

Garfield County Public Hospital District No. 1

Board of Commissioners

Minutes of Special Meeting: Monday, September 10, 2018

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

Staff Attending: Julie Leonard, Bill Waites, Caroline Moore, Stacy Linscott, Annette Davis, Jayd Keener, John Dahlin, and Ashley Walker

Public Attending: Jenness Evanson, Martha Lanman, and Charlotte Baker

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

Conflict of Interest Statement: Cindy contacted Washington State Hospital Association (WSHA) in email and was referred to the MRSC website who replied with information regarding commissioners and conflict of interest. This is for future reference regarding the strategic planning and reaching out to other entities. The information was forwarded to all GCHD Board of Commissioners.

Consent Agenda:

- Board of Commissioner Minutes (07/27/18) & (08/06/18)
- Finance Committee Minutes (No meeting in August)
- Medical Staff Minutes (08/17/18)
- QAPI and Infection Prevention Committee Minutes (08/17/18)
- Safety Committee Minutes (08/15/2018)
- AP Vouchers (08/01/18 -- 08/28/18)
- Payroll Vouchers (08/14/18 – 08/28/18)

New Business

1. Discuss Path for Strategic Planning

- Option #1 Status Quo

Option # 1 Status Quo, to continue as an independent public district hospital. In order for GCHD to be sustainable, there would need to be an increase in all ancillary services.

*Motion was made to make Option #1 Status Quo a low priority option
Moved by Gary Houser & Seconded by Steve Cannon
Motion approved & passed by vote*

- Option #2 Assisted Living

Option # 2 includes the Federally Qualified Health Center (FQHC) / Critical Access Hospital (CAH) model and all that it entails.

*Motion was made to eliminate Option #2 Assisted Living regarding the FQHC/CAH model
Moved by Chris Herres & Seconded by Jen Dixon
Motion approved & passed by vote*

- Option # 3 Partner with a Larger Facility

*Motion was made to further pursue/investigate Option #3 Partner with a Larger Facility
Moved by Steve Cannon & Seconded by Gary Houser
Motion approved & passed by vote*

Julie met with Aaron Wilson, CEO of Chas Health in Spokane, Washington on August 20th. The FQHC model with a CAH was discussed and it was felt that it would not be beneficial due to cost and time. Julie also spoke with Bob Marsalli, CEO of Washington Association of Community & Migrant Health Centers, along with Jayd, DNS, and 2 Board members who discussed and concluded we do not qualify due to low population.

Chris, Ken, Bill, and Jayd met with the CEO from RCCH and their construction remodel specialist who toured our facility on August 28th for the purpose of gathering information for a consideration of a proposal; to date there has been no reply. RCCH's recent merge with LifePoint, location of headquarters in Tennessee, and income demands were all points of concern.

Various members of the Board met with Tri-State administration both last month and this month for discussion of further exploring the possibility of an affiliation. GCHD's hospital attorney, Steve Matthews from Spokane, offered to help with the initial steps of a potential hospital merging process. Chris Herres, Secretary, read a rough draft Letter of Intent as a non-binding agreement for the purpose of investigating and exploring an affiliation exclusively with Tristate Memorial Hospital. A draft of this letter will be sent to Don Wee, CEO of Tri-State.

*Motion was made to approve and pursue an agreement of commitment to exclusively investigate an affiliation with Tri-State Memorial Hospital.
Moved by Gary Houser & Seconded by Steve Cannon
Motion approved & passed by vote*

2. The McKesson Proposal for a Hematology Analyzer

The iStat Machine that was purchased in June was recently sent back as it was concluded that it was not adequate for the needs of the Lab Department. Instead a hematology chemistry analyzer was found to be more appropriate. The current chemistry analyzer in the Lab Department is over 9 years old and still uses floppy disks to relay information. It has broken down several times over the past months.

McKesson is on the preferred vendor list and offered a \$12,000 discount. John Dahlin, Lab Supervisor, has researched several analyzers and presented information on the Sysmex XN450 to the Board for review and approval of purchase. The cost for the analyzer is \$28,050.

*Motion was made to approve the purchase of the Sysmex XN450 Chemistry Analyzer
Moved by Jen Dixon & Seconded by Chris Herres
Motion approved & passed by vote*

Old Business

1. HUGS Donation Takeback

DZA has been auditing our accounts and in the process of balancing the treasury account for HUGS 2016, there was a question of an \$11,000 donation. It was discovered through research of old minutes the donation did not actually take place and had not been approved by a vote.

*Motion was made to approve to make the proper accounting adjustments to eliminate
from our books
Moved by Gary Houser & Seconded by Steve Cannon
Motion approved & passed by vote*

2. Sarah Cave Consultant Services

There was discussion of the contract with Sarah Cave Consulting which was broken down into three phases. To date, the first performance-based phase has been completed and was paid in full. It was decided to discontinue services and to move forward with our own strategic planning process.

*Motion was made to approve to cancel the contract with Sarah Cave Consulting and
Huebner Advisory
Moved by Chris Herres & Seconded by Steve Cannon
Motion approved & passed by vote*

3. Greater Columbia Accountable Community Health (GCACH)

The GCACH members met and reviewed the criteria for the fund donation. The hospital will receive 140,000 and the clinic will receive 140,000 each year for the next 4 years as long as all the requirements and performance measures have been met. GCACH received 29 million through a federal grant to be dispersed throughout 9 counties in this region. Out 52 hospitals we are one of the first 26 hospitals and one of the first clinics out of 4 to receive funds. This is part of the patient-centered care program to make sure our patients are being taken care of as a whole incorporating public health, hospitals, and clinics.

4. Re-wording of Employee Handbook

The discussion of conducting exit interviews was reviewed with hospital attorney, Steve Matthews, who advised these are not beneficial to offer as they serve no good purpose and should be eliminated.

Motion was made to approve the elimination of the Exit Interviews in the Employee Handbook and any policies and procedures that may include the Exit Interview Language

Moved by Gary Houser & Seconded by Chris Herres

Motion approved & passed by vote

Committee Reports

- Medical Staff Report – Jen Dixon

The Pharmacy and the clinic are both expecting surveys soon and both are confident and well prepared. The clinic is working to establish rotating rooms to make patient flow efficient as possible. With the Athena implantation in progress, the billing flow process is being reviewed for charge capture. The Radiology is looking to hire 1 more rad tech and is also looking at the cost of another x-ray plate to avoid the possibility of diversion. Physical Therapy is caught up with no waiting list with the addition of the traveling PT. A policy for Medical Records Completion is being reviewed and reworded; this will be discussed at the next Medical Staff Meeting. Debbie Fog, ARNP, will be a new provider in the ED starting December 2018. She comes from Louisiana and has acute care background in ED, clinic, and urgent care medicine. Dr. Park would like to invite Wayne Pallare, a behavioral counselor at WWCC and liaison for UW in the Telepsych Program, to discuss how Dayton is utilizing these services and how it can be a benefit to our facility.

- Safety Report – Cindy Wolf

The Safety Zone report was discussed. It was noted that Athena did not have a safe-patient assessment template and this has been requested to have built in. There was discussion for setting the goal of fire drills to more than 1 per quarter. The Safety Walk-Through list was discussed and Maintenance has completed over 60%. The remainder non-safety issues were considered to be cosmetic. The Run-Hide-Fight flyer was distributed and was suggested to present for education in an All-Staff Meeting. A PTAC unit is in place with thermometers for regulating medication in refrigerators and sends notification to certain administration by phone of any changes. The committee approved to purchase a double-sided keypad for the breezeway for up to \$1000 to prevent security breaches.

- HUGS Report – Jenness Evanson, President

There were no bills this month. The monthly meeting for HUGS has been changed to Wednesday, September 26th, due to the availability of the Pataha Flour Mill.

CEO Report – Julie Leonard

- The Financials are not yet complete, due to the Athena implementation, and GL accounts are still in the process of be reconciled. The final state auditor’s report was complete and nothing had changed from the preliminary report. We are in compliance through 2017.
- The Pharmacy report went very well and the Plan of corrections will be completed by our pharmacist.
- The Clinic Matrix was reviewed and discussed. The numbers were very good this month. Next month, with the implantation of Athena, the numbers are expected to decrease.
- HRG report was reviewed. The cash collections were \$941,000 in July. From January to current our average monthly earnings are \$737,000 which significantly increased from last year. In August the monthly cash collection was 1. 2 million. AR is down due to cash collections being up and currently our net revenue in July is up at 174% compared to last year at 97%. Denials are down and the DBFB (discharged but not final billed) are less than 1%.

Public Comment:

A concern was made by Chris Herres regarding the security and safety of the ED and issues were identified. It was decided that this will be discussed further at the next Safety Meeting.

A question was asked by Jayd Keener if the exploratory stage with Tristate will continue to be transparent and the Board responded yes it will be.

Meeting was recessed for Executive Session at 7:50 p.m. RCW 42.30.110 (g) for the performance of a public employee.

Meeting adjourned at 8:20 p.m.



Cindy Wolf, President



Chris Herres, Secretary



Gary Houser, Commissioner



Jen Dixon, Commissioner



Steven Cannon, Commissioner