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**Adams County Public Hospital District No. 3  
Regular Meeting of the Board of Commissioners**

Tuesday, December 30, 2019

Board Meeting: 4:00 p.m.

Light Dinner to follow

CONFERENCE ROOM

**Regular Board Meeting**

1. Call to Order
2. Comments from Audience
3. Auxiliary Report
4. Medical Staff Report
5. Department Report
6. Conflict of Interest Declarations
7. Consent Agenda
  - A. December 4, 2018 (November) Regular Board; December 11, 2019 Board Policy; December 23, 2019 Finance; and December 30, 2019 Personnel Committee meeting minutes
  - B. Claims and payroll
  - C. Bad debts and charity care
8. Patient Satisfaction Survey
9. Financial and Statistical Report
10. Old Business:
  - A. Nominating Committee Recommendations for Board Officers for 2020
11. New Business:
  - A. Approval of Resolution 19-15 Nomination Committee recommendations Board Officers for 2020
  - B. Approval of Governing Bylaws
  - C. Approval of Resolution 19-16 Second Amended and restated Interlocal Agreement and authorizing and directing the superintendent of the District to enter into that agreement and carry out its terms
  - D. Approval of Wage Scale due to the State of Washington's Minimum wage increasing to \$13.50 effective January 1, 2020

E. CEO Contract – President McCullough may defer to executive session per RCW: 42.30.110 (g) to review and discuss the performance of a public employee

12. Administrative Report  
Nursing Report  
Patient Story  
CEO Report

13. Articles

14. Process Feedback

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. 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 one (1) hour.

16. Adjournment

**Adams County Public Hospital District No. 3**  
**Board of Commissioners Meeting Minutes**  
December 30, 2019  
Board Meeting

**Present:** Shirley McCullough, Bob Carlson, Gayle Bohannan, Lynda Bowers, and Sue Long-Hosek

**Others Present:** Connie Agenbroad, Mark Bunch, Mary Garza, Rhonda Golladay, Tina Bernsen, Bernis Ramos, Jim Lomax, Kelleanne Valles, Luis Valles, Dora Mendez

**Call to Order:** President McCullough called the meeting to order at 4:00 p.m. President McCullough announced that the meeting is being recorded. President McCullough asked if everyone could hear her. All present acknowledged they could hear her.

**Comments from Audience:** None

**Medical Staff Report:** PI/Executive Medical Staff recommends Board approval for appointments and reappointments per the attached list. Bob Carlson made a motion to approve Medical Staff appointments and reappointments per the attached list. Lynda Bowers seconded the motion. The motion passed unanimously.

**Department Report:** Bernis Ramos handed out a questionnaire "Get to know me" for each Board Commissioner to complete as she would like to include this information in the employee newsletter for February. Bernis Ramos requested that the Commissioners return the questionnaire to her by the next board meeting on January 23, 2020.

**Oath of Office:** Gayle Bohannan, Shirley McCullough, and Sue Long-Hosek recited the Oath of Office as an elected Commissioner of Adams County Public Hospital District No. 3.

**Conflict of Interest Declarations:** Commissioner Bob Carlson stated he would be abstaining from voting regarding the minimum wage scale consideration.

**Approval Consent Agenda:** Bob Carlson made a motion to approve the Consent Agenda comprised of the; 1) December 5, 2019 Regular Board Meeting; December 11, 2019 Board Policy; December 23, 2019 Finance, and December 30, 2019 Personnel Committee Minutes. 2) Claims, Payroll, Payroll taxes, and Auxiliary in the amount of \$1,115,546.80. 3) Bad Debts and Charity care in the amounts of \$102,812.14 and \$48,477.26 respectively. Sue Long-Hosek seconded the motion. The motion passed unanimously.

**Patient Satisfaction:** Mary Garza presented outpatient satisfaction reports for October and November 2019.

**Financial Report:** For the month ending, November, 2019, OCH incurred an operating loss (including approximately \$47,058 in disproportionate share; \$55,588 in hospital levy; and \$44,471 in EMS levy) in the amount of \$502,206 with investment gain of \$24,414 for a total net loss of \$477,793; year-to-date operating loss (including approximately \$517,644 in disproportionate share; \$611,478 in hospital levy; and \$489,181 in EMS levy;) was \$2,320,427 with investment gain of \$265,084 for a year-to-date net loss of \$2,055,343.

**Old Business:** Nominating Committee recommended Shirley McCullough as President; Lynda Bowers as Vice President; and Bob Carlson as Secretary for 2020.

**New Business: Approval of Board Officers for 2020 Resolution 19-15:** Gayle Bohannon made a motion to approve Resolution 19-15 electing Shirley McCullough, President; Lynda Bowers, Vice President; and Bob Carlson, Secretary. Lynda Bowers seconded the motion. The motion passed unanimously.

**Approval of Governing Bylaws:** Bob Carlson made a motion to approve Governing Bylaws with the correction of the RCW from RCW 42.32.030 to RCW 42.32.035 on page 3 under 3.6 Minutes. Sue Long-Hosek seconded the motion. The motion passed unanimously.

**Approval of Resolution 19-16 Second Amended and restated Interlocal Agreement and authorizing and directing the superintendent of the District to enter into that agreement and carry out its terms:** Sue Long-Hosek made a motion to approve Resolution 19-16 authorizing and directing the superintendent of the District to enter into that agreement and carry out its terms. Bob Carlson seconded the motion. The motion passed unanimously.

**Approval of Wage Scale due to the State of Washington's Minimum wage increasing to \$13.50 effective January 1, 2020:** Sue Long-Hosek made a motion to approve the attached wage scale due to the State of Washington's minimum wage increase of \$13.50 effective January 1, 2020. Gayle Bohannon seconded to motion. The motion passed with four votes in favor and one abstention by Bob Carlson.

**CEO Contract:** President McCullough deferred discussion of the CEO Contract to executive session per RCW 42.30.110(g) to review and discuss the performance of a public employee.

**Nursing Report:** Rhonda Golladay reported that there was one (1) admission restriction(s) and zero (0) diversion(s) reported for November 2019.

**Patient Story:** Connie Agenbroad referred the Commissioners to the employee newsletter where there is a letter from an employee (who was a patient) commenting on the excellent care she received.

**CEO Report:** Connie Agenbroad reported that the Surgery staff met with Dr. Freeman, Foot and Ankle physician from the Tri Cities who is interested in doing some surgery here at the hospital. He is in the processing working on a contract with CBHA and probably will not have it completed until May 2020.

Connie Agenbroad reported that CBHA is still searching for another dentist who can do dental surgery.

Connie Agenbroad discussed the State Auditors exit conference that was held on December 30, 2019. Shirley McCullough and Sue Long-Hosek attended the exit conference. Some items discussed were:

- 1) Timely filing of financial reports
- 2) Discussed prior recommendation regarding contracts and agreements and saw an improvement and considered this recommendation resolved
- 3) Develop a policy and record an analysis of the free or reduced-price program for Mammograms during October's National Breast Cancer Awareness Month
- 4) Develop a policy for Employee Recognition
- 5) Develop a policy on Cash Receipting
- 6) Develop a policy on Prompt Pay Program
- 7) Recommended that the Commissioners receive a review of adjusted rate increases to verify that the rates were properly uploaded based on Board approval

**Articles:** The Board reviewed articles regarding. "One-Third of Washington's rural hospitals are at risk. What will happen if they close?" from crosscut.com, December 3, 2019; "Operating in the red: Providence Sacred Heart has been losing money since 2016", from spokane.com, December 10, 2019; "Kadlec nurses ratify contract: Maintain paid time off benefits, gain enhanced staffing and more safety", from nbcrightnow.com, December 10, 2019.

**Process Feedback:** None

**Executive Session:** President McCullough announced that 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. 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 one (1) hour.

**The Executive Session** convened at 5:00 p.m. At 6:00 pm the executive session was a was extended for 45 minutes.

**Resumption of Open Session:** The open session resumed at 6:45 p.m.

**Approval of CEO Contract:** Lynda Bowers made a motion to renew the CEO contract with Connie Agenbroad for one year extending the expiration of the agreement to January 1, 2021 and to include a 1% salary increase. Sue Long-Hosck seconded the motion. The motion passed unanimously.

**Adjournment:** The meeting adjourned at 6:47 p.m.

Respectfully submitted,

*Bob Carlson*

Bob Carlson, Secretary

## Medical Staff Meeting 12/10/2019

NAME	STATUS	SPECIALTY	LIC	DEA	COI	ACLS	BLS	PALS	ATLS	NRP	WSP	NPDB
<b>CBHA</b>												
Zha, Mengyi	Appointment	Family Practice	X	X	X	X	X	X	N/A	X	X	X

<b>TELESTROKE</b>												
Abbas, Syed W	Appointment	Neurology/Tele	X	X	X	N/A	N/A	N/A	N/A	N/A	N/A	X
Beltagy, Abdelrahman	Appointment	Neurology/Tele	X	X	X	N/A	N/A	N/A	N/A	N/A	N/A	X
Smith, Sheila D	Appointment	Neurology/Tele	X	X	X	N/A	N/A	N/A	N/A	N/A	N/A	X

<b>INLAND IMAGING</b>												
Ehieli, Wedny L	Appointment	DX Radiology	X	X	X	N/A	N/A	N/A	N/A	N/A	X	X

**Sent to:**

PI Committee	12/10/2019
Medical Staff Committee	12/10/2019
Board Meeting	12/30/2019





Kaczmark, Julie R	Reappointment	DX Radiology	None	X	X	X	N/A	N/A	N/A	N/A	N/A	X	X
Keyes, William D	Reappointment	DX Radiology	None	X	X	X	N/A	N/A	N/A	N/A	N/A	X	X
King, Scott N	Reappointment	DX Radiology	None	X	X	X	N/A	N/A	N/A	N/A	N/A	X	X
Kirsch, Michael D	Reappointment	DX Radiology	None	X	X	X	N/A	N/A	N/A	N/A	N/A	X	X
Krejci, Christopher S	Reappointment	DX Radiology	None	X	X	X	N/A	N/A	N/A	N/A	N/A	X	X
Lewis, Terri	Reappointment	DX Radiology	None	X	X	X	N/A	N/A	N/A	N/A	N/A	X	X
Lloyd, Robert A	Reappointment	DX Radiology	None	X	X	X	N/A	N/A	N/A	N/A	N/A	X	X
Mccabe, Kenneth J	Reappointment	DX Radiology	None	X	X	X	N/A	N/A	N/A	N/A	N/A	X	X
McVee, Mark O	Reappointment	DX Radiology	None	X	X	X	N/A	N/A	N/A	N/A	N/A	X	X
Munoz, David M	Reappointment	DX Radiology	None	X	X	X	N/A	N/A	N/A	N/A	N/A	X	X
Murrey, Douglas A Jr	Reappointment	DX Radiology	None	X	X	X	N/A	N/A	N/A	N/A	N/A	X	X
Nackos, Jeffrey S	Reappointment	DX Radiology	None	X	X	X	N/A	N/A	N/A	N/A	N/A	X	X
Peterson, Brian	Reappointment	DX Radiology	None	X	X	X	N/A	N/A	N/A	N/A	N/A	X	X
Pickering, Jacob P	Reappointment	DX Radiology	None	X	X	X	N/A	N/A	N/A	N/A	N/A	X	X
Remedios, Peter A	Reappointment	DX Radiology	None	X	X	X	N/A	N/A	N/A	N/A	N/A	X	X
Rich, Brian W	Reappointment	DX Radiology	None	X	X	X	N/A	N/A	N/A	N/A	N/A	X	X
Russell, Mai T	Reappointment	DX Radiology	None	X	X	X	N/A	N/A	N/A	N/A	N/A	X	X
Sanders, Trent A	Reappointment	DX Radiology	None	X	X	X	N/A	N/A	N/A	N/A	N/A	X	X
Sohn, Steven Y	Reappointment	DX Radiology	None	X	X	X	N/A	N/A	N/A	N/A	N/A	X	X
Sterne, Gregory M	Reappointment	DX Radiology	None	X	X	X	N/A	N/A	N/A	N/A	N/A	X	X
Swami, Arpita	Reappointment	DX Radiology	None	X	X	X	N/A	N/A	N/A	N/A	N/A	X	X
Teel, Gordon	Reappointment	DX Radiology	None	X	X	X	N/A	N/A	N/A	N/A	N/A	X	X
Thorne, David A	Reappointment	DX Radiology	None	X	X	X	N/A	N/A	N/A	N/A	N/A	X	X
Vergnani, Jason S	Reappointment	DX Radiology	None	X	X	X	N/A	N/A	N/A	N/A	N/A	X	X
Wilhelm, Steven J	Reappointment	DX Radiology	None	X	X	X	N/A	N/A	N/A	N/A	N/A	X	X
Yee, Norbert K	Reappointment	DX Radiology	None	X	X	X	N/A	N/A	N/A	N/A	N/A	X	X
Zaidi, Sadaf F	Reappointment	DX Radiology	None	X	X	X	N/A	N/A	N/A	N/A	N/A	X	X

**Sent to:**

PI Committee	12/10/2019
Medical Staff Committee	12/10/2019
Board Meeting	12/30/2019

<b>Othello Community Hospital</b>																																	
<b>Pay Scale by Job Code</b>																																	
<b>Hourly Staff (excludes nursing staff)</b>																																	
<b>To Be Effective 8/1/2019 // 7/31/2020 (approximately)</b>																																	
<b>Revised scales for job codes 0385, 0460, 0510, 0520, 0600, 0650, 0700, 0760 &amp; 0810, to accommodate an increase in the mandatory minimum wage - effective the first pay period of 2020.</b>																																	
YR	JOB CODE	POSITION	BASE	6 MONTH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26			
2019/20	0385	Runner	13.50																														
2019/20	0460	Physical Therapy Aide	13.50	13.50	13.50	13.50	13.51	13.79	14.06	14.34	14.63	14.92	15.22	15.52	15.83	16.15	16.47	16.80	17.14	17.48	17.48	17.83	17.83	18.19									
2019/20	0510	EMT-B	13.50	13.50	13.50	13.50	13.50	13.50	13.50	13.50	13.50	13.61	13.88	14.16	14.44	14.73	15.03	15.33	15.63	15.95	15.95	16.27	16.27	16.59									
2019/20	0520	EMT-I (\$1.00 add-on)	14.50	14.50	14.50	14.50	14.50	14.50	14.50	14.50	14.50	14.61	14.88	15.16	15.44	15.73	16.03	16.33	16.63	16.95	16.95	17.27	17.27	17.59									
2019/20	0600	Recep./Adm. Clerk	13.50	13.50	13.51	13.78	14.05	14.33	14.62	14.91	15.21	15.52	15.83	16.14	16.46	16.79	17.13	17.47	17.82	18.18	18.18	18.54	18.54	18.91									
2019/20	0650	Data Processing Clerk	13.50	13.60	13.74	14.01	14.29	14.58	14.87	15.17	15.47	15.78	16.10	16.42	16.75	17.08	17.42	17.77	18.13	18.49	18.49	18.86	18.86	19.24									
2019/20	0700	Dietary Aide / Food Handler	13.50	13.50	13.50	13.50	13.50	13.50	13.50	13.50	13.56	13.83	14.10	14.39	14.67	14.97	15.27	15.57	15.88	16.20	16.20	16.53	16.53	16.86									
2019/20	0760	Medical Record Clerk	13.50	13.50	13.51	13.78	14.05	14.33	14.62	14.91	15.21	15.52	15.83	16.14	16.46	16.79	17.13	17.47	17.82	18.18	18.18	18.54	18.54	18.91									
2019/20	0810	Housekeeper	13.50	13.50	13.50	13.50	13.50	13.50	13.50	13.50	13.56	13.83	14.10	14.39	14.67	14.97	15.27	15.57	15.88	16.20	16.20	16.53	16.53	16.86									
<b>Hourly Pay - Stipends &amp; Shift Differentials</b>																																	
2019/20		Shift 2 Differential	2.50																														
2019/20		Shift 3 Differential	3.50																														
2019/20		Weekend Differential	3.50																														
2019/20		On Call - RT/lab/x-ray	3.50																														
2019/20		EMT Shift 2 Differential	1.25																														
2019/20		EMT Shift 3 Differential	1.75																														
2019/20		EMT Weekend Differential	1.75																														
2019/20		On Call - EMT/interpreter	2.50																														