

**CHELAN COUNTY PUBLIC HOSPITAL DISTRICT No. 2
LAKE CHELAN COMMUNITY HOSPITAL
MEETING OF THE GOVERNING BOARD
August 25, 2009 – LCCH BOARD ROOM
1:30 PM – 3:30 PM**

MEETING MINUTES

I. CALL TO ORDER

Mary Pat Scofield, Chairperson, called meeting to order at 1:30pm

Members Present:

Mary Pat Scofield, Chairman
David Dickes, Vice Chairman
Jim Wall, Secretary
Dennis Evans, Commissioner
Fred Miller, Commissioner

Members Excused:

Others in Attendance:

Kevin Abel, CFO / Acting CEO
DeLynn Cook, CQO
Dr. John Kremer, CMO
Jon Eberle, Realtor (Naumes Rep)
Barry Leahy, Project Manager
Nancy Young, Director Human Resources
Terry Johnson, Manager Plant Eng.
Karl Jonasson, EMS
Tom Warren, Foundation President
Dr. Pawlowicz, Psychiatrist
Carolyn Hood, HR Assistant
Marie Richerson, OB Coordinator

Toni Gomez, Executive Assistant
Lisa Anderson, CNO
Ross Hurd, CIO
Michael Arch, Legal Counsel
Celeste Thomas, Marketing
Kori Riblett, Wenatchee Housing Authority
Sally Harper, Manager Laboratory
Jerri Dion, Business Office Manager
Emmitt Aston, Foundation Vice President
Les Bowen, The Mirror
Charlene Garton, Environmental Svcs.
Missy Fonseca, Materials Management Mgr

II. REVIEW OF MISSION AND VISION MISSION:

Our Business is Healthcare. Our Mission is to provide healing and wellness opportunities with care, compassion and dignity.

III. MOTION:

It was moved and seconded to:

1. Approve the Consent Agenda, (with removal of meeting minutes of July 28, 2009 and July 31, 2009 for further discussion)
 - Approved Financial & Business Office Report
 - Approved Vouchers/Warrants (M&O 166457-166797, PR 76374-76411)
 - Approved Write-Offs & Charity Care

IV. REPORTS/PRESENTATIONS

Special Presentation:

Kori Riblett from the Wenatchee Housing Authority gave an informative presentation of the HUD report and the 2010 budget for the Lake Chelan Community Apartments. HUD gave a satisfactory rating on the apartments, which recently had new decking, railing and plumbing upgrades, that passed the safety inspection. Ratings for financial management came in low due to unqualified tenants and financial reporting issues in regards to untimely submission. A new HUD representative met with Housing Authority to discuss deficiencies in clerical and management areas.

Ms. Riblett reported an overage in maintenance costs due to recent repairs and upgrades but noted overall things are going well and running smoother. Currently, management is in the the process of replacing the ground receptacles which should be completed shortly.

In regards to the 2010 budget, Ms. Riblett informed the Board they are ahead of the HUD schedule for budget preparations. She also stated accounting fees seemed out of the ordinary in comparison to other agencies and suggested to the Board they consider using another firm for the accounting process. Although budget showed an estimated 5% increase overall, HUD would like to see a larger reserve in the future.

In response to Commissioner Miller's question regarding vacancy rates previous to change in Management, Ms. Riblett stated they have gone down from a 7% vacancy rate to one vacancy (at present) this year. Ms. Riblett credits improvements and change in management account for the low vacancy. Remaining projects to be completed are the main gate valve and signage. In closing, Ms. Riblett reported HUD has provided contract renewal.

On behalf of the Board, Commissioner Scofield stated the Board is very appreciative of Ms Riblett's presentation and time. Ms. Scofield added that the Board is satisfied with the outcome of the HUD report and pleased to hear safety issues and tenant concerns have been taken care of in a timely manner.

State-of-the-Hospital Reports:

Quality & Risk Management – Dee Cook, CQO

The CQI meeting has been rescheduled due to a death in Ms. Cooks family. Dee reported things are moving ahead with Planetree committees. Two teams are in place to implement several projects such as lullabies for when baby is born; clergy services; recycle implementation; enhancing the landscape; table cloths for the Orchard café, and enhancing our 'Thank you' cards.

Meetings will take place next week and everyone including community members are welcome to join. In response to Commissioner Scofield asking "how will the Community get the Planetree concept", Dee stated she and Agustin will meet and give presentations to public service groups in hopes of giving them a better understanding of the Planetree concept.

The Planetree tree painting in the hallway should be completed this weekend. Commissioner Scofield shared that the Board "is and always will be in support of Planetree philosophy and patient centered care".

In closing Dee reported that current RCW codes on our Policy and Procedures will be removed, at the suggestion of Washington Hospital Self Insured, as they change too often.

Chief Nursing Officer Report – Lisa Anderson, CNO

Supervisory training for charge nurses for all four hospitals in our region will be taking place. One nurse is leaving in October and the position has been posted.

Chief Medical Officer Report – Dr. John Kremer, MD

Things have been very busy on med/surg and in the ER and the hospital is in need of an additional PA before summer of 2010. Presentations on stroke protocol and emergency evacuation will be given to Stehekin residents. Informational flyers will be distributed in Chelan and Stehekin. Mary Pat asked what about Lucerne/Holden and their needs. Dr. Kremer stated we have not tackled that yet.

The Sanctuary is running well under Dr. Pawlowicz. The schedule is being worked out on medical care appointments for patients on certain days of the week.

WRITE program will take third year medical students and send them to selected sites. The Hospital in conjunction with the clinics, are possible candidates for receiving a student for 20 weeks. On August 27th the program representatives will be meeting with Dr. Kremer to tour the hospital and discuss further. There is no cost (for the 20 weeks) to the hospital, as participants, the University pays for the students housing and the clinic will be paid for proctoring. In closing, Dr. Kremer stated this is a win-win situation and beneficial to all involved.

Chief Financial Officer Report – Kevin Abel, CFO

Through AHA, Kevin gave various statistics regarding the decline in hospital revenues due to the overall external economic factors. Kevin was pleased to report that we had a very good July. Although, we were over budget in salary and wages, expenses came in under budget. The hospital shows a \$126,000 margin for July and had a record number of patients (668) for the month. Year-to-date we are still operating at a loss of \$515,000 under budget. Travel and training is 68.7% percent under budget due to training restrictions. Capital transactions in July and August were \$7,332 for the physical therapy room. Bad debt and Charity Care are still at an increase due to unemployment.

The Washington Hospital Self Insured Trust report shows LCCH is doing very well on our reporting of incidents. Kevin recognized Carolyn Hood on doing a good job in submitting reports in a timely manner.

Kevin reported that the Caribou Trail exit conference with Washington State Auditors office has been completed and an unqualified opinion has been issued.

It was shared that the EMS levy failed, 50.39% voted YES, 49.61% voted NO. The Auditors Office will provide an official breakdown on the precincts in the upcoming week(s). Voter turnout was estimated to be 38.78% of the population.

Commissioner Dickes, reported the hospital supplemented \$393,000 for 2008/2009 EMS services. In years previous to the EMS department being under LCCH there had been a volunteer EMS service, which was well supported in the community as/is our current EMS department. Mr. Dickes questioned why we weren't successful in getting a super majority vote?

In 2010, without support of the levy, in order to cover current level of services provided by the EMS department, LCCH would be taking on additional cost of approximately \$400,000 to continue those services.

Commissioner Dickes would like to investigate other options such as seeking commercial organizations that would support EMS such as the fire district taking over the EMS system. It is the

primary responsibility of the Board, on behalf of the community/residents to ensure services provided by the hospital continue.

IT – Ross Hurd, CIO

Over the last two weeks IT put up firewall/protection systems. Ross and Barbara Berg (LC Clinic) met to discuss clinic wishes. IT continues to work with Physicians to perform orders online. CPOE process has been rescheduled for Feb 2010. OR portion is still moving forward, training on Sept 14th.

Chief Executive Officer/Administrator Report – Kevin Abel, CFO/Acting CEO

Kevin presented brief overview of the CEO Report which was previously distributed to Board for review. No comments or questions were brought up for discussion.

V. OLD AND NEW BUSINESS

1. Action Items: It was m/s/c to:

1. Approve 2010 Budget for Lake Chelan Community Apartment as presented by Kari Riblett
2. Approve Meeting minutes of July 28, 2009 Regular Board as amended
 - Quality/Risk Management Report: page 2, paragraph 3; noting receipt of new QMM forms from Washington Casualty.
 - CEO Report: deletion of paragraph 8 on page 3 as it is already noted under Section V
3. Approve July 31st meeting minutes with correction to main heading noting it as Emergency Meeting

Upcoming meetings:

1. September 22, 2009 regularly scheduled meeting
2. October 27, 2009

VI. AUDIENCE:

Audience shared various comments in response to recent results of EMS levy.

VII. ADJOURNED:

Regular Session recessed at 2:50pm. Commissioner Scofield announced Board will take 5 minute break then enter into Executive Session to discuss legal matter meeting to last 5 minutes.

VIII. EXECUTIVE SESSION:

- Executive Session – RCW 42.30.110 Legal Update
3:00pm Board reconvened into regular session with no decision made on legal issues, it was then announced Commissioners would move directly into Executive Session to discuss Real Estate in accordance with RCW 42.30.110.
- Executive Session – RCW 42.30.110 Real Estate
3:05pm Commissioner Scofield announced adjournment from regular session immediately stating the Board would break for 5 minutes before once again reconvening to Executive Session at 3:10pm. Meeting to discuss real estate matter will last approximately 45 minutes to 1 hour.

Regular Session reconvened at 3:50pm with action taken.

MOTION:

It was moved, seconded and carried to accept an increase of acreage and \$101,666 price increase with the understanding that Naumes has agreed to make up open space with city.

IX. ADJOURNMENT

Meeting adjourned at 3:50pm

Submitted:

James R. Wall
Board Secretary

9-24-09
Date

Attest:

Kim Aard
Interim Chief Executive Officer

9-24-09
Date