

Three Rivers Hospital

Board of Commissioners Regular Meeting

May 24, 2016

Minutes

The Three Rivers Hospital Board of Commissioners called a regular meeting to order at 8:02 a.m. Tuesday, May 24, 2016 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
Mike Pruett, Vice Chair (via phone)
Tracy Shrable, Secretary
Cherri Thomas, Member (via phone)

Others present:

J. Scott Graham, Chief Executive Officer
Melanie Neddo, Chief Operating Officer
Jennifer Munson, Chief Financial Officer
Gretchen Aguilar, Chief Nursing Officer
Anita Fisk, Director of Human Resources
Jennifer Marshall, Administrative Assistant
Nicky Markey, Director of Health Information, Quality & Risk
Dr. Ty Witt, Gynecology
Carla Boyd, RN, Employee Health
Alex Hymer

Mission, Vision & Values

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

Agenda

V. Orford removed Board Education as M. Pruett could not attend in person, and removed the Foundation Report. T. Shrable motioned and C. Thomas seconded to approve the agenda as amended. Motion passed unanimously.

Minutes from Previous Meetings

C. Thomas motioned and T. Shrable seconded to approve the minutes as presented for the April 26, 2016 regular meeting; and the special meetings on May 6, 2016 and May 17, 2016. Motion passed unanimously.

Consent Items

V. Orford noted payroll and vouchers as presented on the agenda, and read the bad debt and financial assistance figures.

Payroll/Vouchers

a. Payroll total:	Gross: \$462,714.21	Net: \$318,000.71
4/10/16-4/23/16	Gross: \$226,948.89	Net: \$158,407.85
4/24/16-5/7/16	Gross: \$235,765.32	Net: \$159,592.86
b. Vouchers total: \$1,180,768.09		
4/21/16	78562-78639	\$181,967.39
4/28/16	78640-78690	\$381,244.55
5/5/16	78691-78743	\$151,073.21
5/12/16	78744-78769	\$322,948.07
5/19/16	78770-78843	\$143,534.87
c. Bad Debt: \$41,776.38	Financial Assistance: \$59,791.08	

The auditor from Dingus, Zarecor & Associates had told us on May 17 that it would be better to have higher financial assistance/charity care than bad debt. However, J. Munson noted that people can choose not to fill out the financial assistance paperwork.

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There were no med staff applications this month.

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

Old Business

None.

New Business

Reschedule June Regular Board Meeting: Some board members and administration will be attending a conference in Chelan on the same day of the regularly scheduled board meeting on June 28. Discussion ensued. C. Thomas motioned to change the meeting to 10 a.m. on Thursday, June 30. M. Pruett seconded. Motion passed unanimously.

Tourniquet Machine Purchase: The second tourniquet machine in the OR is used on busy orthopedic surgery days, but it has broken down and parts aren't manufactured anymore to repair it. J. Munson recommended a lightly used machine that comes with the same warranty as a brand-new piece of equipment. M. Pruett motioned to approve purchasing the new tourniquet machine, as presented by administration. T. Shrable seconded. Motion passed unanimously.

Caribou Trail Orthopedics Report

V. Orford stated that Dr. Drumm is leaving at the end of August. She would like to restructure Caribou Trail Orthopedics, since it's now a partnership between only Three Rivers Hospital and Mid-Valley Hospital. Currently, Three Rivers owns about one-third of the business. We're looking for a way to lessen our liability and financial burden while preserving orthopedic services. Caribou Trail is seeking a replacement for Dr. Drumm. M. Pruett thinks this is a good opportunity to restructure the service in a way that's fiscally sound.

Physician Report

Dr. Witt reviewed last week's med staff meeting. Most physicians were supportive of the idea of bringing mid-level providers up to an equal voting status, which is unusual at most hospitals. V. Orford asked about the status of improving physician problem lists for Meaningful Use targets. She stated that administration has the board's support to do what's needed in order to meet Meaningful Use goals. Dr. Witt noted that other facilities provide staff assistance to providers to complete documentation. C. Thomas stressed the importance of getting remote access for providers so they can complete their documentation off-site. She offered to provide some ideas to the IT staff.

Administration Report

S. Graham asked for any questions regarding his report. V. Orford asked about the \$10,000 grant relating to a committee he sits on. J. Munson is working with DZA to look at how we bill, with the ultimate goal of coming up with a new model for rural hospital reimbursement. This could result in a new designation other than the Critical Access Hospital designation. Dr. Witt thinks this is a good project as it'll help keep rural hospitals open. The Department of Health has been freeing up money to award to hospitals like ours, which tells S. Graham that the DOH views them as essential.

S. Graham stated that May has been a busy month, especially with staff's efforts to educate communities about the levy propositions that will appear on the August 2 election ballot. Patient volumes have been higher than average in acute care, but volumes in other areas have been lower. Part of that is due to providers going on vacation and not ordering as many tests. Staff is continuing to work on the organizational WIGs (Wildly Important Goals) to provide the ideal patient experience and break even operationally. Administration is working with leadership to come up with a third WIG regarding culture of excellence. There has been a decrease in medication errors and patient falls, and an increase in patient satisfaction. We're hearing positive feedback about providers and nurses.

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Administration and the Policy & Procedure Committee are working on finalizing the PolicyStat contract and collecting policies to send to them. The Executive Marketing Committee is working on promoting the hospital's services and providing levy education. One recent community outreach effort was the TRH Community Walk to benefit the Brewster Food Bank. J. Marshall stated that we collected \$100 in cash donations and quite a bit of food. Staff is also planning to attend more parades in our hospital district. McKinstry has provided a total cost estimate to move the Emergency Department and replace the roof and the HVAC system. Once they finalize the quote, administration will present it to the board. In the meantime, administration is working on financing options. The estimate is costly, but it's cheaper than a new building and will carry us decades into the future.

We're making some progress in paying down warrants. It was \$1.1 million this morning, although it will go up slightly for payroll. J. Munson expects some tax revenue that could get us under \$1 million by June. Staff committees are working hard on employee recognition, health and wellness. C. Boyd discussed the most recent Biggest Loser contest.

S. Graham attended a class recently where another rural hospital administrator helped turn around that hospital's financial position. That hospital did all the same things we're doing now, which affirms that we're moving in the right direction.

Public Comment

A. Hymer asked for clarification on the tourniquet machine that was purchased; another vendor offered a new machine for less money, but J. Munson noted that the machine was an unknown brand. We've worked with Stryker for a long time and they provide good customer service.

N. Markey recognized administration for being so great to work with. She and M. Neddo attended a conference recently on patient safety, where she learned about which information to share with the board regarding fall prevention.

A. Hymer discussed how to get more patients to take advantage of financial assistance/charity care.

J. Munson noted that staff does try to look out for patients who may need help. The hospital will be revising its financial assistance policy to align with new state requirements, and along with that we'll analyze how to best encourage people to take advantage of the financial assistance program.

Discussed ways the Three Rivers Hospital Foundation could raise money. M. Pruett asked if WSHA has resources. S. Graham offered to check into that.

Upcoming Meetings

V. Orford noted the meetings and local events listed on the agenda. Participation would be appreciated.

Adjournment

T. Shrable motioned and M. Pruett seconded to adjourn the meeting at 9:33 a.m. Motion passed unanimously.

Vicki Orford, Chair

Mike Pruett, Vice Chair

Tracy Shrable, Secretary

Cherri Thomas, Member