



**BOARD OF COMMISSIONERS
PUBLIC HOSPITAL DISTRICT 1
OF KLICKITAT COUNTY**
Regular Open Public Meeting
December 21, 2016 – 4:00 p.m.

REGULAR MEETING MINUTES

A regular meeting of the Klickitat Valley Health (KVH) Board of Commissioners was held on Wednesday, December 21, 2016 at 4:00 p.m., in the KVH Conference Rooms A&B. Commissioner Dennis Carver, President of the Board of Commissioners was the presiding officer. A quorum was present including: Commissioners John Quinn, Connie Pond and Mark Sigfrinius.

Also present were: Leslie Hiebert, CEO; Jamie Eldred, Controller; Charis Weis, Director of Human Resources; Annie Stone, ARNP, Family Medicine Clinic Director; Haley Greve, Interim DNS; Jeff Teal, Director of Safety and Compliance; Jonathan Hatfield, IT Manager; Jacinto Orozco, MD, Chief of Medical Staff; and Barbara Bostick, Executive Administrative Assistant & Recorder.

CALL TO ORDER, APPROVAL OF AGENDA, & CONFLICT OF INTEREST DISCLOSURE

Board President Carver called the meeting to order at 4:02 p.m. Commissioner Pond made a motion to approve the Agenda as presented. Commissioner Daniel seconded, the motion carried unanimously. Board President Carver requested disclosure from the Commissioners of any conflict of interest with items on the Agenda. All Commissioners present noted that they had no conflict of interest.

BUSINESS FROM THE AUDIENCE

There was no business from the audience.

CONSENT ITEMS

Commissioner Sigfrinius moved that the consent agenda be approved as follows:

- Regular Meeting Minutes from November 16, and Special Meeting Minutes from December 13, 2016; and
- Accounts Payable in the amount of \$604,851.90 and
- Payroll in the amount of \$30,974.38; and
- Electronic Transfers in the amount of \$1,041,882.03; and
- Bad Debt in the amount of \$120,192.11; and
- Charity Care in the amount of \$ 3,817.70.

The motion was seconded by Commissioner Quinn. The motion carried unanimously.

BOARD EDUCATION/SPECIAL PRESENTATION

Hayley Greve, Interim DNS provided information on Advanced Directives and the importance of planning for end of life as well as awareness of family members personal wishes regarding end of life preferences. Hayley explained the differences between the Advanced Directive and the POLST (Physician Order for Life Sustaining Treatment) forms.

CONTINUING BUSINESS

Family Medicine Clinic Report.

Annie Stone provided a brief overview of the Family Medicine Clinic. She reported that she recently completed a train the trainer course for scribes and that she has come back with a solid plan. The

clinic will start out with one scribe, who will shadow Annie while she scribes, than once that scribe is up and running, two additional scribes will be brought on. Annie noted that the providers are very excited about the addition of scribes as it will improve the work life balance and job satisfaction for the providers by reducing the amount of time that they will have to be charting. Annie also reported that she, Kasey Schneider and Jane Dymant attended an ACO Conference in Grand Junction Colorado recently and that Jane Dymant will be working on dedicating appointment times specifically to assist with advanced directive planning for patients. Annie noted that Krystal Plotts, MD will begin working at the Family Medicine Clinic in January and that some of her patients will be scheduled to begin seeing Dr. Plotts. Annie reported that Kristi Sheridan is the new Medical Staff Supervisor at Family Medicine and is doing a wonderful job. Annie noted that the Family Medicine Clinic will be closed for patients on January 2nd, but both Office and Medical Support Staff will be attending an in-service at the clinic that day. Annie reported that Nicole Brooks has been hired as a part time referral coordinator so that will lighten the load for Jennifer Krause. The primary goals for 2017 for the Family Medicine Clinic as noted by Annie were the rolling out of the scribe program and establishing standardized treatment protocols with the initial focus on bladder infection, sinus infection, bronchitis, the common cold and sore throats. She noted that as part of that treatment protocol information will be provided to patients to explain the reasons for deferring antibiotics in cases where it is not considered necessary based upon the established standard treatment protocol. Other areas of focus in 2017 include increasing mental health services, expanding the clinical areas to the third floor, and consideration of development of dental care services.

Officer and Committee Assignments:

Motion was made by Commissioner Pond to approve Dennis Carver for reappointment as the Board President. Motion was seconded by Commissioner Sigfrinius. Motion carried unanimously.

Motion was made by Commissioner Pond to approve Mark Sigfrinius for reappointment as the Board Vice-President. Motion was seconded by Commissioner Quinn. Motion carried unanimously.

Motion was made by Commissioner Pond to approve John Quinn for reappointment to Board Secretary. Motion was seconded by Commissioner Sigfrinius. Motion carried unanimously.

Motion was made by Commissioner Pond to approve the following board member committee assignments:

Building Committee: Dennis Carver and Mark Sigfrinius

Finance Committee: Dennis Carver and Mark Sigfrinius

Admin Committee: Dennis Carver and Mark Sigfrinius

Safety Committee: Connie Pond

Ethics Committee: Jim Daniel

Compliance Committee: John Quinn

Compliance and Ethics Committee: Jim Daniel and John Quinn

Performance Improvement Committee: Mark Sigfrinius

Medical Staff Meeting: Jim Daniel and John Quinn

Provider Operating Council Meeting: Alternates

Payroll Warrant: Alternates

Discussion was had regarding holding the Provider Operating Council quarterly rather than monthly. Motion was seconded by Commissioner Daniel. Motion carried unanimously.

USDA Loan

Jamie Eldred provided information regarding the USDA Loan application approval for the therapy space funding. She noted that the next step is to sign the “letter of Intent to Meet Conditions”, and the “Request for Obligation of Funds”. She reviewed the terms of the loan and reported that to secure the lock in rate of 2.375% the documents must be signed and returned to the USDA before the end of the year. She noted that because of the amount of the loan, the CEO would need to be authorized to sign/execute the Letter of Intent to Meet Conditions, as well as the Request for Obligation of Funds. Commissioner Quinn made a motion to authorize Leslie Hiebert, CEO & Superintendent of the District to sign the required documents and initiate the loan process. Commissioner Pond seconded the motion. The motion carried unanimously.

NEW BUSINESS

- **DZA Engagement Letter**

Jamie Eldred provided an overview of the engagement letter for Dingus, Zarecor and Associates. She noted that they continue to provide excellent service and the cost for this coming year is less than last year. Commissioner Sigfrinius made a motion to approve the Dingus, Zarecor & Associates engagement letter as presented. The motion was seconded by Commissioner Daniel. Motion carried unanimously.

- **Resolution 2016-13 Approving Reappointment of CEO.**

Commissioner Daniel made a motion to approve Resolution 2016-13 authorizing the reappointment and salary of Leslie Hiebert. Commissioner Pond seconded the motion. The motion carried unanimously

- **Resolution 2016-14 establishing a small works roster process.**

Jamie Eldred explained the reason for needing to establish a formal small works process. She explained that the current process was established to ensure compliance with RCW 39.04.155 2 (b) using a template that was provided by MRSC and has been reviewed by the attorney Jay Rodney. Commissioner Quinn made a motion to approve Resolution 2016-14 establishing a small works roster process. Commissioner Pond seconded the motion. The motion carried unanimously.

- **Resolution 2016-15 Surplus Property.**

Commissioner Pond made a motion to approve Resolution 2016-15 surplus property as presented. Commissioner Quinn seconded the motion. The motion carried unanimously.

- **Organizational Chart Update.**

Leslie Hiebert reviewed the current organizational chart. Outlining recent changes and updates to the previous chart.

- **Reproductive Health Policy.**

Jeff Teal reported that the Reproductive Health Policy has been taken to the Medical Staff for their review and consideration and that they have approved it and recommend its approval by the Board of Commissioners. Commissioner Sigfrinius made a motion to approve the Reproductive Health Policy as presented. The motion was seconded by Commissioner Daniel. The motion passed unanimously.

Medical Staff Report.

Dr. Orozco provided a brief overview of the recent December Medical Staff meeting. Of note the

VisualDx system is active now and the icons to access the system are available through my favorites or on the pc desktop. The Medical Staff Officers for 2017 include: Dr. Orozco as Chief of Staff, Dr. Krehbiel as Vice-Chief of Staff and Dr. Bothamley as the Secretary/Treasurer. It was reported that the KVH Ethics Committee presented the KVH Reproductive Health Policy for discussion and approval. Dr. Orozco noted there was good discussion and the Medical Staff voted to approve the policy and recommend it to the board for its approval as well.

BOARD, MEDICAL STAFF, and ADMINISTRATIVE REPORTS

Written reports were presented from Leslie Hiebert, CEO; Jamie Eldred, Controller; Kasey Schneider, Director of Risk and Quality; Charis Weis, Human Resources Director; Haley Greve, Interim DNS, Jacinto Orozco, MD; and Jeff Teal, PhD, Director of Safety and Compliance. Commissioner Pond made a motion to accept the reports as presented; Commissioner Quinn seconded the motion. The motion carried unanimously.

EXECUTIVE SESSION

- President Carver announced that the Board of Commissioners would go into an approximately 10 minute **Executive Session** beginning at 6:35 p.m. for the purpose permitted by RCW 70.44.062 (1) regarding Medical Staff. The Board returned to public session at 6:47 p.m.

COMMENTS OR ACTIONS RESULTING FROM EXECUTIVE SESSION

- Commissioner Pond moved to approve the following individual(s) for initial appointment to Medical Staff: Marshal Harpe, DO (Provisional Active Physician), and reappointment to Medical Staff: Gregory Stanley, MD (Courtesy Physician); Kevin Wei, DM (Courtesy Physician) and acceptance of temporary privileges granted to Larry Smith, MD (ERx Physician in the ED) and Matt Sperry, MD (Resident, Moonlighting in ED) as well as acceptance of the privileges and credentialing for two virtual radiologic through the delegated privileging process (Tracy Robinson, MD and Merlyn Gibson, MD). Commissioner Quinn seconded the motion. The motion carried unanimously.

ADJOURNMENT

There being no further business to come before the Board of Commissioners, Commissioner Pond moved that the meeting be adjourned at 6:52 p.m. The motion was seconded by Commissioner Sigfrinius.