

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

Date: December 27th, 2016
Time: 6:00 PM
Place: Coulee Medical Center – Education Conference Room
Present: Commissioners: Betty Brueske, Geary Oliver, Kris Hare, Clea Pryor, And Jerry Kennedy

Also Present: Johnathan Owens, Chief Executive Officer; Ramona Hicks; Chief Clinical Officer, Dr. Andrew Castrodale, Chief of Staff; Melissa Nix, Quality Director; Ben Hughes, Natalie Dennis; Heather McCleary, Human Resources Manager; Leha Neilsen, Executive Assistant (via telephone)

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

Johnathan introduced Natalie Dennis as the new Revenue Cycle supervisor, he also introduced Ben Hughes, as the Admitting Co-director.

III. Announcements

Jerry apologized for not announcing that the board meeting was on a Tuesday this month instead of Monday because of the Holiday.

IV. Mission, Vision, & Values

V. Approval of Minutes

The minutes of the Regular November Commissioner and Budget Hearing meetings were reviewed. Commissioner Clea Pryor moved for approval. The motion was seconded by Commissioner Betty Brueske. Motion carried.

VI. Administrative Report

Johnathan told the Board members that we are looking into the best way of how to shift everyone around so we can start our patient care, infusion, and the pharmacy. We are also in the middle of an audit, which is going well. Kelly Hughes has been a huge help with the audit. He also told the members that we now have Dr. Myers in the clinic seeing patients. We are still waiting on the state to respond so we can get our nursing school up and running. We are still moving forward with the daycare, we will have to push it back a few months to ensure that we’re where we need to be financially to get it up and running. Johnathan is also working to purchase the grain bins across the street, so we can eventually remove the bins and utilize that space.

VII. Public Comments

Betty asked how the first all staff meeting went. Johnathan reported that it went really well, we had a lot of positive feedback. This will be the beginning of many all staff meetings.

Jean told the board that our Podiatrist is wonderful and she appreciated the care she received. Everything was wonderful for her and she truly appreciates the facility as a whole.

VIII. Financial Report

A. Review of October Financial Statements

Commissioner Geary Oliver reviewed the November Financial Statements. In November 2016, Coulee Medical Center generated \$2,937,354 in total Patient Revenue, which was below budget expectations by \$189,713. Inpatient revenue generated \$771,310 which was above budget by \$102,468. Outpatient revenues generated \$2,166,044, which was under budget expectations by \$292,181. Operational Expenses were \$2,419,278 which was over budget expectations by \$238,508. CMC ended the month of November with a loss of \$634,853. We had 39 surgeries in November, and our AR days are starting to go down.

B. Approval of Bad-Debt Write-offs – November Resolution No. 968

Commissioners were provided the bad-debt write-offs of \$61,338.12 for the month of November 2016, which were approved by the Board. Commissioner Geary Oliver moved for approval of bad debt, the motion was seconded by Commissioner Kris Hare. Motion carried.

C. Approval of Warrants – November– Resolution No. 969

Commissioners were provided with the list of Accounts Payable Warrants #11133 through #11849, totaling \$2,299,709.16 and Payroll Warrants #63799 through #63812, payroll direct deposits #D79176.1 through #D79599.1 totaling \$690,784.03. Commissioner Geary Oliver moved for approval of warrants, the motion was seconded by Commissioner Kris Hare. Motion carried.

D. Approval of Charity Care– November- Resolution No. 965

Commissioners were provided the Charity Care cases, which were determined to be in the amount of \$10,329.09 for the month of November. Commissioner Geary Oliver moved for approval of Charity Care, the motion was seconded by Kris Hare. Motion carried.

IX. Quality Report

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 November. Dr. Castrodale told the board that the medical students will be back in January. We are still working on getting a contract with Leah Kobes, we really would like to see her come here. Dr. Cartwright is very well liked in the facility and we are still trying to work on getting him to stay. Our clinic numbers continue to go up, we now have Dr. Myers seeing patients, which is going really well so far.

XI. Old Business

- A. Johnathan told the members that we are still waiting to begin on the capital project for the daycare.
- B. Johnathan also gave a brief update on the pharmacy, we are hoping to sign a contract with a vendor to start services. We are still looking for a pharmacist.

XII. New Business

- A. Jerry told the board that the disaster plan needs reauthorized, which needs to be signed by both he and Johnathan. Commissioner Clea Pryor moved for approval, the motion was seconded by Commissioner Betty Brueske. Motion carried.
- B. Credentialing-Commissioner Geary Oliver moved for approval, the motion was seconded by Commissioner Clea Pryor. Motion carried.

C. Resolution 961 –Adopting By-laws

Commissioners were presented with information on By-laws. Commissioner Geary Oliver moved for approval, the motion was seconded by Commissioner Clea Pryor. Motion carried.

D. Resolution 967 –Adopting Governance By-laws

Commissioners were presented with information on Governance By-laws. Commissioner Geary Oliver moved for approval, the motion was seconded by Commissioner Clea Pryor. Motion carried.

XIII. Executive Session

- A. Board Chair Jerry Kennedy closed the regular board meeting at 6:22 pm for an Executive Session, regarding Personnel – RCW 42.30.110(1)(g), to last for 40 minutes. The public was notified that the Executive Session would be extended for 45 additional minutes. The Executive Session was closed and the regular meeting was reconvened at 7:45 pm. No action was taken in Executive Session.

XIV. Next Meeting Dates and Times

The next Board meeting will be January 30, 2017 at 6:00pm

XV. Adjournment

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

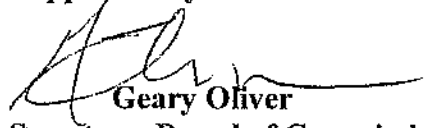
Meeting adjourned at 7:45PM.

Respectfully submitted,



**Lcha Bodeau-Neilsen
Recorder**

Approved by:



**Geary Oliver
Secretary, Board of Commissioners**