

Garfield County Public Hospital District No. 1

Board of Commissioners

Minutes of Regular Meeting: Monday, December 3, 2018

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

Staff Attending: Julie Leonard, Caroline Moore, Jayd Keener, and Burt Munro

Public Attending: Jenness Evanson, Martha Lanman, and Jonathan Harker

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

Conflict of Interest Statement: None.

Consent Agenda:

- Board of Commissioner Minutes 11/05/18)
- Finance Committee Minutes (11/26/18)
- Medical Staff Minutes (11/16/18)
- QAPI and Infection Prevention Committee Minutes (11/02/18)
- Safety Committee Minutes (11/28/18)
- AP Vouchers 401236 — 401315 (10/24/18-11/20/18)

Motion was made to approve consent agenda as presented

Moved by Chris Herres and seconded by Jen Dixon

Motion approved & passed by vote

New Business:

1. Life Flight Services

Life Flight representatives will be giving a full presentation on the services that they offer to our community. They have put together a very affordable rate for a membership and will be explaining how their services work in conjunction to billing insurances. Life Flight will be solely responsible for the applications and collecting the money. The venue will be held in the Senior Center's Recreational Room, most likely, the second week of January. A flyer will be made and linked to the GCHD Website, GCHD Facebook, and will be sent the East Washingtonian, as well as distributed throughout the community once the specific date and time has been arranged.

2. DZA (Dingus Zarecor & Associates PLLC) Business with GCHD

The 2018 Engagement Letter for DZA was reviewed and discussed. The contract with them includes audits to be performed for years 2015, 2016, and 2017. Tomorrow Julie has arranged for an exit interview with DZA for 2015 and 2016 audits; 2017 is still in the process of completion. Once all the

audits have been completed and filed, the copies will be sent to the Board, to the GCHD Website, and updated on the Washington State Audit Website.

Old Business

1. Tristate Planning

At November's Board Meeting 3 options were presented to the Board members as a starting point for a future discussion with Tristate; however, no decision was made. An official letter was sent to Tristate from our council, GCHD attorney, Steve Matthews, initiating a formal proposal to begin the process of investigation and discussions between GCHD and Tristate. Attorney, Don Black, was recommended by DZA to help implement this process. He has a significant amount of experience in completing contracts similar to ours. Don will be outlining the 3 steps in this process which include:

Step 1: Create an initial proposal after the first Special Board Meeting with council.

Step 2: Redline the proposal at second Special Board Meeting with council.

Step 3: Review the final draft for Board approval at the final Special Board Meeting with council. The goal is to have these 3 steps accomplished by the end of January 2019 in time for the first Tristate Board Meeting.

Committee Reports

- **Medical Staff Report – Cindy Wolf**

The Medical Staff Committee decided on a new time for the meetings. PT Department is doing well. Currently they do not have a waiting list and can see patients right away. The Pomeroy Medical Clinic is busy and the schedules are filling up but walk-ins are still available. The Athena program is running smoothly with only minimal interruptions. The Pharmacy Therapeutic Committee will meet separately with Dr. Park to discuss policies. The pharmacist is working with the providers to update the different medication lists. Windows 10 will soon be implemented throughout the hospital and the clinic. Most recently Athena has been purchased for 5.7 million by Veritas and Evergreen, a subsidiary of Elliot Management, but IT does not anticipate any interruptions for our facility. The Legacy computer extraction for our old EHR software program has almost been completed. Lab Department is current with the policies mandated by the Department of Health. The Credentialing Committee has been established and is meeting to review the licensures and credentialing requirements of all our providers. A program called PolicyStat will be purchased in January 2019 to ensure the GCHD policies are complete, up-to-date and accessible in one place for all GCHD employees and Board members to review.

- **Finance Committee Meeting – Steve Cannon**

The payback to CMS for 1.5 million was discussed in detail. The amount will be paid back in increments until paid in full by the due date of May 31, 2019. Other topics of discussion were the presentation of Life Flight in January and the possibility of moving the clinic to the old side of the hospital. GCHD is awaiting one last approval from the Department of Health before moving forward with a renovation.

- QAPI and Infection Prevention Committee Meeting – Jen Dixon

The departments continue to meet their quality standards. The Safety Zone Report was reviewed and for the month of September, there were 2 non-injury falls reported. Activities showed a decline due to low census. The ED discussed goals to improve the turnaround time of the EKG workflow process. HR had 2 voluntary terminations; one for higher education and the other for relocating. There were 3 new hires. The committee updated the GCHD pet policy.

- Safety Committee Meeting – Cindy Wolf

Safety Walk-Through List was reviewed and the departments are meeting the deadlines to complete the tasks. The Safety Zone Report was reviewed and there were no falls for October. The 4th quarter fire drills will be conducted soon. The pharmacy survey is still awaiting the plan of correction approval and will be submitted to the pharmacy board. ERN West conducted a Safe Patient-Handling training class for the nursing staff last month. IT is in the process of updating the security with new cameras and new equipment. Maintenance has an extra panic button that will be installed by the end of December. The parking lot lightening needs improvement and this was addressed.

- Resident Council Committee Meeting – Cindy Wolf

The normally scheduled Resident Council meeting was postponed until next week. The residents are planning an outing to one of the local restaurants in Lewiston and then will be touring the Christmas lights at the different parks throughout the Valley.

- HUGS Report – Jenness Evanson, President

HUGS replenished items totaling \$61.50 for the HUGS Gift Shop that are displayed at the hospital. They also received a request to purchase a new Santa Suit for the Activities Department. The cost will be \$122.23 and will arrive in time for the Resident Christmas Party.

Motion was made to approve \$183.73 for the bills presented by HUGS

Moved by Cindy Wolf and seconded by Chris Herres

Motion approved & passed by vote

- CEO Report – Julie Leonard

The Athena is still working on the issue of labs crossing over. Intaact, the financial piece of Athena, is still in the process of being entering into the specific general ledgers and once this is completed, Julie will present the financials for November and December.

Public Comment:

- Martha Lanman, Garfield County Health District Administrator, commented that one of her employees, Laura Dixon, was recently certified in Car Seat Certification and the Health District will be offering events on education for proper car seat adjustments in the near future. Secondly Martha stated the Health District has applied with Accountable Community Health (ACH) across

3 counties, Columbia, Garfield, and Asotin, for a government grant through Health Resources Services Administration (HRSA) for \$100,000. This is a "planning" grant that will help fill in the gaps regarding telehealth services, and also help with gaps in utilizing high emergency department services. The grant would be dispersed between all 3 counties. The next goal would be to apply for a "doing" grant that would amount to \$300,000 a year for the next 3 years. If both grants are allowed a total of 1 million dollars will be distributed among the 3 counties. The grant begins July 1, 2019 and Martha is anticipating a reply from ACH by February or March.

Regular Meeting was adjourned at 6:35 p.m.

Executive Session was called to order at 6:35 for approximately 25 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 7:00 p.m.


Cindy Wolf, President


Chris Herres, Secretary


Gary Houser, Commissioner


Jen Dixon, Commissioner


Steven Cannon, Commissioner