

**DOUGLAS, GRANT, LINCOLN & OKANOGAN COUNTIES  
PUBLIC HOSPITAL DISTRICT NO. 6**

*February* **Regular Commissioner Meeting Minutes**

**Date:** February 29, 2016  
**Time:** 6:00 PM  
**Place:** Coulee Medical Center – Education Conference Room  
**Present:** Commissioners: Jerry Kennedy, Betty Brueske, Geary Oliver, Kris Hare

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; Beth Goetz, RN, Rick King, Physical Therapist, Paul Babcock, Chief Financial Officer, Penny Lewis, Lab Manager

**I. Call to Order**

Board of Commissioner's Chair Jerry Kennedy called the meeting to order at 6:01 PM. A quorum was present.

**II. Introductions**

Commissioner Jerry Kennedy introduced Susan Troppman Coulee Medical Center's Attorney.

**III. Announcements**

There were no announcements.

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

**V. Approval of Minutes**

The minutes of the Regular January 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 January and part of February; she highlighted the events, activities, and collaborations that occurred during the month.

**VII. Public Comments**

Jean Mueller spoke about her current stay here at CMC and stated it was wonderful and she had great care.

**VIII. Financial Report**

**A. Review of December and January Financial Statements**

Paul, Chief Financial Officer, reviewed the December Financial Statements. In December 2015, Coulee Medical Center generated \$2,827,736.00 in total Patient Revenue, which was under budget expectations by \$324,363.00. Inpatient revenue generated \$621,702.00 which was under budget expectations by \$164,637.00, and Outpatient revenues generated \$2,206,035.00, which was under budget expectations by \$159,726.00. Operational Expenses were 4,476,358.00, which exceeded budget expectations by \$2,537,688.00 for the month. Coulee Medical Center ended the month of December with a loss of \$423,083.00.

Paul discussed January's financial we are at a loss of \$147, 00.00 for the month. He also discussed the 2016 budget. Paul discussed his visit to Washington DC for the NRHA conference.

**B. Approval of Warrants – January – Resolution No. 924**

Commissioners were given the lists of accounts payable warrants #07597 through #07937 totaling \$1,328,645.47 and payroll warrants #63453 through #63696 and payroll direct deposits #D74504.1 through #D74888.1, totaling \$652,128.96.

**C. Approval of Bad-Debt Write-offs – January Resolution No. 925**

Commissioners were provided the bad-debt write-offs of \$ 27,741.36 for the month of January 2016, which were approved by the board.

**C. Approval of Charity Care - January- Resolution No. 926**

Commissioners were provided the Charity Care cases, which were determined to be in the amount of \$ 12,025.61 for the month of January.

Commissioner Geary Oliver moved for approval of resolutions No. 924, 925, and 926. Motion was seconded by Commissioner Betty Brueske. Motion carried.

**IX. 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 January. Dr. Castrodale thanked Team CMC for continuing to communicate with all members of the team, and for the continuation of Medical Student programs. Dr. Castrodale spoke of the provider retreat that happened in January; he thanked the board for participating.

**X. Commissioner / Board Committee**

Commissioner Betty Brueske spoke about the HR Committee meeting, and discussed topics including retention and recruitment of nurses.

Commissioner Jerry discussed the CEO recruiting meeting, the team discussed what kind of applicants and qualifications the committee desires and a time line for having a new CEO in place. Jerry asked the board members for approval of advertising for the position of Chief Executive Officer.

Commissioner Kris Hare moved for approval of opening up the position for Chief Executive Officer. Motion was seconded by Commissioner Betty Brueske. Motion carried.

## **XI. New Business**

### **A. Credentialing**

Melanie Slatina, Quality Director; provided the commissioners with credentialing paperwork for 3 re-appointments and 1 new appointment.

Commissioner Betty Brueske moved for approval of the credentialing appointments. Motion was seconded by Commissioner Kris Hare. Motion carried.

### **B. Improvements to professional Building A - Resolution No. 927**

Debbie Bigelow, CEO, discussed the benefits of improving the Professional Building A, as it would be a great start for a day care facility for CMC employees.

Commissioner Geary Oliver moved for approval of Resolution No. 927. Motion was seconded by Commissioner Kris Hare. Motion carried

## **XII. Executive Session**

Board of Commissioners Chair, Jerry Kennedy, announced at 7:18 PM there would be a recess and the board would be meeting in conference room.

The agenda items during the session would be and Legal-R.C.W.42.30.110 (i).

No action was taken during the Executive Session.

## **XIII.**

At 7:50 PM, the Board reconvened in Open Session.

## **XIV. Next Meeting Dates and Times**

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

The Board of Commissioners notified the public that they meet the Last Monday of every month; the next regular meeting will be March 28<sup>th</sup> at 6 PM.

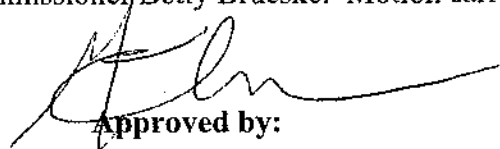
**XV. Adjournment**

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

Meeting adjourned at 7:51 PM.

**Respectfully submitted,**

**Emma Lee Button**  
**Recorder**



Approved by:

**Geary Oliver**  
**Secretary, Board of Commissioners**