

Garfield County Public Hospital District No. 1
Board of Commissioners
Minutes of Regular Meeting: Monday, November 4, 2019

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

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

Public Attending: Connie Boyer, Mike Field, Bea Fuchs, and Louise Munday.

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

Conflict of Interest Statement: None.

Consent Agenda:

- Board of Commissioners Special Minutes (09/26/2019)
- Board of Commissioners Special Minutes (10/07/2019)
- Board of Commissioners Special Minutes (10/09/2019)
- AP Vouchers 402933 – 403068 (09/24/2019)– (10/22/2019)
- Payroll Vouchers 50677 – 50678 (10/01/2019) – (10/31/2019)
- Finance Committee Minutes (11/01/2019)
- Safety Committee Minutes (10/16/2019)
- Medical Staff Committee Minutes (10/17/2019)
- QAPI and Infection Prevention Committee Minutes (10/25/2019)

*Motion was made to approve consent agenda as presented
Moved by Jen Dixon and seconded by Gary Houser
Motion approved & passed by vote*

Old Business:

1. Strategic Planning Update

A meeting with the Association of Washington Public Hospital District's Executive Director and the Rural Program Manager of Washington State Hospital Association (WSHA) are scheduled on November 13 to tour the facility and visit with 2 of the Board members and Co-CEOs to discuss the options available to the District. An additional meeting has been scheduled with Joe Schmick, Representative of the 9th Legislative District, on November 25 with two Commissioners, and Co-CEOs to discuss additional opportunities to explore. He is a member of one of the main medical healthcare committees in Washington DC and has been reaching out to other facilities. The Greater Columbia Accountable Community of Health (GCACH) will meet on the same day.

2. The State Grant Money Update

Empire Health Foundation is partnering with Premera Blue Cross Their first grant cycle closes on December 2, 2019 and the Co-CEOs will be applying for a grant for capital improvements for amounts ranging from \$25,000 – \$100,000.

New Business:

1. Annual Budget for 2020

The 2020 Budget is very similar to last year's with a few small changes. The predication of revenue and benefits are comparable and closely reflect 2019's budget. Expenses are down in comparison to 2019.

Estimated contractual adjustments and estimated money with and without the levy was considered in the 2020 budget. Expenses from the GCACH grant show a decline as 2020's grant fund will be half the amount. Budget for 2020 was read aloud. The Budget for 2020 was opened for public comment. Once the Budget has been approved in the regular December Board Meeting, it will be posted on the hospital website. Resolution 19-10 was read in its entirety by the President and open for discussion among Commissioners.

*Motion was made to approve Resolution 19-10 as presented
All those in favor were unanimous; all opposed were none
Motion was approved & passed by vote*

1. Review of Insurance Benefits

Open Enrollment is November 6, 2019 at the hospital. The District met its employee wellness benefit percentage requirements which allowed for deductions and better rates. A total of 4 plans are being offered.

2. Retirement Plan Update

The retirement plan was changed over from a 403b account to a 401a account for the employer contribution and a 457b account for the employee as the District is not a 501 (c) (3) entity. The employer match is 50% of employee deferral up to a max of 2.5% employee gross wages.

3. Resolution 19-08 Traveling Expenses

Resolution 19-08 was read in its entirety by the President and open for discussion among Commissioners. An Employee Reimbursement Policy and the Travel Reimbursement form will be updated.

4. Update to the Governing Bylaws

The governing bylaws were updated regarding the remote attendance of a commissioner at Board meetings.

*Motion was made to approve wording for remote attendance to Board meetings to the governing bylaws as presented
Moved by Gary Houser and seconded by Jen Dixon
Motion approved & passed by vote*

Committee Reports:

• **Finance Committee Meeting – Mat Slaybaugh**

The 2020 budget was presented by the CFO and reviewed in detail by Finance committee along with a summary of the financials for September 2019 that was presented by the CFO. Bids were received to update the cement sidewalk at the clinic and the gutters on the clinic building and the lower bid was approved. The clinic bids were open for discussion by the Board members.

*Motion was made to approve the bid from CPEC for concrete sidewalk and gutters for \$9,818.90 to be paid by the GCACH grant as presented
All in favor were unanimous; all opposed were none
Motion approved & passed by vote*

An electrical engineer firm proposed a bid to update the electrical infrastructure on the hospital side. The electrical engineering bid was open for discussion among the Board members.

*Motion was made to approve the bid MW Consulting Engineers for \$25,000 to include the planning and design of the project for the electrical infrastructure upon the Commerce grant approval of a \$25,000 payment as presented
All in favor were unanimous; all opposed were none
Motion approved & passed by vote*

Medical Staff Committee Meeting – Jen Dixon

A new pharmacist employed by Medication Review will be in-house one day a week starting November for chart review. A grant was awarded to purchase a biofeedback ultrasound machine in Physical Therapy. A billing and coding seminar will be attended by all nursing and billing staff next week. The flu clinics were completed. New exam tables were received from the GCACH grant funding. The IT manager attended a Cyber Awareness Training through WSHA and has implemented cyber testing for all staff. Patient satisfactory surveys are a Medicare requirement and 2 companies have been researched to best fit the hospital's needs. Three new mid-level provider applications have been reviewed and Dr. Park will conduct interviews.

QAPI and Infection Prevention Committee Meeting – Jen Dixon

The departments are meeting all of their quality requirements. There will be changes for conditions of participation in the Antimicrobial Stewardship Program that will be implemented in January 2020.

Safety Committee Meeting – Cindy Wolf

There were no L&I claims reported for October. The fire sprinkler inspection has been conducted. The annual earthquake drill was completed. Ern West conducted a class for Combative Patient Training which satisfied the Combative Dementia Training required by the State. The Safety Walk Through list is being completed by the Maintenance Department. The sub-regional table top preparedness drills are in the process of being scheduled.

- **Resident Council – Cindy Wolf**

There remains \$969.27 in the Resident Council Fund. The Halloween Party was coordinated with the Chamber of Commerce downtown activities. Participation was down this year due to time constraints. The Thanksgiving luncheon is being organized and invites will be sent to family members of the Swing Bed patients.

- **Governance – Cindy Wolf**

The Board was encouraged to participate in the training offered on the WSHA website. There is a deadline if Board members are interested in receiving the 12 credits for these classes.

- **HUGS Meeting – Cindy Wolf (Jeness Evanson – absent)**

The members are still working on the memory boxes for former residents that will be displayed in the front foyer of the hospital. The next HUGS meeting will be on Wednesday, November 20 at the Pataha Flour Mill at 11:30 a.m. Hospital-grade curtain and blinds are still being researched. The Housekeeping Department presented a proposal for a new floor burnisher for \$1,523.55 and a carpet cleaner \$431.59 for a total of \$1,955.14.

*Motion was made to approve a bill for a floor burnisher and carpet cleaner for \$1,955.14 as presented
All those in favor were unanimous; all opposed were none
Motion was approved & passed by vote*

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

There have been six provider applicants and out of that three were interviewed. One candidate has accepted a position elsewhere; one will be visiting next week to have an in-person interview and tour of the facilities, and one is a semi-local applicant that is being considered. Two fulltime employed providers would allow more coverage for the clinic/Emergency Department and cut the cost of agency providers significantly. Four staff members from the Accounting and Billing Departments attended a conference in Spokane hosted by Dingus Zarecor & Associates, the District’s accounting firm that perform cost reports and annual audits.

Public Comment:

A public comment was given regarding the temperature for the residents’ heating system.

Public comments was given regarding the benefits program and a resolution.

A public comment was given regarding the carrier for the hospital’s health insurance.

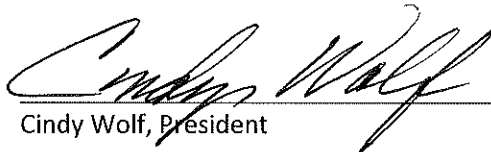
A public comment was given concerning balance sheet and department expenses.

Regular Meeting was adjourned at 7:30 p.m.

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

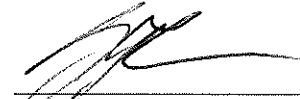
RCW 42.30.110 (1) (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

Executive Session adjourned at 7:55 p.m.


Cindy Wolf, President


Chris Herres, Secretary


Jen Dixon, Commissioner


Steve Cannon, Commissioner


Gary Houser, Commissioner