



OKANOGAN COUNTY PUBLIC HOSPITAL DISTRICT NO. 3
BOARD OF COMMISSIONERS
d/b/a Mid-Valley Hospital
September 26, 2017

PRESENT:

Gary Oestreich, Chairman
Jerry Bowes, Vice-Chairman
Evon LaGrou, Secretary

Brent Yusi, Commissioner
Yusuf Quidwai, Commissioner

STAFF:

Alan Fisher, Administrator
Randy Coffell, HR Director
Holly Stanley, CFO

Becky Corson, Clinic Administrator
Megan Barton, Executive Assistant (scribe)

REGRETS: Rebecca Christoph, DPCS; Dr. Emily Miller, Chief of Staff

GUESTS: None.

- I) CALL TO ORDER: 5:30 p.m. by Chairman Oestreich in Room C/D of the Family Medical Building.
- A) Acceptance/Changes to the Agenda:
 - i) Added Commissioner Yusi under
 - ii) Commissioner Quidwai noted the MVH Board of Commissioners' bylaws state that all motions need to pass with the majority vote according to Section 5C. He further stated when he says something he wants it to go directly into the minutes no matter how volatile the discussion is and the minutes should be recorded as verbatim. He stated "my deal on the last one is not that I didn't support what Alan was asking for, I was for what he was asking for but I wanted an out in the contract." Commissioner Quidwai also said that Mr. Fisher has talked to them and they were not willing to have an out clause and while he supported it he voted no. "I want to make sure that it is there why I voted no." Commissioner LaGrou asked to be updated on what this discussion pertains to from the previous meeting since she was absent. Commissioner Oestreich said that if a commissioner would like something in particular recorded in the minutes they should state directly "Megan, will you put this in the minutes". Commissioner Quidwai stated he has said this many times. Commissioner LaGrou asked "What happened, what exactly, are we having the hospitalist program?" Mr. Fisher responded "Yes, ERx will be staffing the emergency room and hospitalist program."
 - B) Approval of Minutes of September 12, 2017 Board Meeting:
 - i) Changes to minutes: Commissioner Yusi requested discussion to edit the minutes. He would like the September 12, 2017 minutes to reflect Commissioner Quidwai's comments about why he did not vote yes for the ERx contract. Commissioner Bowes seconded. With no further discussion, motion passed.

- ii) Commissioner Bowes added a point of information regarding the bylaws "A majority vote of quorum passes a motion. A resolution requires a majority vote of the full board."

C) Commissioner Yusi

- i) Commissioner Yusi asked for an update on the vehicle issue. Ms. Stanley noted "we have received RFPs from dealerships but they are not what we were thinking as far as cost. We will revisit the RFPs at a later date."
- ii) Commissioner Quidwai said "we need to buy a vehicle from the State, there's an agency on the coast near Olympia. Must be a public entity. They will sell at a very cheap cost and when an agency has a car with 25,000 miles they turn it in to the sale." Mr. Fisher to contact Commissioner Quidwai to get the contact information.

II) CONSENT AGENDA:

- A) **Commissioner Bowes moved to accept changes to the agenda, Commissioner LaGrou motioned. Passed.** Commissioner Quidwai added that he is formally making a motion from Finance Committee to approve the consent agenda as it was missed at the finance committee meeting.

III) COMMISSIONER COMMITTEE/LIAISON REPORTS:

A) Finance:

- i) August 2017 Financial Report: Ms. Stanley reported that AR days are down.
 - i. Commissioner Yusi asked about billing and how the AR days have been reduced. Mr. Fisher noted a change made in processing bills in 6 days down to 3 days has helped reduce the number of AR days. He further noted a windfall of money from Medicare has been received. Ms. Stanley said it is a collaborative effort across the board from physicians, coding staff, and patient accounts staff to get the bills out clean. Mr. Fisher is getting a list of providers that are delinquent so he can follow up with them directly. The goal is to bring the AR days down to 48 which is the industry standard. Commissioner Yusi said the money paid out for the temporary kitchen came out of our regular fund and not the construction fund. Mr. Fisher said it was about \$12,000. Ms. Stanley said bond funds were slated to cover the contractual amount. Commissioner LaGrou asked how we are doing staying on schedule for the construction. Mr. Fisher said the new flooring for the OR that was received was discolored but a replacement was requested and has been received. The OR will be closing this weekend to have it installed. The kitchen is pretty much done except a couple of cosmetics.
- ii) Assessment of Need: MVC Lightbeam & PMP
 - i. Mr. Fisher stated because we are joining the ACO we need to have our data segregated from INHS. INHS is charging \$46,000 to make this happen. Commissioner LaGrou asked if this means we would separate from them completely. Ms. Stanley said "we are separating our data from the shared server and will be hosted on a solo server so we can manage our own population. There is no cost savings. Hopefully in the future there will be shared savings through the ACO by participating but that's not a guarantee."
 - ii. Commissioner Oestreich stated he missed the addition of the Assessment of Need for the Environmental Services Supervisor and added under New Business as section B.
 - (a) **Commissioner LaGrou moved that we amend the agenda at this time.**
Commissioner Quidwai seconded. Motion passed unanimously.
- iii. **Commissioner Quidwai moved that we accept the proposal for Lightbeam and PMP. With Commissioner LaGrou's second, and no further discussion, the motion passed.**
- iv. Mr. Fisher noted that he is looking at other options for EMRs and that the hospital is paying between \$50,000 and \$75,000 a month to Engage. "We are looking to reduce this cost to \$38,000 a month." Commissioner Quidwai asked if he has talked to INHS about this since we have been partnered with them for so many years. Mr. Fisher said "yes, ad

nauseam. We told them what our needs are.” INHS is now called Engage per Ms. Stanley. “We’re looking for a potential savings of \$200,000-400,000 in savings for the hospital. We have been inviting vendors onsite to meet with the staff that use the products so that they can ask questions.” Mr. Fisher stated he is involving everyone and asking for their input. Commissioner Quidwai stated he appreciates that Mr. Fisher is involving everyone and inviting their input.

iii) **Assessment of Need: Trauma Registrar FTE**

- i. Mr. Fisher reviewed the assessment of need noting the requirement to report data to the State trauma registry which impacts funding to the hospital. The State has recommended to increase the FTE to a 0.6. This position, like all positions, will be advertised.
- ii. **Commissioner LaGrou motioned to approve the Assessment of Need for a Trauma Registrar FTE. With Commissioner Quidwai’s second and the motion passed unanimously.**

- B) **Facilities/Equipment:** Has not met. An update was provided earlier in the meeting under the Finance Committee.
- C) **Internal Relations:** Mr. Coffell reviewed the policies that were reviewed and approved. Commissioner LaGrou asked when the next meeting. Mr. Coffell noted the next meeting is scheduled for October 11th at 10:30.
- D) **External Relations:** Commissioner LaGrou stated there hasn’t been a meeting since the last report but have a meeting scheduled for next week.
- E) **Executive Committee:** No meeting held.

IV) **MEDICAL STAFF REPORT:** In lieu of a Medical Staff Report, Mr. Fisher reported that he submitted a letter of intent which is non-binding for WHRAP. Our intent stated it will begin January 1. There is a potential of \$182,000 in funding.

- A) Mr. Fisher stated a CMS survey on a complaint was recently conducted and the hospital was found to be out of compliance and conditions were placed. A follow up review was conducted today and removed all of the conditions. He commended Aliya Quidwai, RN, Emergency Room Manager, and Rebecca Christoph, RN, Director of Patient Care Services/Director of Nursing, and Randy Coffell, HR Director, for their work. Commissioner LaGrou asked what the issues were that caused the conditions. Mr. Fisher stated a suicide happened before he arrived and there was great teamwork to get this addressed.

V) **OLD BUSINESS:**

VIII) **NEW BUSINESS:**

A) **Personnel Report**

- i) Commissioner LaGrou asked what positions are still open. Mr. Coffell noted there were several which are mostly nursing positions, a lab MT, and radiology positions. One nurse was hired yesterday whom will start soon which will bring the vacancies down to 6 RN vacancies.
- ii) Thursday night from 5:30-7:30 Mr. Coffell will be hosting a career day. Several department managers will be attending to educate attendees on what steps need to be taken for particular job interest. Open positions will also be posted at the career day.
 - i. The event is being marketed as a PSA, radio, social media, and at Worksource and Wenatchee Valley College.
 - ii. Commissioner LaGrou said that she wasn’t sure the Foundation scholarship committee hasn’t completed the application and stated “I don’t know if it was announced yet, they are looking at the money from the Rotary fundraiser and it’s over 11,000 and it was the best benefit they’ve ever had.” Mr. Fisher noted it was well attended by our staff and physicians.

B) Assessment of Need: Environmental Services Supervisor

- i) Mr. Fisher stated this is not an addition to the workforce. The current supervisor position is a union position which limits authority. He noted we would like to change the position so it's not union and has better supervisory authority. Mr. Coffell added that in the union contract there is coordinator language and would require working with union to change the position completely therefore the job description is requested to be changed to a department manager position and will be non-union. Commissioner Bowes asked to confirm that environmental services is housekeeping. Mr. Coffell confirmed that environmental services is housekeeping and also security. Commissioner LaGrou asked if there was someone in the position currently. "Yes, he can apply for it." She further asked "if the person applies and doesn't get it is he out of the job?" No, he would still have a position in housekeeping.
- ii) Commissioner LaGrou moved to approve the Assessment of Need for Environmental Services Supervisor. Commissioner Quidwai seconded, and the motion passed unanimously.

IX) COMMENTS/ANNOUNCEMENTS:

A. Next regularly scheduled Board Meeting: October 10, 2017

X) Adjourn: Commissioner Bowes moved to adjourn the meeting. Commissioner LaGrou seconded, and the motion passed unanimously. The meeting was adjourned at 6:01 p.m.

Chairperson

Jerrell G. Bowes
Vice Chairperson

Erin M. Kelly

Commissioner

Yan Quidwai

Commissioner

Brent Gyuro

Commissioner