

**CHELAN COUNTY PUBLIC HOSPITAL DISTRICT 2  
LAKE CHELAN COMMUNITY HOSPITAL  
MEETING OF THE GOVERNING BOARD  
SEPTEMBER 25, 2007  
LCCH BOARD ROOM  
6:00 PM – 8:00 PM**

**MINUTES**

**Mission:**

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

**Vision:** Lake Chelan Valley will be a community where all individuals have the opportunity to reach their highest potential for health. We maintain an unyielding focus on service to our community, patients, their families and to each other striving to exceed expectations. We create a compassionate and healing environment that promotes excellence by recognizing and supporting the unique contribution of all who serve here.

**I. CALL TO ORDER**

Fred Miller, Chair called meeting to order at 6:04 PM

Members Present: Fred Miller, Mary Pat Scofield, David Dickes, Dennis Evans, Jim Wall.

Others in Attendance: Phil Sandifer, Toni Gomez, Terry Johnson, Lisa Anderson, Kreann Hunter, Celeste Thomas, Milt Parham, MaLisa Mudgett, Ross Hurd, Paul Palumbo, Karl Jonasson, Ed Swensen.

It was m/s/c to accept the minutes of the August 28th, 2007 Board Meeting as amended.

**II. REPORTS/PRESENTATION**

State of the Hospital Report:

- a. Quality Assurance/Risk Management CQI Report – Kreann Hunter
  - Collaborative efforts between ER and ARC in communication and system processes are being reviewed
  - Press Gainey Patient Satisfaction reports will be available in mid–October
  - Restructure of the quality reporting system is taking place, the dash board has been restructured (data from Executive Team is still

forthcoming), a root cause analysis team is being formed, and the DOH Progress report is being developed

- Physician satisfaction was discussed and efforts in recognizing needs are being determined
- AMA's for July and August, will be reviewed in the Quality Committees meetings
- Process analysis is being looked at with a focus on dissemination of information
- Safety Surveillance and Infection Control team on Safety Rounding is receiving positive feedback on Safety Check process
- Washington Casualty OR process and systems review report is being prepared

b. Business Office Report – MaLisa Mudgett CFO

- A/R days: 74.62 for August
- Gross Revenue for month is highest year to date
- Contractuals are high for the month (40%), MaLisa is researching cause for increase and will report findings to Board at October board meeting
- Salary and wages were high for the month (MaLisa will provide information to Phil showing departmental breakdown of salary and wages), professional services, and central supplies were also over budget MTD
- Tele-pharmacy is working to resolve service contract issues with Sacred Heart. Phil is scheduled to have conference call with Sacred Heart next week.
- Radiology has had increase in services, stats are up
- Non-Operating Revenue; \$19,000 for trauma grant was received, \$3,900 in donated equipment was also received.
- Gross Revenue is less than 1% under budget YTD

c. CEO Report – Phil Sandifer

Phil presented summary of current responses from hospital staff / employees to questionnaire. The following topics were included in the discussions as priority items:

- Address wage and inequities
- Develop Strategic Plan
- Business/Marketing plans for all revenue area's
- Address Hospital as a whole in marketing plan (not just ARC)
- Prioritize Hospital needs

Phil suggested that his CEO Report to the Board, Board Meeting Agendas and Draft copy of the LCCH Board Meeting minutes be released to LCCH Employees via email to keep everyone informed. (Departments heads will be asked to print out copy of documents and

post in their departments for employees that do not have email/intranet access). Board approved request for release.

Phil informed the Board a new committee has been formed; committee members include Phil Sandifer, Nancy Young, Lisa Anderson and MaLisa Mudgett. The function of the committee is to address Departmental and Physicians' present needs (i.e. FTE's, equipment). Requests will be submitted to this committee for review and approval.

Phil also noted he and Celeste Thomas will be working together on the Hospital Marketing Plan, Milt Parham will be focusing on the ARC marketing plan.

In closing Phil offered to provide Board Education to the Board of Commissioners. Toni will work with Board Members on scheduling meeting time and location for educational session(s). Ross will work with Commissioners to setup shared calendars for scheduling purposes.

### **III. OLD AND NEW BUSINESS**

#### **A. Action Items: It was m/s/c to:**

1. To add Lake Chelan Community Land Trust discussions to October Board meeting agenda. Board will seek legal advice regarding ability to participate in affordable housing project and if it is financially feasible.
2. Approve Contract Renewal for Liability Insurance with Washington Casualty.
3. Approve Resolution #407: Lake Chelan Community Hospital Bank of America Credit Card (\$10,000 limit)
4. Approve Lake Chelan Tag Line: "Healthcare Close to Home"
5. Approve Removal and Addition of Trustee on Money Purchase Plan (Removal of Larry Peterson, addition of Nancy Young)
6. Approve Removal and Addition of Signer on Operating Account (Removal of Larry Peterson and Addition of Fred Miller)
7. Accept Vouchers/Warrants: \$ 409,858.30 in payroll #75403 to #75441, \$ 535,991.44 in accounts payable and payroll registers #157708 to #158008,
8. Accept Write-Offs: \$ 68,063.45, in bad debts for referral to collections agency(ies) per LCCH policy.

#### **B. CEO Recruitment Process – David Dickes**

Commissioner Dickes reported approximately 50 resumes have been submitted for the CEO vacancy. Resumes and summary will be available for individual Commissioners to review and score in the following week(s). Future discussions will take place to: decide which Commissioners will take

part in phone interview process, develop template of interview questions (Phil will supply samples), and set interview protocol for selection.

**IV. OTHER BUSINESS**

A. Audience:

- Karl Jonasson reported approximately 800 calls have been responded to YTD, 180 were inter-facility transfers. The forest service and fire districts are on scene of fire off 97/97A which has been contained. RiverCom is still working on financial plans, Karl has been assigned task of reviewing voucher/warrants.
- Kreann informed the Board that Sharon MacTavish has accepted new Directors position with Rural Health Quality Network, replacing Jeff Muro. Sue Shultz will be Interim DOH Risk Manager until filled. MCN Healthcare Policy and Procedure Software has been purchased, Toni Gomez will be initial contact until input process and procedure is up and running.
- Lisa noted we have three graduate student nurses that have accepted fulltime positions, two future graduates are also expected to come on board. CPSI Electronic Records system is in place, kinks are being worked out while staff is picking up on new system.
- Ed Swensen is looking at aesthetic and privacy enhancements and will be developing a priority list of equipment and furnishings for the ER department.

B. Executive Session:

Executive Session was held from 7:45 PM to 8:10 PM for the specific purpose of discussing risk management, legal and personnel issues.

**V. ADJOURNMENT:** There being no further business, the meeting was adjourned at 8:10 PM.

Submitted:

Attest:

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Administrator/CEO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date