

# Garfield County Public Hospital District No. 1

## Board of Commissioners

Minutes of Regular Meeting: Monday, April 2, 2018

**Attending:** Cindy Wolf, Chris Herres, Gary Houser, Jen Dixon, Steven Cannon (via phone)

**Staff Attending:** Julie Leonard, Marni Herres, Stacy Linscott, Jayd Keener, Kayleen Bye and Caroline Moore

**Public Attending:** Jenness Evanson, and Tammi Bragg

**Meeting Called to Order at:** 6:01 pm

**Conflict of Interest Statement:** None Noted

**Consent Agenda:**

- Board of Commissioner Minutes (02/05/18)
- Special Board of Commissioner Minutes (03/23/18)
- Quality Committee Meeting Minutes (03/15/18)
- AP Vouchers (01/30/18 – 03/02/18)
- Payroll Vouchers (02/09/18, 02/26/18, 02/27/18, 03/09/18, 03/12/18 & 03/26/18)

*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 Report – Jen Dixon**

Jen gave an update from the March 2018 Quality Committee Meeting. Safety Zone reports for the clinic and hospital were reviewed. Several policies and procedures were reviewed and signed off, and reporting measures are being put into place. The State surveyor was discussed. Departmental quality matrix was discussed to be sure all indicators are being tracked and staff are working to meet their designated goals.

**2. Safety Report – Cindy Wolf**

Cindy gave an updated from the March 2018 Safety Committee Meeting. Department of Health (DOH) Survey tags were reviewed and discussed the plan of correction. The Fire Marshall also came in during the same week focusing on items that need corrected; these were reviewed and a plan of correction is in place. The Safety walk-through will be conducted the first week in May.

Signage will be reviewed and updated throughout the facility. Disaster planning may include Whitman County Hospital as well as involving Quality Health Behavior.

**3. Finance Committee/CFO Report – Julie Leonard**

The Finance Meeting was cancelled due to the Special Board of Commissioners Meeting held on March 23<sup>rd</sup> to review the financial with the full Board and community. Julie reviewed some of the highlights that were discussed at the March 23<sup>rd</sup> Special meeting.

- **HRG Report – Stacy Linscott**

Stacy reviewed the February 2018 HRG report. Stacy discussed AR Trends, Cash on Hand, Clinic volumes, Radiology volumes and Lab volumes. ER/Swing, Acute and Observation are staying on track with previous years.

**4. Medical Staff Committee – Cindy Wolf**

Dr. Park and Dr. Klingner are continuing to review policies and procedures for approval. The Medical Staff Bylaws were tabled until the next meeting. In addition both doctors will be working together to help provide a communication process that will be more accessible between mid-level providers and themselves; this will improve with the implementation of Athena. Dr. Klingner has accepted the position of Trauma Medical Director for Emergency Department (ED) and Alternate Medical Director for the clinic and hospital in Dr. Park's absence. She will be on site 3 days a week in the ED. As of April 23<sup>rd</sup> Bill Waites, PA-C, member of our medical staff, has accepted the position of Clinic Manager. Kayleen Bye and Susie Bowles will attend a Medicare Wellness Conference in Pullman on April 25<sup>th</sup>. Starting the first week of May, the clinic will begin extended hours in the clinic and will no longer offer Saturday Clinic. The Pathology Regional Laboratory's last pickup is at 6:30 p.m. so the hours of the Clinic are still being discussed in order to logistically plan a smooth transition. Radiology was discussed and the facility is currently looking at adding another state-licensed radiology technician.

**5. Hugs Committee Report – Jenness Evanson**

HUGS has approved a \$500 scholarship for high school seniors or anyone who is in education for healthcare. Jenness discussed HUGS current fundraisers including items raffled to the community and hospital employees. Jenness suggested that the gift shop display be moved to a different location instead of in the short hall. Jenness is concerned that it is not visible enough to the public and she would like us to consider moving it. Jenness is in the process of working with Julie Long, Accounting Manager, to get an accurate financial report before they make any more purchases for the facility. Jenness submitted 2 bills for Board approval which include: 1) \$34.58 – supplies for the beauty shop located in the hospital and 2) \$55.03 for the gift shop located near the Admitting office for a total of \$89.61.

*Motion was made to approve the bills of \$34.58 and \$55.03 for a total of \$89.61 as presented.*

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

*Motion approved & passed by vote*

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

- Cindy attended the Resident Council meeting held today. They are planning the following:
  - An Easter Celebration tomorrow, April 3<sup>rd</sup> and a Birthday Celebration for all residents with April birthdays will be held on April 4<sup>th</sup>.
  - The Ladies Tea was a huge success!
  - Gentleman’s Club did not go over very well so a suggestion for an alternative event is being considered.
  - Activities will be selling Italian sodas to raise money for the Resident Funds for future outings.
  - The cost of the Dining Room chairs has not been submitted yet as Ken has been caught up in the survey; this will be given to HUGS by next week.
  - Jayd told residents at the meeting that due to the survey, the furniture in the lobby, Day Room, and public areas need to be updated to “hospital-grade” and this is fairly expensive. This furniture includes sofas, chairs, etc., and all must be removed; however, the furniture in the individual resident rooms is acceptable to the surveyors as long as it stays in the resident’s room and used by the individual resident. Ken will use some of the old furniture from the Clinic and re-distribute them in some areas of the hospital. He also has access to Sacred Heart Hospital and Deaconess Hospital for old hospital grade furniture. Replacing this old furniture will be a little unsettling for the residents but this will be in done in an incremental fashion. Three recliners have been ordered at \$1, 200 each.

**7. Governance Report – Cindy Wolf**

- Cindy will be presenting an educational piece at every meeting to educate public and staff about the protocol for public Board Meetings. Visitors are always welcome. Cindy reminded each Board of Commissioner that the F1 Financial Affairs Statement for the Public Disclosure Commission is due by 4/16. According to section 6 in the bylaws, any comments by visitor and/or audience participation are due on the Thursday before a scheduled Board Meeting. No more than 5 minutes are allowed for public comment. Questions are to be directed to the Board members only and answers are to be addressed by the Board members only. Board members can interrupt if need be. No motions will remain pending unless approved by the Board. No persons shall speak against employees. Complaints must be done in writing. Boisterous comments are not allowed. Cindy addressed a question from a previous meeting about public attending committee meetings. Cindy addressed the question with the Director of the Association of Washington Public Hospital Districts (AWPHD). The public is not allowed to attend, unless there are 3 or more Commissioners attending, forming a quorum, which then requires the meeting to become an open public meeting. At this time only one or two Commissioners attend committee meetings so they will remain closed to public. No Board action is allowed at the committee meetings. Of note, when a state legislature comes to town the public will be notified in advance.

**Old Business:** There was no old business.

**New Business:** Chris asked about the Leadership Training through Washington State Hospital Association (WSHA). Steve may have an alternative Business Mangers' Conference that might be less expensive than WSHA; he will research that this weekend.

- **GCHD Policies for Board Approval (861-14102, 861-1150, 861-1404)** – Julie Leonard  
The above stated GCHD policies were sent in the Board packets for Board approval. As part of the Plan of Corrections GCHD was cited for not having a policy for developing a policy, 861-14102. Policy 861-11506 addresses policies as a whole and how to implement them. Policy 861-1404 states the Medical Staff Bylaws must be reviewed annually. GCHD Policies will be available to review by employees through ADP. Emails will be sent to individual employees until the policies have been reviewed. GCHD can notify the surveyors when all staff is in compliance with policy review. MCN Healthcare is a standard policy library for Critical Access Hospitals. Subscriptions were purchased in order to tailor the 1,120 policies specific to GCHD.

*Motion was made to approve GCHD Policies 861-14102, 861-1150 and 861-1404 as presented.*

*Moved by: Jen Dixon & Seconded by Gary Houser*

*Motion approved & passed by vote*

Julie stated the Board members will each be emailed additional policies and procedures for educational review by Friday, April 6<sup>th</sup> and asked them if they will please reply by Monday, April 9<sup>th</sup> that they have read and reviewed the policies. Gary will receive printed copies to review.

- **Review and Approval of Employee Handbook** – Julie  
The Employee Handbook corrections were updated and distributed to the Board of Commissioners for their review and approval.

*Motion was made to approve policies as presented.*

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

*Motion approved & passed by vote*

**CEO/Superintendent Report:** – Julie Leonard

- March was a busy month as staff are working with Athena on the implementation of the new EHR. Each manager has been tasked with completing several different items on the implementation, in addition to their regular tasks and all of them have been working very hard to get everything done. Julie highly commended them and for their dedication and teamwork.
- Six of our 8 managers were able to attend the National Rural Health Conference this year paid for through a scholarship. The trip was very beneficial and most importantly connected our people with 13 other Critical Access Hospitals (CAH) in our area that have similar problems as us.

The group really enjoyed some team building exercises and hope to continue those within our facility.

- Department of Health (DOH) has fully accepted the Plan of Corrections and we have already begun completing all the required tasks and fully anticipate having them completed on time.
- Our Washington State Financial Compliance Audit is ongoing and we are expecting the results within the next week or so. The reason for the audit is to ensure GCHD is handling public money in a responsible and legal way in compliance with the Washington State RCWs and Washington State WACs. There has been no indication that we have not been in compliance from the auditor.
- Julie reviewed each manager's departmental report. This was also included in the Board packets.

**Public Comment:**

Tammi Bragg commented about Regional 9 and asked why the emergency planning is going to Whitman County for training as opposed to Tri-State. Cindy explained this is designated by the state and is not an option. Tammi also stated, in the past, HRG has bad reputation in the community. A comment was made stating that Stacy is monitoring this closely and everything is going through properly. Tammi stated there is still a concern. A request was made that if any individual has questions please talk to Stacy. Tammi commented on the Clinic parking lot and driveway and requested when the County schedules the repairs to the hospital parking lot could they also include the Clinic as the asphalt is deteriorating and in need of repair. A final comment by Tammi was made suggesting a surplus sale for the furniture that will need replaced in the hospital. She further commented if a sale is to be scheduled, could GCHD please make the community aware. There was a question about the Blue Mountain Health Fund for the hospital and if that money could be used toward the purchase of the new hospital grade furniture.

**Executive Session:** There was no executive session.

**Meeting adjourned at:** 7:13 p.m.

  
Cindy Wolf, President

  
Chris Herres, Secretary

  
Gary Houser, Commissioner

  
Jen Dixon, Commissioner

  
Steven Cannon, Commissioner