

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

Thursday, February 28, 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. January 24, 2019 Regular Board; February 13, 2019 Board Policy; February 26, 2019 Finance; and February 27, 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:
11. New Business:
 - A. Approval of Board Policy Payroll BP-035
 - B. Approval of Board Policy Insurance Benefits BP-005
 - C. Approval of Capital Equipment Adjustment for Ventilators
12. Administrative Report
 - Nursing Report and Patient Story
 - CEO Report
13. Articles
14. Process Feedback
15. Executive Session: None
16. Adjournment



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**Adams County Public Hospital District No. 3
Board of Commissioners Meeting Minutes
February 28, 2019**

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

Others Present: Connie Agenbroad, Mark Bunch, Mary Garza, Mindy Gonzalez, Tina Bernsen, Rhonda Golladay, Jim Lomax, and Marcia Bougher

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

Auxiliary Report: Mary Garza gave a brief report on the Auxiliary Committee. The Auxiliary met on Tuesday February 19, 2019. Angela Martinez was elected as vice president. Larry Maine has joined the Auxiliary. Larry will be handling the details at the golf course for the golf outing which will be Saturday June 22, 2019. Bob Carlson stated that he did talk with Terry Thompson and he is willing to be the auctioneer. Mary Garza will confirm the date with Terry Thompson.

Medical Staff Report: None

Department Report: Marcia Bougher thanked the Board of Commissioners for the new AER cleaning equipment. Marci Bougher and Reina Munoz gave a tour and presentation of the new AER cleaning equipment.

Conflict of Interest Declarations: None

Approval Consent Agenda: Bob Carlson made a motion to approve the Consent Agenda comprised of the; 1) January 24, 2019 Regular Board; February 13, 2019 Board Policy; February 26, 2019 Finance; and February 27, 2019 Personnel Committee Minutes. 2) Claims, payroll, payroll taxes, and Auxiliary in the amount of \$1,327,574.71 3) Bad Debts and Charity care in the amounts of \$119,859.67 and \$76,633.11 respectively. Gayle Bohannan seconded the motion. The motion passed unanimously.

Patient Satisfaction: Mindy Gonzalez presented HCAP surveys.

Financial Report: For the month ending, January, 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 \$294,034 with investment gain of \$24,285 for a

total net loss of \$269,749; year-to-date operating loss (including approximately \$47,058 in disproportionate share; \$55,588 in hospital levy; and \$44,471 in EMS levy;) was \$294,034 with investment gain of \$24,285 for a year-to-date loss of \$269,749.

Mark Bunch informed the Commissioners that the hospital received notice that the hospital will receive about \$564,000 for the disproportionate share program for Washington State's Fiscal Year of July 1, 2018 to June 30, 2019.

Old Business: None

New Business: Approval of Board Policy BP-035 Payroll: Bob Carlson made a motion to approve Board Policy BP-035 Payroll. Sue Long-Hosek seconded the motion. The motion passed unanimously.

Approval of BP-005 Policy Insurance Benefits: Sue Long-Hosek made a motion to approve Board Policy BP-005 Insurance Benefits. Gayle Bohannan seconded the motion. The motion passed unanimously.

Approval of Capital Equipment Revision for Ventilators 2019: Connie Agenbroad reviewed with the Board of Commissioners the request to revise the 2019 Capital Equipment request for ventilators. The original 2019 Capital Equipment for Respiratory Therapy was

- 1) BiPAP ventilator - \$16,000;
- 2) Invasive ventilator - \$26,000;
- 3) Invasive ventilator (on contingency) -\$26,000;
- 4) 2020 Invasive ventilator - \$26,000

Due to the availability of equipment that combines the functionality of a BiPAP and invasive ventilator, Connie Agenbroad asked the Board of Commissioners for approval to revise the capital equipment for two of the combine units for an estimated total of \$40,000 excluding tax and delivery. This purchase would also remove the 2020 Invasive Ventilator request. Lynda Bowers made a motion to approve revision of Capital Equipment for Respiratory Therapy 2019. Bob Carlson seconded the motion. The motion passed unanimously.

Approval of Resolution 19-04 to authorize Reclassification of \$500,000 from the Funded Depreciation Account to the Operating Account: Bob Carlson made a motion to approve Resolution 19-04 for reclassification of \$500,000 from the Funded Depreciation Account to the Operating Account. Gayle Bohannan seconded the motion. The motion passed unanimously.

Nursing Report: Rhonda Golladay reported that there were zero (0) admission restrictions or diversions reported for January 2019.

Patient Story: Rhonda Golladay gave a report on how Critical Access Hospitals play an important role in providing care the Washington's communities, and have the potential to further their impact through the organ and tissue donation process. The hospitals are required to belong to an organ/ tissue donor organization. Othello belongs to Life Center Northwest.

Rhonda Golladay read a letter received from Life Center Northwest: "On January 17, 2019, the Othello Emergency Department worked to stabilize a patient and transferred them to Sacred Heart. After arriving at Sacred Heart it was determined, the patient would not survive. Life Center Northwest spoke with the family as the patient was a registered donor. As a result, Life Center Northwest was able to honor this patient's request of donation by recovering both kidneys, liver, lungs and heart for transplant. Six lives were saved by this generous donation. Life Center Northwest extends a special thank you to Othello Community Hospital staff who worked to stabilize the patient before transferring to Sacred Heart. This donor's ultimate gift for live via donation could not have happened without the staff from Othello Community Hospital."

CEO Report: WSHA's CEO and Trustee Patient Safety and Quality Summit Meeting will be held on Monday April 29, 2019 or Tuesday April 30, 2019. It was the consensus of the Commissioners to attend on Tuesday April 30, 2019. Mary Garza will register everyone for the meeting and make flight arrangements for the Commissioners.

Connie Agenbroad discussed Board Walkabouts. These walkabouts are for the Commissioners to meet and talk with staff in all departments and shifts. President Shirley McCullough has offered to be the first Commissioner to do this on March 6, 2019 and she will report to the Board on the regular board meeting on Thursday March 28, 2019 on how the process went.

Connie Agenbroad met with Nieves Gomez and Dulcye Field from CBHA. A work plan has been developed for collaboration between the hospital and CBHA. Meetings will be held on a quarterly basis. Discussion included; OB program, ER Coverage, support of the Sleep Clinic, Marketing/Advertising, and possible training on the Studer for all hospital staff.

Deborah Huber from NES will be here on Friday February 29, 2019 for a meeting with Mindy Gonzalez and Connie Agenbroad. NES is the company that the hospital contracts with for the Emergency Department providers.

Nurse Policy Committee met on Thursday February 28, 2019. It was a good meeting with lots of good suggestions and comments. The Nurse Policy Committee has completed the following policies for reviews and/or revisions: 1) Hospital Wide Seniority. 2) Call Time. 3) Per Diem Policy has been sent back for further review. Two nurses offered to discuss this policy with the Per Diem staff and report back to the committee. 4) PTO (vacation) granting procedure, Excessive Absenteeism and discussed tardiness and how to track tardiness. Per the committee, it was felt since tracking has started tardiness the tardiness as decreased. The committee decided to have regularly scheduled meetings on the fourth Thursday of every month from 12:00 p.m. to 1:00 p.m. Discussion included: 1) If nurses were reading emails, checking the intranet for open positions and how we can communication better with everyone. 2) Incentive Bonus pay and training of new nurses/preceptors. One nurse did state that Samaritan has the same type of Incentive Bonus sign up as Othello does. A work plan has been developed and will be updated monthly.

Connie Agenbroad informed the Commissioners that it appears that the Nurse staffing bill is moving forward and there is a great possibility it will pass this year.

Articles: The Board reviewed articles regarding. “Washington hospital will lay off staff, freeze wages to stay afloat: Garfield County Hospital in Pomeroy, Wash., needs to eliminate at least \$125,000 in monthly expenses to keep its doors open, officials said in a Feb. 19 news release”, from beckershospitalreview.com, February 20, 2019; “Washington lawmakers weigh vaccine bill amid outbreak”, from seattletimes.com, February 8, 2019; “No new cases identified in Pacific NW measles outbreak”, from komonews.com, February 18, 2019

Process Feedback: None

Executive Session: None

Adjournment: The meeting adjourned at 5:08 p.m.

Respectfully submitted,



Bob Carlson, Secretary