



December 9, 2013

The regular meeting of the Board of Commissioners of the Whidbey Island Public Hospital District was called to order at 5:00 p.m. by Board President, Anne Tarrant. Present were President Tarrant; Commissioner Wallin; Commissioner Fey; Commissioner Cammermeyer; Chief Executive Officer, Tom Tomasino; Chief Financial Officer, Terry Litke; Chief Operating Officer, Hank Hanigan; Chief Nursing Officer, Linda Gipson; Chief Quality Officer, Teresa Fulton; Chief of Staff, Gabe Barrio, MD; Attorney, Dale Roundy; and several other hospital staff.

**Points of Order**

None

**Oath of Office**

Ron Wallin was sworn in as District 3 commissioner by President Tarrant.

**Minute Approval**

President Tarrant called for a motion to approve the minutes of the November 11, 2013 regular Board Meeting minutes, November 14, 2013 Special Legal Budget meeting minutes and November 14, 2013 Leadership meeting minutes. Commissioner Wallin made a motion, seconded by Commissioner Fey to approve all three sets of minutes. Motion carried.

**Education**

A) 20 Questions Every Board Member should be able to answer

Commissioner Fey answered the third question: "How does the Board ensure that quality is truly job one?" Commissioner Fey reported as a Board we must commit to safe, effective and quality care. We as a Board have a responsibility to ensure that the hospital is taking clear, appropriate measures to provide the safest health care in the most efficient and effective manner. We continue educating ourselves on the Board about current trends and monitor quality indicators. Commissioner Fey reported the Institute of Medicine (IOM) rules of care have been revised as follows:

- Care is based on continuous healing relationship
- Care is customized according to the patient needs and values
- The patient is the source of control
- Knowledge is shared and information flows freely
- Decision-making is evidence-based
- Safety is a system property
- Transparency is necessary
- Needs are anticipated
- Waste is continuously decreased
- Cooperation among clinicians is a priority

We as a Board ensure we follow these rules. We have heard of errors at hospitals throughout our country recently and we need our staff and medical staff to follow the appropriate care with no errors. To achieve this we need to remember the quality of care continues to the home, beyond the healthcare facility and treat each patient with the respect they deserve with trust. We as trustees work together with the physicians for quality of care. The Quality Improvement Committee (QIC) reviews any errors of quality of care and helps to correct and as a Board we need to encourage staff to attain quality patient goals. Quality is job one for everyone at Whidbey General Hospital. The American Hospital Association's Quality Center recommends Boards to take the following seven steps for improving quality and patient safety:



- Understand the issues
- Together with other senior leaders, learn about methods to monitor quality
- Don't be intimidated by technical jargon
- Challenge your CEO
- Join national and regional collaboratives
- Collaborate with physicians
- Believe in quality

Commissioner Fey stated when we make a decision; we need to ensure the quality of care for all our patients and this will let us know that quality patient care is truly job one.

President Tarrant thanked Commissioner Fey.

**Public Questions or Comments on Agenda Items**

None

**Quality and Patient Safety**

- 1) Teresa Fulton, CQO reported the Home Health department at Whidbey General Hospital was the recipient of the 2013 Guardian of Excellence award by Press Ganey, Associates, Inc. Home Health consistently achieved a 95 percent patient satisfaction and maintained this for the entire year. Press Ganey partners with over ten thousand facilities and we had tremendous competition. This is a great award and this shows consistency with Home Health staff. President Tarrant congratulated Home Health.
- 2) Linda Gipson stated we thank David Larson, Home Health Director for all their hard work. Linda Gipson, CNO reported Sound Physicians, hospitalist group, will be here tomorrow for discovery day. We are progressing in the OB department with Trish Nilsen, OB Manager and Dr. Robert Burnett. Their combined knowledge is great and our complication rate is very low. We have implemented an epidural pain management program as well. Clinical education focus on critical thinking by Gaila Palo, Clinical Nurse specialist has started and is getting great responses. Linda Gipson, CNO stated her staff will be proud when we can get into the green on the dashboard and they will not take the credit until we are in the green. Linda Gipson, CNO reported we are looking into a program called Prophecy, which will help focus on responses/interactions with patients. President Tarrant thanked Linda Gipson, CNO.

**Medical Staff Report**

**A. Chief of Staff Report**

Dr. Gabe Barrio, Chief of Staff, presented the following active staff reappointments:

Christopher J. Bibby, MD	Active Staff Reappointment
Lee W. Roof, MD	Active Staff Reappointment
Helene W. Lhamon, MD	Active Staff Reappointment
Nicholas M. Perera, MD	Active Staff Reappointment
Zachary A. Phelps, MD	Active Staff Reappointment

Commissioner Fey made a motion, seconded by Commissioner Cammermeyer to approve the active staff reappointments as presented. Motion carried.

Dr. Gabe Barrio, Chief of Staff presented the following affiliate active staff reappointment:

Paul A. Zaveruha, MD	Affiliate Active Staff Reappointment
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Commissioner Cammermeyer made a motion, seconded by Commissioner Fey to approve the affiliate active staff reappointments as presented. Motion carried.

Dr. Gabe Barrio, Chief of Staff presented the following courtesy staff reappointments:

Leon Berle, Stratton, MD	Courtesy Staff Reappointment
Jochen F. Dwersteg, MD	Courtesy Staff Reappointment
Eric S. Price, DO	Courtesy Staff Reappointment
Thomas W. Harris, DO	Courtesy Staff Reappointment





B. UFCW contract

1) Hank Hanigan, COO reported the UFCW contract has been sent for your review and asked if there were any questions. No questions. Commissioner Cammermeyer made a motion seconded by Commissioner Fey to approve the UFCW contract as presented, motion carried.

C. Resolution #343 Whidbey Island Bank note amendment

Terry Litke, CFO reported Resolution # 343 is to amend the note with Whidbey Island Bank and we are asking for the Board's approval. President Tarrant stated this was reported to the Finance Committee also. Commissioner Fey made a motion, seconded by Commissioner Cammermeyer, motion carried.

**Board Items**

A. Discussion & Decision on Sale of Property

President Tarrant reported a public meeting was held and no public comments were made. We are asking for a motion to move forward with the sale of the following properties: (1) 18488 State Route 525, Freeland, WA, Parcel # S6655-00-19001-0, Freeland W110 of BLK 19 & of NW SW SE LY N of HWY; and (2) 670 SW Echo Loop, Oak Harbor, WA, Parcel # S6543-00-00002-0, Eastview Estates Lot 2.

Commissioner Wallin made a motion, seconded by Commissioner Cammermeyer the sale of the above mentioned properties, motion carried.

B. Absences and meeting notifications

President Tarrant reported if a commissioner is to be excused from their assigned committee meetings, they need to find a replacement. Please notify President Tarrant and the organizer of the committee meeting for any future absences.

**Staff and Status Reports from Administration**

A. Administrator's Report

Tom Tomasino, CEO asked for any questions and reported the replacement of the MAC floor went flawlessly. Excellent planning by MAC Manager Renee Yanke, Environmental Services Manager Emrie McCauslin, and Plant Manager Troy Holmes contributed to a positive experience for all. The project was completed two days ahead of schedule and turned out beautifully providing patients and staff with a clean, safe, modern-looking floor that is also much easier on your feet. Tom Tomasino, CEO thanked Hank Hanigan, COO for coordinating the effort.

B. Update Breast MRI

Hank Hanigan, COO reported the Breast MRI is moving along rapidly and thanked Dr. Bruce Porter for his donated time and also thanked Dr. Porter for providing his facility for our staff to train in. We have had a total of four days of training at Dr. Porter's clinic. Hank Hanigan, COO stated this has been amazing training and thanked Judy Hadam, Interim Diagnostic Imaging Manager for her time. We are right on schedule and we have tested patients; the imaging is fantastic. Tom Tomasino, CEO stated that Dr. Porter was very impressed with the quality of images.

C. Building Committee

Commissioner Wallin reported the Building Committee has met twice and we are looking at CV's for a Project Manager/Team. The Building committee is meeting on December 18th to review the CV's. The project manager position will handle all aspects of the construction project. There is still a lot of preliminary work and we are working together on moving forward. Tom Tomasino, CEO stated Keith Mack, Marketing and PR, will regularly update our building progress to our website. Commissioner Wallin stated we have added Green Team member Lori Taylor to the Building Committee.

B. Financial Report

Terry Litke, CFO reported October finances have improved some as reliable cash flow has been restored. Gross Patient Revenues far exceed what we budgeted by \$1,333,086, \$1.7 million higher than September. While this is indeed good news, we are still exceeding our budgeted



expenses, with Employment agency fees, Professional fees, Supplies (due in part to higher surgical volumes), and Purchased Services expenses proving higher than planned. October provided a small profit of \$94,000, and cash on hand also improved to 12.2 days, up from 2.4 days in September. While we have continued to make progress rectifying our billing and charging issues, our net Accounts Receivable has climbed again to 69.3 days. Our normal is less than 40 days, so this means we still have a lot of funds we are waiting to receive. While our financial recovery has started, we have some significant challenges ahead of us. We will begin the payback of the two million line of credit in December, and continue those monthly payments through March.

C. Review of Dashboard Report

Tom Tomasino, CEO reported that he has added the graph lines to help understand the dashboard better. President Tarrant stated the new graph lines are very helpful

**Consent Agenda**

A. Approval of Monthly Write-Offs and Vouchers

Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been made available to the Board. Commissioner Cammermeyer made a motion, seconded by Commissioner Fey to approve vouchers #173164 to #174195 and #3125 to #3129 in the total amount of \$7,917,430.18. Motion carried.

Commissioner Cammermeyer made a motion, seconded by Commissioner Fey to approve the Capital equipment vouchers for August in the amount of \$3,026.34 therefore the vouchers are approved for payment in the amount of \$7,920,456.52. Motion carried.

**Agenda Items for next Board meeting**

President Tarrant reported Commissioner Wallin will answer question #4 of the 20 questions every Board member should know.

**General Public Comments**

None

**Adjournment**

There being no further business, President Tarrant called for a motion to adjourn. Commissioner Fey made a motion, seconded by Commissioner Cammermeyer to adjourn the meeting at 6:30pm motion carried.