fund. The Activity Director and residents are planning the Halloween Party on Thursday, October 31 from 3:00 p.m. to 4:15 p.m. which coordinates with the Chamber of Commerce downtown activities. The residents picked a western theme and games for the festivities, and food and treat bags will be provided.

- **Governance – Cindy Wolf**

Cindy printed out the list of different education courses available to the Board. In particular, she encouraged the members to take the webinar for Certificate of Needs that is pertinent to the ongoing strategic planning. She asked members to review the previous Omnibus document, regarding quality measures for rural facilities and CAH, sent to the Board last month. Cindy attended the Community Health Advisory Board on October 2, 2019 and reviewed the Molina Health Grant opportunities with Rachael Anderson, Director of the Senior Center, and Martha Lanman, Administrator of Garfield County Health District. This committee has been collaborating to prepare a phone directory/reference guide of contact information for the organizations throughout the community. When completed this will be posted in the ED. Criteria for the high school students is being reviewed to ensure their volunteer work meets the requirements for hours served. SE WA Partnership Committee will meet Wednesday, October 9, at 11:00 a.m. at the Nazarene Church in Pomeroy.

- **HUGS Meeting – Jenness Evanson**

HUGS received \$25 in donations for the month of September. The items remaining in the gift shop include items for several different holidays. Recently they received their first memorial in over a year. In the past, memorials were routinely given by generous members of the community of the older generation. Jenness was grateful for recent article in the local paper highlighting the need for donations and encouraging membership as well as volunteers for the HUGs group.

**Co-CEO Report – Mat Slaybaugh and Jayd Keener**

The hospital had a float in the Fair parade and several staff members volunteered their time Fair booth. Plans to enter a float in the Christmas parade are underway. The Board and Administration is preparing for the second Special Board/Town Hall Meeting on Wednesday, October 7 at 7 p.m. at the Senior Center. Both sets of levy mailers have been sent. The nurse practitioner that had recently signed a contract with our facility has backed out due to family reasons. GCHD will continue to recruit 2 additional providers, ideally a M.D. and a mid-level provider. Mat and Jayd been working with Allevant, a company whose focus is primarily helping critical access hospitals boost their swing bed programs. The majority of the cost may be recaptured on the cost report and Jim is researching this further. The hospital is applying for another grant through Group Health Foundation. They offer 3 levels of grants with the highest one at \$100,000 per year for 3 years with no restrictions on what the money can be used for.

Free flu shot clinics are being offered at no cost to the public and will be conducted at different organizations in the community such as the elementary and high schools, the Senior Center, the Garfield County Courthouse and the Pomeroy Medical Clinic. The hospital received data from IOUSA website that Garfield County has the highest rate of diabetes in the state at 14.8%. Discussions with the Medical Director and dietician, and clinic staff was a focused topic at the Medical Staff Meeting last month to look for ways to educate the public.

**Public Comment:**

**Connie Boyer** asked if she could receive a list of dates for the flu shot clinics clarification regarding the grant application through Group Health Foundation. This organization is based out of the Seattle area and met with administration earlier this year. The money was generated when Kaiser Permanente acquired Group Health and since they were a 501 (c) (4), they are required to spend money in the various area to improve health and health equity in the state. Another question she had was clarification on the possible upgrade of the

HVAC system. Chris explained the hospital received from the Legislative Commerce grant for \$245,000 and a group of electrical engineers estimated they could complete the first phase of the project for that amount. Connie directed her last question to Jenness Evanson, President of HUGS, asking what the memorial funds are used for. Jenness replied that the money goes into the general fund for whatever items benefit the needs and comforts of the residents. Connie asked if memorials are given annually and Jenness replied that some of the employees give monthly, and donations from farm incomes are now declining as some of these donors are retired farmers, current residents of nursing homes, and some have passed on.

**Louise Munday** stated that the HUGS organization has been in existence for years and use to give a substantial amount of money through memorials.

**Regular Meeting was adjourned at 7:10 p.m.**

**Executive Session was called to order at 7:15 p.m. for 10 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 adjourned at 7:25 p.m.**

  
Cindy Wolf, President

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Chris Herres, Secretary

  
Jen Dixon, Commissioner

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Steve Cannon, Commissioner

  
Gary Houser, Commissioner