



**KITTITAS COUNTY PUBLIC HOSPITAL DISTRICT No. 1**  
**BOARD OF COMMISSIONERS' REGULAR MEETING**  
**KVH Conference Room A & B**  
**October 24, 2019**

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

KVH STAFF PRESENT: Julie Petersen, Scott Olander, Vicky Machorro, Rhonda Holden, Lisa Potter, Dr. Kevin Martin, Mandee Olsen, Carrie Youngblood, Jason Adler

MEDICAL STAFF PRESENT: Dr. Timothy O'Brien

1. At 5:00 p.m., President Matt Altman called the Budget Hearing to order. The Board members reviewed the 2020 budget with Scott Olander.

**ACTION:** On motion of Liahna Armstrong and second of Roy Savoian, the Board members unanimously approved Resolution No. 19-07 adopting the 2020 budget.

**ACTION:** On motion of Liahna Armstrong and second of Roy Savoian, the Board members unanimously approved Resolution No. 19-08 authorizing the regular property tax levy.

President Altman adjourned the Budget Hearing at 5:05 p.m.

2. At 5:05 p.m., President Matt Altman called the regular board meeting to order.

3. **Approval of Agenda:**

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

4. **Consent Agenda:**

**ACTION:** On motion of Roy Savoian and second of Liahna Armstrong, the Board members unanimously approved the consent agenda.

5. **Presentations:**

Bill Mannewitz and Marcus Jaffe of Rehab Visions gave an update now that they have been with KVH Physical Therapy for almost two years. Mannewitz stated that the renovated building has really helped them to meet the needs of their patients better. Jaffe stated that patient satisfaction scores are in the 95th percentile, they are

seeing most patients within a week of referral, and they have had a thirty-three percent growth in patient visits over the past eight quarters.

**6. Public Comment/Announcements:**

Dr. James Denisar-Green, a new provider at CHCW, introduced himself to the Board and the Senior Leadership Team.

**7. Reports and Dashboards:**

The Board members reviewed the QI dashboards and summary with Mandee Olsen. Olsen stated that the employee flu vaccination rate is currently at eighty percent.

The Board members reviewed the CEO report with Julie Petersen. Petersen stated that she is pleased with the progress at the Medical Art Center (MAC). Petersen also stated that, since this meeting is the last regular Board meeting of year, we are required to elect Board officers for 2020.

The administration team members presented the 2019 year-to-date Business Plan, a quarterly progress report on the strategic plan. Petersen explained the new format.

Chief of Staff Dr. Timothy O'Brien presented the MEC's recommendations for initial appointments and reappointments to the Board.

**ACTION:** On motion of Erica Libenow and second of Liahna Armstrong, the Board members unanimously approved the initial appointment for Dr. James Denisar-Green, Dr. Pavani Adapa, Dr. Joseph Field and the reappointments for Dr. Tim O'Brien, Dr. David Jackson, Anna Parr, PA-C, and William Phillips, PA-C as recommended by the Medical Executive Committee.

The Board members reviewed the Chief Medical Officer report with Dr. Kevin Martin.

Scott Olander reported on KVH's financial performance for September. Olander stated that KVH had a strong month and ended the month with a positive revenue variance.

**ACTION:** On motion of Erica Libenow and second of Roy Savoian, the Board members unanimously approved the capital expenditure request for the Sterrad Sterilization System.

The Board members reviewed the operations report with Vicky Machorro and Rhonda Holden. Holden stated that the group planning for the new ambulance garage in HD#2 is meeting weekly and making progress.

The Board members reviewed the Community Relations report.

**7. Education and Board Reports:**

President Altman stated that WSHA Hospital Advocacy Days will be held in Olympia in January.

**8. Old Business:**

President Altman stated that the current policy requires the Board Self-Evaluation to be done annually and asked Board members how they would like to proceed. The Board decided to schedule a special meeting to conduct the self-evaluation.

**9. New Business:**

**ACTION:** On motion of Roy Savoian and second of Liahna Armstrong, the Board members unanimously approved the 2020 Board Officers: Bob Davis as President, Erica Libenow as Vice-President, and Matt Altman as Secretary.

President Altman proposed that the Board President will review annually all Board policies with the Executive Assistant. If the Board President decides to recommend changes to any Board policies, they must be approved by the full Board at a public meeting to become official. President Altman stated that any Board member can recommend changes to existing policies at any time, and they also must be approved by the full Board at a public meeting. Board members unanimously agreed with the proposal.

**ACTION:** On motion of Liahna Armstrong and second of Erica Libenow, the Board members unanimously approved the proposed changes to the Annual Performance Review, Chief Executive Officer policy.

President Altman reviewed the process used last year for the CEO evaluation and stated that he will email the senior leadership team (SLT) a copy of the evaluation tool and, when he compiles a summary of their comments, he will meet with any SLT members who would like to provide further feedback.

**ACTION:** On motion of Liahna Armstrong and second of Roy Savoian, the Board members unanimously approved amending the Annual Review, Board of Commissioners policy by replacing items 1-7 with 1-5 of the Board Responsibilities,

specifically General Oversight, Quality Assessment and Improvement, Financial Oversight Administrative Organization, and Board of Commissioners Organization.

**10. Executive Session:**

At 7:45 pm, President Altman announced that there would be a 10-minute recess followed by a 65-minute executive session regarding personnel and real estate. RCW 42.30.110(b)(g). No action was anticipated.

At 9:00 pm, the meeting was reconvened into open session.

**11. Adjournment:**

With no further action and business, the meeting was adjourned at 9:01 pm.

**CONCLUSIONS:**

1. Motion passed approving Resolution No. 19-07 adopting the 2020 budget.
2. Motion passed approving Resolution No. 19-08 authorizing the regular property tax levy.
3. Motion passed to approve the board agenda.
4. Motion passed to approve the consent agenda.
5. Motions passed to approve the initial appointments and reappointments as recommended by the Medical Executive Committee.
6. Motion passed authorizing the capital expenditure request for the Sterrad Sterilization System.
7. Motion passed approving 2020 Board Officers.
8. Motion passed approving the Annual Performance Review, Chief Executive Officer policy.
9. Motion passed approving Annual Review, Board of Commissioners policy.

Respectfully submitted,

Mandy Weed/Erica Libenow  
Executive Assistant, Board of Commissioners