

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

June 10, 2015 at 3:00 p.m.  
Morton General Hospital  
Conference Room 1 & 2

**MINUTES**

**PRESENT:** Commissioner Marc Fisher, Secretary Kenton Smith, Board Chair Sheri Hendricks, Commissioner Judy Ramsey, Commissioner Ross Jones, Executive Assistant Shana Garcia

**CALL TO ORDER**

Board Chair Hendricks called the meeting to order at 3:02 p.m.

**APPROVAL OR AMENDMENT OF AGENDA**

Commissioner Ramsey requested to amend the agenda by adding Resolution 15-15 to introduce appointing Tom Tomasino as Superintendent for Lewis County Hospital District #1 under new business. Board Chair Hendricks requested to add the Board Resolution Committee under committee reports. Commissioner Jones requested to add to evaluate the qualifications of an applicant for public employment under the first Executive Session.

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

**COMMENTS & REMARKS**

**Commissioners:** No commissioner comments.

**Audience:** No public comments.

**EXECUTIVE SESSION**

Executive session began at 3:05 p.m. for fifteen minutes to review the Medical Staff Privileges and to evaluate the qualifications of an applicant for public employment. At 3:20 p.m. executive session was extended 10 minutes. At 3:30 p.m. executive session was extended 15 minutes. Executive session ended at 3:45 p.m. No decisions were made.

Board Chair Hendricks called for a five minute break at 3:45 p.m.

The board returned to open session at 3:50 p.m.

Commissioner Fisher made a motion to approve the Medical Staff Privileges for Afshin Afarin, MD and Secretary Smith seconded. The motion passed unanimously.

**Appointment:** Afshin Afarin, MD-Consulting (South Sound Radiology-Radiology Privileges)

**CONSENT AGENDA**

The Consent Agenda included the following:

Minutes of the **May 27, 2015** Regular Board Meeting (*Action*)

Minutes of the **May 28, 2015** Special Board Meeting (*Action*)

Minutes of the **June 2, 2015** Special Board Meeting (*Action*)

Commissioner Ramsey made a motion that on page eight of the board packet that a correction made to the May 27, 2015 minutes to change the following:

- **Board Meeting Teleconference:** The board agreed that revisions are needed to the procedure section. Board Chair Hendricks will revise #1 under the procedure section to state:
  - Board members and/or the Superintendent shall make arrangements to teleconference at least 24 hours prior to regular meeting or to a special meeting.

Commissioner Fisher seconded and the motion passed unanimously.

### **OLD BUSINESS**

**Re-Districting by Population:** Commissioner Jones will continue researching to find a solution to re-districting. MRSC recommended that the board connects with Ben Lindekugal to seek his advice. The board will discuss further at the next meeting.

**Credit Card Usage Policy:** The board requested a couple more revisions be made to the Credit Card Usage Policy. Shana Garcia will make the below updates to the draft policy to present at the next meeting.

If violation occurs by either the district's credit card being used for charging personal expenses or by not providing sufficient documentation then those violations would need to be approved by the CEO.

Violators will be subject to discipline.

**Status Update on Pursuing a Line of Credit:** CFO continues to review the financing options with Umpqua Bank and the County option. Commissioner Jones requested that administration research the district's debt limit with the County. The finance committee will discuss further at the upcoming meeting on June 29, 2015.

**Status Update on CEO Search:** The board will be introducing Resolution 15-15 to appoint Tom Tomasino as Superintendent for Lewis County Hospital District #1.

**Review Board Policies:** The commissioners were unable to get together to work on the policies, so they deferred to next regular board meeting.

- **Annual Administration Evaluation:** Board Chair Hendricks and Commission Ramsey will propose revisions at the next board meeting.
- **Board E-mail Communication Policy:** The board agreed that revisions are needed. Commissioners Fisher & Jones will propose revisions at the next board meeting.
- **Board Meeting Teleconference:** The board agreed that revisions are needed to the procedure section. Board Chair Hendricks will revise #1 under the procedure section to state:
  - Board members and/or the Superintendent shall make arrangements to teleconference at least 24 hours prior to regular meeting or to a special meeting.
- **Board Self-Evaluation:** The board agreed that revisions are needed to add a procedure. Board Chair Hendricks and Commission Ramsey will propose revisions at next board meeting.

### **NEW BUSINESS**

**Approving Multi-View Financial Software Lease-Resolution 15-13 Addendum to 15-06:** Geoff Hamilton reviewed the Multi-View software lease and explained it's the accounting side to the EMR system. The original financing discussed in Resolution 15-06 did not allow for the Multi-View purchase, so additional funds were required. Commissioner Jones made a motion to

approve Resolution 15-13 Addendum to 15-06. Secretary Smith seconded and the motion passed unanimously.

**Approving Closing Account 689-001-000-Resolution 15-14:** Geoff Hamilton explained to the board the reasoning for closing account 689-001-000 and that the county requires a resolution to complete the closure. Commissioner Jones made a motion to approve Resolution 15-14. Secretary Smith seconded and the motion passed unanimously.

**Introducing Resolution 15-15 Appointing Lewis County Hospital District #1**

**Superintendent:** Board Chair Hendricks introduced Resolution 15-15 at the June 10<sup>th</sup>, 2015 regular board meeting to be voted on at the July 8<sup>th</sup>, 2015 regular board meeting. Tom Tomasino has agreed to a tentative start date of August 10<sup>th</sup>, 2015.

**Restart Department Updates:** Discussion revolved around restarting department updates at regular board meetings. The board agreed that they would like to hear from the departments. Shana Garcia will work with Superintendent Campbell to outline some bullet points the department managers can touch on during their updates. Shana Garcia will create calendar for the managers, so they know which month they will be asked to attend and update the board on what is happening in their area.

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

- CEO Succession Plan: The board agreed that revisions are needed on page 2 of 8 of the policy to reformat to remove an A. On page 3 of 8 of the policy the board agreed to remove the bullets and replace with number formatting. On page 6 of 8 of the policy the board wants to replace meet with met in the Statement to the Public. Board Chair Hendricks will revise in Lucidoc.
- Code of Ethics: The board agreed that revisions are needed on page 7 of 9 of the policy to remove "on even years" in the first sentence. Board Chair Hendricks will revise in Lucidoc.
- Commissioner Compensation for Meetings and Other Services: The board agreed that no revisions are needed. Board Chair Hendricks will mark as reviewed in Lucidoc.
- Conflict of Policies: The board agreed that revisions are needed on page 1 of 1 of the policy to remove (procedures) under the Purpose. Board Chair Hendricks will revise in Lucidoc.

**SUPERINTENDENT'S REPORT**

Board Chair Hendricks read aloud Superintendent Campbell's report in his absence.

**BOARD COMMITTEE REPORTS**

**Finance Committee:** No Update.

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

**Plant Planning Committee:** No Update.

**Strategic Planning Committee:** No Update.

**Bylaws Committee:** No Update.

**Hospital Foundation Report:** The foundation is selling Lumber Splash tickets. The foundation passed part of the bylaws, but further discussion is needed on part of them.

**Board Resolution Committee:** The committee discussed a solution to either deem a resolution needs to be archived or marked as reviewed. The committee will review all of the resolutions and recommended to the board that we archive all that apply.

**EXECUTIVE SESSION**

The board did not have anything further to review in the second executive session.

**ADJOURNMENT**

Commissioner Jones moved and Commissioner Ramsey seconded to adjourn the meeting at 5:01 p.m. The motion passed unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kenton Smith", written over a horizontal line.

Kenton Smith  
Board Secretary