

Garfield County Public Hospital District No. 1

Board of Commissioners

Minutes of Special Meeting: Friday, February 1, 2019

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

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

Public Attending: None.

Meeting Called to Order at: 5:00 p.m.

Conflict of Interest Statement: None.

Consent Agenda:

- Board of Commissioners Regular Minutes (1/07/2019)
- Board of Commissioners Special Minutes (1/11/2019)
- Medical Staff Minutes (1/18/2019)
- Safety Committee Minutes (1/16/2019)
- QAPI Infection Prevention Committee Minutes (1/25/2019)
- Finance Committee Minutes (1/07/2019) & (1/28/2019)
- AP Vouchers 401521 – 401657 (12/29/2018—1/28/2019)
- Payroll Vouchers 50620 – 50624 (12/29/2018—1/28/2019)

Motion was made to approve consent agenda as presented

Moved by Steve Cannon and seconded by Jen Dixon

Motion approved & passed by vote

Old Business: None.

New Business:

1. Resolution 19-02 Authorized Signers

The Board reviewed the annual update of the authorized signers for US Bank accounts to include the current signers and their signatures, the Athena lockbox account and to remove Dr. Rooney's name.

Policy 875-0055 Beauty Shop

The Board reviewed and discussed the updated Policy 875-0055 Beauty Shop and were in agreement; Gary Houser was opposed. The beautician also reviewed and signed the updated policy.

Committee Reports:

- Medical Staff Committee Report – Jen Dixon

PT has a PTA student who is finishing clinicals for 6 weeks and another student will begin clinicals immediately following for an additional 6 weeks. Mat is in the process of getting his Blood Flow Restriction Certification. A Meet & Greet has been scheduled on February 4, 2019 with Tri-State Clearwater Medical Clinic as an outreach and awareness of the variety of services PT offers. The nursing staff updated the discharge and re-admits per Athena's suggestion; this will be done every 60 days in order for the EHR system to work optimally. Bill Waites, Clinic Manager, had a WSU student with him for 2 days. Later in the year, Bill will be working with physician assistant schools in both Yakima and University of Washington to encourage students to do their clinicals at the Pomeroy Medical Clinic. The clinic will not be re-located to the hospital as it is not cost-effective. IT has updated Windows 10 and is in the first stages of replacing the old Wi-Fi system throughout the hospital.

- Safety Committee Meeting – Cindy Wolf

The Safety Zone Report was discussed and reviewed. The Safe Patient-Handling report was reviewed for 2018 which had a total of 6 L&I claims, a decrease from 2017, and only 1 out of 6 had time loss. Fire drills for both day and night shifts will be completed before the end of the 1st quarter. The security cameras have been adjusted to avoid blind spots in the parking lot and the lighting in the parking lot has been upgraded. The dining room tables in the Dayroom need to be replaced and research for these are being done through a surplus supply list.

- HUGS Meeting – Cindy Wolf (on behalf of Jenness Evanson)

The upcoming Valentine's Day Party was discussed. HUGS will be sponsoring the entertainment for a ventriloquist and the cost is expected to be under \$400.

Motion was made to approve cost of residents' entertainment up to \$400

Moved by Chris Herres and seconded by Steven Cannon

Gary Houser abstained from voting

Motion approved & passed by vote

- Finance Committee Meeting – Steven Cannon

Income for October – December decreased due to issues with Athena. Issues with the Pharmacy Fee Schedule were identified and addressed as well as insurance credentialing and PECOS numbers.

- QAPI Infection and Prevention Committee Meeting – Jen Dixon

Safety Zone had an increase in falls which resulted in fall intervention and improvements were made. Hourly rounding on patients was implemented with extra precautions to include med reviews. Each department reviewed their goals for 2018 and discussed in detail the achievements that were met and improved. New goals for 2019 are all Medicare compliant and met the approval of the QAPI Committee.

- Governance – Cindy Wolf

A webinar pertaining to Public Hospital District Board Roles & Responsibilities for Board of Commissioners was discussed as well as information on critical access hospitals. Cindy encouraged Board members to read articles from the Association of Governing Boards. Forms for the CEO evaluation will be presented and reviewed at the next Board Meeting in March.

- CEO Report – Julie Leonard

Financials were reviewed in detail to include professional services/fees, salaries/wages, and cash on hand. Athena was discussed in detail due to several issues that were identified regarding perm swing bed accounts, and departmental hold buckets; these are all currently being addressed. Athena is in the process of building the Clinic Matrix Report. Tri-State Executive Team joined the GCHD Management Team and a Board member for a Meet & Greet Luncheon at the Pataha Flour Mill on January 28th. They were given a tour of the Mill and afterwards met in the GCHD Learning Center for a Q&A session and then given a tour of the hospital.

Joe Schmidt and Mary Dye, both Washington State House Representatives for the 9th District, contacted Julie informing her of capital funding that may be available for electrical updating of our facility. An application will need to be completed before a 1 to 1 match can be considered. Julie is also looking into the Department of Enterprise Services for a 3 to 1 match of federal capital funds and the Board was in agreement.

Public Comment:

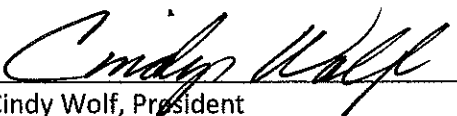
- Bill Waites explained how the patient mix for the Swing/Perm Bed is decided. The CNO, Nurse Manager, and Placement Coordinator review the patient's needs then contacts the providers for review and approval.
- Jen Dixon asked if we have a policy in place for a measles protocol in the event of a suspected case and this will be addressed.

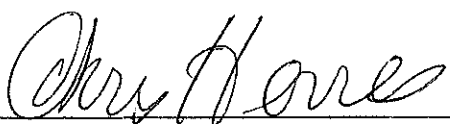
Special Meeting was adjourned at 6:20 p.m.

Executive Session was called to order at 6:20 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 6:50 p.m.


Cindy Wolf, President


Chris Herres, Secretary



Gary Houser, Commissioner



Jen Dixon, Commissioner



Steven Cannon, Commissioner