



315 North 14th Ave
Othello, WA 99344-1297
[P] 509.488.2636
[F] 509.331.2617

www.othellocommunityhospital.org

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

Thursday, February 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. January 26, 2017 Regular Board; February 22, 2017 Finance; February 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:
11. New Business:
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
February 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

Guest: Telly Cantu, CBHA Birthing Educator

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 Tuesday, February 21, 2017. Discussion included the Golf outing, dinner menu and Larry will be checking on prices. Mary McCourtie will discuss with department managers regarding basket auction items at the next department managers meeting. Auxiliary memberships for 2017 are due. Each Board received a copy of the membership form. The next Auxiliary meeting will be March 14, 2017.

Medical Staff Report: Medical Staff recommends Board approval for the following reappointments for 2017 Medical Staff: Active Medical Staff: Dr. Catherine Dinglasan, Family Practice; Emergency Services: Dr. Alfred Holm; Integra Imaging: Dr. Robert Handy, Dr. Vivienne Kezuka, Dr. John Romano, Dr. William Schulte, and Dr. Kenneth Symington; Dental Staff: Dr. Larry Loveridge; Anesthesia: CRNA Stephanie Lounsbury-Griffin; Podiatry: Dr. Jay Callarman; Extended privileges for 30 days for Active Medical Staff for Dr. Monique Small and Dr. Rebecca Locke until reappointment applications have been completed. Shirley McCullough made a motion to approve Medical Staff reappointments. Terry Thompson seconded the motion. The motion passed unanimously.

Department Report/Guest Presentation: Telly Cantu, Birthing Educator from CBHA discussed how well the joint OB birthing classes are going with the hospital. She has received lots of positive comments from participates on how much they enjoy having nurses from the hospital involved and having tours of the OB rooms and meeting the nursing staff. This has been a very successful program for CBHA, the hospital, and the patients. The next class is April 17th and April 20th. The largest class has been 23 and the smallest has been 14. The last class held was 14 with 12 of them being first time mothers.

Conflict of Interest Declarations: None

Approval Consent Agenda: Bob Carlson made a motion to approve the Consent Agenda comprised of the; 1) January 26, 2017 Regular Board; February 22, 2017 Finance; and February 22, 2017 Personnel Committee Minutes. 2) Claims and payroll in the amounts of \$1,789,639.54 3) Bad Debts and Charity care in the amounts of \$204,905.13 and \$28,842.62 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, January, 2017, OCH incurred an operating loss (including approximately \$50,573 in hospital levy; \$39,765 in EMS levy) in the amount of \$315,397 with investment gain of \$30,551 for a total net loss of \$284,846; year-to-date operating loss (including approximately \$50,573 in hospital levy; \$39,765 in EMS levy;) was \$315,397 with investment gain of \$30,551 for a year-to-date loss of \$284,846.

Finance Committee recommends approval for Central Bonded Collectors to place a lien on a local home whose owner now lives out of state. Bob Carlson made a motion to approve Central Bonded Collectors to place a lien on the home. Terry Thompson seconded the motion. The motion passed unanimously.

Old Business: None

New Business: None

Nursing Report: Rhonda Golladay reported there were zero (0) admission restrictions with zero (0) diversions for January 2017.

Patient Story: Connie Agenbroad reviewed thank you cards received from patients and family members regarding their care. Terry Thompson commented on the excellent care that his grandson received during a recent ER visit including his transfer with Life Flight.

CEO Report:

Connie Agenbroad thanked the Commissioners on behalf of the staff for their involvement in the Employee Recognition program.

Connie Agenbroad reviewed articles on CRNA week featuring Othello's CRNA, Quincy hospital, Flu epidemic reported to be the worst in five years, and Washington's bad flu season may have peaked. Connie commented that there has been more staff with the flu this year than in the past.

Connie Agenbroad informed the Commissioners that the State Auditor's office was here doing their annual audit. On Tuesday February 28, 2017 will be the entrance meeting. Larry McCourtie appointed Bob Carlson and himself to attend the meeting.

Mary Garza gave an update on how the joint Women's Expo went with CBHA. All who attended appeared to enjoy the Expo.

The EMS levy committee meeting is scheduled for Wednesday March 8, 2017. Bob Carlson and Terry Thompson will attend the meeting.

The Commissioners received their F1A forms that need to be filed by April 17, 2017. Mary Garza and Mindy Gonzalez will be available to assist getting these forms completed should any Commissioner need assistance.

Connie Agenbroad reported on the meeting she attended at Moses Lake on Monday February 20, 2017 with CEO's from Samaritan, Quincy, Ephrata, Odessa, Davenport, Coulee City, and Ritzville. Discussion was around collaboration together such as sharing some specialty staff that might help cut costs. It was the consensus of the group to continue these meetings. Discussion also included having at least one (1) Commissioner to join this group.

Connie Agenbroad reminded the Commissioners of the Othello Chamber Banquet that is February 24, 2017. All Commissioners have tickets to attend.

Connie Agenbroad reported that Greg Douglas is now board eligible and can sit for his exam. He is able to do ultrasound now with sign off by another ultrasound tech. The goal is to be able to extend our ultrasound hours during the week and on the weekends. One of the ultrasound techs will be having surgery and will be out for about six (6) weeks. We are looking at possibly starting the extended hours in May. This may include scheduling OB ultrasounds on the weekends not just during the week.

At the request of the Personnel Committee Tina Bernsen reported on the status of nursing staff. Currently there are forty (40) RNs on staff, twenty-six (26) on staff work in the AC/OB, six (6) RN's work in the ER, six (6) RN's work in the OR/Outpatient, and two (2) are Nursing Administration. Out of the forty (40) RN's, twenty-nine (29) are benefit earning, eleven (11) are per diems with one (1) being a benefit waiver. Of the forty (40), two (2) are still orienting with one (1) working in the ER and one who's primary area will be in OR/Outpatient, she is also orienting AC but her primary area will be OR/Outpatient. There are ten (10) RN's out of the forty (40) that have at least one (1) special certification and one that has two (2), six (6) are OB certified nurses, two (2) are pharmacy tech nurses, one (1) OR certified nurse, and two (2) board certified lactation consultants. At this time, twenty-eight out of the forty (40) nurses are labor and delivery trained. These nurses can function independently in labor and delivery. The twelve (12) out of the forty (40) nurses that are remaining would require a nurse to sign off and monitor their labor and delivery nursing. Of those, twelve (12) there are several that would not be labor and delivery because they are from other departments. Out of those twelve (12), there are eight (8) benefit earning nurses whose primary department is not AC/OB. Out of the eight (8), there are five (5) OR/Outpatient nurses, two (2) ER nurses and one (1) nursing administration they would not be managing labor and delivery. The four (4) remaining out of the twelve (12), one (1) is a per diem AC/OB who is currently working and fully orientated in AC and she will not be orienting to OB at this time. That is her wish. The charge nurses have signed off on this person to work. They are okay working with her not being orientated to OB. She works approximately two (2) days per month. She does pick up an occasional day or two but at that amount of work and not being orientated to OB, she cannot remain proficient at it. You have to be doing it or at least be around it a little bit more than two (2) days a month. The other three (3), one (1) is an OR/Outpatient

nurse who is orientating and occasionally orientating upstairs but her primary department will be OR/Outpatient. The other two (2) are ER nurses. As you can see they do float, we have two (2) ER nurses who float upstairs to help. We have some OR/Outpatient nurses who float upstairs to help. We have AC/OB nurses who float down to ER and OR/Outpatient in case of an emergency C-Section or any emergency surgery.

Larry McCourtie commented that the goal of the personnel committee was to have as many OB trained nurses as possible. Larry hopes that the nursing staff feels that they are pretty well covered with OB nurses with the amount of nurses we have. Tina stated that it is really based off the charge nurse feeling comfortable with who their staff members are because they are essentially over ER and everybody especially when supervisors or administration is not here. Tina stated they default to the charge nurse when scheduling those nurses (there is one (1) now) who is not labor and delivery trained. She can be used as the second nurse. The ten (10) nurses that are certified in different areas do this on their own and they have to keep their certificate up. The hospital checks on this certification at the time they are due to be renewed. The 28 OB trained nurses are required to take a fetal heart monitoring class every two (2) years.

Process Feedback: Bob Carlson asked about the conflict of interest statements. Mary Garza and Mindy Gonzalez will get these out to all Commissioners next week.

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 5:15 p.m.

The Executive Session was extended for five (5) more minutes.

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

Adjournment: The meeting adjourned at 5:30 p.m.

Bob Carlson

Bob Carlson, Secretary