

Administrative Report
Thursday February 25, 2016
Regular Board Meeting

1. **Call to order**

President McCullough will call the meeting to order.

President McCullough will announce that the meeting is being recorded.

President McCullough will ask if everyone can hear her.

2. **Comments from Audience**

President McCullough will entertain comments from the audience, not to exceed three minutes per individual

3. **Auxiliary Report** The auxiliary is gearing up for the 2016 Golf Outing, which will be held on Saturday June 25, 2016. The next meeting will be March 21, 2016 at 10:00 a.m.

4. **Medical Staff** On February 9, 2016 medical staff appointed the following for 2016 Medical Staff Officers: Dr. Christopher Schuler, President; Dr. Catherine Dinglasan, Vice-President; and Dr. Allaa Atfeh, Secretary.

Medical Staff recommends approval for medical staff privileges: Dr. Matthew Foster, M.D. Family Practice, CBHA and Dr. Joshua Garcia, Tele-Radiology, Inland Imaging.

Medical Staff recommends approval for 2016 reappointment per handouts.

5. **Department Report** Lue Cole will give a tour of the new 3-D Mammogram equipment.

6. **Conflict of Interest Declarations**

President McCullough will question, before the start of new business, whether any commissioner believes he/she has a conflict of interest with respect to any item requiring Board action. If a conflict of interest is perceived but not stated by a particular commissioner, then the remaining commissioners will need to vote aye or nay as to whether a particular commissioner should abstain from discussion and vote on a specific issue.

7. **Consent Agenda (Tab 1 and Handouts)**

President McCullough will inquire whether there are items that need to be removed from the consent agenda. If a Commissioner considers a specific item on the consent agenda to need discussion, then it shall be removed and placed on the regular agenda. If no discussion is needed then approval of consent agenda will follow.

- A. January 28, 2016 Regular Board; February 3, 2016 Building and Grounds; February 23, 2016 Finance; February 24, 2016 Personnel Committee
- B. Claims and payroll

C. Bad debts and charity care.

8. **Patient Satisfaction Survey**

Mindy will present data.

9. **Financial and Statistical Report (Tab 2 and Handouts)**

Mark Bunch will present the financial and statistical report.

10. **Old Business** None

11. **New Business**

A. Approval of Hospice Contract

B. Approval of license agreement with MCG (patient care guidelines)

12. **Administrative Report**

A. Nursing Report: Rhonda and Tina will present on admission restrictions and other nursing activities

B. Patient Story: Rhonda and Tina will present

C. Strategic Planning

13. **Articles (Tab 3)**

14. **Process Feedback**

President McCullough will inquire as to whether Commissioners have comments or questions regarding any of the proceeding business items or any other item not discussed.

15. **Executive Session**

The Board will meet in closed Executive Session per: 1) RCW 70.44.062(2) whereby all meetings, proceedings, and deliberations of a quality improvement committee established under RCW 4.24.250, 43.70.510, or 70.41.200 and all meetings, proceedings, and deliberations of the board of commissioners, its staff or agents, to review the report or the activities of a quality improvement committee established under RCW 4.24.250, 43.70.510, or 70.41.200 may, at the discretion of the quality improvement committee or the board of commissioners, be confidential and may be conducted in executive session. Any review conducted by the board of commissioners or quality improvement committee, or their staffs or agents, shall be subject to the same protections, limitations, and exemptions that apply to quality improvement activities under RCW 4.24.240, 4.24.250, 43.70.510, and 70.41.200. However, any final action of the board of commissioners on the report of the quality improvement committee shall be done in public session; and 2) per RCW 42.30.110(g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging an employee, that action shall be taken in a meeting open to the public.

The Executive Session is expected to last 15 minutes.

16. Adjournment



315 North 14th Ave
Othello, WA 99344-1297
[P] 509.488.2636
[F] 509.331.2617

www.othellocommunityhospital.org

**Adams County Public Hospital District No. 3
Board of Commissioners Meeting Minutes
February 25, 2016**

Present: Lynda Bowers, Bob Carlson, and Larry McCourtie

Others Present: Connie Agenbroad, Mark Bunch, Tina Bernsen, Rhonda Golladay, Mindy Gonzalez, and Melissa Love

Call to Order: Vice President Bowers called the meeting to order at 6:00 p.m. Vice President Bowers announced that the meeting is being recorded. Vice President Bowers asked if everyone could hear her. All present acknowledged they could hear her.

Excused: Larry McCourtie made a motion to excuse Commissioners Shirley McCullough and Terry Thompson. Bob Carlson seconded the motion. The motion passed unanimously.

Comments from Audience: None

Auxiliary Report: The auxiliary is gearing up for the 2016 Golf Outing, which will be held on Saturday June 25, 2016. The next meeting will be March 21, 2016 at 10:00 a.m.

Medical Staff Report: Bob Carlson made a motion to approve medical staff privileges to Dr. Matthew Foster, Family Practice at CBHA and Dr. Joshua Garcia, Tele-Radiology, at Inland Imaging. Larry McCourtie seconded the motion. The motion passed unanimously.

Bob Carlson made a motion to approve the attached list for 2016 Medical Staff reappointments and Tele-Radiology reappointments. Larry McCourtie seconded the motion. The motion passed unanimously.

Department Report: Lue Cole gave a tour of the new 3-D Mammogram equipment.

Conflict of Interest Declarations: None

Approval Consent Agenda: Bob Carlson made a motion to approve the Consent Agenda comprised of the; 1) January 28, 2016 Regular Board; 2) February 3, 2016 Building and Grounds; 3) February 23, 2016 Finance; 4) February 24, 2016 Personnel Committee; 5) Claims and payroll in the amounts of \$1,613,964.88; 6) Bad Debts and Charity care in the amounts of \$155,874.69 and \$40,173.99 respectively. Larry McCourtie seconded the motion. The motion passed unanimously.

Patient Satisfaction: Mindy Gonzalez presented patient satisfaction surveys for Outpatient services, ER services, and Inpatient services.

Financial Report: For the month ending, January, 2016, OCH incurred an operating loss (including approximately \$50,573 in hospital levy; \$39,765 in EMS levy) in the amount of \$448,854 with investment gain of \$29,728 for a total net loss of \$419,126; year-to-date operating loss (including approximately \$50,573 in hospital levy; \$39,765 in EMS levy;) was \$448,854 with investment gain of \$29,728 for a year-to-date loss of \$419,126.

Old Business: None

New Business: Approval of Hospice Contract: Larry McCourtie made a motion to approve contract with Hospice. Bob Carlson seconded the motion. The motion passed unanimously.

Approval of License Agreement with MCG (patient care guidelines): Larry McCourtie made a motion to approve license agreement for \$10,000.00 per year for a five years contract. Bob Carlson seconded the motion. The motion passed unanimously.

Approval for Pickup bid: Bob Carlson made a motion to approve up to \$6,000 (excluding taxes or other charges) bid for a used pickup at an equipment auction. Larry McCourtie seconded the motion. The motion passed unanimously.

Nursing Report: Rhonda reported that in January there was one (1) reported restriction with no diversions.

Patient Story: Rhonda discussed how Med Star and Sacred Heart assisted the ER staff in finding a neuro surgeon for a patient. A neuro surgeon was found at Swedish and Med Star transported the patient to Swedish. This was an excellent collaboration between all three facilities.

Administrative Report: Connie expressed a thank you from the employees to the Board for their participation in the Employee Recognition event.

On March 14, 2016, Sharon Hall from Parker/ Smith/Feek will be here to have a pre-renewal liability insurance meeting with the senior management team. Connie will confirm dates with Sharon Hall for Commissioners meeting.

On Thursday March 10, 2016 from 4:00 pm to 7:00 pm, OCH will be hosting an open house for Dr. Richard Bunch's semi-retirement.

CEO and Commissioner's Patient Safety Summit is Monday May 16, 2016 or Tuesday May 17, 2016 in Seattle. It was the consensus of the commissioners to attend on Tuesday May 17, 2016. Connie will see that arrangements are made.

On Tuesday March 15, 2016, Rhonda, Tina, and Connie will be attending the Annual Rural Health Conference held in Spokane. There are several breakout sessions this year on Critical Access Hospitals and EMS that they will be attending.

Greg Douglas one of our EMT's has stepped up and enrolled into an Ultrasound Tech Program. He should be able to finish the program in a year. With his prior education, he has two classes to take and then start clinicals, which he will be doing at OCH. This could be a great plus for both Greg and the hospital.

Connie reminded the Commissioners that they needed to complete the Attestation statement for conflict of interest and Public Disclosure forms due April 15, 2016.

OCH will be having a little get together Friday February 26, 2016 at 10:00 am for Melissa Love, Administrative Assistant as it will be her last day working here.

Articles: The Board reviewed articles regarding. "Probe into misuse of state computer reveals Medicaid patient data breach" from theolympian.com, February 18, 2016; "Economic and Revenue Forecast Council" from erfc.wa.gov, February 17, 2016; "Increase in babies born to opiate addicted mothers" from King5.com, February 17, 2016; "Skyping with you doctor?" from thenewstribune.com, February 15, 2016; "Sacred Heart will build 100-bed psychiatric hospital", from spokesman.com, February 9, 2016; "Federal judge gives state time to fix competency problems", from goskagit.com, February 9, 2016; "Legislators look east for Western State solutions" from theolympia.com, February 17, 2016.

Process Feedback: None

Executive Session: Executive Session: Vice President Bowers stated that the Board would meet in closed Executive Session for approximately 15 minutes per: 1) RCW 70.44.062(2) to review and discuss quality improvement activities and 2) RCW 42.30.110(g) to review and discuss the performance of a public employee. Any final action of the board of commissioners would be taken in open session. A complete legal citation of the above was available in the agenda to this meeting, upon request, and as cited below:

1) RCW 70.44.062(2) whereby all meetings, proceedings, and deliberations of a quality improvement committee established under RCW 4.24.250, 43.70.510, or 70.41.200 and all meetings, proceedings, and deliberations of the board of commissioners, its staff or agents, to review the report or the activities of a quality improvement committee established under RCW 4.24.250, 43.70.510, or 70.41.200 may, at the discretion of the quality improvement committee or the board of commissioners, be confidential and may be conducted in executive session. Any review conducted by the board of commissioners or quality improvement committee, or their staffs or agents, shall be subject to the same protections, limitations, and exemptions that apply to quality improvement activities under RCW 4.24.240, 4.24.250, 43.70.510, and 70.41.200. However, any final action of the board of commissioners on the report of the quality improvement committee shall be done in public session, and

2) RCW 42.30.110(g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring,

setting the salary of an individual employee or class of employees, or discharging an employee, that action shall be taken in a meeting open to the public.

The Executive Session is expected to last 15 minutes.

The Executive Session convened at 6:52 p.m.

Resumption of Open Session: The open session resumed at 7:07 p.m.

Adjournment: The meeting adjourned at 7:07 p.m.

Bob Carlson

Bob Carlson, Secretary