

Garfield County Public Hospital District No. 1
Board of Commissioners
Minutes of Regular Meeting:
January 6, 2025

Board Attending: Mike Field, Steve Cannon, Sherry Ledgerwood, Erica Stallcop and Jen Dixon.

Staff Attending: Mat Slaybaugh, Stephanie Miller, Dorothy Sawyer, Stephanie Newberg and Caroline Moore. Attended remotely—Penny Spooner, David Ely and Courtney Travis.

Public Attending: Martha Lanman.

Meeting Called to Order: 6:00 p.m.

Conflict of Interest Statement: None.

Committee Reports:

- **Finance Committee**

A report was given on November financials, 340B Program, clinic matrix, IHC Behavioral Health visits, electrical and imaging suite projects and funding for the congressional 2025 budget.

- **Medical Staff Committee**

A report was given on a presentation from Charlie Health, medication formulary, clinic assistant manager, nurse staffing, lab ordering, provisional status for a provider, and a new chief nursing officer.

- **Safety Committee**

A report was given on L&I claims, fire drills, front entrance alarm and safety walk through list.

- **QAPI and Infection Prevention Committee**

A report was given on the recent skills fair, medication administration, Lucas CPR training, infection control, patient follow-up calls and automated wellness reminders. Focus areas discussed were colorectal cancer screenings with automated reminders and infection control with focus on staff education. The committee will review current goals and add new 2025 goals.

- **Resident Council**

A report was given on the resident Christmas party, Christmas dinner, musical entertainment and several holiday activities.

- **Governance**

WSHA is hosting a live legislative session kickoff webcast for governance education on January 15, 2025.

Consent Agenda:

- Regular Board Minutes (12/02/24)
- AP Vouchers 413437—413602 (11/26/24) – (12/30/24)
- Payroll Voucher 52266—52359 (12/06/24) -- (12/20/24)
- Finance Committee Minutes (12/27/24)
- Medical Staff Committee Minutes (12/16/24)
- Safety Committee Minutes (12/15/24)
- QAPI and Infection Prevention Committee Minutes (12/18/24)

*A motion was made to approve the consent agenda as presented
Moved by Erica Stallcop and seconded by Jen Dixon
Motion approved and passed unanimously by vote*

Old Business:

1. Electrical Project Update

The electricians continue to replace the wiring and are waiting for the arrival of the transfer switch.

2. Imaging Suite Project

Civil engineering completed the underground mapping of sewer lines and underground electrical. The congressional funding is in the house and the senate for the appropriations budget.

3. Strategic Plan Update

Nothing new to report.

4. Mission, Vision, and Values

The board reviewed the district's mission, vision and the value statements that include the care rules of engagement which were discussed in detail and approved.

5. Assisted Living Facility Discussion

An assisted living facility business case prepared by the CEO was reviewed and discussed along with a financial analysis and market analysis. A meeting was held to discuss policies, Dept of Health contract, certificate of needs, and possibly partnering with the health district.

6. Compensation Policy

The compensation policy was reviewed, and the board approved the changes.

6. CEO Report

A report was given on behavioral health visits, U of W psych consulting, C.A.R.E. huddles, and additional ED provider to cover vacations.

7. CFO Report

A report was given on the chargemaster review, 340B Program revenue, Agile Income Tax company results, revenue project, DZA cost report and new senior accounting position.

8. Interim CNO Report

A report was given on nurse staffing, the hospital staffing plan for 2025, and orientation for the new Chief Nursing Officer. A reception has been scheduled for staff and the community to meet her on Thursday, January 23, 2025, from 4 pm – 6 pm at the hospital.

New Business

1. Resolution 25-01 Surplus Property

Resolution 25-01 to dispose of surplus property that no longer holds value was reviewed. It was read in its entirety by the secretary of the board and approved.

*A motion was made to approve Resolution 25-01 as presented
Moved by Steven Cannon and seconded by Sherry Ledgerwood
Motion approved and passed unanimously by vote*

2. Employee Handbook Updates

Changes to the employee handbook for meal/rest breaks, HRA, PTO sick leave, shared leave policy, and ethics and confidentiality were reviewed and approved.

*A motion was made to approve the changes to the Employee Handbook as presented
Moved by Steven Cannon and seconded by Erica Stallcop
Motion approved and passed unanimously by vote*

Public Comment:

A public comment was made regarding Garfield County Health District’s spring bike rodeo, childcare update, and 2nd Harvest and Summer Market schedules for 2025.

Regular Meeting adjourned at 7:15 p.m.

Executive Session was called to order at 7:17 p.m. The Chairman announced the Board will go into Executive Session until 7:32 p.m. pursuant to RCW 42.30.110(1)(g) to review the performance of a public employee.

Executive Session Adjourned 7:32 pm.

Mike Field, Chairman

Jennifer Dixon

Steve Cannon, Commissioner

Erica Stallcop

Sherry Ledgerwood, Commissioner