

# Board of Commissioners Meeting

## MINUTES

JANUARY 29, 2018

6:00PM

CMC TRAINING ROOM

<b>MEETING CALLED BY</b>	Kris Hare – Secretary
<b>TYPE OF MEETING</b>	Regular Board of Commissioners meeting
<b>FACILITATOR</b>	Jerry Kennedy – Board Chair
<b>RECORDER</b>	Leha Neilsen
<b>COMMISSIONERS</b>	Commissioner Jerry Kennedy, Commissioner Geary Oliver, Commissioner Kris Hare, Commissioner Clea Pryor, Commissioner Betty Brueske
<b>ATTENDEES</b>	Geary Oliver, Kris Hare, Betty Brueske, Ramona Hicks, Dr. Hsieh, Leha Neilsen, Joyce Bodeau, Melissa Nix, Heather McCleary, Lani Morales, Penny Lewis, Linda Larson, Meesha Markwell, Natalie Dennis, Scott Hunter
<b>CALL TO ORDER</b>	Board of Commissioner’s Secretary Kris Hare called the meeting to order at 6:00 PM. A quorum was present.
<b>MISSION &amp; VISION</b>	Coulee Medical Center’s mission, vision and values statement were read by the Board.

### Agenda topics

30 MINS EXECUTIVE SESSION BOARD OF COMMISSIONERS

<b>DISCUSSION</b>	The Board unanimously decided to amend the agenda and go into Executive session first. Kris Hare closed the regular Board meeting at 6:01 pm for an Executive Session, regarding RCW 42.30.110, to last for 30 minutes, to reconvene at 6:30. Open meeting reconvened.
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5 MINS APPROVAL OF MINUTES BOARD OF COMMISSIONERS

<b>DISCUSSION</b>	The minutes of the December Board of Commissioner and Special meeting minutes were reviewed.	
<b>CONCLUSIONS</b>	Commissioner Betty Brueske moved for approval. The motion was seconded by Commissioner Geary Oliver. Motion carried	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>MOTION CARRIED</b>
Both meeting minutes were approved by the Board of Commissioners	Betty B. & Geary O.	✓

10MINS CEO UPDATE RAMONA HICKS

<b>DISCUSSION</b>	Still waiting to hear back from Dr. Knox. Owl Pharmacy is now taking our employees insurance! Kaiser has reached back out to us, still waiting on an official answer. CMC is currently looking into a new retirement vendor, more info to come in the next few meetings.
Dr. Castrodale discussed OB and continued the discussion on the maternal mortality. Dr. Benedetti will be coming to visit our facility in the spring, Dr. Benedetti is the one who compiled the OB stats for the conference Dr. C attended.	
The clinic saw 114 patients last week, which is a record high for CMC! Currently looking into a software to help us with appointment reminders. This should help with our no show percentage. There is a NWRH conference coming up in March, Ramona reached out to them and asked if they would sponsor a few people from our facility to attend, they said yes! (Betty Brueske is interested in attending for the Board.)	
Ramona thanked Heather for making sure all the managers are getting their evals done. Very good to sit down with the managers and make sure job descriptions and duties were appropriate for all. Ramona changed Joyce’s title to Corporate Compliance officer to really let it be known that she is compliance for the WHOLE facility.	
Penny is currently looking into a reference lab where genetics testing is their main focus. No decisions have been made on this.	
Dr. McConnell’s wife who is in school to be a physiologist reached out to Ramona and really wants to come work here. She will be graduating in 2019. Ramona will be looking into this over the next few months.	



10 MINS

CFO UPDATE

JASON MCCORMICK

<b>DISCUSSION</b>	December is not done yet due to yearend adjustments, still working through the audit process, DZA auditor will be here in March to finalize financials from 2017.	
	Jason reviewed some stats from December, gross rev was 4.3.	
	No warrant balance at this time, this is because people at the county office have been out due to sickness the report hasn't been sent to us since Jan 10 <sup>th</sup> .	
	Rev Cycle update – Natalie is fully staffed, AR has decreased, it's the lowest it's been in a while. 6 days behind on cash posting. Natalie's team is looking more in depth to accounts. Jason told the Board that the rev cycle has really turned around, he hasn't seen this quick of a turnaround at another facility.	
<b>DISCUSSION</b>	Financial Resolutions	
	<u>Resolution 1014</u> – Bad Debt December - Commissioners were provided the bad-debt write-offs of \$75,576.55 for the month of December 2017.	
	<u>Resolution 1015</u> – Payment of Warrants December - Commissioners were provided with the list of Accounts Payable Warrants. totaling \$716,223.88.	
	<u>Resolution 1016</u> - Commissioners were provided the Charity Care cases, which were determined to be in the amount of \$37,678.78 for the month of December.	
<b>CONCLUSIONS</b>	Commissioner Betty Brueske moved for approval. The motion was seconded by Commissioner Geary Oliver. Motion carried	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>MOTION CARRIED</b>
Resolution 1014, 1015 and 1016 were approved by the Board of Commissioners	Betty B. & Geary O.	✓

10 MINS

CMO UPDATE

DR. HSIEH

<b>DISCUSSION</b>	Dr. Bacon started a few weeks ago, working in the ER/OB and the clinic. Currently working on better clinic flow, and decreasing the amount of days Dr. C is booked out. The clinic saw a record high of 114 clinic patients in Jan.	
	No shows – working to do more reminder calls, no shows have dropped 20%.	
	Physician leadership – Dr. Hsieh would like to have a medical executive committee; the medical staff will work on the structure of this committee at their Spring Provider retreat in April.	
	Thanks to Sandy Edwards, RN CMC's infection control nurse we are on the antimicrobial honor roll this year!	
	OB has been busy; we have had multiple deliveries in the past weeks. Thank you to Wendy Hughes who came in on her days off to help out. Chris McGlothen has been here for 4 months now, he is working out really well.	
	Dr. Cartwright is still recovering from his injury; he would like to start seeing 30 patients a day. He is also working on casting and splinting training.	
	General Surgery – vein ablation is going great, CMS has just approved a new process for vein ablation, it will make the process much easier.	
	Dr. Hsu and Dr. Hsieh will be doing some work with INHS, they start there in March.	

5 MINS

OLD BUSINESS – ORG CHART REVIEW

RAMONA HICKS

<b>DISCUSSION</b>	Ramona presented the new organizational chart for the Board to review, Dr. Hsieh suggested a few changes. This was just an informative piece for the Board.
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5 MINS

NEW BUSINESS

BOARD OF COMMISSIONERS

<b>DISCUSSION</b>	To Ratify Ramona L. Hicks, RN as Chief Executive Officer	
	<u>Resolution 1017</u> – Ratify Ramona Hicks as CEO	
	<u>Resolution 1018</u> – Appoint Ramona Hicks as Agent of the District	
<b>CONCLUSIONS</b>	Commissioner Geary Oliver moved for approval. The motion was seconded by Commissioner Betty Brueske. Motion carried.	
<b>DISCUSSION</b>	Election of Board officers and committees for 2018.	
<b>CONCLUSIONS</b>	Commissioner Geary Oliver made a motion to keep all Committees and Officers as is. Motion was seconded by Betty Brueske. Motion Carried.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>MOTION CARRIED</b>



Resolution's 1017 & 1018 were approved by the Board of Commissioners	Betty B. & Geary O.	✓
Jerry Kennedy will remain President, Kris Hare will remain Secretary, and the current committees will remain the same.	Betty B. & Geary O.	✓

5 MINS

CREDENTIALING

BOARD OF COMMISSIONERS

<b>DISCUSSION</b>	Commissioners were presented with credentialing information	
<b>CONCLUSIONS</b>	Commissioner Betty Brueske moved for approval on credentialing. The motion was seconded by Commissioner Geary Oliver. Motion carried.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>MOTION CARRIED</b>
Credentialing was approved by the Board of Commissioners	Betty B. & Geary O.	✓

5 MINS

NEXT MEETING DATE & TIME

BOARD OF COMMISSIONERS

<b>DISCUSSION</b>	February meetings
<b>CONCLUSIONS</b>	The Board of Commissioners will have a Special Board Meeting on February 13 <sup>th</sup> at 3:30pm, where they will continue governance training with Jason McCormick. The Board will have their monthly Commissioner Meeting on Monday, February 26 <sup>th</sup> at 6:00pm. (Special Board meeting was canceled after this meeting)

<b>ADJOURNMENT</b>	Commissioner Betty Brueske made a motion to adjourn the meeting. The motion was seconded by Geary Oliver. Motion Carried. Meeting adjourned at 7:30pm.
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Respectfully Submitted by:



Leha Neilsen  
Executive Assistant

Approved by:



Kris Hare  
Secretary, Board of Commissioners

