

**GARFIELD COUNTY HOSPITAL DISTRICT
BOARD OF COMMISSIONERS
REGULAR MEETING**

February 1, 2012

Meeting called to order at: 18:05

Present: Ray Hoffman, Jenness Evanson, Kris Darby, Vonni Mulrony

Staff & Guests: Andrew Craigie, Shannon Jones, Jeff Jones, Michele Beehler, Susan Morrow,

PRESENTATIONS

1. Conflict of Interest Statement: If there is any item on the agenda that may represent a conflict of interest to any Commissioner they are welcome to notify the Chairperson at this time. No one has indicated any conflict of interests at this time.
2. Consent Agenda:
 - a. Board of Commissioners Minutes Jan 4, 2012
 - b. Finance Committee Minutes Jan 26, 2012
 - c. Board Standards Review Checklist
 - d. AP Vouchers 206021-206237; \$417, 107.44
 - e. Payroll Vouchers: 38073-38106; \$235, 004.27

Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the assembly. A Motion was made by Ray Hoffman to approve the consent agenda and seconded by Kris; and passes unanimously.

3. Presentations/Committees
 - a. Quality:
 - i. Celebrating our Patient Safety Journey WSHA video presentation. Presented by Andrew Craigie and WSHA. Andrew presented the Rural Healthcare Quality Network Comparative Report highlighting the measures applicable to the hospital.
 - b. Quality Team Report: Executive Team and Quality Team System Leaders are still meeting weekly, and the Process Leaders will be meeting monthly. We have yet to establish new projects for the current year, and we are adjusting to meet the new schedule needs. However a Revenue Cycle Team has been established and is meeting frequently to improve workflow.
 - c. Medical Staff: Very encouraging the possibility of Cardiology at St. Joe. Also Josh has been scheduled now for two mornings a week at the clinic. There was also discussion about admission process and utilization. Kris has been appointed to serve as board representative the Medical Staff.
 - d. HUGS Auxiliary: Last month's meeting was cancelled due to weather. Valentines tray favors have been completed and distributed today.
 - e. Resident Council Report by Jenness Evanson: Janice Ledgerwood discussed February events with the residents and activities budget. The residents decided to fund \$200.00 for February events.

Everyone was happy and the temperature was great!! It was a short, upbeat meeting with no concerns brought up.

- f. Clinic Report: This month we are busy with employee wellness exams, getting those scheduled and completed. Staff is adjusting to the reduction in hours and coverage seems to be adequate to meet the needs.
- g. Finance Committee Report:
 - i. It is year end and month end; Shannon presented the final numbers for the year.
 - ii. Staffing, we have had one resignation from the front office and we will be restoring four employees in that department to full time 40 hours instead of hiring a replacement for now.
 - iii. The district did not have to do a draw down on reserves in January because pro-share funding came in.
 - iv. AR days are at 48
 - v. Year to date our revenues are right on budget by less than 1%, and our expenditures are under budget by \$400K. We are very much on target; the biggest variance remains in uncompensated care.

OLD BUSINESS

1. EHR Taskforce Update: This is the only capital project update at this time. We are still working on financing options. We have also approached the USDA guaranteed loan program, and will be working with them on options.
2. Update on Cash Flow, Levy, and Bed Transition: The feedback has been very good from community members, questions that we are receiving are good questions. Approximately 30 people attended the recent community forum; questions were excellent.
 - a. We have met our 25 bed threshold and we have no one on the waiting list.
 - b. We received final written confirmation of the banking of the 20 LTC beds.

NEW BUSINESS

1. Question about the use of Hospital Incident Command Trailers stored at the Port. Presented by Kris Darby: Questions from Search and Rescue about the trailers and whose trailers are they? Search and Rescue would like to use these trailers as a Command Post for the whole county.
 - a. There are two trailers one to store bodies and one to store the Bio-Terrorism materials in.
 - b. There needs to be a conversation to research the best utilization of those trailers for the whole county. This will be visited between Kris and Andrew.
2. 2011 Year End Budget Amendment: Resolution 12-01 Budget Amendment: State regulations require that the district pass a resolution to revise the 2011 budget based on actual expenditures. Kris Darby moved to accept the Resolution and accepted by Ray Hoffman. The motion was approved unanimously.

PUBLIC COMMENT: None

ADMINISTRATOR

1. Reports & Correspondences:
 - a. PDC Interpretation-Guidelines for Local Government Agencies
 - b. WSHA Inside Olympia: A listing of legislative activity in the state legislature.
 - c. Letter from Senator Patty Murray
 - d. Merger of Wipfli – Accounting Firm

e. Set Retreat Date: The retreat has been set for Thursday March 8, 2012 at 9:00am.

Meeting went into a 5 minute break and then into executive session at 19:20.

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

Meeting was adjourned at: 19:49

The next regular board meeting will be on Wednesday March 7, 2012.

Jeness Evanson, President

Kris Darby, Commissioner

Ray Hoffman, Commissioner

Vonni Mulrony, Commissioner

Pending Approval