

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

November 2, 2011

Meeting called to order at: 18:02

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

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

**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 October 5, 2011
  - b. Finance Committee Minutes October 31, 2011
  - c. Quality Team Minutes Oct 5, 12, 19, 26, 2011
  - d. Board Standards Checklist
  - e. Small Works Roster Qualifying List
  - f. AP Vouchers 205605-205701; \$256,830.60
  - g. Payroll Vouchers 37959-37996; \$232,638.68

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 Chris Darby to approve the consent agenda and seconded by Ray Hoffman, and passes with all in favor.

3. Presentations/Committees
  - a. Quality:
    - i. Flu Vaccination Update: 92% Vaccination Rate for employees. The clinic has given 192 flu vaccinations throughout the community and 45 vaccinations at businesses within the community.
    - ii. Baldrige Staff Survey - Are we making Progress Staff Results: Presented by Andrew Craigie. The areas shown are staff results, commissioners are expected to complete their own surveys at a later time. There was a universal improvement within all areas; reviewed remaining opportunities for growth.
    - iii. Department of Health Critical Access Hospital Survey Progress Report, the Department has accepted our progress report.
  - b. HUGS Auxiliary: Worked on tray favors at the last meeting and other than that no report or purchases at this time.
  - c. Resident Council Report by Jenness Evanson. Thanksgiving menu discussion, new tub room completed and beautiful, there were some temperature issue in the day room, that was corrected by maintenance team.

- d. Clinic Report: Soapware medical records program upgrade was completed last week, getting familiar with changes in the program is a learning process for staff. Clinic visits for October is down about 18%, due to availability of provider staff. There have been some problems with generating some of the quality reports, however we are not required to report for the HRSA grant in October, so we will be working out the bugs in the system.
  - i. There are some scheduling questions and concerns with Josh's availability, and the clinic and administration team are working out a better defined clinic schedule for Josh.
- e. Finance Committee Report:
  - i. Budget was the sole focus of the finance committee
  - ii. Shannon gave a quick review of the current financials. Cash collections was down slightly in September due to a lower census, but is projected to increase over the next two months due to increased outpatient and ER usage.
  - iii. Biannual State Audit will begin November 29, 2011, to audit 2009 and 2010. The auditor expects to take about a month. We will have a new auditor from Clarkston this year.
  - iv. Presentation of expected Federal and State Budget Impacts on the operating budget

NEW BUSINESS: None

#### OLD BUSINESS

- 1. Update on capital projects:
  - a. Tub/Shower Room: Project is complete and has been inspected and approved, other than hanging decorative pieces and towel racks. Residents are using the new tub room and enjoying it.
  - b. Electronic Health Record Taskforce Update: We are beginning the vendor presentations tomorrow; we have 3 scheduled in all to be completed by the 15<sup>th</sup> of November. We are in the home stretch to identifying a solution for us. The next step will be a site visit to the preferred candidate and reference checks and then contract negotiations.
- 2. Update on Community Advisory Panel: Presentation by Andrew Craigie
  - a. Bed Re-Allocation: Review of other facilities that have made changes in recent years.
  - b. Levy Lid Lift Question: It appears that there is additional capacity, reviewed the election cycle and requirement for a simple majority to pass.
  - c. Set date for Work Session: Monday November 14, 2011 6:00PM following the budget hearing.
- 3. Budget Report: Presentation by Shannon Jones
  - a. An amount not included in revenue is Medicare/Medicaid reimbursement for Electronic Medical Record System anticipated to be 98% of E.M.R. cost (1,000,000.00 x 98%=\$980,000). This is cost is too soft at this time to project.

Public Comment: None

#### ADMINISTRATOR

- 1. Reports & Correspondences:
  - a. Governor's Budget Proposal
  - b. Meeting with Legislative Delegation Nov 9 in Pullman
  - c. Federal Super Committee Budget Cut Plan
  - d. Healthland users Conference Notes – Jeff Jones
  - e. Garfield County Economic Steering Committee

- f. CMS Proposed Revisions to Conditions of Participation for Critical Access Hospitals
- g. Garfield County Interagency Coordinating Council Notes
- h. WSHA Commissioner Intensive Session Notes
- i. Affiliation of Swedish and Providence
- j. Letter of Response from Rep Joe Schmick
- k. RHQN Quality News Letter

Executive Session: None

Meeting was adjourned at: 20:55

Next meeting will be a special meeting on Monday November 14, 2011. The next regular board meeting will be on Wednesday December 7, 2011.

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Jeness Evanson, President

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Kris Darby, Commissioner

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Ray Hoffman, Commissioner

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Jim Maves, Secretary

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Vonni Mulrony, Commissioner

Pending Approval