



January 13, 2014

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; Commissioner Gardner; 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

Georgia Gardner was sworn in as District 2 commissioner by President Tarrant.

Minute Approval

President Tarrant called for a motion to approve the minutes of the December 9, 2013 regular Board Meeting minutes. Commissioner Fey made a motion, seconded by Commissioner Gardner. Motion carried.

Education

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

Commissioner Wallin answered the fourth question: "How does the Board ensure that the right issues are discussed in the right way at the right time?" Commissioner Wallin stated the first thing he would like to point out is how easy our agenda is to follow. Our Board respects all who attend the meetings and their time. We have an excellent Board of Commissioners and we treat each other with respect, political reference does not interfere. Everyone has the opportunity to talk and engage in agenda items. Commissioner Wallin stated we get a lot of great questions from our community and the Board does a great job in answering these questions. Commissioner Wallin stated President Tarrant runs the Board meetings efficiently and effectively. The Board attends educational conferences and leadership retreats to discuss strategic planning and how to use quality and care in critical conversations successfully. This is ensuring that we discuss the right issues at that the right time. President Tarrant stated this was a great chapter to discuss and thanked Commissioner Wallin.

Public Questions or Comments on Agenda Items.

None

Quality and Patient Safety

- 1) Teresa Fulton, CQO reported we had our state licensing survey before Christmas. We had some citations. These were minor issues and corrected right on the spot. We have created corrective care plans and policies to further our education and these have been submitted to the state. President Tarrant thanked Teresa Fulton.
- 2) Linda Gipson, CNO reported updates on volumes. Inpatient and ICU have been full and our clinical managers and staff stepped up and handled the high volume very well. Washington State has had its first flu death and we are encouraging everyone to get the flu shot. Linda Gipson, CNO reported that we had a great increase in outpatient surgeries this year, thanks to Dr. Mario Porrás who has helped with this increase in outpatient surgeries and offers partial knee replacements. Linda Gipson, CNO stated



that at the Life Center for Essential Wellness we have seen an increase in cardio patients from 60 to 76. Pat Stanwood, CRNA has seen an increase in PICC lines from 52 to 89. She was very pleased to say that with our increasing volume we are very excited about our new hospitalist group, Sound Physicians. Sound will start February 5, with a pre go live on February 4. We are in the process of interviewing candidates and we are looking forward to the positive changes. Linda Gipson, CNO stated that we are accepting new patients this next week into Hospice, these are trial patients. We need at least 5 patients recommended for our accreditation visit. The Hospice office is established in Coupe's Village and has a great staff. They are currently reviewing 276 new policies. Trish Nilsen and Dr. Robert Burnett have been working to reduce labor errors and we are looking into getting more registered nurses to become SANE certified and help with assault victims. President Tarrant asked how many registered nurses we have on staff that is trained in assisting assault victims. Linda Gipson, CNO stated we have eight currently. The focus currently is Building planning, Mental Health Initiative, Hospice accreditation, and Management training. Linda Gipson, CNO reported the Medicare 2 Midnight Rule is in effect regarding observation charges. President Tarrant thanked Linda Gipson, CNO.

Medical Staff Report

A. Chief of Staff Report

Dr. Gabe Barrio, Chief of Staff, reported no appointments or reappointments at this time. Dr. Gabe Barrio, Chief of Staff reported Dr. Robert Hawkins, Chief of Staff Elect decided he could not fulfill his Chief of Staff duties in 2014 for personal reasons and the medical staff will hold a new election for this position.

Individual Items

A. Administrative Update

Tom Tomasino, CEO reported that Sue Bottorff, HIM Manager is stepping down to be a coder and she is remaining in the organization as a Coder. Tom Tomasino, CEO recognized Sue Bottorff for her work over the past 6 years. Dr. John Oakland is retiring and as a community we need to recognize his years and thank him for his service.

Hank Hanigan, COO updated the Board on the C-ARM in the OR. The C-ARM has been used five times by different physicians and they all agree it works very well. The Breast MRI had a demo that Hank Hanigan, COO watched and was very impressed. We are scheduling a 3rd patient for work this week.

Trish Rose, Marketing is working on an article in The Pulse magazine to thank Judy Hadam and Dr. Robert Hawkins for all their hard work and support. Dr. Bruce Porter really contributed with our staff training by allowing them to train at Dr. Porter's office and Dr. Porter has offered onsite training with the new Breast MRI to our staff. Hank Hanigan, COO reported Dr. Porter is continually engaged and has applied for privileges here at Whidbey General Hospital.

Hank Hanigan, COO reported the Building Committee has interviewed three applicants and is recommending Marc Estvold for the Project Manager position. Commissioner Wallin stated we were very impressed with Marc Estvold as a committee and he is local. Tom Tomasino, CEO stated Marc Estvold has excellent references. Commissioner Cammermeyer stated she was very pleased with Marc Estvold and his experience. Commissioner Cammermeyer made a motion to accept Marc Estvold as the Project Manager, Commissioner Gardner seconded, motion carried. Trish Rose stated this will be announced on our Facebook page and on the website. Hopefully the newspaper will also run a piece on this. Tom Tomasino, CEO stated Marc Estvold will be presenting to the board at the February board meeting. President Tarrant thanked the Building committee for working so quickly.



Hank Hanigan, COO reported the Oak Harbor 670 Echo Loop property will be listed with Craig McKenzie with Windermere Realty and will be on the market February 1.

Board Items

A. Dates for 2014 Regular Meetings

President Tarrant reported a resolution will be created to change Future Board meetings to be held at 7:00 am. A special board meeting will be held after the resolution is ready.

B. Conflict of Interest and Confidentiality Statements

President Tarrant reported Commissioners need to sign the Conflict of Interest and Confidentiality statements and return to Bobbi Silor.

C. Committee Assignment

President Tarrant reported a desire to rotate the Quality Committee Board member once a quarter. Commissioner Cammermeyer stated she would like the Credentialing committee to be included in the rotation and Commissioner Gardner stated the Compliance committee should be included as well. President Tarrant will put together a schedule of rotation to discuss at the next Board meeting.

Staff and Status Reports from Administration

A. Administrator's Report

Tom Tomasino, CEO asked for any questions, none taken. Goals are for strategic plan to be developed from the Admin retreat and then a Leadership retreat in March.

B. Financial Report

Terry Litke, CFO reported November gross Patient Revenues were under budget by \$562,000, (4%). Inpatient was \$675,000 over budget; Outpatient was \$1,237,000 under budget. Total expenses were over budget by \$539,000. Cash on Hand has risen to 18.7 days in November from 12.2 days in October. Reduction of Gross Days of Accounts Receivable of 80.5 in October to 73.1 in November. Reduction of Net Days of AR of 69.3 in October to 63.7 in November. The YTD loss for 2013 is \$4,397,155.

C. Review of Dashboard Report

Tom Tomasino, CEO asked for any questions, none.

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 Gardner to approve vouchers #174196 to #175092 and #3130 to #3136 in the total amount of \$8,473,197.19. Motion carried. Commissioner Cammermeyer made a motion, seconded by Commissioner Fey to approve the Capital equipment vouchers in the amount of \$497,337.42, therefore the vouchers are approved for payment in the amount of \$8,970,534.61. Motion carried.

Agenda Items for next Board meeting

President Tarrant reported CHAB will be presenting at February's Board meeting.

General Public Comments

Mark Luste, from Everett, questioned if all hospital committee meetings are open to the public. President Tarrant stated no they are not. There are no more than two Commissioners present for each



Adjournment

There being no further business, President Tarrant called for a motion to adjourn. Commissioner Gardner made a motion, seconded by Commissioner Cammermeyer to adjourn the meeting at 7:07 pm. Motion carried.