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**Adams County Public Hospital District No. 3
Regular Meeting of the Board of Commissioners**

Tuesday May 23, 2017

Board Meeting: 4:00 p.m.
Light Dinner to follow

CONFERENCE ROOM

Regular Board Meeting

1. Call to Order
2. Comments from Audience
3. Auxiliary Report
4. Medical Staff Report
5. Department Report
6. Conflict of Interest Declarations
7. Consent Agenda
 - A. April 27, 2017 Regular Board; May 10, 2017 Special Board; May 22, 2017 Finance; May 22, 2017 Personnel Committee meeting minutes
 - B. Claims and payroll
 - C. Bad debts and charity care
8. Patient Satisfaction Survey
9. Financial and Statistical Report
10. Old Business:
 - A. EMS Levy Committee update
11. New Business:
 - A. Approval of Malpractice Renewal Insurance
 - B. Approval of Capital Equipment for Microsoft licenses
 - C. Approval of Surplus List

12. Administrative Report
 - Nursing Report
 - Patient Story
 - CEO Report

13. Articles

14. Process Feedback

15. Executive Session:

The Board will meet in closed Executive Session per: 1) RCW 70.44.062(2) whereby all meetings, proceedings, and deliberations of a quality improvement committee established under RCW 4.24.250, 43.70.510, or 70.41.200 and all meetings, proceedings, and deliberations of the board of commissioners, its staff or agents, to review the report or the activities of a quality improvement committee established under RCW 4.24.250, 43.70.510, or 70.41.200 may, at the discretion of the quality improvement committee or the board of commissioners, be confidential and may be conducted in executive session. Any review conducted by the board of commissioners or quality improvement committee, or their staffs or agents, shall be subject to the same protections, limitations, and exemptions that apply to quality improvement activities under RCW 4.24.240, 4.24.250, 43.70.510, and 70.41.200. However, any final action of the board of commissioners on the report of the quality improvement committee shall be done in public session; and 2) per RCW 42.30.110(g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging an employee, that action shall be taken in a meeting open to the public.

The Executive Session is expected to last 10 minutes.

16. Adjournment



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**Adams County Public Hospital District No. 3
Board of Commissioners Meeting Minutes
May 23, 2017**

Present: Shirley McCullough, Lynda Bowers, Bob Carlson, Larry McCourtie, and Terry Thompson

Others Present: Connie Agenbroad, Mark Bunch, Rhonda Golladay, Tina Bernsen, Mindy Gonzalez, and Mary Garza

Call to Order: President McCourtie called the meeting to order at 4:00 p.m. President McCourtie announced that the meeting is being recorded. President McCourtie asked if everyone could hear him. All present acknowledged they could hear him.

Comments from Audience: None

Auxiliary Report: Mary Garza reported that the Auxiliary met on Monday, May 8, 2017. The auxiliary has collected \$5500.00 in donations. The next Auxiliary meeting will be Monday June 12, 2017 to finalize the program and on Friday June 19, 2017 to organize auction items.

Medical Staff Report: None

Department Report/Guest Presentation: None

Conflict of Interest Declarations: None

Approval Consent Agenda: Bob Carlson made a motion to approve the Consent Agenda comprised of the; 1) April 27, 2017 Regular Board; May 10, 2017 Special Board; May 22, 2017 Finance; and May 23, 2017 Personnel Committee Minutes. 2) Claims, payroll, payroll taxes, and Auxiliary in the amount of \$1,189,763.66 3) Bad Debts and Charity care in the amounts of 157,535.17 and \$113,605.08 respectively. Terry Thompson seconded the motion. The motion passed unanimously.

Patient Satisfaction: Mindy Gonzalez presented patient satisfaction surveys for Inpatient, Outpatient, and ER services.

Financial Report: For the month ending, April, 2017, OCH incurred an operating loss (including approximately \$50,573 in hospital levy; \$39,765 in EMS levy) in the amount of \$312,790 with investment gain of \$31,043 for a total net loss of \$281,748; year-to-date operating loss (including approximately \$202,292 in hospital levy; \$159,060 in EMS levy;) was \$235,704 with investment gain of \$122,681 for a year-to-date loss of \$113,023.

Old Business: Commissioner Carlson gave an update on the EMS levy committee meeting held on Tuesday May 9, 2017 at City Hall. EMS committee voted to go with the six year levy. Public Disclosure Commission forms have been completed and the bank account has been set up. To date the committee has received donations of \$625.00. We do need to get more people to donate before the end of June. The ballots are scheduled to be mailed out around July 6, 2017. We need to get flyers and mailers out before the end of June. The next meeting is scheduled for Thursday June 15, 2017 at 6:30 pm at City of Hall.

New Business: New Business: Approval of Malpractice Renewal Resolution 17-04: Lynda Bowers made a motion to approve Resolution 17-04, expending \$129,992.00 as follows: renewing \$43,123.00 for Professional/General Liability and EBL coverage; \$4,482.00 for Directors and Officers coverage; \$11,646.00 Employment Practices Liability; \$28,722.00 Excess Liability Coverage; \$13,314.00 for Cyber and Regulatory Liability; \$27,144.00 for broker services through Parker Smith & Feek; and \$1,561.00 Fiduciary Liability. Terry Thompson seconded the motion. The motion passed unanimously.

Approval of Capital Equipment for Microsoft Licenses: Terry Thompson made a motion to approve capital equipment purchase for Microsoft Licenses not to exceed \$23,000.00. Bob Carlson seconded the motion. The motion passed unanimously.

Approval of Surplus property Resolution 17-05: Shirley McCullough made a motion to approve Resolution 17-05 Surplus Property. Lynda Bowers seconded the motion. The motion passed unanimously.

Nursing Report: Rhonda Golladay corrected her report from April 2017 board meeting. There was one (1) admission restrictions with zero (0) diversions for March 2017 and two (2) admission restrictions with zero (0) diversions for April 2017.

Patient Story: No patient story was presented. Connie Agenbroad did comment on feedback she received from the CEO at Ritzville Hospital wanting the hospital staff to know how much he and the Ritzville City Police appreciated the staff on taking care an assault victim they brought here to the hospital.

CEO Report: Mary Garza gave an update on the 2nd grade school tours the hospital staff did during Hospital week. Othello, Warden, and Connell schools were involved. The staff toured over 550 students. The hospital has received thank you notes from the schools. Administration did send thank you cards and candy to all the hospital staff that help with the tours. There was one department manager who had never done a tour and did one this year and was surprised how much they enjoyed doing it. Connie Agenbroad talked with a mother of one of the students and she did not realize how many germs were on her cell phone and the bottom of her shoes because the lab cultures were from cell phones and bottom of shoes.

Employees have purchased their own jackets with the hospital logo on them. Connie Agenbroad will have some samples for the board to look at for the June board meeting if they would like to purchase one.

Bob Carlson and Larry McCourtie have filed for reelection for their positions as Board Commissioners.

The CEO group that Connie has been attending would like to have an informal meeting with any Board Commissioners that will be at Chelan. Tentatively the meeting is scheduled for Wednesday June 28, 2017 at 1:30 prior to leaving Chelan. This will be an informational meeting on what the CEO group has been working and the group wants to make sure that their board members are hearing the same thing such as possibility sharing some staff, and other items that have been discussed.

On May 17, 2017, we had a power outage for about two hours and were pretty well prepared for this since we have had several outages in the past. Because this was a single leg outage, Mike Richard shut down the power and turned on the emergency power. Some areas had lights but not computers and some had computers and no lights. Patient care areas were all on emergency power and really were not affected. One freezer switch and a bililight went out and will need to be replaced. Maintenance had a debriefing the next day and had some great ideas. Ron Estell suggested that the maintenance staff have an emergency cart with extension cords, surge protectors, and portable lanterns so that they would not have to keep going back the department to obtain these items.

Stan Fuhriman has turned in his retirement letter effective July 30, 2017. The hospital will be placing ads for Maintenance supervisor and RT. Discussion is ongoing as to possibility rescheduling RT hours to have RT available 7 days per week.

Connie Agenbroad met with NES contractors for our ER physicians on Friday May 19, 2017. They are seeking an increase to our contract and at this point, no decision has been made. The increase could be up to \$265,000 per year. Other options were discussed such as having PA's and/or ARNP's staff the ER. Connie will be contacting other agencies and surrounding hospitals as to what is available should we decide to move forward with another company. Connie will discuss with CBHA to see if there might be something, we might be able to work on together.

Connie Agenbroad asked if Shirley and Lynda would be willing to do a walk through the hospital with her to look at some areas that might need to have some replacements done; such as carpets, floor tiles, and baseboards.

EMS as developed a Facebook page and have started introducing each EMT along with a short bio about them. They have been doing a great job. EMS open house is May 25, 2017 from 4:00 to 7:00.

Articles: The Board reviewed articles regarding, "Othello Hospital District Patrons To Vote on EMS Levy Proposal", from Columbia Basin Herald, May 16, 2017; "Infection Prevention News", from Mary McCourtie, Infection Control RN, Othello Community Hospital.

Connie Agenbroad with the help from Tina Bernsen and Rhonda Golladay reviewed the Partnership for Patients March 2017 release and spreadsheet of CMS HIIN Measures 2016-2019 regarding as to what is required to be reported, where to report, frequency of reporting and who reports.

Process Feedback: Commissioner Carlson asked on an update concerning the new dental surgeon from CBHA. The last update was that Dr. Traficante is scheduled to be here in July 2017.

Executive Session: Executive Session: President McCourtie stated that the Board would meet in closed Executive Session per: 1) RCW 70.44.062(2) to review and discuss quality improvement activities and 2) RCW 42.30.110(g) to review and discuss the performance of a public employee. Any final action of the board of commissioners would be taken in open session. A complete legal citation of the above was available in the agenda to this meeting, upon request, and as cited below:

1) RCW 70.44.062(2) whereby all meetings, proceedings, and deliberations of a quality improvement committee established under RCW 4.24.250, 43.70.510, or 70.41.200 and all meetings, proceedings, and deliberations of the board of commissioners, its staff or agents, to review the report or the activities of a quality improvement committee established under RCW 4.24.250, 43.70.510, or 70.41.200 may, at the discretion of the quality improvement committee or the board of commissioners, be confidential and may be conducted in executive session. Any review conducted by the board of commissioners or quality improvement committee, or their staffs or agents, shall be subject to the same protections, limitations, and exemptions that apply to quality improvement activities under RCW 4.24.240, 4.24.250, 43.70.510, and 70.41.200. However, any final action of the board of commissioners on the report of the quality improvement committee shall be done in public session, and

2) RCW 42.30.110(g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging an employee, that action shall be taken in a meeting open to the public.

The Executive Session is expected to last 10 minutes.

The Executive Session convened at 5:20 p.m.

Resumption of Open Session: The open session resumed at 5:30 p.m.

Adjournment: The meeting adjourned at 5:40 p.m.

Respectfully submitted,



Bob Carlson, Secretary