

Kittitas Valley Healthcare
Board of Commissioners
August 25, 2016
KVH Conference Rooms A/B

BOARD MEMBERS PRESENT: Matt Altman, Liahna Armstrong, Bob Davis, Erica Libenow

KVH STAFF PRESENT: Julie Petersen, Libby Allgood, Randi Christensen, Rhonda Holden, Mande
Olsen, Amy Diaz, Carrie Youngblood

MEDICAL STAFF PRESENT: Dr. Timothy O'Brien, Dr. Don Solberg

1. At 5:00 p.m., President Liahna Armstrong called the regular Board meeting to order.

2. **Approval of Agenda:**

ACTION: On motion of Erica Libenow and second of Bob Davis, the Board members unanimously approved the agenda.

3. **Consent Agenda:**

ACTION: On motion of Erica Libenow and second of Bob Davis, the Board members unanimously approved the Consent Agenda.

4. **Quality:**

Julie Petersen commended staff for the excellent second quarter 2016 report from the statewide patient safety and quality program, Partnership for Patients. She noted that KVH reported zero errors in most areas and will be working on improvement in any needed areas as indicated on the report.

Mande Olsen read a letter from a Hospice family who were so grateful for the excellent care their father received especially from KVH nurse, Chad Bearup.

The Board members reviewed the QI Council summary and dashboards.

5. **Public Comment/Announcements:**

Brian Cullinane, KVH Foundation Board member, asked about the status of the planning for the proposed new clinic building, especially in regards to the concerns of the neighborhood and community members. Julie Petersen responded that there is a special Board meeting scheduled for August 29th at 5:00 p.m. in Conference Rooms A/B at the hospital that will be addressing the timeline and next steps for the process regarding the new clinic.

6. **Emerging Healthcare Topic:**

None.

7. **Chief Executive Officer's Report:**

Julie Petersen reported that she would like to schedule a presentation at the September Board meeting regarding the A-Team. Julie asked if the Board members would like to continue their monthly one-on-one meetings with her and it was agreed these meetings would continue in the future.

Julie Petersen discussed the results of the recent Employee Opinion Survey and shared the action and communication plan that will be shared with KVH employees. The short-term response will focus on communication with employees and employee morale through monthly Department Director meetings with Department Directors also holding individual departmental meetings so all employees are updated monthly on current hospital events and issues. All employee evaluations for 2016 are to be completed by August 31st and revisions will be completed to improve the evaluation process for future employee evaluations. Julie will be starting a lunch and learn program called “Management plus One” that will be educational lunches held monthly for management and an invited guest. Julie stated that long-term goals would be for the Board members to review and update the hospital’s Vision and Mission Statements along with the Guiding Principles in 2017.

Dr. Solberg reported that the recent meeting with both non-KVH and KVH providers regarding the proposed medical office building went quite well with providers expressing what their needs would be in the new medical building. Julie Petersen stated that the meeting went well with the architects taking notes regarding the input from the providers.

The Board members reviewed the Human Resources Dashboard.

8. **Chief of Staff Report:**

ACTION: On motion of Matt Altman and second of Erica Libenow, the Board members unanimously approved the initial appointment for Dr. James Brull and the reappointments for Dr. Byron Haney, Dr. Frank Cruz, Dr. Douglas Rudisill, Dr. Donald Orminski, and Zoe Carlson, ARNP as recommended by the Medical Executive Committee.

9. **Financials:**

Libby Allgood presented a short financial summary for the month of July noting that operations for the month resulted in an operating loss that will result close scrutiny of future discretionary spending.

ACTION: On motion of Erica Libenow and second of Bob Davis, the Board unanimously approved the capital expenditure request for remodeling in the Surgical Outpatient area to design a room to accommodate both endoscopy and bronchoscopy procedures.

ACTION: On motion of Matt Altman and second of Bob Davis, the Board unanimously approved the capital expenditure request for the purchase of a Microsoft Exchange Server and Office Communication Server for an upgrade for Information Services.

ACTION: On motion of Matt Altman and second of Bob Davis, the Board unanimously approved the capital expenditure request for the remodeling of three exam rooms at Family Medicine-Ellensburg for Behavioral Health.

Libby Allgood reviewed the timeline for the 2017 budget process with the Board members.

10. **Education:**

Erica Libenow expressed interest in attending the WSHA Annual meeting in October at Bell Harbor. Other Board members will let Franki know if they wish to attend the conference and approval for attendance at the meeting will be finalized at the next Board meeting.

11. **Public Policy:**

None.

12. **Old Business:**

a. **Board Meeting Evaluation Summary:**

Liahna Armstrong is revising the Board meeting evaluation form and will have it ready for the Board members to review at the next meeting.

b. **Clinic Report:**

The Board members reviewed the clinic report. Randi Christensen gave a PowerPoint presentation regarding Project Patient Access outlining the need to recruit providers both short-term and long-term for the various KVH clinics. Clinic data was presented showing the recruitment needs for each KVH clinic in order to provide access for new patients at each clinic. Julie Petersen reported that a new position, Physician Liaison/Recruiter, has been created to assist with the recruitment and retention of providers. Next month Randi will present information regarding recruiting needs for primary care and specialists throughout Kittitas County.

c. **Process for Appointing a New Board Member:**

The Board members reviewed the process for interviewing and selecting a new Board of Commissioner to fill the current vacant Board position. It was noted that a special Board meeting will be held on September 12 to review applications for the position with interviews taking place at a special Board meeting on September 15.

13. **New Business:**

a. **Review of 2016 Board Officers and Board Committees:**

President Armstrong asked for a sub-committee to present a slate of officers at the next Board meeting for 2016. Bob Davis and Matt Altman volunteered to serve on the sub-committee.

b. **Employee Quality Incentive:**

The Board members acknowledged the achievement that each KVH employee has contributed towards attaining the 2015 quality incentive goal.

14. **Clippings, Articles, Correspondence and Board Meeting Evaluation Form:**

The Board members reviewed the various clippings and correspondence items.

At 6:35 p.m., President Armstrong announced that there would be a ten minutes recess followed by a 30 minute executive session regarding personnel. RCW 42.30.110(g)

At 7:14 p.m., the meeting was reconvened into open session.

ACTION: On motion of Erica Libenow and second of Matt Altman, the Board unanimously approved the 2015 quality incentive program, Resolution No. 16-12.

With no further action and business, the meeting was adjourned at 7:15 p.m.

CONCLUSIONS:

1. Motion passed to approve the Board agenda.
2. Motion passed to approve the Consent Agenda.
3. Motion passed to approve the initial appointment and reappointments for medical staff as cited above and recommended by the Medical Executive Committee.
4. Motion passed to approve the capital expenditure request for remodeling in the Surgical Outpatient area to design a room to accommodate both endoscopy and bronchoscopy procedures.
5. Motion passed to approve the capital expenditure request for the purchase of a Microsoft Exchange Server and Office Communication Server for an upgrade for Information Services.
6. Motion passed to approve the capital expenditure request for the remodeling of three exam rooms at Family Medicine-Ellensburg for Behavioral Health.
7. Motion passed to approve the 2015 quality incentive program.

Respectfully submitted,

Franki Storlie/Bob Davis
Executive Coordinator/Secretary, Board of Commissioners