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

Thursday September 28, 2017  
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
  - A. Meet and Greet OCH CRNA's  
Stephanie Lounsbury-Griffin  
Kelli Camp  
Angela Martinez
6. Conflict of Interest Declarations
7. Consent Agenda
  - A. August 24, 2017 Regular Board; September 26, 2017 Finance; September 27, 2017 Personnel Committee meeting minutes
  - B. Claims and payroll
  - C. Bad debts and charity care
8. Patient Satisfaction Survey
9. Financial and Statistical Report
  - A. FY 2018 Preliminary Draft Budget-Budget Hearing Date
10. Old Business:
11. New Business:
  - A. Capital Equipment OR Bed

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; 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 20 minutes.

16. Adjournment



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**Adams County Public Hospital District No. 3  
Board of Commissioners Meeting Minutes  
September 28, 2017**

**Present:** Shirley McCullough, Lynda Bowers, Bob Carlson, Larry McCourtie, and Terry Thompson

**Others Present:** Connie Agenbroad, Mark Bunch, Tina Bernsen, Mindy Gonzalez, Mary Garza, Roger Roylance, Stephanie Lounsbury-Griffin, Kelli Camp, and Angela Martinez

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

**Comments from Audience:** None

**Auxiliary Report:** None

**Medical Staff Report:** None

**Department Report:** Connie Agenbroad introduced Othello Community Hospital's CRNAs, Stephanie Lounsbury-Griffin, CRNA, Kelli Camp, CRNA, and Angela Martinez, CRNA. Stephanie Lounsbury-Griffin explained that CRNA stands for Certified Registered Nurse Anesthetist. Stephanie, Kelli, and Angela gave a history on their background and work experience. President McCourtie thanked them for coming and meeting the Commissioners.

**Conflict of Interest Declarations:** None

**Approval Consent Agenda:** Bob Carlson made a motion to approve the Consent Agenda comprised of the; 1) August 24, 2017 Regular Board; September 26, 2017 Finance; and September 27, 2017 Personnel Committee Minutes. 2) Claims, payroll, payroll taxes, and Auxiliary in the amount of \$1,834,857.24. 3) Bad Debts and Charity care in the amounts of \$135,861.60 and \$84,773.17 respectively. Terry Thompson seconded the motion. The motion passed unanimously.

**Patient Satisfaction:** Deferred

**Financial Report:** For the month ending, August, 2017, OCH incurred an operating loss (including approximately \$50,573 in hospital levy; \$39,765 in EMS levy) in the amount of \$2,696 with investment gain of \$26,794 for a total net gain of \$24,098; year-to-date operating loss (including approximately \$404,584 in hospital levy; \$318,120 in EMS

levy;) was \$1,179,195 with investment gain of \$243,823 for a year-to-date loss of \$935,372.

Mark Bunch again explained that the reason purchased services are over budget has to do with the Meditech upgrade. This is because amounts that were included in the capital budget for the Meditech upgrade cannot be capitalized under current guidelines for IT capital projects. Mark Bunch stated that he would probably need to come back to the board either November or December to ask for an adjustment to the 2017 budget.

Mark Bunch informed the Commissioners that the new dental surgeon has arrived and just started during surgery.

Mark Bunch presented the preliminary draft budget for FY 2018. The budget hearing date is set for October 26, 2017.

**Old Business:** The EMS levy election shared cost for the August 1, 2017 primary election was \$9,145.22.

**New Business: Approval of Capital Equipment OR Bed:** Terry Thompson made a motion to to approve the purchase of a used Steris OR Bed and repairs not to exceed \$7,000.00. Bob Carlson seconded the motion. The motion passed unanimously.

At the recommendation of the Personnel Committee, Connie Agenbroad requested approval to create a new pay scale for Registered Respiratory Therapist. Currently, there is only a pay scale for Certified Respiratory Therapist. The pay scale would be approximately \$3.00 more than a Certified Respiratory Therapist. This is matching Samaritan hospital's pay scale for Registered Respiratory Therapist.

Mary Garza gave an update on the Commissioner's jackets from Anytime Fitness. The jackets are in and embroidering is being worked on. The goal is to have them completed by Monday October 2, 2017. The estimated cost will be about \$70.00 per Commissioner.

**Nursing Report:** Tina Bernsen reported that there were two (2) restrictions in August with zero (0) diversions.

**Patient Story:** August 2017 was National Breastfeeding Month and the following nursing staff that participated were Cindy Petersen, Jamie Lehman, Ermila Saucedo, Heather Butcher, and Lena Gilbert and gave away seven (7) swaddles to moms and babies. Each nurse wrote a personal card to the mothers. This took some extra time for the nurses but it was well appreciated by the mothers. Nursing is working on our breastfeeding program in hopes to be able to receive a Bronze Award from Washington State Department of Health.

**CEO Report:** Connie Agenbroad discussed what Heather Quigley will be doing for October Breast Cancer month here at the hospital. This is in honor of her mother who passed away from breast cancer. Her goal is to help encourage women to get a mammogram. She will be giving away bath bombs, bath scrubs, and body butters to all women who get a mammogram done in October at the hospital. The hospital again this year will be providing free or discounted mammograms. CBHA will be bringing several patients from Mattawa for these services.

Connie Agenbroad met with Jesse Torres concerning the proposed sleep clinic. Financial figures still need to be finalized before starting. The goal would be to start in January 2018 and have the sleep clinic going in February.

Othello Community Hospital again received an award for Most Wired Hospital.

Connie Agenbroad had a discussion with NES concerning our ER physician contract. NES had proposed a \$15.00 an hour increase. Connie Agenbroad made a proposal for a \$13.00 per hour increase. Connie Agenbroad is awaiting a final decision from NES.

Connie Agenbroad informed the Commissioners of community events happening in October in which the hospital will be involved:

1) October 2, 2017 EMS training with Life Flight here at the hospital at approximately 5:30 p.m. The training will be on how to load a patient while the helicopter rotors are running. The Fire Department, Othello Police Department, Adams County Posses, and Adams County Sheriff Department have been invited to attend. This will be held in the hospital's back parking lot.

2) October 12, 2017 is the Othello Employers Future Workforce Career Day at Othello High school. The hospital will have representatives from Nursing, EMS, Lab, Radiology, Respiratory Therapy, and Human Resources.

3) October 19, 2017 EMS will again participate in an Open House with the Fire Department from 5:00 p.m. to 8:00 p.m. This will be held at the Fire Station.

Connie Agenbroad has heard back from the Department of Retirement (LEOFF) and at this time, it appears that none of the EMT's will be required to participate in the LEOFF retirement program. The reasons being is that the hospital's intent is that EMTs are part-time employees and not full-time and do not work 160 hours per month nor scheduled to work 160 hours per month. The Department of Retirement will not put a hardship on employers when an EMT might have 160 hours per month due to being short of staff, covering vacations, or called back due to trauma. The hospital will need to keep track of EMT hours to ensure they are not routinely working 160 hours per month.

Connie Agenbroad met with Rhonda Golladay, Jim Lomax, and Hallie Miller regarding EMS supervision. Connie Agenbroad has appointed Jim Lomax and Hallie Miller as co-managers of the EMS Department. This will be re-evaluated in six (6) months. Connie Agenbroad will meet with Jim Lomax and Hallie Miller twice a month to discuss any issues.

Connie Agenbroad thanked the Commissioners, Mary Garza, and Mindy Gonzalez for the helping with the parade and Fair Booth.

Connie Agenbroad reviewed the agenda for the upcoming WSHA Annual Meeting in Seattle Thursday, October 12<sup>th</sup> through Wednesday, October 13<sup>th</sup>. The PAC dinner is Wednesday October 11, 2017 at the Seattle Aquarium starting at 6:30 p.m.

**Articles:** The Board reviewed articles regarding. "Legislative Summary and Policy Preview", from WSHA, August 2017; "Hospital employee unnecessarily accessed patient information", from q13fox.com. August 9, 2017; "Report; Washington hospitals stingy with charity care, with language barrier an issue", from Seattletimes.com, September 12, 2017; "AG sues Washington hospital over charity care: 8 things to know", from Becker's Hospital Review, September 2017; "State officials sound alarm on ObamaCare premium hikes, market collapse", from foxnews.com, September 6, 2017; "Two Legionnaires' disease cases reported at Seattle hospital", from NBC Right Now, August 25, 2017; "CMS Reveals New Medicare Card Design; from Center for Medicare & Medicaid Services, September 14, 2017.

**Process Feedback:** President McCourtie thanked Mary Garza for preparing the Board packet and how well organized it was. Bob Carlson discussed donating to the WSHA PAC.

**Executive Session: Executive Session:** President McCourtie stated that the Board would meet in closed Executive Session 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 20 minutes.

The Executive Session convened at 5:33 p.m.

**Resumption of Open Session:** The open session resumed at 5:53 p.m.

**Adjournment:** The meeting adjourned at 5:53 p.m.

Respectfully submitted,

*Bob Carlson*

Bob Carlson, Secretary