



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 October 4, 2018

September Meeting

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. August 23, 2018 Regular Board; September 5, 2018 Board Policy; October 2, 2018 Finance for September 2018; October 3, 2018 Personnel Committee for September 2018 meeting minutes
 - B. Claims and payroll
 - C. Bad debts and charity care.
8. Patient Satisfaction Survey
9. Financial and Statistical Report
 - A. FY 2019 Preliminary Draft Budget
Budget Hearing Date October 25, 2018
10. Old Business:
11. New Business:
 - A. Approval of Board Policy BP-046 Hospital Wide Seniority
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.

The Executive Session is expected to last 15 minutes.

16. Adjournment



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
Board of Commissioners Meeting Minutes
October 4, 2018 (September 2018 meeting)**

Present: Larry McCourtie, Shirley McCullough, Bob Carlson, Lynda Bowers, and Gayle Bohannon

Others Present: Connie Agenbroad, Mark Bunch, Mary Garza, Mindy Gonzalez, Karen Palmer, and Roger Roylance

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

Medical Staff Report: PI/Executive Medical Staff recommends Board approval for the following: Reappointments for Teleradiology Integra Imaging: Mark Elliot, MD; Trent Sanders, MD; Ryan Goff, MD; Appointments for Teleradiology Integra Imaging: Shawn Jones, MD; Appointment for CBHA: Syed Gillano, DO; and Appointment for Neuro/Telemed Providence: Yi Mao, MD. Lynda Bowers made a motion to approve Medical Staff appointments. Shirley McCullough seconded the motion. The motion passed unanimously.

Department Report: None

Conflict of Interest Declarations: None

Approval Consent Agenda: Bob Carlson made a motion to approve the Consent Agenda comprised of the; 1) August 23, 2018 Regular Board; September 5, 2018 Board Policy; October 2, 2018 Finance; and October 3, 2018 Personnel Committee Minutes. 2) Claims, payroll, payroll taxes, and Auxiliary in the amount of \$1,760,560.92. 3) Bad Debts and Charity care in the amounts of \$85,191.54 and \$75,880.25 respectively. Lynda Bowers seconded the motion. The motion passed unanimously.

Patient Satisfaction: Mindy Gonzalez presented the Inpatient and Outpatient patient satisfaction reports.

Financial Report: Mark Bunch presented the preliminary draft budget for FY 2019. The budget hearing date is set for October 25, 2018.

For the month ending, August, 2018, OCH incurred an operating loss (including approximately \$36,180 in disproportionate share; \$72,791 in hospital levy; and \$46,250 in EMS levy) in the amount of \$210,688 with investment gain of \$22,894 for a total net loss of \$187,795; year-to-date operating loss (including approximately \$289,442 in disproportionate share; \$582,333 in hospital levy; and \$370,000 in EMS levy;) was \$2,093,543 with investment gain of \$183,122 for a year-to-date loss of \$1,910,421.

Bob Carlson asked when we would be able to get a graph report on the AR days and patient admits. Mark Bunch will work with Engage to work on getting a report.

Old Business: None

New Business: Approval of Board Policy Hospital Wide Seniority BP-045: Shirley McCullough made a motion to approve Board Policy Hospital Wide Seniority BP-045. Lynda Bowers seconded the motion. The motion passed unanimously.

Nursing Report: Connie Agenbroad reported that there were two (2) admission restrictions with zero (0) diversions for August.

Patient Story: None

CEO Report: Connie Agenbroad discussed education/training for new Commissioner Gayle Bohannon. Connie recommended that Gayle Bohannon attend October, November and December's Finance Committee, Personnel Committee and PI Committee.

Connie Agenbroad discussed that the first nurse policy committee met and reviewed and revised the Per Diem policy. This is a Board Policy and it will need to be taken to the Board Policy committee on October 9, 2018 for review and any recommendations the committee may have. The next nurse policy committee meeting will review nursing policy "Call time and requested days off". A date has not been set as of yet.

Connie Agenbroad gave an update on the sleep clinic. Since August 1, 2018 through October 3, 2018, there have been twenty-nine (29) consults, twelve (12) sleep studies, and one (1) home sleep study.

On Thursday, October 18, 2018, the hospital staff (EMS, Nursing, Radiology, Administration, and Laboratory) will be attending the Career days at the high school from 8:00 am to 3:00 pm. Then at 5:00 pm that evening is the Fire Department's open house that the EMS will be attending.

Connie Agenbroad discussed Board training on Thursday October 25, 2018:

Open Public Records Act 11:00 am – 2:00 pm (lunch will be served)

CPR 2:00 pm

Budget Hearing and Regular Board 4:00 pm

Connie Agenbroad asked about rescheduling November 22, 2018 meeting to November 29, 2018 due the fact the regular meeting for November falls on Thanksgiving Day. It was the consensus of the group to reschedule November's meeting to November 29, 2018 with Finance on Tuesday November 27, 2018 and Personnel on Wednesday November

28, 2018. Connie Agenbroad will bring a resolution to reschedule November's meeting at the October 25, 2018 Board meeting.

WSHA Annual Meeting in Seattle is scheduled for Thursday October 11, 2018 thru Friday October 12, 2018.

Flu shots are available until November 1, 2018.

Connie Agenbroad gave an update on her recent trip to Washington DC with WSHA for Rural Advocacy Days. Meetings were held with Senator Cantwell, Senator Murray, and Representative Newhouse. Some of the issues that were discussed were telemedicine, long-term care, and physician payment cuts to off campus hospital based provider clinics proposed by CMS.

Connie Agenbroad requested a motion to amend the agenda for executive session to include: RCW 42.30.110(1) (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; and to extend the executive session to 30 minutes.

Lynda Bowers made a motion to amend the agenda for executive session to include RCW 42.30.110 (1) to review and discuss the performance of a public employee and extend the executive session to 30 minutes. Bob Carlson seconded the motion. The motion passed unanimously.

Articles: The Board reviewed articles regarding. "Obamacare premiums dip, but 18% increase proposed in Washington State", from seattletimes.com, September 7, 2018; "Tests show more than half of Americans misused prescription drugs", from modernhealthcare.com, September 7, 2018; "Oregon's only heart transplant hospital suspends procedures", from seattletimes.com, August 28, 2018

Process Feedback: None

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(1) (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 30 minutes.

The Executive Session convened at 5:00 p.m. At 5:30 p.m., the executive session was extended for additional 25 minutes.

Resumption of Open Session: The open session resumed at 5:53 p.m.

Lynda Bowers made a motion to modify the Influenza Vaccination, Employee Reasonable Accommodation Form to include correction action as stated per the Employee Handbook: "We may take the corrective action we decide is appropriate when we conclude an employee has not adhered to our standards or that performance or behavior otherwise is unsatisfactory. Corrective action we may take includes: verbal warning; written warning; probation; suspension with or without pay; demotion or reassignment; or discharge, with or without prior notice. You should be aware that OCH will decide, in its sole discretion, what level of discipline to apply to a situation and does not have a policy or practice of using any particular progressive discipline program." Bob Carlson seconded the motion. The motion passed unanimously.

Adjournment: The meeting adjourned at 5:55 p.m.

Respectfully submitted,



Bob Carlson, Secretary