

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

July 8, 2015 at 3:00 p.m.  
Morton General Hospital  
Conference Room 1 & 2

**MINUTES**

**PRESENT:** Board Chair Sheri Hendricks, Commissioner Judy Ramsey, Commissioner Ross Jones, Interim CEO Bob Campbell & Executive Assistant Shana Garcia

**CALL TO ORDER**

Board Chair Hendricks called the meeting to order at 3:00 p.m.

**APPROVAL OR AMENDMENT OF AGENDA**

Commissioner Ramsey requested to amend the agenda by adding Documents to be Archived Pending Board Approval and Approved Documents Pending Board Ratification under new business, along with adding Board Email Communication Policy, Board Self Evaluation Policy and Annual Administration Evaluation Policy under old business.

Commissioner Jones made a motion to approve the agenda as amended. Commissioner Ramsey seconded and the motion passed unanimously.

**DEPARTMENT UPDATE**

**Marketing/Foundation Update-Special Rebranding Presentation-Desautel Hege**

**Communication:** Discussion revolved around the presentation. Diane proposed developing a committee to start the brainstorming process to identify next steps.

**COMMENTS & REMARKS**

**Commissioners:** Commissioner Jones noted a couple comments from the area. The first was a thank you note from a candidate thanking us for the interview and would love to come here. The second was a community member suggesting with all of the turmoil that the hospital has experience that why we do not use a management team.

Commissioner Ramsey reflected on the Chelan Conference and that she thoroughly enjoyed it, as well as learned a lot. She recommended that the commissioners do not miss it in the future.

**Audience:** No public comments.

**CONSENT AGENDA**

The Consent Agenda included the following:

Minutes of the **June 10, 2015** Regular Board Meeting (*Action*)

Minutes of the **June 29, 2015** Finance Committee Meeting (April) (*Action*)

Warrants **62036-62322** in the amount of **\$1,668,372.27** dated May 2015 (*Action*)

Commissioner Ramsey made a motion that on page 12 of the June 29<sup>th</sup>, 2015 Finance Committee Meeting that the following correction is made to the following statement:

Currently, the hospital is at 74.85 days of ~~cash on hand~~ the Revenue in Accounts Receivable and the hospital's goal is to be at 65 days.

Commissioner Jones seconded and the motion passed unanimously.

**OLD BUSINESS**

**Re-Districting by Population:** No Update.

**Credit Card Usage Policy:** The next step will be that the policy will be sent through committee process for the board to ratify in 30 to 60 days.

**Status Update on Pursuing a Line of Credit:** Umpqua Bank has approved the hospital for \$980,000 and we are requesting 1,000,000 from the county. The hospital is preparing to get the line of credit for the Cerner Implementation, as we anticipate AR days to increase. Superintendent Campbell reassured the board that the hospital has a committed team to be ready for the Cerner implementation.

**Status Update on CEO Search:** Superintendent Campbell reported that we started with approximately 39 candidates. The first screening was to weed out any of the candidates that did not have small hospital experience, public and/or critical access experience. Next, the committee Skype interviewed seven individuals. It was narrowed down to two candidates and both are coming to interview on July 16<sup>th</sup> & 17<sup>th</sup>.

### **NEW BUSINESS**

**Board Email Policy:** Presented a draft of the updated board email communication policy. The board members will review and bring back for approval at the next board meeting.

**Annual Administration Evaluation Policy:** Presented a draft of the updated policy. The board members will review and bring back for approval at the next board meeting.

**Board Self-Evaluation Policy:** Presented a draft of the updated policy. The board members will review and bring back for approval at the next board meeting.

Board Chair Hendricks called for a ten minute break at 4:30 p.m.

The board returned to open session at 4:40 p.m.

**Lake Chelan-Lessons Learned:** Commissioner Jones noted that in areas of the world where there is more money focused on social services then there is less money spent on healthcare. Commissioner Ramsey noted the importance of the hospital being involved in our communities and some great ideas on how to do it. Board Chair Hendricks suggested that as high touch areas wear out, can we consider replacing with copper. Copper naturally sterilizes and is durable. Administration and the maintenance supervisor will research to see if this is a cost effective option. Lastly, the hospital needs to verify if we have cyber insurance. Administration will research if we have this coverage.

**Documents to be Archived Pending Board Approval 07.08.15:** Commissioner Jones made a motion to approve to archive the Board Resolutions. Commission Ramsey seconded and the motion passed unanimously.

**Approved Documents Pending Board Ratification 07.08.15:** Commissioner Ramsey made a motion to ratify the hospital operation's policies, procedures & contracts. Commissioner Jones seconded and the motion passed unanimously.

**Review of Board Policies:** The board reviewed four board policies per the district's bylaws.

- Distribution Board & Committee Packets: The board approved, so Board Chair Hendricks will mark as reviewed in Lucidoc.
- Hospital Declaration of Personal Property as Surplus: The board approved, so Board Chair Hendricks will mark as reviewed in Lucidoc.

- Records Retention: Commissioner Ramsey will research to revise. The administrator shall give a District Record Management report to the Board of Commissioners in the month of May. Shana Garcia will add this to the Board of Commissioners calendar.
- Warrant Listing Review: The board proposed to archive, due to policy is no longer a process. Board Chair Hendricks will archive in Lucidoc.

### **SUPERINTENDENT'S REPORT**

Superintendent Campbell highlighted the following items:

- Distributed a report on clinic visits on a weekly basis.
- An update on the EOC/Disaster Planning is Jerri will organize, properly structure and manage this process.
- Since this the Compliance role was eliminated, we are looking to rework the function.
- The administrators of Lucidoc have the new committee approval process fully functioning.
- Continue to work hard to fully execute Kronos and discontinue the paper process. Still need to focus energy on approximately 1/3 of employees to clear up errors.
- On boarding Heidi Anderson on July 20<sup>th</sup> as the new CNO.
- Developed a Physician Development Committee in order to get everyone one the same page to recruit.
- The issue concerning ambulance transport appears to be working itself out as we build on our relationships. We have a couple of options for future solutions and we'll share some data with the board soon.
- Finance department plans to work on the 2016 Operating Budget in August and it will be departmental based budget.
- Currently, the hospital does not have a 3 Year Capital Plan, so we are putting together a proposal.

### **BOARD COMMITTEE REPORTS**

**Finance Committee:** CFO Geoff Hamilton noted that we had a \$513,000 settlement of 2014 cost report and we booked 80% of that amount (\$410,000). Also, the hospital costs are down, which is a good thing.

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

**Plant Planning Committee:** No Update.

**Strategic Planning Committee:** No Update.

**Bylaws Committee:** No Update.

**Hospital Foundation Report:** No Update.

**Resolution Review Committee:** Board Chair Hendricks continues to archive resolutions.

### **EXECUTIVE SESSION**

Executive Session began at 5:35 p.m. for twenty five minutes to review the performance of a public employee and to discuss with legal counsel representing the district litigation, potential litigation or legal risks of a proposed action. At 6:00 p.m. Board Chair Hendricks extended Executive Session for fifteen minutes. At 6:15 p.m. Board Chair Hendricks extended Executive Session for five minutes. Executive Session ended at 6:20 p.m. No decisions were made.

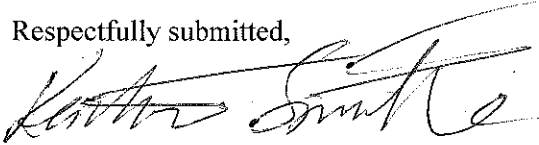
The board returned to open session at 6:20 p.m.

Commissioner Ramsey made a motion to approve a 2% wage increase to exempt employees with the exception of those employees identified outside of the market range and those individuals will be awarded a onetime 2% bonus. Commissioner Jones seconded and the motion passed unanimously.

**ADJOURNMENT**

Commissioner Jones moved and Commissioner Ramsey seconded to adjourn the meeting at 6:25 p.m. The motion passed unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kenton Smith". The signature is written in a cursive style with a large, sweeping initial "K".

Kenton Smith  
Board Secretary