

Garfield County Public Hospital District No. 1

Board of Commissioners

Regular Meeting: Wednesday, September 27, 2017

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

Not Attending:

Staff Attending: Brenda Parnell, Marni Herres, Stacy Linscott, Kayleen Bye, Ken Moyer, Jacob Scoles

Public Attending: Tammy Bragg, Katherine Dale, Chris Munoz, Ken Ram, Mike Field, Jen Dixon, Butch Burgess, Diane Burgess

Meeting Called to Order at: 06:00 pm

Conflict of Interest Statement: None Noted

Consent Agenda:

- Board of Commissioners Meeting Minutes (08/30/2017)
- Special Board of Commissioner Meeting Minutes (09/08/17)
- Special Board of Commissioner Meeting Minutes (09/12/17)
- Finance Committee Minutes (08/30/2017)
- AP Vouchers (08/30/17 – 09/21/17)
- Payroll Vouchers (09/11/17, 09/13/17 & 09/25/17)

Motion was made to approve all consent items as presented.

Moved by: Jenness Evanson & Seconded by: Chris Herres

Motion approved & passed by vote

Reports:

1. **Finance Committee Report** – Brenda Parnell stated that the Finance Committee met this afternoon. Brenda had a CFO candidate here for an interview today. The ADP timeline and implementation was discussed. The go-live date will be 01/01/2018. The goal is to run 2 concurrent payrolls in December to be sure all the bugs are worked out. The potential EHR software and Levy were discussed. The Budget is required to be reviewed and approved by the middle of December. A preliminary budget will be presented next month for final review in November. The committee also discussed the recent lab survey and the rural health clinic mock survey.

- **Audited Financials as of 12/31/2016 and Year to Date 07/31/2017** - The committee reviewed the 2016 Financials and the year-to-date (07/31/2017) financials.
 - **HRG Report** – The HRG Financial Reports were reviewed. Stacy stated that Medicare will be issuing new Medicare cards with new numbers. They are no longer using social security numbers as their Medicare number.
2. **Interim CNO Report** – Brenda Parnell
- The Interim CNO report was included in the packet. Rhonda is finished up her commitment to us as a new DNS has been hired. Rhonda will help educate and mentor the new DNS. Rhonda has been a great asset.
3. **Clinic Report** – Kayleen Bye
- Kayleen stated that the clinic is preparing for a mock survey. The committee reviewed the policies and procedures. This will be all day on Friday with an exit interview in the afternoon.
 - Kayleen stated that Susie is training Tara on the inventory. Susie will now be working out of the hospital on community outreach.
 - Kayleen stated that they are still looking for a second receptionist.
4. **HR Report** – Brenda Parnell stated that HR is working on recruitment. The number of statistics of application data was reviewed. This includes how many jobs were viewed, applications started and applications completed. HR has been working on onboarding and off boarding of staff. We have started the process with the providers and will start implementing housewide. The benefits open enrollment meetings are coming up on November 1st. There will be 2 sessions. HR is working on the ADP implementation.
5. **HUGS Report** – Jenness Evanson
- Jenness stated that Ken and Terri have requested that HUGS pay to replace the drapes in the patient rooms. HUGS paid for them about 10 years ago and are willing to do this again. They are waiting for the quote before they can request an approval. Ken and Terri are researching the types of drapes needed to be sure they are hospital grade.
6. **Resident Council Report** - Cindy Wolf
- Cindy stated that Resident Council met on September 11th. Allie is doing a great job with preparing the beef. The Resident Council discussed the fair. Staff will be submitting their crafts in the fair. The planning has begun for the Annual Halloween Party. This year will be a circus theme. The Resident Council expressed their gratitude of HUGS for purchasing needed materials for the hair salon.
7. **Chairman Report** – Cindy Wolf

- Cindy stated that she attended several of the Greater Columbia Accountable Community of Health (ACH) meetings. There are 8 different areas that they are looking at and we must make a voice known as we are competing with larger cities. Chris Herres is the main contact for the ACH Meetings. The next meeting is scheduled for 10/04/2017.

Old Business:

- **Survey Discussion** – Brenda stated that the Rural Health Clinic mock survey is scheduled for this Friday in the clinic. The Lab survey is complete and a progress report is due by October 18th. The facility is still working on the pharmacy issues to prepare for our upcoming survey.

Meeting was recessed for Executive Session at: 6:19 p.m. and will last for approximately 10 minutes. Executive Session was cited for RCW 42.30.110 (1) (h) qualifications of an applicant/candidate for appointment to elective office.

Executive Session Ended at: 6:28 p.m. The meeting was resumed.

New Business:

- **Open Seat #4 Oath of Office Process** – Cindy stated that the Board has reviewed the applicants for the Open Seat #4. The Board has received further clarification from legal counsel. The Board is proposing to postpone the selection to fill the Open Seat #4. They will be able to fill the open seat #4 once a winner is declared in the November election and have that person fill the position. The Board can appoint the winner to the position in November and they can take the Oath of Office in December. There will be only one meeting between now and after the elections and it does not seem fair to bring someone on for that short of a period. It was also noted that Jenness Evanson can also resign her position in November and they can appoint the winner of the election to that seat at that time. Jenness stated that she was very aware that this was a short term and is willing to resign her position to the newly elected candidate. Chris stated that there were two applicants that did apply and he recommending that they become involved through the Special Advisory Committee. Chris stated that those who applied had great insight, but felt it would be unfair to have them on the Board for such a short term.

Motion was made to postpone the selection of a candidate to fill the Open Seat #4 until after the election.

Moved by: Cindy Wolf & Seconded by: Gary Houser

Motion approved & passed by vote

- **Discussion of Annual Town Hall Meeting/Follow-up** – Cindy stated that the power point presentation from the Town Hall meetings has been posted to the Hospital's website. We are working to have the video available on the website. There was one person who signed up for the Special Advisory Committee. Cindy will be contacting that person. Cindy stated that she appreciated everyone who turned out for the meeting and felt it was helpful to have the attorney there to answer questions. Cindy thanked Brenda for doing a great job.

- **Formation of Community Advisory Group(s)** – This was discussed above. Cindy will reach out to the person who signed up for the group.
- **Bylaws Discussion** – Cindy stated that the Governing Bylaws need to be reviewed. Cindy asked that each Board member review them. Cindy will also send them to the candidates for their review. Once reviewed, we will make any necessary changes and have legal counsel review. Brenda stated that the AWPHD (Association of Washington Public Hospital Districts) may have some educational materials or legal counsel that could help with the review of the bylaws.
- **Board Education Discussion** – Cindy stated that with newer Board members and a new Board Chair that there are some opportunities for Board education. The AWPHD has educational information. The Washington State Hospital Association has a conference in Seattle in October. There is a trustee education on the Friday after the conference. Cindy would also like to have a parliamentary consultant and board educator that could come in and provide education. Cindy will work with the consultant to decide on what education is needed, including parliamentary procedure to be sure we are following the correct process. There will be 15 minutes during each Board meeting dedicated to Board education. This will be built into the agenda. Brenda stated that we are putting together a Board educational binder to be used when onboarding new Board members. Brenda also reminded Board members that they must fill out the F1 form for the Public Disclosure Commission. This must be done within 90 days of your appointment and you must update yearly. Each Board member must also complete the Open Public Meeting Act education. Marni will send the link to the information to Gary.

Administrators Report:

- Brenda stated the previous CFO candidate accepted a position closer to their home. There was another candidate here today for an interview. Brenda discussed the documentation request from Washington Healthcare. Brenda thanked those Board members who were involved in the DNS and CFO candidate interviews. Jenness stated that she appreciated being involved in the interviews.
- Brenda stated that she is working with our Outreach Coordinator to complete a letter of intent for the ACH that is due by 10/05/2017.
- Brenda stated that Monday night was a good meeting and very informative. Once the Advisory Group is created it might be a good opportunity to complete a community survey. A survey may identify opportunities that we do not know about and could explore further. A good example is telehealth. Telehealth could be used for behavior health. There is now reimbursement available. There was a brief poll on whether a community survey should be researched. All Board members agreed as long as the costs are reasonable. Brenda will work to get a proposal. She would like something sent out before the end of the year so we can start planning from the results.

Informational:

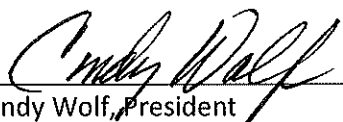
- **Emergency Services Article** – included in packet.
- **Garfield Gazette** – included in packet.
- **Flyer: Lunch with Board member at Senior Center on 10/18/2017** – included in the packet. Katherine Dale stated that this information is incorrect as it was not approved through the Senior Center before it was posted online as a community meeting. Cindy stated that there was some miscommunication and this was to be like last year where there would be a Board member available at lunch on October 18th. It was not intended to be a community meeting. Cindy apologized for the miscommunication and that we will do some additional checking to see where the meeting will take place.
- **ACH Initiative Summary** – included in packet.

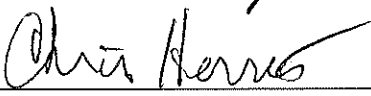
Public Comment:

- Tammy Bragg asked for clarification on the Open Position #4 candidates, where there two or three? Chris clarified that there were two actual applicants and the third, Jen Dixon, did not complete an application as she is a candidate on the ballot.
- Jennifer Dixon asked if we are part of the NRACO (National Rural Accountable Care Organization). They can help with some of the areas that we are struggling with and can help with some equipment needs. The hospital does participate in the NRACO – TCPI.
- Butch Burgess asked if we could provide agendas at future meetings.
- Tammy Bragg also requested that the webpage be reformatted so people can navigate from their phones. This will be discussed with our webpage designer. Issues with the webpage may depend on the web browser you are using.
- Chris Munoz discussed perceptions of the hospital and that without proper communication that those perceptions become reality.
- Tammy also stated that there is a lot going on and that the community is not going away.

Meeting was recessed for Executive Session at: 7:17 p.m. and will last for approximately 15 minutes. The purpose of Executive Session is 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 Ended at: 7:30 p.m.


Cindy Wolf, President


Chris Herres, Secretary


Jenness Evanson, Commissioner


Gary Houser, Commissioner

Vacant, Commissioner