
BOARD OF COMMISSIONERS MEETING MINUTES

Thursday, January 28, 2010
Whitehead Center Conference Room

I. CALL TO ORDER

Commissioner Kenny called the meeting to order at 7:02 pm, with the Pledge of Allegiance led by Commissioner Robinson.

Motion was made by Commissioner O'Brien and seconded by Commissioner Robinson to excuse Commissioner Walton-Luglan from today's Board of Commissioners meeting. Motion passed unanimously.

Commissioners:

Dr. Stephen Kenny, Patricia O'Brien, Dr. Timothy Straub, Andy Gilbertson, Charles Potter, and Brenda Robinson

Hospital Staff:

Julie Petersen, Tim Cooper, Dawn Koch, Susan Flory, Leann Anderson, and Dr. Jared Clifford, Chief of Staff.

Public

Jim Trounsen, President of MedMan; Nicole Brown, MedMan; Fred Lamb, Community Relations / Foundation Director; Ben Murray, Manager Benton City Clinic, and Kim Shultz, Manager Mt. Adams Surgical Associates.

II. MINUTES

Motion was made by Commissioner O'Brien and seconded by Commissioner Gilbertson to approve minutes of the December 17, 2009 Board Meeting as presented. Motion passed unanimously.

III. REPORTS

Jim Trounsen, President of MedMan introduced himself to the Board and thanked them for their patronage. Mr. Trounsen explained the purpose of his trip to Prosser; he is here with Nicole Brown to do strategic planning for Mt. Adams Surgical Associates.

A. MEDICAL STAFF – DR. JARED CLIFFORD

Dr. Jared Clifford, Chief of Staff brought the following applications before the Board to recommend for appointment to the medical staff. The applicants have been approved by the Medical Staff Committee.

Keith Butvilas, DO	Emergency Medicine	New Applicant
Richard Hodge, MD	Telemedicine	New Applicant

Motion was made by Commissioner O'Brien and seconded by Commissioner Straub to appoint Keith Butvilas, DO and Richard Hodge, MD to the medical staff as presented. Motion passed unanimously.

B. FINANCE

Bad Debt / Charity Care / Vouchers / Personal Expense Claims

Motion was made by Commissioner Straub, and seconded by Commissioner O'Brien to approve 107 bad debt accounts totaling \$71,748, and 129 charity care accounts totaling \$93,796. Motion passed unanimously.

Voucher Lists

Motion was made by Commissioner Robinson and seconded by Commissioner Gilbertson to approve payroll vouchers 40279 through 40502 and A/P vouchers 73983 through 74700, sum of the two types totaling \$2,975,636.21. Motion passed unanimously.

Personal Expense Claims

No personal expense claims were presented.

Resolution 882, Surplus Property

Motion was made by Commissioner O'Brien and seconded by Commissioner Straub to approve Resolution 882 for Surplus Property as presented. Motion passed unanimously.

B. DIRECTOR'S REPORT

Commissioner O'Brien inquired about swing beds, Mr. Cooper said we have increased days from 34 to 70. We are excited about the improvement and Susan Mains is doing a fantastic job with admissions.

Julie Petersen reminded the Board of the Awards Banquet on Saturday, the theme is "Making the case for celebrating". Provider of the year, 5 star performance awards, Leader, Department, and Employee of the Year, as well as a couple of special awards will be presented. The Hogue family is excited for the presentation. To date we have received 302 RSVPs.

PMH selected FUJI as our PACs vender in part because Tri City Radiology had recently installed the FUJI as well. TCR has since become very dissatisfied with the FUJI in their own facility. While TCR may elect to remove FUJI in their own facility they have indicated they are fine using that vendor here at the hospital. Go live is planned by mid-February.

Administration is meeting with Emergency Department personnel, EMS and Surgery Center, to identify barriers causing us to transfer patients to other facilities. They have met with the ED providers and are scheduled to meet with EMS next week. The surgeons will follow.

C. QUALITY & PATIENT SAFETY REPORT – SUSAN FLORY AND TIM COOPER

A Kaizen was done last week with the MASA staff, Surgical Services, and YVFWC staff. Susan Flory introduced Kim Shultz who explained the Kaizen map that they created. He then gave a PowerPoint presentation explaining the process and the action plan that the group came up with in the end. Mr. Shultz highlighted areas of change and/or improvement for the clinic; he then answered questions from the Board.

Julie Petersen commented that both FWC managers have committed to sending referrals to our hospital. She has a meeting with Glen Davis in the morning and will re-affirm this commitment then; everyone feels positive about the outcome of the Kaizen.

D. CLINIC REPORT – COMMISSIONER ROBINSON

Benton City Clinic:

Commissioner Robinson announced Tom White, PA-C has decided to move to Texas to help with family matters. Ben Murray has interviewed candidates for the position; He is looking for a medical assistant.

The Benton City Clinic signs are not up, Fred is working to get this accomplished.

Mr. Murray is working to update job descriptions to bring them up to ADA standards.

The clinic continues to show a decrease in no-show patients due to the reminder calls being placed a day before appointments.

Mr. Murray is also working on extending clinic hours.

Mt. Adams Surgical Associates

GayLyn Conciencie switched jobs and is now working at MASA as coder and biller for the clinic; they recently went through a coding review with MedMan. GayLyn will be able to address any incorrect codes and will notify the physicians.

The staff has quadrupled in bi-lingual employees. Mr. Shultz continues to work on improving provider relations with the intent to increase referrals.

IV. OLD BUSINESS

A. EMS / KADLEC UPDATE – JULIE PETERSEN

PMH has been providing non-emergency transfers in Richland for more than five years. Volume required that we opened an EMS station in Richland. During 2009, the number of non-medically necessary transports, transports not covered by Medicare or other insurance, increased significantly. On January 15, Kadlec contracted with AMR to provide this service, the result being that we now dispatch all ambulances from a central location in Prosser. This provides more EMS coverage in our District and better serves our residents.

B. T & LTC UPDATE – LEANN ANDERSON

The Board of Directors gave the direction to cut expenses in Long Term Care and bring operations to industry standards. Leann Anderson explained what has been done to date, two consultants were hired; she reviewed the results of those consultants. The admission process is now under two hours for swing beds, Susan Mains is the coordinator for this and is doing an exceptional job. Swing bed volume has increased by one patient per month thus far and this was our goal. On January 6, LTC assumed care of the swing beds, Hospitalists would also respond to LTC patients. Call lights have been redirected to the nurse's station. LTC staff has adapted to the changes with a decreased staff, it has also improved team building between LTC and Acute Care staffs.

Food services was also evaluated, waste and par levels have been decreased considerably. This looks to save approximately \$70,000 dollars.

Staffing levels were adjusted and nurses will be back to working 8 hour shifts as opposed to 12 hours. This will also be cost savings.

To date are still below the Board's target with \$200,000 in reductions yet to go. Have received requests from the Union for additional information on the lay-off decisions; Administration is addressing this. Administration has spoken with staff and those they spoke with wanted the eight-hour shifts back and feel they are able to provide better care and will be more in touch with the patients and their care. There were several calls made to

the State in regards to patient care; the State came out and were unable to validate any of the claims.

V. NEW BUSINESS

A. BCC CITIZEN GROUP DISCUSSION – STEVE KENNY

Commissioner Kenny has been approached by a Benton City resident. They have a pharmacist who would like to relocate to Benton City, in addition they have a physician who would like to establish practice and not be associated with our clinic. Mr. Murray will notify them that we would be happy to work with the pharmacist and plan to extend hours to our clinic in the very near future.

B. ELECTION OF OFFICERS

The floor was opened for nominations for the position of Board President. Commissioner Kenny was nominated as President of the Board by Commissioner O'Brien and seconded by Commissioner Gilbertson. Nominations were closed.

Motion was made by Commissioner Potter and seconded by Commissioner Robinson to appoint Commissioner Kenny as President of the Board for the year 2010. Motion passed unanimously.

The floor was opened for nominations for the position of Board Secretary. Commissioner Straub was nominated as Secretary of the Board by Commissioner Potter. Nominations were closed.

Motion was made by Commissioner Kenny and seconded by Commissioner Robinson to appoint Commissioner Straub as Secretary of the Board for the year 2010. Motion passed unanimously.

C. BOARD COMMITTEE ASSIGNMENTS

Commissioner O'Brien, Commissioner Kenny and Commissioner Robinson were appointed to the Finance Committee.

Commissioner Straub, Commissioner Robinson and Commissioner Walton-Luglan were all appointed to the Quality Improvement Committee.

Commissioner Potter and Commissioner Walton-Luglan and on occasion Commissioner Gilbertson were appointed to the Professional Relations Committee.

Commissioner Gilbertson was appointed as Board representative to the Foundation Board.

VI. OTHER BUSINESS

Julie Petersen reviewed the future agenda items and asked if there were other items or if they were all ok with what is currently listed for future meetings?

Fred Lamb wanted to ensure that the Board's understanding that the Foundation Board will be standing for the remainder of the funds required to achieve the capital campaign goal. With this, the fund raising for the Capital Campaign is complete.

Susan Flory announced that February 11 will be Karen Pitman's last day. She is moving to Olympia to care for family. They have four applicants for the position, one is qualified, and she feels a few more applicants that are qualified will surface.

VII. EXECUTIVE SESSION

No Executive Session was held.

VIII. ADJOURNMENT

The meeting adjourned at 9:34.

IX. FUTURE MEETING DATES

February 25, 2010

March 25, 2010

Steve Kenny, Commissioner
President of the Board

Charles Potter, Commissioner
Secretary of the Board