

**GARFIELD COUNTY HOSPITAL DISTRICT  
BOARD OF COMMISSIONERS  
REGULAR MEETING**

March 3, 2010

Meeting called to order at: 1801

Present: Roger Dumbeck, Jenness Evanson, Pat Richardson, Jim Maves, Vonni Mulrony.

Staff & Guests: Dr. Glenn Houser, Andrew Craigie, Susan Morrow, Karen Hill, Shannon Jones, Julie Long, Barbara DeHerrera, Carla Low, Megan Bergland, Linda Stumpf, Greg West, Chris Munoz, Jeff Jones, and Barbara Essen

**PRESENTATIONS**

1. Conflict of Interest Statement: No one has indicated any conflict of interests at this time.
2. Consent Agenda:
  - a. Board of Commissioners Minutes Feb 3, 2010.
    - i. Corrections to the Board of Commissioners minutes were discussed and are as follows: Dr. Houser was noted as not present at the previous meeting, Jenness' signature line was not on the minutes, and treasure was misspelled corrected.
  - b. Finance Committee Minutes Feb 23, 2010
  - c. Quality Team Minutes Jan 3, 10, 17, 24, 2010
  - d. Safety Committee Minutes Feb 25, 2010
  - e. AP Vouchers 202074 – 202239 Total \$408,602.87
  - f. Payroll Vouchers 36789 – 36850 Total \$212,126.82.

Motion for approval made by Pat and seconded by Vonni to approve all items on the consent agenda and was approved with all in favor.

3. Quality
  - a. Revenue Cycle Process Improvement: Shannon Jones welcomed Greg West and Linda Stumpf from HRG. They gave a presentation on the progress that was made and the goals that were reached from the partnership between HRG and GCHD. Linda presented the accomplishments made by GCHD and HRG: implementing electronic billing and automated secondary payer claims, electronic remittances, reduced AR days to 55, accounts aged over 90 days from 50% to 19%, and other accomplishments. Future goals for financials were discussed. Shannon Jones made a point to thank every department and employee for the progress that was made.
  - b. E-Prescribe – Andrew presented the results of the e-prescribe Rapid Cycle and briefly explained the steps of the E-Prescribe process. The process will provide more timely, effective, and less costly prescriptions for patients.
  - c. Professional Development Program (PDP) – Andrew presented the workbooks for the 3 positions offered the PDP; the CNA, HCA, and dining assistant positions. A nice presentation was given explaining the goals of the PDP to promote a quality work environment and superior care experience.
  - d. The Resident Council approved for Jenness to attend their monthly meetings occurring at noon on the first Wednesday of the month.

4. HUGS

- a. Karen Hill gave a brief update on HUGS auxiliary activities. Request to affirm the bylaws of HUGS. Motion made by Vonni and seconded by Roger to affirm HUGS bylaws, motion passes with all in favor.
5. Medical Staff
- a. Jim Maves gave a brief update of the last medical staff meeting: Work in progress for the medical equipment for ultrasounds, echocardiography, etc. that has been requested. The Medical Staff had a presentation from Heart Clinics Northwest and introduction to electrocardiography-cardiac ultrasound. Mentioned that stress test treadmill would not be available initially.
  - b. Safety Committee reported by Roger Dumbeck:
    - i. Concerns about some increased bruising, injuries in the LTC side and the decreased use of the gait belt with patient transfers.
    - ii. Concerns about the use of patient safety checklist and interventions to prevent falls and injuries on both the hospital and LTC sides of the facility.
    - iii. Concerns about the sidewalk and handrail at the clinic; proposed to be fixed in April.
    - iv. L&I report was discussed, only 2 cases last year where time off was required. No employee accidents to date this year. Andrew amended that 1 employee was recently, since the Safety Committee Meeting, put on light duty for 5 days.
6. Finance Committee Report by Shannon Jones:
- a. Gross revenue is up over budget. Gross Net revenue year to date \$161,000 more than budgeted.
  - b. Current balance in Special Levies is approximately \$197,000; approximately 3 of 6 current projects are complete.
  - c. Treasurer reconciliation is not up to date for February due to unforeseen circumstances.
  - d. The state auditor's report is available on the hospital district website.
  - e. Resolution 10-04: Resolution for Disposal of Assets. Request approval for a copy machine from the clinic, hematology analyzer from 2002, and washer from 2006 to be disposed of. Motion was made by Vonni to approve Resolution 10-04 and seconded by Jenness, and was passed with all in favor.

Public Comment: Chris Munoz had public comment; questions as to where to get a copy of the HUGS bylaws.

## BUSINESS

1. Commitment to Effective Governance: Pat presented the first draft of Commissioner Competencies for commissioners to review and discuss.
  - a. Competencies in Knowledge & Skills: Health Care Delivery and Performance, Business and Finance, and Human Resources (employees, physicians, volunteers, etc.)
  - b. Competencies in Personal Capabilities: Accountability, Achievement Orientation, Change Leadership, Collaboration, Community Orientation, Information Seeking, Innovative Thinking, Complexity Management, Organizational Awareness, Professionalism, Relationship, Strategic Orientation, Talent Development, and Team Leadership.
  - c. Pat presented a reminder of what our mission, objectives, values, and purpose are.
  - d. The Baldrige Criteria: Use as a component for the Board Assessment Tool. Roger volunteered to present a job description related to the work and tasks of the board.
2. Medical Staff Credentialing: Medical staff has reviewed the credentialing of Lisa Barnes and recommends renewal of her privileges by the Board of Commissioners. Motion was made by Pat to approve Lisa's privileges as recommended by the medical staff and seconded by Jim, and passes with all in favor.

3. 2010 Election Calendar: Discussion of need for Special Levy to finance the replacement of the Long Term Care HVAC System estimated at \$150,000. The facility architect suggested we apply for a potential source of funding, ESCO, to help finance a new HVAC system; we are prequalified as of March 1 and a phone conference is scheduled with Andrew on Friday, March 5.

ADMINISTRATOR

1. We have applied for the Garfield County Health Foundation to finance a new portable x-ray machine estimated at \$34,000.
2. Reports & Correspondence:
  - a. Safety Net Assessment: This is working its way through Olympia right now; it will most likely pass with little resistance.
  - b. Meal & Rest break legislation: This is looking like it is going to pass. This would mandate the facility to provide scheduled meal and rest breaks with the only acceptable way to being called back to work from a break would be a national or federal emergency. Potential fiscal setback is a minimum of \$120,000 yearly.
  - c. State Budget: Goal is to close the \$2.7 billion deficit the state has; includes many proposals to save programs like the Safety Net Assessment. Legislature scheduled to end March 11.
  - d. RHQN Quality news letter
  - e. Joint Meeting with Dayton Evaluation: Andrew thanked the board for attending.
  - f. Board Retreat Date: The board retreat will be on Thursday, April 8 from 10:00 to 2:00, location to be decided.
  - g. Commissioner Orientation: The commissioner orientation will be Monday, March 22 at 2:00 in the Learning Center at the hospital.

Next meeting will be April 7, 2010

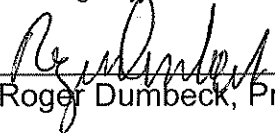
Executive Session: RCW 42.30.110 (b) to consider the selection of a site or the acquisition of real estate by lease or purchase and RCW 70.44.062 (2) Meeting, proceeding and deliberation of quality improvement.

Meeting Recessed: 20:45

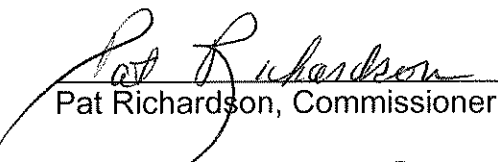
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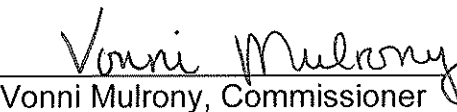
Recessed Executive Session 21:45

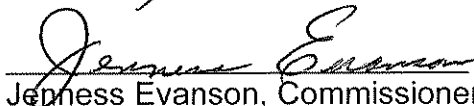
Meeting Adjourn: 21:45

  
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Roger Dumbek, President

  
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Jim Maves, Commissioner

  
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Pat Richardson, Commissioner

  
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Vanni Mulrony, Commissioner

  
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Jenness Evanson, Commissioner