

**LEWIS COUNTY HOSPITAL DISTRICT NO. 1  
BOARD OF COMMISSIONERS' MEETING**

September 23, 2015 at 3:00 p.m.  
Morton General Hospital  
Conference Room 1 & 2

**MINUTES**

**PRESENT:** Board Chair Sheri Hendricks, Commissioner Ross Jones, Commissioner Marc Fisher, Secretary Kenton Smith, Interim CEO Bob Campbell & Executive Assistant Shana Garcia

**CALL TO ORDER**

Board Chair Hendricks called the meeting to order at 3:00 p.m. Commissioner Ramsey has asked to be excused from the board meeting. Commissioner Fisher made a motion to approve and Commissioner Jones seconded and the motion passed unanimously.

**APPROVAL OR AMENDMENT OF AGENDA**

No amendments were made to the agenda.

**DEPARTMENT UPDATE**

**Informatics Department Update-Roy Anderson:**

Roy highlighted the following items in his department report:

- Reviewed the different elements of informatics.
- ICD10 Coding will go in effect 10/01/15. The new coding will be more precise.

**COMMENTS & REMARKS**

**Commissioners:** Commission Fisher commented that the hospital staff is doing a great job.

**Audience:** No public comments.

**CONSENT AGENDA**

The Consent Agenda included the following:

Minutes of the **August 26, 2015** Regular Board Meeting (*Action*)

Minutes of the **September 21, 2015** Finance Committee Meeting (August) (*Action*)

Warrants **63087-63460** in the amount of **\$1,816,997.04** dated August 2015 (*Action*)

Commissioner Fisher noted a spelling error on page 10 under the Hospital Foundation Report to change Lumbar to Lumber Splash.

Secretary Smith made a motion to approve the consent agenda and Commissioner Fisher seconded. The motion passed unanimously.

**OLD BUSINESS**

**Re-Districting by Population:** Commissioner Jones shared the recommendations from Bob Schweizer regarding the revised proposal of the redistricting of the districts. The next step is to have a special board meeting to share the proposal of realigning the three districts.

Secretary Smith made a motion to approve redistricting and Commissioner Fisher seconded. The motion passed unanimously. Special Board Meeting will be set for October 12<sup>th</sup> at 7 pm in Conference Room 1 & 2.

**Strategic Planning Retreat:** Meeting will start at 5 PM at the PUD this evening.

## **NEW BUSINESS**

**Business Community Group:** Commissioner Jones noted that the group would like the hospital to communicate information via the medium of the Shopper. The committee wants the hospital to focus on sharing the hospital's story and to have patients share their experiences too. There are plans to have another meeting in October.

### **Documents to be Archived Pending Board Approval & Board Policies Pending Board Approval 09.23.15:**

Commissioner Jones made a motion to approve documents to be archived. Commissioner Fisher seconded and the motion passed unanimously.

Commissioner Jones made a motion to combine the policies and Commissioner Fisher seconded. The motion passed unanimously.

**Approve Revised Hospital Foundation Bylaws-Resolution 15-19:** Discussion revolved around the difference between the bylaws and the standing rules. To avoid any future confusion, the foundation board members will call foundation directors going forward. The foundation directors' request continued efforts made the hospital board, as well as the CEO to exchange information and attend monthly foundation meetings.

Commissioner Fisher made a motion to approve Resolution 15-19-Revised Hospital Foundation Bylaws. Commissioner Jones seconded and the motion passed unanimously.

## **SUPERINTENDENT'S REPORT**

Superintendent Campbell highlighted the following items:

- Layne Schneider, a new Physicians Assistant has accepted our offer and will be starting towards the end of October 2015. Interviewing a couple more physicians in October.
- EMS Meeting went well; however, the Fire Chiefs do not have capacity to support transports. The next step will be that we will review our commercial options.
- Community Communication article will be coming soon and Superintendent Campbell will share his draft article with the leadership team and the board before publishing.
- EOC Committee has restart and is being lead by the efforts of Jerri Andersen, Heidi Anderson and many others within the hospital.
- Currently, the hospital does not have a Compliance Officer. Administration is researching if the compliance function might be supported via the collaborative, so we can ensure we are following the right policies.
- Received quotes for Professional Liability and Directors and Officers Insurance. Physicians Insurance increased from \$161,663 to \$168,696 and Travelers increased from \$14,360 to \$16,876.
- Kronos continues to be a work in progress. The committee consists of Human Resources and Accounting departments to ensure we are blended in our efforts. Hoping to run two parallels without any differences between the paper copies and the electronic systems. Continue to educate staff to clean up any errors. Anticipated go live date is October 8<sup>th</sup>, 2015.
- EKG upgrade needed.
- Proposal to dispose of the trailer house across the street and create more hospital parking.
- CEO Search is under way with B.E. Smith.

## **BOARD COMMITTEE REPORTS**

**Finance Committee:** Commissioners Ramsey and Jones, Superintendent Campbell and Interim CFO, Geoff Hamilton met with the County Treasurer, Arny Davis and Gary Stampler. Arny is relooking at our request for a loan of \$500,000.

Interim CFO, Geoff Hamilton highlighted the financials for the month of August.

Commissioner Jones proposes that the board has a discussion to determine what the board wants the finance committee to review financially. This way administration can systemize a process on where to focus their energy and time on during the year to provide the information. This is a follow up discussion item for the next board meeting when Commissioner Ramsey is here.

WA State Auditors have been here and we will have an exit conference in the near future. Once the report comes back, Superintendent Campbell and Board Chair Hendricks will make the decision on who needs to attend the exit conference.

Superintendent Campbell and Interim CFO, Geoff Hamilton are working on the budget. A budget hearing meeting needs to occur prior to November 15, 2015.

**Quality Improvement Oversight Committee:** No update.

**Plant Planning Committee:** No update.

**Strategic Planning Committee:** Meeting is tonight at 5:30 pm at the PUD in Morton, WA.

**Bylaws Committee:** Commissioner Jones requested on Page 62 in the packet in section 2.3 in the bylaws to remove the word longest and change to continuous. Committee will review if the Department Update as Necessary and Hospital Department Report is the same.

**Hospital Foundation Report:** The Foundation Dinner Auction is October 3<sup>rd</sup>, 2015 at 5:30 p.m. at the Morton Lions Hall. The theme this year is "Building for Tomorrow." This year the "Fund a Need" is for one hospital bed.

**Resolution Review Committee:** Commissioner Ramsey has joined in the efforts of archiving resolutions.

Board Chair Hendricks called for a five minute break at 4:50 p.m.

## **EXECUTIVE SESSION**

Executive Session began at 4:55 p.m. for twenty minutes to discuss with legal counsel representing the district litigation, potential litigation or legal risks of a proposed action. Executive Session ended at 5:15 p.m. No decisions were made.

The board returned to open session at 5:15 p.m.

**ADJOURNMENT**

Commissioner Jones moved and Commissioner Fisher seconded to adjourn the meeting at 5:17 p.m. The motion passed unanimously.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Kenton Smith". The signature is written in black ink and is positioned above the printed name.

Kenton Smith  
Board Secretary