

# Three Rivers Hospital

## Board of Commissioners Regular Meeting

September 22, 2015

Minutes

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The Three Rivers Hospital Board of Commissioners called a regular meeting to order at 8:05 a.m. Tuesday, September 22, 2015 in the Hillcrest Commons Area, 415 Hospital Way, Brewster, WA 98812. The presiding officer was Vicki Orford, Chair.

A quorum was present, including:

Vicki Orford, Chair  
Tracy Shrable, Secretary  
Mike Pruett, Member

Others present:

J. Scott Graham, Chief Executive Officer  
Jennifer Munson, Chief Financial Officer  
Melanie Neddo, Chief Operating Officer  
Gretchen Aguilar, Chief Nursing officer  
Anita Fisk, Director of Human Resources  
Nicky Markey, Director of Health Information, Quality & Risk  
Jennifer Marshall, Administrative Assistant  
Ty Witt, M.D.  
Tonya Vallance, DOCFD 15 EMS Director  
Terri Orford, Business Development Coordinator (via phone)  
Elana Mainer, Room One (via phone)  
Rebecca Meadows (via phone)

### Mission, Vision & Values

Board members took turns reading the mission, vision, and values statements.

### Agenda

V. Orford added Board Resignation under New Business. M. Pruett motioned to approve the agenda as amended, and T. Shrable seconded. Motion passed unanimously.

### Minutes from Previous Meeting

T. Shrable motioned to approve the August 25, 2015 regular board meeting minutes as presented. M. Pruett seconded. Motion passed unanimously.

### Consent Items

V. Orford noted the payroll, vouchers, bad debt, and charity care as listed on the agenda.

1. Payroll/Vouchers

a. Payroll total:	Gross: \$479,325.59	Net: \$326,286.54
8/16/15-8/29/15	Gross: \$237,609.89	Net: \$161,832.58
8/30/15-9/12/15	Gross: \$241,715.70	Net: \$164,453.96
b. Vouchers total: \$828,893.25		
8/27/15	76854-76919	\$194,976.06
9/10/15	76995-77047	\$208,120.14
9/17/15	77048-77096	\$425,797.05
c. Bad Debt: \$49,880.98	Charity Care: \$25,812.76	

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T. Shrable motioned and M. Pruett seconded to approve the consent items as presented. Motion passed unanimously.

### Community Health Report

E. Mainer, executive director of Room One in Twisp, discussed the social and medical services provided to Methow Valley residents over the past 17 years. The Lookout Coalition is comprised of local, retired medical professionals who help elderly residents remain in their own homes. Room One is interested in hearing Three Rivers' perspective on how to help residents needing mental health services, as well as support for people with chemical dependency. S. Graham noted that the hospital is working with Okanogan Behavioral Healthcare on the Accountable Communities of Health Initiative.

S. Graham suggested having office space in the hospital for Room One, if they'd like to work more closely with the hospital in the future. He will continue having discussions with Room One representatives to determine how Three Rivers can better help them provide services to residents.

### Old Business

The board considered a recommendation from the Building and Planning Committee to accept a request for qualifications (RFQ) from McKinstry. Two other RFQs were received from Apollo and Ameresco. Committee members each reviewed all three RFQs and rated them based on a number of factors, from qualifications and past project history to projected costs. McKinstry scored the highest of the three. All three companies did some on-site analysis, but the committee felt that McKinstry did a more thorough walkthrough and are more familiar with the facility.

The next step will be to approve an audit, or an assessment of the hospital's needs.

V. Orford clarified that McKinstry hasn't been able to provide a more accurate cost estimate of all the projects. M. Neddo said the company will break down the costs after their audit is complete.

M. Pruett motioned to move forward with the assessment through McKinstry. T. Shrable seconded. Motion passed unanimously.

### New Business

V. Orford requested changing November's regular board meeting due to the Thanksgiving holiday.

M. Pruett motioned to change the meeting to 8 a.m. on Tuesday, November 17. T. Shrable seconded. Motion passed unanimously.

Resolution 2015-6: Regarding dietary petty cash. No discussion was held. M. Pruett motioned to approve the resolution. T. Shrable seconded. Motion passed unanimously.

Board resignation: V. Orford received a letter of resignation from Jerry Tretwold on September 4, 2015. She thanked him for the time and effort he spent representing the hospital. The board and administration plans to present him with a certificate of appreciation. M. Pruett said the hospital appreciates the passion J. Tretwold has for serving the district, and they wish him the best. Although J. Tretwold is still listed on the November 3 election ballot, the Okanogan County Auditor's Office stated that any votes for him wouldn't be recognized since he resigned. The person appointed to this position would serve two years, then they'd have the option to run for a six-year term. V. Orford thinks the board should take its time to find a good fit for the hospital. All board members are at-large.

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T. Shrable asked if a timeline would be set. M. Pruett suggested asking for letters of interest to consider at the November board meeting.

### **Finance Report**

J. Munson reviewed the August finance packet (see attached). Professional fees will be over budget through the end of the year due to the new Coast to Coast contract. Despite that, there was an operational margin of \$37,000, and a net income of \$142,000. This is the fifth month this year with an operational profit, which is a big difference from prior years. M. Pruett credited the hard work of the staff to help push the hospital in a positive direction. As of this morning, the warrants balance is \$1.77 million, up from \$1.4 million last week due to bills and payroll.

### **Foundation Report**

None.

### **Physician Report**

Dr. Witt noted that Dr. Fitzgerald and Dr. Maxwell are on board now. He hopes to see an increase in patient volumes with their arrival. The physicians on the OB-gyn schedule are working on approving call schedules through the end of the year. Coast to Coast is still smoothing out a few wrinkles.

### **Administration Report**

S. Graham reviewed his report to the board (see attached). V. Orford asked if patient satisfaction scores can all be on the same numbered scale. M. Neddo explained that that's how HealthStream's patient survey is done. The hospital will be switching to Press Ganey in January, which will be much easier to use and track patient satisfaction scores.

V. Orford asked about the Meaningful Use graph; a few items are highlighted in yellow because they're above the goal, but there's still a risk of those measures falling below target. All the other measures are highlighted in green. Attestation for Meaningful Use ends on September 30. Patient Portal figures are up because nursing staff and IT staff have been more diligent in tracking compliance and asking patients if they'd like to sign up for it. G. Aguilar gave kudos to Karen Hurley for putting in a lot of effort on this.

V. Orford asked about "Dinner: Simplified." A. Fisk said the Health and Wellness Team is sponsoring an event for staff and local residents to come in October 3 and make eight freezer meals for their families.

S. Graham said staff is focusing on adding value to and eliminating waste from the patient experience.

### **Business Development Coordinator Report**

T. Orford has created brochures and other educational information about the levies, and she is scheduling interviews and running ads with local media. She's also working on promoting other services, such as the new CT machine. She has consulted with a local designer on new signage for the hospital, and the city of Brewster has given permission to put up a sign for the hospital along Highway 97.

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V. Orford asked about levy promotion. T. Orford explained that the hospital cannot promote the levy, such as telling people to vote yes, but we can provide them with factual information. She has been in communication with radio stations and newspapers.

### ICD-10 Preparation Update

N. Markey and her staff are ready for ICD-10 implementation on October 1.

### Education

T. Shrable shared information about continued issues with the Affordable Care Act; the article predicts about 1 of 7 hospitals will go out of business. C. Thomas will provide board education next month.

V. Orford attended the last Caribou Trail Orthopedics board meeting in place of J. Tretwold. She'll continue in that role until the new board member is appointed, if they're interested in representing the hospital there.

### Public Comment

T. Vallance shared that Douglas Okanogan County Fire District 15 EMS will receive a \$1 million grant to renovate and expand its EMS station in Brewster. It will include more storage space for equipment as well as meeting rooms that could house community events and meetings. The board congratulated EMS on their achievement.

### Upcoming Meetings

V. Orford read the list of meetings as noted on the agenda. She, M. Pruett and S. Graham will attend the WSHA Annual Meeting on October 6-8.

V. Orford asked if the IT department can look into a better system for teleconferencing. M. Neddo said that is in progress, including looking into video conferencing.

### Adjournment

M. Pruett motioned to adjourn at 10:16 a.m. T. Shrable seconded. Motion passed unanimously.

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Vicki Orford, Chair

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Tracy Shrable, Secretary

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Mike Pruett, Member

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Cherri Thomas, Member