**CASCADE MEDICAL**
PARTNERS IN YOUR HEALTH

Minutes of the Board of Commissioners Meeting
Cascade Medical Center – Arleen Blackburn Conference Room
Public Hospital District No. 1 – April 26, 2016

**Present**: Mary Helen Mayhew, Chair - absent; Bruce Williams, Vice-Chair; Mall Boyd, Commissioner; Helen Rayfield, Commissioner; Tom Baranouskas, Commissioner; Diane Blake, Chief Executive Officer; Jim Hopkins, Chief Financial Officer; Jill Barich, Executive Assistant.

**Guests**: Jain Rogers, Lab Director; Brian Pulse, EMS Director; Joyce Schiferl, CM Foundation; Roy Schiferl, CM Foundation; Mick Lamar, Lake Wenatchee Fire and Rescue

| Topics | Actions/Discussions |
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| **CALL TO ORDER** | ▪ Vice-Chairperson Bruce Williams called the meeting to order at 9:06 AM following a board education session presented by Jody Corona from Washington Rural Hospital Access Preservation. |
| **PLEDGE OF ALLEGIANCE** | ▪ Pledge of Allegiance was recited. |
| **CONSENT AGENDA** | ▪ Mall moved to approve the consent agenda as presented.<br>▪ Tom seconded the motion.<br>▪ Motion was approved. |
| **COMMUNITY INPUT** | ▪ None |
| **FOUNDATIONREPORT** | ▪ Thank you to everyone who attended the Benevolent Night at Icicle Brewery. About $3,000 was raised.<br>▪ The Foundation had a presence at last Sunday's Earth Day.<br>▪ They are working more on Grants and Endowment Giving.<br>▪ So far about $126,000 has been raised for the new ambulance.<br>▪ They will be at the June 3rd Bike and Juice event held at Ski Hill.<br>▪ Thank you to Cascade Medical Commissioners for your sponsorship of the golf tournament.<br>▪ The Home and Garden Tour planning is in progress.<br>▪ They are always looking for additional members, so please contact them if you know someone who may be interested. |
| **CM Values** | ▪ Diane shared a card from a family who appreciated the care received by their loved one at the end of their life. |
| **Public Relations Update** | ▪ Rachel sent a press release to the Echo and Wenatchee World regarding our new agreement with Molina Marketplace.<br>▪ Ian Dunn from the Echo is interested in the job shadow opportunities for local high school students, so Rachel has forwarded him information for an article.<br>▪ Lucca Criminale, PA-C was awarded the "Future of MEDEX" award for her work mentoring PA students.<br>▪ There will be a Mammogram campaign airing on the radio through May.<br>▪ A radio spot about OT will be aired in September and October.<br>▪ Our ambulance crew was at the Earth Day event at Lion's Club Park.<br>▪ June 4th – Icicle Center for the Arts will be hosting "Chef Fest". Cascade Medical will present an award for the healthiest meal.<br>▪ A video shoot for some providers to record their biographies to be on our website is scheduled for June.<br>▪ Our website re-design is in progress and will be finalized when Rachel returns from her medical leave.<br>▪ Rachel recently attended a webinar on how to boost our Google reviews. She will be working on this upon her return.<br>▪ 200 brochures on our new LSVT Big program were mailed to providers in Wenatchee recently. |
| **Quality Assurance Report** | ▪ Jain Rogers presented her QI Indicators for 2016 and reported on their progress. |

| COMMITTEE REPORTS | |
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| a. Strategic Planning | ▪ Strategic Planning met with Neil McReynolds regarding conducting a Board Self Assessment Survey. Neil provided several good ideas and may be willing to work with our Board in some fashion to assist us with this process.<br>▪ Retreat Planning - Jody Corona from WRHAP will be joining us for part of that day to provide the results of the community focus group sessions she will be conducting between now and May 20th. We will also be discussing our long term objectives which Sr. Leadership will review and provide input on prior to the retreat.<br>▪ Ideas for Provider relations were discussed.<br>▪ The Board education plan was discussed and will be brought back to the full board when it is ready. |
| b. Finance Committee | ▪ Reviewed the Change Order policy.<br>▪ Finance packet was reviewed – March ended with a small negative margin, but was better than budget. Cash collections were good. Q1 was a good quarter.<br>▪ AR days are better, but the AR balance has not changed much.<br>▪ A new action plan has been developed to help reduce AR days and the AR balance.<br>▪ Audit follow-up – some low risk suggestions were made by the auditors and most of those have been implemented. The cost report will be finalized by the end of May.<br>▪ The finance packet was reviewed. Jim will look for better ways to communicate the message that is intended on some of the current graphs.<br>▪ The QI finance dashboard measures were reviewed. |
| c. Advisory Council | ▪ There was good attendance at this meeting with current members as well as several guests who are interested in joining the council.<br>▪ Diane shared some of the highlights and benefits from having this council.<br>▪ Diane updated the council on what has been happening at Cascade Medical.<br>▪ Rachel updated the group on PR activities and lead a discussion on how do they define a healthy community. There were a lot of good ideas shared. |
| ACTION ITEMS: NEW BUSINESS | |
| a. Advisory Council New Member Appointment | ▪ Jerry Cufley is a part-time resident who is interested in joining our Advisory Council.<br>▪ Mall moved to appoint Jerry to a three year term on the council.<br>▪ Helen seconded the motion.<br>▪ Motion was approved. |
| b. Credentialing Approvals | ▪ The MEC recommends approval of privileges to the following providers:<br>o Dr. Roselynn Gentles, Provisional Privileges<br>o Dr. Jeffrey Ries, Extension of Temporary/Locum Tenens Privileges<br>o Dr. Brian Reynolds, Temporary/Locum Tenens Privileges<br>o Dr. Peter Viavant, Temporary Privileges<br>▪ Mall moved to approve privileges for the above providers.<br>▪ Bruce seconded the motion.<br>▪ Motion was approved. |
| c. Resolution 2016-02 – Small Works Roster | ▪ This resolution would change our Small Works Roster process. Our roster will now be hosted by MRSC and they take care of all the notifications to create the roster and obtain the roster applications.<br>▪ Helen moved to approve Resolution 2016-02 – Small Works Roster.<br>▪ Mall seconded the motion.<br>▪ Motion was approved. |
| d. Resolution 2016-03 | ▪ Since new endoscopy equipment was purchased, we would like to surplus the old Processor and Re-processor.<br>▪ Mall moved to approve Resolution 2016-03 – Surplus Equipment<br>▪ Helen seconded the motion.<br>▪ Motion was approved. |
| e. Receiving Legal Documents from a process server policy | ▪ The Strategic Planning Committee reviewed this policy and recommends approval with no changes.<br>▪ Mall moved to approve this policy.<br>▪ Tom seconded the motion.<br>▪ Motion was approved. |

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| f. Policy Creation Policy | ▪ Strategic Planning Committee reviewed this policy and recommends approval with no changes.<br>▪ Mall moved to approve the policy.<br>▪ Tom seconded the motion.<br>▪ Motion was approved. |
| DISCUSSION ITEMS: OLD BUSINESS | |
| a. EMS / Lake Wenatchee | ▪ CM Vision – Together we are caring for the health and well-being of our community.<br>▪ Current EMS Services<br>o 1200 Square mile hospital district<br>o 4 ambulances – 2 ALS units based in Leavenworth, 1 BLS unit based at Lake Wenatchee, 1 reserve unit to cover during maintenance, etc.<br>▪ Challenges:<br>o Leavenworth – shortage of EMT's available / willing to be on-call.<br>o Lake Wenatchee – shortage of EMT's employed by CM; excessive wear and tear on ambulance; challenges with field supervision/oversight; Inconsistent responses from CM; Lack of Coordination with the fire district<br>▪ Strengths:<br>o Lake Wenatchee Fire and Rescue – Tremendous number of EMS volunteers; existing infrastructure; provide extrication equipment; exceptional on-site leadership; well connected to lake community.<br>o Cascade Medical – ALS trained units; provide ambulance and medical equipment; Emergency Department; Offer EMT courses; receive EMS levy funds; ability to bill for transports; other operations and subsides EMS services.<br>▪ How to address pre-hospital EMS challenges:<br>o Realistic solutions – ambulance now housed inside at fire district.<br>o Collaboration with Lake Wenatchee Fire and Rescue to staff ambulance<br>▪ Potential Outcome goals related to collaboration:<br>o Ensure ambulance responds to every call with 2 responders on an on-time basis.<br>o Better life balance for Lake Wenatchee EMT's who are taking CM calls.<br>o Hold EMT classes to enlarge pool of potential responders.<br>o Establish maintenance plan for ambulance.<br>o Increase reliance on new criteria based dispatching to better control costs and resource usage.<br>o Establish Inter-Local Agreement to share revenues to help cover Lake Wenatchee Fire and Rescue EMS costs.<br>▪ Collaboration considerations:<br>o Cost sharing – CM currently spends $100,000 on staffing alone for Lake Wenatchee ambulance, plus overhead costs for ambulance, dispatch, billing, etc. |
| b. 2016 Dashboard | ▪ A question came up at the Finance meeting about the last measure in the technology pillar that has to do with days to close AR on a monthly basis. This measure is tracking how well our technology is working which allows us to close timely.<br>▪ The measure on tracking to plan on reporting PQRS we are behind on this measure but are working on getting up and running with PQRS. The Practice Transformation work that is beginning in the clinic will help with this measure.<br>▪ Management would like to delete the last measure on quality as it is duplicative of another existing measure. Commissioners agreed to remove this measure. |
| c. Provider/Board Education Session Recap | ▪ Commissioners felt it was a good evening with good communication.<br>▪ It was nice to talk with the providers in a less formal setting and would like to do this more than once a year.<br>▪ Commissioners want to make sure there is provider participation in the upcoming retreat in June.<br>▪ Diane has already set-up a provider to attend the May Board meeting. |
| **MARCH FINANCE REPORT** | ▪ Patient volumes were good in most areas in March.<br>▪ We booked a negative margin for the month, but it was better than budget.<br>▪ Professional fees are up due to locum tenens expense.<br>▪ Supplies were higher than anticipated which was mostly due to pharmaceuticals.<br>▪ AR days are down, however the dollars outstanding are still high due to having high |

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| | revenue the past few months.<br>▪ The business office will be focusing on the over 90 day accounts to bring the balance down. They are just beginning to work a new plan. |
| **ADMINISTRATOR'S REPORT** | ▪ Dr. Roselynn Gentles will be here for her first shift on May 15th.<br>▪ Dr. Peter Viavant will be an independent contractor physician and will work in our ED on an as needed basis.<br>▪ Dr. Hafermann is working up to 5 hours a week in a non-clinical role, helping with some work flow projects.<br>▪ Dr. Richardson is re-opening his practice to new patients.<br>▪ Recruitment is under way for a new clinic director. The posting is on several websites and we will work with recruiters to help us locate the right candidate.<br>▪ Dr. Raiche's nurse recently resigned, so Amy is working on filling that position and is looking at various options.<br>▪ All staff Open Forum meetings are May 3, 4, 5. Commissioners are signed up for each forum.<br>▪ National Healthcare week is May 9-13. We have something planned for each day of the week.<br>▪ Community Choice, who completed our Community Health Needs Assessment a couple years ago, may merge with the ACH Board.<br>▪ The County Commissioners from Chelan, Douglas and Grant Counties are considering sending a letter to be a mid-adopter, which would mean we would transition before we have to. The hospitals and clinics in the area all prefer a 2018 mid-adopter date.<br>▪ LEOFF – nothing new. We are still waiting for a bench date. AWPHD has created a task force of the four facilities that are most impacted. They will be working on getting answers to the questions that are still unanswered. The first meeting is later this week.<br>▪ Staff brought Diane's attention to the challenge of finding daycare and preschools for their young children. Management will be keeping an eye on this issue. |
| **EXECUTIVE SESSION** | ▪ The Board moved into Executive Session at 12:10 PM for 20 minutes to discuss the performance of a public employee.<br>▪ The Board extended the executive session for 10 minutes at 12:30 PM.<br>▪ The Board adjourned the executive session at 12:40 and returned to Open Meeting. |
| **BOARD ACTION ITEMS** | ▪ Please let Diane and Mall know when you have confirmed your attendees for the June Community Leaders Dinner.<br>▪ Commissioners will be attending Open Forum meetings next week.<br>▪ Remember to check e-mail at least twice a week. |
| **COMMISSIONER COMMENTS** | ▪ None |
| **ADJOURNMENT** | ▪ There being no further business, Mall moved to adjourn the meeting.<br>▪ Helen seconded the motion.<br>▪ The meeting adjourned at 12:50 PM |

Mary Helen Mayhew, Chair

Bruce Williams Vice Chair

Helen Rayfield, Secretary