
BOARD OF COMMISSIONERS MEETING MINUTES

Thursday, December 3, 2009

Whitehead Center Conference Room

I. CALL TO ORDER

Commissioner Kenny called the meeting to order at 7:01 pm.; Commissioner Straub led the Pledge of Allegiance.

Commissioners:

Stephen Kenny, Patricia O'Brien, Timothy Straub, Andy Gilbertson, Dottie Walton Luglan and Brenda Robinson

Hospital Staff:

Julie Petersen, Tim Cooper, Dawn Koch, Leann Anderson, Susan Flory, and Vicki Biggs

Public

Jason Jones, Karen Wellman, Liz MacIntosh, and Vanessa Taylor – Prosser Record Bulletin.

II. PUBLIC HEARING

Notice of a public hearing was given in area newspapers for the purpose of a petition to withdraw from the Hospital District. The petitioners were required to file a \$30,000 bond in order to move forward in the process. The bond was not filed rendering the petition to withdraw no longer valid.

III. MINUTES

Motion was made by Commissioner O'Brien and seconded by Commissioner Gilbertson to approve minutes of the October 29, 2009 Board Meeting as presented. Motion passed unanimously.

Motion was made by Commissioner Robinson and seconded by Commissioner to approve minutes of the November 11, 2009 Board Meeting as presented. Motion passed unanimously.

IV. REPORTS

A. MEDICAL STAFF

The following applications were presented to the Board for approval:

Lisa Galbraith	Active	New Applicant
James Fulton, CRNA	Allied Health Professional	Reappointment
Lillian Milne, CRNA	Allied Health Professional	Reappointment

Motion was made by Commissioner Straub and Seconded by Commissioner Gilbertson to approve the applications as presented. Motion passed unanimously.

B. FINANCE

Bad Debt / Charity Care / Vouchers / Personal Expense Claims

Motion was made by Commissioner O'Brien and seconded by Commissioner Straub to approve 305 bad debt accounts totaling \$180,084, and 91 charity care accounts totaling \$60,608. Motion passed unanimously.

Voucher Lists

Motion was made by Commissioner Gilbertson and seconded by Commissioner Robinson to approve payroll vouchers 40035 through 40200 and A/P vouchers 73061 through 73701, sum of the two types totaling \$2,613,958.73. Motion passed unanimously.

Personal Expense Claims

Motion was made by Commissioner Walton-Luglan and seconded by Commissioner Robinson to pay 10 pre-approved, budgeted travel personal expense claims in the amount of \$4,926.32. Motion passed unanimously.

Resolution 879, Surplus Property

Motion was made by Commissioner O'Brien and seconded by Commissioner Straub to approve Resolution 879 for Surplus Property as presented. Motion passed unanimously.

B. DIRECTOR'S REPORT

Julie Petersen met with Jon Smiley, CEO of Sunnyside Community Hospital, regarding ambulance service for the Sunnyside area. Mr. Smiley intends to present an ambulance proposal to his board for approval.

Julie Petersen announced that the Annual Awards Banquet will be held January 30, at the Red Lion in Pasco. The awards presentation will vary from years past.

The floor was opened for questions. Commissioner Straub inquired about the tile in ED / Patient Registration area, a base layer under the original tile had deteriorated and will have to be replaced before new tile is laid; this was unexpected and we are investigating the cost.

C. QUALITY & PATIENT SAFETY REPORT – SUSAN FLORY

Kadlec, Othello and PMH have been collaborating to reduce the risk of pressure ulcers. Susan Flory explained what a pressure ulcer is and why it is concern. She explained how the hospital is addressing the risks associated with the ulcers. We will continue to monitor and work closely with the other two hospitals to create a program.

Susan Flory reported that 96% of PMH employees received their flu vaccination. Ten employees declined the immunization and four have not responded in any way. Thirty-four employees received their immunizations elsewhere.

D. CLINIC REPORT – COMMISSIONER ROBINSON

Commissioner Robinson reported that Manager Ben Murray was given the task of getting more signs placed around Benton City directing people to the clinic. Mr. Murray went to city council and the Department Of Transportation and has received permission to place 8 signs around town. Patient no-shows, getting people in for emergent care (like children becoming suddenly ill), and follow up appointments after patients have visited the ED are items being addressed currently. Mr. Murray mailed 150 focus letters out to area physicians looking for feedback on clinic hours.

Mt. Adams Surgical Associates has experienced some changes in staff and are working to settle everyone in. Rita Galvan has been relocated to the clinic as a scheduler, Terra Blechman was working as a CMA and is now a front end employee and Rosita Rivara, CNA has replaced Terra as Dr. Clifford's Assistant. Dr. Chaugle will offer free varicose vein screenings December 11. Dr. Rankin is booked through December, Dr. Chaugle is booked through January, and Dr. Young returns from leave January 4. Manager, Kim Shultz, is interviewing three candidates for a coder position. They are working to rotate physician vacation schedules.

V. OLD BUSINESS

A. FOOD SERVICES DEMONSTRATION – VICKI BIGGS

Vicki Biggs, Manager of Food Services gave a demonstration on how meals were served before the department went through a Kaisan evaluation. They have cut down portion sizes, removed garnishes and evaluated waste after every meal served to the residents. Approximately 20 lbs of food was being thrown away after every meal. With the changes Food services have made, it is estimated that they will save \$75,000 a year. The residents love the option of being able to choose what they want. It is important to note that the residents are not going without; they are able to choose their meals and have more appropriate portion sizes so the residents are eating all the food.

B. RESOLUTION 880 APPROVAL OF COMMISSIONER BYLAWS

Motion was made by Commissioner O'Brien and seconded by Commissioner Robinson to approve Resolution 880 adopting the Board of Commissioner Bylaws as presented. Motion passed unanimously.

C. NEW ORGANIZATIONAL CHART – JULIE PETERSEN

Julie Petersen presented the current and a draft organizational chart. Ms. Petersen reviewed the differences; the proposed new chart will be rolled out to the leadership team next Tuesday, and will be effective January 1.

D. HAFFENREFFER & ASSOCIATES REPORT – LEANN ANDERSON

November 9 through 11, Haffenreffer & Associates spent time reviewing coding, staffing practices and the use of swing beds in Transitional and Long Term Care, their report was included in the Board Packets. National staffing standards are 3.2 to 3.5 per patient day, currently PMH runs at 3.8; our staffing mix is higher than what is common, meaning we have more RN's on staff. The Board discussed possible options to recover lost funds.

VI. NEW BUSINESS

A. PRESENTATION OF THE 2010 BUDGET

Tim Cooper, CFO presented the proposed 2010 Budget, Mr. Cooper explained his goals with the budget and how he sees the District achieving the numbers presented. He reviewed the Assumptions, and what is required to bring the numbers up. This item will be voted on at the December 17 meeting.

VII. EXECUTIVE SESSION

The Board adjourned to executive session at 9:27 p.m. to discuss a personnel issue, RCW 42.30.110(1)(f), Commissioner Kenny estimated Executive Session last 10 minutes.

The Board returned to regular session at 9:40 p.m.

After reconvening to regular session, the Board took no action:

VIII. ADJOURNMENT

The meeting was adjourned at 9:40 p.m.

IX. FUTURE MEETING DATES

December 17, 2009

January 28, 2010

Steve Kenny, Commissioner
President of the Board

Charles Potter, Commissioner
Secretary of the Board