

Garfield County Public Hospital District No. 1

Board of Commissioners

Minutes of Regular Meeting: Monday, May 6, 2019

Attending: Cindy Wolf, Chris Herres, Steven Cannon, Jen Dixon by phone. Gary Houser had an excused absence.

Staff Attending: Jayd Keener, Mat Slaybaugh, Stacy Linscott, Annette Davis, Kayleen Bye, Ken Moyer, and Caroline Moore.

Public Attending: Martha Lanman, Jenness Evanson, Connie Boyer, Louise Munday, Mike Fields, Suzanne Woodsum-Reed, Richard Fuchs, Bea Fuchs, and Elaine Williams.

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

Conflict of Interest Statement: None.

Consent Agenda:

- Board of Commissioners Regular Minutes (4/01/2019)
- Board of Commissioners Special Minutes (4/11/2019)
- Medical Staff Minutes (4/18/2019)
- QAPI and Infection Prevention Committee Meeting (4/19/2019)
- Safety Committee Minutes (4/17/2019)
- Finance Committee Minutes (4/11/2019) & (4/29/2019)
- AP Vouchers 401927 – 402102 (03/27/2019)–(04/29/2019)
- Payroll Vouchers 50646 – 50649 (04/01/2019 – 04/19/2019)

Motion was made to approve consent agenda as presented

Moved by Chris Herres and seconded by Steve Cannon

Motion approved & passed by vote

Old Business:

1. Financials

Jim Heilsberg, CFO consultant, has been reviewing and helping with the monthly financial report. The Cost Report is expected to be finalized by Friday, May 10, 2019. This report will determine exactly what the payback to Medicare will be. Year-to-date revenue has decreased roughly \$444,000 which includes some billing issues. As of March 31, 2019, AR has received \$1.32 million in back pay from insurances and permanent swing bed reimbursements, which date back to September 2018. The cash-on-hand continues to fluctuate daily, due to Medicare overpayments. It is expected another sizable payback will be due in 2020, as well, after next year's cost report is filed. This contractual adjustment is being deducted in order to have enough set aside for the payback to Medicare.

New Business:

1. Discussion of Levy

The Board reviewed the past levies in 2015 for \$730,000 and 2016 for \$630,000. The levy lift in 2017 did not pass. Garfield County Hospital District has not had a levy in 2 years and the Board discussed the need to run a

levy this year. The provider's schedules at the clinic overlap in the ED and because of this, locums are still being utilized which is an additional expense. The hospital will need to pass a levy to continue to provide services. Pros and cons were discussed to run the levy on the primary or the general election. The proposed tax was estimated at \$1.12 per \$1,000 of assessed value. The Board was in agreement to run a levy for \$860,000 on August 6, 2019 primary election.

Motion was made to run a levy for \$860,000 on August 6, 2019

Moved by Chris Herres and seconded by Steve Cannon

All were in favor of the amount stated above

Jen Dixon was opposed to run a levy in August rather than November

Motion approved & passed by vote

2. Resolution 19-05 Removal of Superintendent

Chris Herres, Secretary, read the Resolution 19-05 Removal of Superintendent, Julie Leonard, in its entirety and the document was signed by the Board of Commissioners.

3. Election for Board Position #5

A letter from the Board of Garfield County Commissioners was sent to the Garfield County Hospital District Board of Commissioners and Cindy Wolf, President, read the letter in its entirety. The Board members were informed that the Position #5, the short and 6 year regular term currently filled by Gary Houser, Appointee, is up for election this year. Any person wishing to file for the office must complete an application to the Garfield County Auditor's Office during the regular filing period, beginning Monday, May 13, 2019 at 8:30 a.m. and closing Friday, May 17, 2019 at 5:00 p.m. Cindy welcomed anyone interested in serving on the Board to contact a Board member with questions regarding the duties of a hospital commissioner.

Committee Reports:

- **Medical Staff Committee Report – Jen Dixon**

The PT student completed her internship. Jacob has been re-hired to assist Mat with PT scheduling. Clinic staff is requesting patients arrive 15 minutes prior to appointments for a smooth check-in process. Sonny is seeing patients Monday through Thursday; Rhonda is on-call for the ED Wednesday and Thursday with a minimum clinic schedule, and Dr. Park sees patients on Fridays. The Lab has a new iSTAT machine that is able to run CHEM 8 and BMP labs but is not set up to cross over to the Athena yet. The possibility of running troponin levels through this machine is also being researched. A MT has been hired in the Lab to work Monday—Thursday. PRL will be conducting training on the CBC machine for the techs to ensure that our Lab Department complies with state requirements. Radiology has had an increase in x-rays last month and the department is preparing for a state audit. There was a vacancy in Medical Staff Officers with Bill leaving; the new appointees are Rhonda, Vice of Chief of Medical Staff, and Sonny, Secretary of Medical Staff.

- **QAPI and Infection Prevention Committee Meeting**

The goals and benchmarks of the individual departments of the hospital have all been met and were reviewed by the committee members. HR had one voluntary termination in March and no new hires. Senate House Bill 1155 will require nurses and certain technicians to take mandatory uninterrupted breaks, creating significant restraints on critical access hospitals (CAH) hospitals. An addendum was added to exempt CAH that passed in the Senate; however, before going to the House, an amendment was added stating nurses could not work more than 8 hours a day; this passed in the Senate but was later removed. CAH will be required to implement this new law by July 2021.

- **Finance Committee Meeting – Steven Cannon**

Additional topic discussed was a payback received of \$26,000 for a revisited audit from 2011, 2012, and 2013.

- **Safety Committee Meeting – Cindy Wolf**

Safety Zone was reviewed. Department of Health (DOH) conducted an internal audit regarding falls. DOH was unaware our facility had reported the falls and GCHD was not negligent but found to be in 100% compliance. A risk prevention was implemented requiring nursing staff to wear gait belts when working around patients that require gait assistance. The installation of the cement pad for the generator fuel tank has been delayed, due to a pending authorization required by state. The maintenance staff has been attending sub-regional preparedness drill meetings with members from Garfield, Asotin, and Whitman counties. A chemical spill countywide drill is scheduled in August 2019 and a chemical spill tabletop drill is scheduled in July 2019 for hospital employees. Two drills are required by Centers of Medicare and Medicaid each year. The deterioration of concrete staircases and sidewalks were discussed with plans to repair soon.

- **Resident Council** – Cindy Wolf

A Mother's Day Tea will be held for all the residents on Friday, May 10, at 2 p.m. The centerpieces for the Mother's Day Tea has been ordered. Plans have been made to remodel the Day Room. A community walk and BBQ is scheduled for Thursday, May 9, 2019 at 5:30 p.m. Golden Girls will giving their final performance for the year on Tuesday, May 28, 2019 at 2 p.m. in the Day Room for the residents. Friends of the Library continue to read and offer books at the resident's Book Club each week. A nursing student will be performing her clinicals in the next few weeks and an ED nurse will be leaving our facility but will fill in for shifts through the locum agency when needed.

- **Governance** – Cindy Wolf

A reminder was given to the Board members for the WSHA 2019 Rural Hospital Leadership Conference on June 23 – 26, 2019 in Lake Chelan, Washington. Cindy attended Finance Training for Governance Education through WSHA and encouraged the Board members and CEOs to attend future webinars.

- **HUGS Meeting** – Jenness Evanson

HUGS will provide the centerpieces for the Mother's Day Tea. Receipts were presented for additional items purchased for the HUGS Gift Shop as well as the scholarship notice in the EW for a total of \$145.17.

Motion made to approve payment for bills presented by HUGS for \$145.17

Moved by Chris Herres and seconded by Steve Cannon

Motion approved & passed by vote

- **CEO Report** – Mat Slaybaugh and Jayd Keener

Milestones for GCACH have been completed and the hospital and clinic received \$108,000 in allocated grant money to be used for established services on May 2, 2019. The facility is prepared for a CMS audit is expected to arrive anytime. The cost report items have been submitted and a completed report is expected in the next 2 weeks. Ben Lindekugel, CEO of AWPCHD, has offered to pay for a financial analyzes and to have Jody Corona, strategic planner, work with the Board of Commissioners and the CEOs to develop a plan for the future of the hospital. The 2015-2016 Financial Audits from DZA have been completed. The 2017-2018 audits are scheduled to begin in July 2019. The Chargemaster has been uploaded to the www.pomeroy.md.com per CMS regulations. An application was submitted to the state for funding to update the facility's 3-phase electrical system for 1.9 million several months ago. The state has awarded \$250,000 for phase 2 but GCHD has not received any money yet.

Public Comment:

Suzanne Woodsum-Reed commented on the financial future of the hospital and asked that more information be given regularly regarding what the process would be if the residents had to find placement in a different facility, as community members with relatives in the hospital are concerned. She commented on the excellent care that is given to the residents and the great support she has received from the hospital's social worker. The Board thanked her for her comments and stated they are aware of the community's concerns and encouraged everyone to regularly attend the Board Meetings to be informed of the financials and the plans for the hospital's future.

Martha Lanman, Garfield County Health District Administrator, received from the Accountable Communities of Health Grant \$27,000 for Garfield County. Of that \$10,000 is allocated to ALTC for insurance navigation training/health benefit exchange; \$7,000 for Garfield County Transportation distributed in gas cards for those in need of medical transportation; and \$10,000 to Garfield County Food Bank for fresh fruits and vegetables.

Jenness Evanson asked if there is any new information from Tri-State since their last board meeting. Our Board has not received a reply yet. The Board stated if it does not work out, other options will be investigated. Jenness also asked clarification on the levy statement made earlier in the meeting. The Board clarified by stating GCHD needs 40% of the voter population that voted in the last election to vote in the upcoming election and 60% of the votes have to pass the levy. Jenness encouraged the Board to address the community with as much information as possible clarifying the need for the hospital levy. The Board commented that the hospital offers a service and does not usually make money, and it will take the community's support to pass the levy for the hospital to continue to offering services. In the past, the financials have not always been done in the correct manner, and it was former CEO, Julie Leonard, who brought that to the Board's attention, while working with the accounting staff and Jim Heilsberg, CFO, to correct the necessary changes.

Mike Field asked if the Board had a current clinic operating statement since staff reduction and decreased hours at the clinic has occurred. The Board stated March had a \$4,700 loss which was an improvement compared to previous months, and a deficit of \$81,000 year-to-date. The number of labs and x-rays being referred to the hospital has increased as well. Mike asked for clarification of Dr. Park's clinic schedule. The Board made a correction stating Dr. Park is scheduled at the clinic on Thursdays every other week. On Fridays, he is on-call in the ED and rounds on hospital patients. The ED is covered by locum providers Saturday, Sunday, Monday, Tuesday and part of Friday.


Regular Meeting was adjourned at 7:18 p.m.

Executive Session was called to order at 7:20 p.m. for 20 minutes.

RCW 42.30.110 (1) (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

Executive Session was extended at 7: 20 p.m. for an additional 5 minutes.

Executive Session adjourned at 7:25 p.m.


Cindy Wolf, President


Chris Herres, Secretary


Jen Dixon, Commissioner


Steve Cannon, Commissioner