

**DOUGLAS, GRANT, LINCOLN & OKANOGAN COUNTIES**  
**PUBLIC HOSPITAL DISTRICT NO. 6**  
**June Regular Commissioner Meeting Minutes**

**Date:** July 6, 2016  
**Time:** 6:00 PM  
**Place:** Coulee Medical Center – Education Conference Room  
**Present:** Commissioners: Betty Brueske, Geary Oliver, Kris Hare, Clea Pryor, Jerry Kennedy

Also Present: Debbie Bigelow, Chief Executive Officer; Dr. Andrew Castrodale, Chief of Staff; Melanie Slatina, Quality Director; Ramona Hicks, Chief Nursing Officer, Bryan McCleary, Director of Engineering; Heather McCleary, Human Resources Manager; Paul Babcock, Chief Financial, Kelly Hughes, Accounting Manager, Susan Troppman legal counsel.

**I. Call to Order**

Board of Commissioner's Chair Jerry Kennedy called the meeting to order at 6:00 PM. A quorum was present.

**II. Introductions**

**III. Announcements**

Commissioner Jerry Kennedy announced that Susan Troppman was here for legal counsel.

**IV. Mission, Vision, & Values**

**V. Approval of Minutes**

The minutes of the Regular May Commissioner meetings were reviewed. Commissioner Geary Oliver moved for approval of the minutes with no corrections. The motion was seconded by Commissioner Kris Hare. Motion carried.

**VI. Administrative Report**

Debbie D. Bigelow, Chief Executive Officer, provided the commissioners with a brief review of the CEO report for the month of May and part of June. Debbie went over the Press Ganey satisfaction survey scores. She announced that Diana Miller-Mann received employee of the month for June for Financial Viability. She recognized the radiology department for the 149 cat scans they did. She also thanked Melanie Slatina for all the hard work she's done with the CEO recruiting process. Debbie also shared that she had a phone conference with a possible Orthopedic Surgeon. She stated he will be onsite to look at our facility on July 29<sup>th</sup>. Ramona Hicks spoke about the upcoming POW POW CMC will be hosting on September 16<sup>th</sup>. They will be calling it the Gathering of Wellness.

**VII. Public Comments**

**VIII. Financial Report**

**A. Review of April Financial Statements**

Paul, Chief Financial Officer, reviewed the April Financial Statements. In April 2016, Coulee Medical Center generated \$3,087,338.00 in total Patient Revenue, which was below budget expectations by \$241,272.00. Inpatient revenue generated \$831,726.00 which exceeded budget expectations by \$120,203.00, and Outpatient revenues generated \$2,255,612.00, which was under budget expectations by \$361,475.00. Operational Expenses were 2,137,206.00, which was under budget expectations by \$28,681.00 for the month. Coulee Medical Center ended the month of May with a loss of \$255,695.00. Paul also discussed the stats for the month of May. CMC did 32 surgeries and 13 births for the month of May; ER visits were 317.

**A. Approval of Warrants – May – Resolution No. 937**

Commissioners were given the lists of accounts payable warrants #09141 through #09528 totaling \$1,487,358.04 and payroll warrants #63730 through #63734 and payroll direct deposits #D76511.1 through #D76902.1, totaling \$704,777.61

**A. Approval of Bad-Debt Write-offs – May Resolution No. 938**

Commissioners were provided the bad-debt write-offs of \$ 53,846.55 for the month of May 2016, which were approved by the Board.

**C. Approval of Charity Care – May - Resolution No. 939**

Commissioners were provided the Charity Care cases, which were determined to be in the amount of \$10,681.03 for the month of May.

Commissioner Geary Oliver moved for approval of resolutions No. 937, 938, and 939 Motion was seconded by Commissioner Betty Brueske. Motion carried.

**IX. Quality Report**

Melanie Slatina Director of Quality discussed what all the black boards in the hall way are for. She stated that she will be posting up the HCAPS, Press Ganey and ACO information for all staff to see and know what the information means.

**X. Medical Staff Report**

**A. Chief of Staff Report**

Dr. Andrew Castrodale, Chief of Staff, provided the Commissioners with the Chief of Staff report for the month of May. He stated that the clinic goal is 85 patients a day, numbers are going up even with providers going to Keller. Surgeries are doing very well; he also talked

about the WSU on site visit that happened. They are possibly interested in using CMC as a teaching site.

**XI. Commissioner / Board Committee**

Commissioner Kris Hare and Clea Pryor discussed the annual WSHA conference they attended in June.

**XII. Old Business**

A. Debbie announced that they have received applications and have started interviewing possible candidates for the day care provider

B. Commissioner Jerry Kennedy discussed the CEO hiring process and what the committee has come up with so far. Jerry Kennedy discussed the CEO candidate recruiting process that has been going on. He stated that one of the candidates was here last week and one more this week. He stated that as soon as the interviews are over that the board will have a special board meeting to decide on either candidate.

**XIII. Executive Session**

Board of Commissioners Chair, Jerry Kennedy, announced at 7:05 PM there would be a recess and the board would be meeting in the conference room.

The agenda items during the session would be Personnel – R.C.W. 42.30.110(g) and Legal – RCW 42.30.110(i)

No action was taken during the Executive Session.

**XIV.**

At 7:31 PM, the Board reconvened in Open Session.

**XV. Next Meeting Dates and Times**

The Board of Commissioners notified the public that they will meet Monday July 11<sup>th</sup> at 5:30pm in the training room for a Special Board Meeting regarding selecting a new CEO. A decision may or may not be made after executive session.

**XVI. Adjournment**

There being no further business, a motion was made by Commissioner Kris Hare to adjourn. The motion was seconded by Commissioner Geary Oliver. Motion carried.

Meeting adjourned at 7:32 PM.

Douglas, Grant, Lincoln & Okanogan  
Counties Public Hospital District No. 6  
June Regular Commissioner Meeting  
Minutes Continued

**Respectfully submitted,**

*Emma Lee Button*

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Recorder**

**Approved by:**



**Geary Oliver  
Secretary, Board of Commissioners**