

# Garfield County Public Hospital District No. 1

## Board of Commissioners

**Minutes of Regular Meeting: Wednesday, January 31, 2018**

**Attending:** Cindy Wolf, Chris Herres, Gary Houser, Jen Dixon, Steven Cannon (arrived at 6:50 p.m.)

**Staff Attending:** Michael Rooney, M.D., Julie Leonard, Denise Parkinson, Stacy Linscott, Jayd Keener,

**Public Attending:** Jenness Evanson, Tammi Bragg, Fred Zack, Patti Weaver

**Meeting Called to Order at:** 6:00 pm

**Conflict of Interest Statement:** None Noted

**Consent Agenda:**

- Board of Commissioners Minutes (12/27/17)
- Special Board of Commissioners Meeting (1/02/18)
- Special Board of Commissioner Meeting (1/18/18)
- Finance Committee Meeting Minutes (12/27/17)
- Medical Staff Committee Meeting (1/12/2018)
- Quality Committee Meeting (01/18/18)
- AP Vouchers (12/14/17 – 1/25/18)
- Payroll Vouchers (1/10/18 & 1/25/18)

*Motion was made to approve all consent items as presented.*

*Moved by: Chris Herres & Seconded by: Gary Houser*

*Motion approved & passed by vote*

**Reports:**

**1. Quality Improvement (QI) Committee Report –**

- In the absence of Cathy Herres, Dr. Rooney reviewed the Safety Zone Report for December 2017 and the action from the January 18<sup>th</sup> Quality Committee Meeting.

**2. Finance Committee Report – Julie Leonard**

- The Finance Committee met Monday of this week. Julie noted that due to timing of the October ADP Payroll implementation the November & December financials are not yet completed. Julie provided an update on the fraud situation that was presented to the Board at the Special Meeting on January 2<sup>nd</sup>. There were two subsequent checks presented but with the positive pay in place,

they were not honored. They are continuing to work with Wells Fargo on the check that had initially been presented.

- **HRG Report** – Stacy will review the December report at the next meeting.

3. **CFO Report** – Julie Leonard

- Julie reported that with the close of January month end, she will handle the compilation of financial reports in-house. Previously, the compilation has been done by the accounting firm, Wipfli. As CFO, this will give her greater awareness of Accounts Payable, the General Ledger and more current view of the financial position. Dr. Rooney commented that this change will lead to greater oversight of bills being paid and the overall financial process.

4. **DNS Report** – Jayd Keener

- Jayd reported on the changes with Pharmacy and the progress with Medication Review, as they continue to work towards compliance on the ED side. She stated that a new CNA has been hired and they are reviewing three other candidates. When these positions are filled, the need for agency staffing is eliminated. An ED nurse has returned from leave of absence and there is only one more position there to fill. Gary Houser asked Jayd what the expense difference is for agency staff vs employed staff and how many agency nurses are currently being utilized. Jayd replied that the agency cost for an RN is approx. \$75 /hr plus a guarantee of 36 hrs/week for 13 week period. Jayd continues to work on relationships between nursing and other departments. Jayd noted that she has been tracking Influenza. Jayd reported that she has begun working on the nursing reports needed for the Athena implementation. Dr. Rooney added that the tentative Go Live date is in mid-July.

5. **Safety Committee Report**– Cindy Wolf

- Cindy reported on the Safety Committee Meeting that she attended on January 24<sup>th</sup> including combining Safe Patient Handling Group with the Safety Committee, a Safety Walkthrough on March 2<sup>nd</sup>, discussed signage and Ian is exploring options for adding a temperature monitoring alarm to the laboratory fridge. She also noted that Ken had attended disaster training and will be adding active shooter training for the staff.

6. **Clinic Report** – Stacy Linscott

- Stacy stated that she will present the clinic volumes report at next meeting.

7. **HR Report** – Julie Leonard

- Julie introduced Chuck Pitcher as the new HR Generalist and Chuck described his background as HR Director for a company in Nampa ID with 275 employees for over 4 years. The Board welcomed Chuck to the team.

8. **HUGS Report – Jenness Evanson**

- Jenness reported 2 Proposals for Purchase have been submitted. The 1<sup>st</sup> is for replacement drapes for resident rooms that were initially purchased 12 years ago. The cost is \$1,376.00. The 2<sup>nd</sup> is for replacement guest chairs and for the Clinic. The cost for the new seating is \$4,817.08. Jenness noted that in the past 12 years, HUGS has provided over \$100,000 in items for the Hospital District and that there is currently \$52,000 in the fund. There are future plans for the raffle of a lap quilt. Stacy noted that there is now a process to allow payroll deduction for employees towards both HUGS and the EAC.

*Motion was made to release \$6,193.08*

*Moved by: Jen Dixon & Seconded by: Chris Herres*

*Motion approved & passed by vote*

9. **Resident Council Report – Cindy Wolf**

- Cindy stated that she enjoys attending Resident Council. The Christmas Outing to Lewiston for meal at Antonios and driving to view Christmas lights went well. The New Year's party was enjoyed. The residents are now celebrating residents birthdays once a month with a cake. The residents account is at \$1,218.55. She noted that the piano may need tuning and Jayd replied that the service is scheduled for February 14<sup>th</sup>.

10. **Governance Report – Cindy Wolf**

- Cindy reported that she has been reviewing the MSRC site and the Open Public Meetings Act (OPMA) tip sheets. She continues to watch the APHD website for any educational material that will be helpful for Board education.

**Old Business:** *None*

**New Business:**

- **Resolution #18-02** – Cindy read aloud the Resolution that sets forth the time of the Regular Board Meetings to be the First Monday of each Month at 6:00 pm

*Motion was made to approve Resolution #18-02 – Regular Board Meetings as presented.*

*Moved by: Chris Herres & Seconded by: Gary Houser*

*Motion approved & passed by vote*

- **Resolution #18-03 – Authorized Signers** – Chris read aloud the Resolution that removes previous Authorized Signers for the 4039(b) plan and adds Julie Leonard, Denise Parkinson and Chuck Pitcher as Authorized Signers.

*Resolution #18-03 was approved as presented and will be certified by the Secretary, Chris Herres.*

- **Updated Organizational Chart** – Julie Leonard presented the revision, which was drafted after recommendations by site visit with DZA to better comply with the requirements of the Cost Report. There were no questions or suggested edits.
- **Governing Board Bylaws**- Cindy asked if the Commissioners had time to review the drafted revisions in the packet and if there were any questions. She noted there will be opportunity and time for further review prior to the next Regular Meeting on February 5<sup>th</sup>. Gary Houser asked who made the suggested revisions. Julie Leonard replied that she corrected a few typos and read over each RCW and noted appropriate changes. There was a discussion of role of Board of Commissioners and the Superintendent in daily operations, as noted in the change to Article II, Section II. 2. RCW 70.44.080 specifies: “The superintendent shall be the chief administrative officer of the public hospital district and shall have control of administrative functions of the district”. Gary expressed concern about a recent change in personnel at a higher rate of pay. Julie responded that the employee was hired into a different position with different level of responsibility and duties. Patti Weaver asked if the Bylaws require the Superintendent to seek approval from the Board for such decisions. Cindy asked that this question be saved and presented during the designated Public Comment period.

**Interim CEO/Superintendent Report:**

- Dr. Rooney thanked the Board for the opportunity to serve here in the Interim role and that he is often asked his opinion of the future of the Hospital District, so on his last day on the job he shared these reflections:
- Con’s or Disadvantages- Older facility needs updating, Provider base unstable and recruitment is a challenge
- Pro’s or Advantages- Very good staff, impressive management, Strong community support, Solid Board, Adequate services with opportunities for expansion, Solid financial position, Improved leadership with better direction
- He is optimistic about the future of the Hospital District and proud of the recent hires of Julie Leonard, Denise Parkinson and Chuck Pitcher. He commented that Jayd Keener has been here only 3 months but already made great improvements in the quality of the care center and the same for Barbie Bowlin with the Lab and X-ray. He praised Stacy, Ian and Allie for their continuous support through the transition. He cautioned about the importance of staying aware of regulations as compliance still needs intense attention to assure State, Federal and Payer requirements are met.

- He closed by stressing that strategic planning should be a priority going forward and the importance to hear from the community on their needs and what they will support.

Steve Canon asked about readiness for State inspection or audit. Dr. Rooney replied that he is always anxious prior to any audit in his long career. He is not afraid for the District but noted the importance of ongoing risk assessment and maintaining a culture of improvement. Jayd commented that she is not concerned about the quality of patient care but the weakness is in policy structure and implementation. Steve asked for more information on this. Julie noted that she is reviewing applications that help keep policies in a central location. She also noted that Columbia County Hospital in Dayton has offered to share their policies. Jayd commented that it is critical to educate staff on the policies. Cindy noted that typically 1-2 of the Board members will sit in on the survey or audit exit interview.

**Public Comment:**

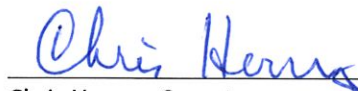
- Patti Weaver followed up on her previous comment by stating that each manager or department head should be responsible for monitoring expenses to the budget.
- Stacy Linscott stated that there is cake on the side table in honor of Dr. Rooney and his last day.
- Steve Cannon thanked Dr. Rooney again for his time.

**There was no Executive Session.**

**Meeting adjourned at 7:15 pm**

  
Cindy Wolf, President

  
Gary Houser, Commissioner

  
Chris Herres, Secretary

  
Steven Cannon, Commissioner

  
Jen Dixon, Commissioner