

Garfield County Public Hospital District No. 1

Board of Commissioners

Minutes of Regular Meeting: Monday, June 3, 2019

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

Staff Attending: Jayd Keener, Mat Slaybaugh, Kayleen Bye, and Caroline Moore.

Public Attending: Jenness Evanson, Connie Boyer, Kerri Sandaine, Mike Field, and Sherry Ledgerwood.

Meeting Called to Order: 6:06 p.m.

Conflict of Interest Statement: None.

Consent Agenda:

- Board of Commissioners Regular Minutes (5/06/2019)
- Medical Staff Minutes (5/16/2019)
- Safety Committee Minutes (05/22/2019)
- Finance Committee Minutes (05/29/2019)
- AP Vouchers 402103 – 402351 (04/30/2019)—(05/29/2019)
- Payroll Vouchers 50650 – 50655 (05/01/2019) – (05/31/2019)

Motion was made to approve consent agenda as presented

Moved by Chris Herres and seconded by Steve Cannon

Motion approved & passed by vote

Old Business:

1. Levy Resolution Review

A copy of the levy resolution was given to the Board to review. The Finance Committee asked Jim Heilsberg, CFO consultant, to put together a monthly educational training for all of the Board members to explain cost reimbursements, projected financials, and other selected topics. Two commissioners will attend each session at a time. Jim will also give a presentation at the regular July Board Meeting for the community.

New Business:

1. Public Relations

The hiring of a part-time public relations person was discussed. This would include coordinated and consistent marketing strategies to engage the public for Q&As, attend various community meetings/events, provide interviews, new articles for the papers and GCHD website/Facebook, and other avenues to inform the community the levy need and eliminate disinformation. This would also be a good opportunity to encourage community members to utilize the services the hospital and clinic offers and as a result, decrease the amount that is being considered for the levy. The Board also discussed the need to increase their participation in these avenues as well schedule Town Hall Meetings to inform the public directly to address concerns as well as inform community of the positive improvements made so far.

2. Association of Washington Public Hospital District Funding

Ben Lindekugel, Executive CEO of Association of Washington Public Hospital District (AWPHD), referred Jody Carona, Consultant of Health Facilities Planning & Development, to utilize her services for strategic planning

21 – 24, 2019. On Tuesday, June 11, 2019 from 11:30 a.m. to 1 p.m., the Pataha Flour Mill will host the 3rd annual community luncheon for the Pomeroy Partners for Healthy Families. This free event will feature guest speakers discussing the topic of mental health. The Board members were encourage to attend.

- **HUGS Meeting** – Jenness Evanson

The selection for the \$500 scholarship award was given to Tiffany Wessels. She plans on attending the LCSC Nursing Program in the fall. Bills for the floral centerpieces for the Mother’s Day Tea for \$159.00 and the HUGS Scholarship for \$500 were presented for payment for a total of \$659.00

Motion made to approve payment for bills presented by HUGS for \$659

Moved by Chris Herres and seconded by Steve Cannon

Motion approved & passed by vote

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

The cost report has been completed and filed and the payback amount for \$101,933, was paid in full to Centers of Medicare and Medicaid. The projected amount was significantly less than originally anticipated. The adjusted rate that Medicare pays each year varies and the hospital will be expecting a payback for 2019. Mat and Jayd are working with Jim to strategize the most effective way to distribute staffing, expenses and hours on the cost report. The hospital and clinic are due for the annual state survey through the Department of Health and their arrival is expected any day. A new clinic receptionist, Sadie Gibson-Hughes from Asotin, has been hired and has begun her training. The hospital has hired a new Dietary Manager, Jodi Peasley from Pomeroy. She is currently the Environmental Services Manager and will continue in that role, in addition to her new position.

Public Comment:

Cindy Wolf stated that she and Jen Dixon met with the two Board candidates on Thursday, May 30, 2019 and thanked them for attending the June Board Meeting.

Mike Field asked if packets that the Board receives before each meeting were available for the candidates to review and if they could attend the hospital committee meetings. Cindy stated the packets are not allowed to be reviewed by anyone but the CEOs and the Board members and the committee meetings can only be attended by the employees and the Board. The financial balance sheet is distributed at each Board meeting and the Board minutes and financial balance sheet are available on the website a few days after each Board meeting.

Connie Boyer commented on the topic of the hiring a public relations person and the need for transparency. She suggested that the Board explain the topics, names/titles, and names of organizations in more detail for the community members. Cindy appreciated the comment and said the Board members will be more explanatory in the future Board meetings.

Kayleen Bye also reiterated that it would be helpful to give the full names and titles when referring to individuals mentioned at Board meetings. She did mention that people are much more aware they need to get their lab and x-rays done up at the hospital and use the facility if they want to continue receiving services. As a reminder, she stated that the clinic hours are Monday – Thursday 7 a.m. to 5 p.m. and closed on Fridays.

Sherry Ledgerwood commented that it would be helpful to have the Board explain the rural healthcare and the critical access hospital model in more detail so the public can better understand the payment system. In addition, she emphasized the need for the community to utilize the hospitals services more often, as the more it is used, the less the amount will be needed to pass the levy. Steve Cannon agreed and stated that Jim Heilsberg will be explaining these topics at the next Board Meeting.

for the hospital. She has helped other local facilities and is highly recommended by them. AWPHD will pay for her services as well as allocate funds to continue services for Jim Heilsberg, CFO consultant. The Board was in favor of investigating services with Jody Carona and additional services with Jim Heilsberg.

Cindy and Chris met with Shane McGuire, CEO of Columbia County Health System (CCHS), to discuss their development of a successful critical access hospital model, operations of their Swing Bed Program, their new plans for a 6-patient assisted living facility, and mental health services. They also discussed the economies of scale and how CCHS can assist in this area. Cindy requested that all managers research areas in their departments where they could utilize assistance. Skilled nursing facilities were also discussed and the Board is considering whether to investigate further as extended care is a large part of the services offered. A suggestion was made to talk to Jim Heilsberg about Whitman Hospital in Colfax as he worked there for many years as their CFO.

Committee Reports:

- **Medical Staff Committee Report – Jen Dixon**

Cost report data was gathered from Accounting and the Business Office. Nursing staff has decreased by one but will be hiring a nursing student from WWCC as soon as she graduates and passes her board certification. A night shift nurse position will be available to replace an agency nurse whose contract ends in June 2019. Clinic will be contracting a pharmacist to perform a polypharmacy review for patients with 10-15 or more medications. Lab is expecting state survey in July 2019. Discussions for nurse ride-alongs were revisited and nursing staff will research protocol for implementation.

- **Finance Committee Meeting – Steven Cannon**

Among topics discussed were Medicare contractals. A more accurate projection of financials will be achieved once the 2017 and 2018 audits have been completed. Decreased revenue and increased wages and benefits to include professional fees such as agency staff, year-over-year were reviewed. AR days have significantly decreased from 80 to 67 days; the goal is 45 days. A large Medicare reimbursement was received in May. Cash-on-hand is 93, which has decreased year-over-year. The Medicare payback was much less than expected for 2018 but an overpayment from Medicare for 2019 is expected and reserves are being set aside to accommodate this. A financial presentation will be given at July's Board Meeting by the CFO.

- **Safety Committee Meeting – Cindy Wolf**

Safety Zone and Safe Patient-Handling were reviewed and protocols and are up-to-date. No L&I claims for May. A Tabletop drill is scheduled for June 24, 2019 and the countywide drill will be scheduled in August 2019. The clinic ramp and concrete staircases will be repaired and GCACH funds can be used as it meets the requirement for improvement of existing services. State requires the generator fuel tank will need to be relocated from the front entrance of the hospital to a different location due to an electrical pole being too close to proposed site. A bench has been placed outside the ED door for those needing emergency services. The Day Room will be repainted after the state survey has been completed.

- **Resident Council – Cindy Wolf**

Seven residents attended May's meeting along with staff members. Resident Council Funds has a balance of \$1,168.27. Scheduled events include a Father's Day Social on June 14, 2019 at 2 p.m. and a lunch at the Pataha Flour Mill on June 25, 2019 for all the residents who want to participate.

- **Governance – Cindy Wolf**

Handouts for the required board resolutions were given to the Board and CEOs. Cindy encouraged the members to attend the upcoming educational webinars from Washington State Hospital Association. The Rural Leadership Conference in Lake Chelan has three reserved rooms for Board members next year on June

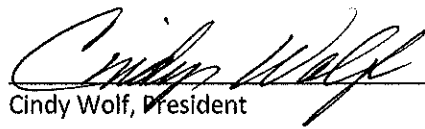
Gary Houser also stated that if the community wants the services of the clinic, hospital, emergency and the swing bed program, that members will need to start utilizing the services of the District. He also mentioned that Jim Heilsberg, CFO, stated we would not be able to run the hospital without a levy and that the public needs to be educated for the reasons why.


Regular Meeting was adjourned at 7:18 p.m.


Executive Session was called to order at 7:20 p.m. for 15 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 7:35 p.m.


Cindy Wolf, President


Chris Herres, Secretary


Jen Dixon, Commissioner


Steve Cannon, Commissioner


Gary Houser, Commissioner