

**Garfield County Public Hospital District No. 1**  
**Board of Commissioners**  
**Minutes of Special Meeting:**  
**September 1, 2020**

**Board Attending:** Cindy Wolf, Chris Herres, Jen Dixon, Steven Cannon and Mike Field.

**Staff Attending:** Jayd Keener, Mat Slaybaugh, Caroline Moore, Stacy Linscott, and Wayne Waltz.

**Public Attending:** Connie Boyer, Martha Lanman, and Glenn Houser.

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

**Conflict of Interest Statement:** None.

**Consent Agenda:**

- AP Vouchers 404666 – 404825 (07/30/20) – (08/21/20)
- Payroll Vouchers 50723 – 50725 (07/07/20) – (07/21/20)
- Finance Committee Minutes (08/31/20)
- Safety Committee Minutes (08/20/20)
- Medical Staff Committee Minutes (08/20/20)

*Motion was made to approve consent agenda as presented*

*Moved by Steve Cannon and seconded by Jen Dixon*

*Motion approved & passed by vote*

**Old Business:**

**None.**

**New Business:**

**1. CT Project Kickoff Meeting**

An on-site visit has been scheduled for the architect from Blue Room Architect and mechanical and electrical engineers from MW Engineering to perform a preliminary design review for the CT/HVAC electrical infrastructure project on Thursday, September 17, 2020 from 11 a.m. – 12 p.m. Two Board members will be accompany the Co-CEOs for this meeting.

**2. Generator Fuel Tank**

A new location is being considered for the placement of the generator fuel tank. The tank is larger than the requirements for the facility, and the expense for the extra pumps needed for plumbing would exceed the cost of purchasing a smaller tank. New laws for generator size and run times are now in effect. Our current fuel tank is not up to standard so other options are being researched before moving forward with this project.

**3. Hospital Corner Articles**

The Board discussed the weekly hospital corner articles submitted to the East Washingtonian. A unanimous decision was reached to send bi-monthly hospital related articles.

#### **4. Rebuilding of Employee Handbook**

The current Employee Handbook is on an outdated formatting document and needs to be updated to add the most current employee laws and edits. The Board unanimously agreed to use a new software.

#### **Committee Reports:**

- **HUGS**

HUGS approved the purchase of a new blanket warmer and fluid warmer for the ED for \$7,108.82.

*Motion was made to approve \$7,108.82 for a blanket and fluid warmer as presented  
Moved by Cindy Wolf and seconded by Mike Field  
Motion approved & passed unanimously by vote*

- **Finance Committee**

The cost report has been completed and filed as of July 31, 2020. A Medicare payback will be expected and reserves are being put aside monthly as well as being conservative with grant monies and grant reconciliation. Year-to-date the revenue for pro fees are higher due to Certified Nursing Assistant shortage with eight contracted CNAs. Ancillary departments have increased significantly.

- **Medical Staff Committee**

Clinic visits have increased with the addition of our new doctor as well as lab visits. Radiology has a new EKG machine. A survey for the vaccine program was recently conducted at the clinic and it passed with no tags or recommendations. The next survey will be in 2022. IT is upgrading the infrastructure to improve the communications for our facility and communication across departments for streamlining. A grant was submitted for a new bicycle in Physical Therapy. Quality Health Behavior is working with the hospital to coordinate Mental Health services. A virtual meeting is scheduled in two weeks.

- **Safety Committee Meeting**

Safety Zone Report was reviewed. Sub-regional preparedness drill was discussed and minutes from the County and COVID-19 Response Meetings will be included. Training for phishing alert emails continues. The hillside repair will be scheduled in late September. Safe Patient-Handling report was discussed.

- **Governance**

The Washington State Hospital Association (WSHA) website has several webinars listed for the month of September and Board members were encouraged to attend those that are pertinent for the hospital district with credits available. MRSC has information on guidelines for public hospitals, public works and contracting services.

- **Co-CEO Report**

The hospital has recently signed up with the PNWPop Program through WSHA that is a data analytics program. This is a free service to assist hospitals with centralized monthly reporting for state and nationwide comparisons. WSHA will send quarterly reports from their database. The hospital also joined a research collaborative with WSU and Northwest Health Education Research Outcomes Network. A grant for researching the effects of COVID-19 in cancer patients will be their first study group. The hospital will also participate in a future research collaborative for behavioral health in rural communities. A final financial data migration from the Harris system is in its final stages. The hospital's medication storage system, Omnicell, has become obsolete and new hardware will be purchased. A COVID-19 update was given. Supplies for PPE continues to be ordered. Reviews of the phases for skilled

nursing facilities regarding COVID restrictions continues. A temporary courier position for COVID lab runs/screener has been posted which will be covered through the grant funding received from Health & Human Services (HHS). CMS program, CHARTS, is a new pilot payment model that is community health-based with a start-up date in early 2021. The second CMS model is ACO-based and will start in late 2021. The clinic/hospital staff will discuss a flu clinic as a drive-thru this year at the clinic with a 15-minute result wait time. Sports physicals will be offered as a free service to all high school students on Thursday, September 17, 2020 from 3 pm to 6 pm by appointment only. CMS released guidance on COVID-19 Relief funds. The payroll protection loan and the provider relief funds through HHS will be treated as grants with no payback. The administrative staff continues to work with Allevant's Digital Marketing team to create materials for the website. Initial training for nursing staff was completed and the second course will begin soon. Clinic referrals to Lynx Tele-health has begun.

**Public Comment:**

A comment was given from Public Health District for the update of COVID-19 test results from Garfield County residents and can be viewed on their website. The local school, museum, and the library are all open. Public Health continues to participate in phone calls regarding COVID-19 immunizations updates.

**Special Meeting adjourned at 7:16 p.m.**

**Executive Session called to order at 6:16 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 adjourned at 6:36 p.m.**

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Cindy Wolf, President

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Chris Herres, Secretary

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Jen Dixon, Commissioner

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Steve Cannon, Commissioner

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Mike Field, Commissioner

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Caroline Moore, Executive Administrative Assistant  
On Behalf of GCHD Board of Commissioners