

Kittitas Valley Healthcare  
Board of Commissioners  
January 26, 2017  
KVH Conference Rooms A/B

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

KVH STAFF PRESENT: Julie Petersen, Libby Allgood, Carrie Barr, Vicky Machorro, Rhonda Holden, Mandee 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 Bob Crowe and second of Erica Libenow, the Board members unanimously approved the agenda as revised. The agenda was revised by moving the Board Development Consultant presentation from Old Business to after the Emerging Topic presentation.

3. **Consent Agenda:**

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

4. **Quality:**

Mandee Olsen read a letter from a patient who was seen in the Emergency Department, referred for surgery and then spent several days in the Med/Surg Department. The patient said that he received outstanding care in all of these departments. The Board members reviewed the QI Council summary and dashboards.

5. **Public Comment/Announcements:**

None.

6. **Emerging Healthcare Topic:**

Dede Utley, Director of the Emergency Department, and Emergency Department nurses Pam Clemons, RN, Hanni Johnson, RN, Madeline Majsterek, RN, and Carlee Norwood, RN, gave an overview of the SANE (Sexual Assault Nurse Examination) program at KVH. They stated that Central Washington University assists greatly with funding for the program. The SANE testing is completed on patients at no cost and the examination results are often used for prosecution purposes. The nurses are considered expert witnesses. This is a valuable service for the community and there were 27 examinations completed in 2016. President Liahna Armstrong commended the nurses for providing this much needed service.

**Board Development Consultants:**

Board Development Consultants, Steve Huebner and Sarah Cave, gave an overview of the planned Board development sessions. They stated that the development sessions would occur in four phases: Board expectations and values as a public hospital; Board self-assessment; Board Bylaws and related

documents; and Strategic Planning with Board mission and vision. The first Board study session is scheduled for March 31<sup>st</sup> at 3:00 p.m.

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

Julie Petersen reported that KVH received a letter from the ACLU regarding compliance with the Reproductive Privacy Act. She will be reviewing the letter with an attorney and once regulations become clear regarding this issue, she stated that KVH will comply with the law. Julie introduced the new Information Systems Director, Jack Schwartz. She announced that the Open Door Free Clinic is offering free dental clinic services in Cle Elum through the Family Medicine-Cle Elum clinic. She reported that she met with Hospital District Nos. 1 and 2 Commissioners to discuss collaboration with Swedish Hospital. Mandee Olsen reported that KVH does have some boarder patients and works carefully to provide safe discharge for the patients.

The Board members reviewed the Human Resources Dashboard with Julie Petersen noting that efforts will be made to reduce contractual labor.

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 Talcott and reappointments for Dr. Chad Mongrain, Dr. Bruce Herman, Dr. Stephanie Arar (Brower), Dr. Matthew Castner, Dr. Steven Johnson and Dr. Justin Stahl as recommended by the Medical Executive Committee.

9. **Financials:**

Libby Allgood presented a short financial summary for the month of December noting that revenue for the month was under budget by 3.9% and for the year the overall gross revenue ended with a negative variance of 5.3%. Admissions for the year were 26.6% below budget. Libby distributed information to the Board members regarding "What Business Are We In" and stated that this information will be presented on a quarterly basis.

Liahna Armstrong announced that Jon Fowler has been appointed as a new member on the Finance Committee.

**ACTION:** On motion of Bob Crowe and second of Bob Davis, the Board members unanimously approved the capital expenditure request for the upgrading of the PACS application and migration of data for the Imaging Services Department.

10. **Clinic Operations:**

Carrie Barr presented the clinic report with President Liahna Armstrong commending Carrie for all of her positive efforts with the clinics. Carrie stated that she and Dr. Birger will be presenting a special report at the next Board meeting. Carrie reported that Dr. Norman Wood will start practicing at the Family Medicine-Cle Elu clinic in early February. She stated that Lori Drews, Behavioral Health, saw 25 new patients in December with Anita Schultz, ARNP, being very busy with new and returning patients in the Internal Medicine Clinic.

11. **Education:**

**ACTION:** On motion of Bob Davis and second of Bob Crowe, the Board members unanimously approved the attendance of Bob Davis and Bob Crowe at the AHA Annual Meeting in Washington, D.C. on May 7-10, 2017.

Board members are to contact Franki Storlie if they are interested in attending the NWRHA conference at the end of February. Carrie Barr stated that clinic staff will be attending the NWRHA conference and will present a report regarding the conference at the March Board meeting.

12. **Public Policy:**

None.

13. **Old Business:**

a. **Board Meeting Evaluation Summary:**

The Board members reviewed the Board meeting evaluation form.

b. **Board Development Consultants:**

See above in minutes.

c. **2017 Board Calendar:**

**ACTION:** On motion of Bob Crowe and second of Erica Libenow, the Board members unanimously approved the 2017 Board Calendar with changes being made to the dates for the November and December 2017 Board meetings.

d. **CEO Selection Process:**

President Armstrong announced that the Board would be reviewing and finalizing the contract for the CEO search. She reported that the name of the search firm being considered is Passage and Associates from Seattle, Washington.

14. **New Business:**

a. **2016 Compliance Report:**

Debi Barneycastle presented the 2016 Hospital Compliance Report noting that there were no significant issues. She stated that the Compliance Committee will be focusing on HIPAA education for staff members in 2017. She reported that Linda Navarre will be the Compliance Officer starting in 2017. She asked that the 2016 Compliance Report is approved by the Board members at a later date. Bob Crowe volunteered to be the Board of Commissioner representative at the 2017 Compliance Committee meetings with Matt Altman being the alternate member.

b. **Occupational Medicine:**

Lisa Potter and Brent Proctor presented an overview of the proposed KVH Occupational Medicine Program stating that this will be a much needed service for local agencies.

**ACTION:** On motion of Erica Libenow and second of Bob Davis, the Board members unanimously authorized administration to take the steps necessary to institute the Occupational Medicine program.

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

The Board members reviewed the various clippings and correspondence items.

At 8:55 p.m., President Armstrong announced that there would be a 10 minute recess followed by a 30 minute executive session regarding personnel and real estate. RCW 42.30.110(b)(g)

At 9:25 p.m., the meeting was reconvened into open session.

**ACTION:** A motion was made and seconded to approve the CEO search agreement submitted by Passage and Associates. The motion passed unanimously.

With no further action and business, the meeting was adjourned at 9:26 p.m.

**CONCLUSIONS:**

1. Motion passed to approve the Board agenda as revised.
2. Motion passed to approve the Consent Agenda.
3. Motion passed to approve the medical executive committee initial appointment and reappointments as recommended by the Medical Executive Committee.
4. Motion passed to approve the capital expenditure request for the upgrading of the PACS application and migration of data for the Imaging Services Department.
5. Motion passed to approve the attendance of Bob Davis and Bob Crowe at the AHA Annual Meeting in Washington, D.C. on May 7-10, 2017.
6. Motion passed to approve the 2017 Board Calendar with changes being made to the dates for the November and December 2017 Board meetings.
7. Motion passed to authorize administration to take the steps necessary to institute the Occupational Medicine program.
8. Motion passed to approve the CEO search agreement submitted by Passage and Associates.

Respectfully submitted,

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