



**Board of Commissioners
Meeting Minutes
Linkletter Hall
February 17, 2010**

The meeting was called to order at 6:00 pm by Board President John Beitzel and was opened with the pledge of allegiance. Present were Commissioners Jim Cammack, Arlene Engel, Jean Hordyk, Jim Leskinovitch, John Miles, MD and John Nutter; CEO Eric Lewis, CMO R. Scott Kennedy, MD, CFO Julie Rukstad, Assistant Administrators Rhonda Curry, Pam Hawney, Richard Newman; Administrative Director Donna Davison; Chief of Staff Harry Lyndes, MD, Past Chief of Staff Mark Fischer, MD, Director Nutrition Services Graciela Harris, Legal Counsel Craig Miller; public participants and Executive Assistant Gay Lynn Iseri.

2009 FEEL GOOD REPORT

Director of Nutrition Services Graciela Harris summarized the 2009 Feel Good Report announcing accomplishments and activities of OMC employees over the past year.

2009 AUDITED FINANCIAL STATEMENTS

Chief Executive Officer Eric Lewis introduced Don Hansen, Partner and Aparna Venkateswaran, Manager from Moss Adams LLP, Independent Auditor who presented 2009 Audit Results. Topics included the auditor's report, overview of financial statements, comparison to other area hospitals, and key industry happenings. Board President John Beitzel congratulated the team on the great job and positive 2009 results. See attached slides.

CONSENT AGENDA

- Minutes for January 20, 2010 and February 3, 2010;
- Bad Debt for January 2010 in the amount of \$407,804.42;
- Vouchers for the month of January 2010 in the amount of \$6,780,582.57;
- Payroll for the Period of December 27, 2009 through January 23, 2010 in the amount of \$3,025,414.45.

MOTION: To approve the consent agenda as presented. *Motion carried.*

MEDICAL STAFF REPORT

Chief of Staff Harry Lyndes, MD requested approval of the January 2010 medical staff credentials report as follows:

Reappointment to the Allied Health Professional Staff:

1. Andrew, Rebecca, PA-C Family Medicine – OMP Primary Care Clinic
2. Parker, Selby, PA-C Emergency Medicine

Appointment to the Provisional Active Medical Staff:

1. Borgnes, Erik, MD Radiology – RADIA
2. Chen, Steve, MD Radiology – RADIA
3. Lee, Edward, MD Radiology - RADIA
4. Yau, Edwin, MD Radiology – RADIA

Appointment to the Active Medical Staff:

1. Austin, Wade, MD Internal Medicine
2. Stratton, Leon, MD Pathology

Reappointment to the Active Medical Staff:

1. Barton, Matthew, MD Anesthesiology
2. Clancy, Michael, DO Family Medicine
3. Harrington, Madeleine, MD Pediatrics

Resignation from AHP, Provisional Active and Telemedicine Staff:

1. Floeting, Maureen, PA-C Family Medicine - AHP
2. Jain, Smita, MD Radiology – Telemedicine-SeaRad (Effective 10.20.10)
3. Hoang, Tuyen, MD Radiology - Provisional Active-SeaRad (Effective 10.20.10)
4. Kurata, Douglas, MD Emergency Medicine - Provisional Active
5. Weaver, Rick, PA-C Emergency Medicine - AHP

Leave Of Absence Request

1. James Flowers, MD Surgery (July 1, 2010 – December 31, 2010)

Locums Tenens Privileges Granted – Fyi

1. Weiden, Paul, MD Medical Oncology - OMCC

MOTION: To approve the Medical Staff Credentials Report for January 2010 as presented. ***Motion carried.***

He then presented the rest of the medical staff recommendations and requested approval.

MOTION: To approve the Medical Staff Recommendations for the Proposed Revisions to the Radiology Privilege Request Form, (New) Scope of Practice Form for Allied Health Professionals (AHP) – Psychiatric Mental Health Nurse Practitioner, Proposed Editorial Revision to Medical Staff Policy G 12, “*Ongoing Professional Performance Feedback*”, Proposed Revisions to the Medical Staff Bylaws, Article 2.8, Resignation , Annual Review of Independent Contracted Services, and Appointment of 2010 Liaison Physicians as presented.

Discussion: PCMCH forms for privileging form is necessary for credentialing. ***Motion carried.***

QUALITY REPORT

Focus on Satisfaction

Chief Human Resource Officer Richard Newman presented the report card for Satisfaction. He highlighted the inpatient experience, cardiac services, home health, primary care clinic, and the Klahhane Clinic. He noted statistics regarding the bright ideas program for 2009. He announced Press Ganey will help with next employee survey in the spring of 2010, and also that lean training is underway as a goal for 2010. See attached slides.

PUBLIC COMMENT

Tomie Schwendt of the League of Women Voters presented a balloon bouquet to the board in appreciation for serving our community.

OLD BUSINESS

Proposed Organization Chart Changes

Chief Financial Officer Julie Rukstad requested approval of the addition of a Director of Revenue Cycle Management position to manage Patient Access Services, Health Information Management, the Centralized Billing Office and Patient Accounts to provide more consistent and comprehensive payor contract management due to a significant growth in the billing system, increased number of Medicare rules, the new RAC audits, and cash flow management.

MOTION: To approve the proposed changes to the Organization Chart as presented.

Discussion: The Board Budget and Audit Committee reviewed and recommended this addition. ***Motion carried.***

Interlocal Agreement for Conservation Management Services

Administrative Director Donna Davison requested approval of the interlocal agreement between the cities of Port Angeles and Sequim, Olympic Medical Center, Clallam Transit and Clallam County for resource conservation management services.

MOTION: To approve and authorize the CEO to sign an Interlocal Agreement with Clallam County in an amount not to exceed FORTY SIX THOUSAND DOLLARS (\$46,000), and to allow the CEO to make minor modifications to the Agreement if necessary as presented.

Discussion: Definition of minor modifications was discussed. ***Motion carried.***

Peninsula Community Mental Health Center Inpatient Consulting Agreement

Chief Medical Officer Scott Kennedy, MD presented information about the agreement with Peninsula Community Mental Health Center to provide inpatient consulting at the request of attending physicians for psychiatric consult effective March 17. The Board Budget and Audit Committee reviewed and recommended approval of this contract.

MOTION: To approve the three-year agreement with Peninsula Community Mental Health Center for Inpatient Consulting Services through December 31, 2012 at the cost of THREE HUNDRED FIFTY DOLLARS (\$350) per consultation not to exceed THIRTY SIX THOUSAND FOUR HUNDRED DOLLARS (\$36,400) annually as presented.

Discussion: The service is provided during business hours Monday through Friday from 9am-5pm according to business hours of PCMHC. The medical staff is supportive and has been discussed at MEC and C&Q Committees. It was noted we do have 24/7 CDHMP services available currently. **Motion carried.**

Elevator Upgrade Project Design Agreements

Chief Executive Officer Eric Lewis summarized the elevator project and requested approval of the design contracts that will be bid in early April 2010 upon state and city review.

MOTION: To approve the elevator upgrade project design agreements at the total cost of NINETY SEVEN THOUSAND EIGHT HUNDRED FIFTY FIVE DOLLARS (\$97,855) including architectural services at the cost of THIRTY THREE THOUSAND TWO HUNDRED TWENTY DOLLARS (\$33,200), electrical engineering at THIRTY SIX THOUSAND SIX HUNDRED THIRTY DOLLARS (\$36,630), and mechanical engineering at TWENTY EIGHT THOUSAND TWENTY FIVE DOLLARS (\$28,025)) as presented. **Motion carried.**

CORRESPONDENCE

None.

ADMINISTRATOR'S REPORT – Eric Lewis, CEO

State Department of Health Licensing Survey

Mr. Lewis announced OMC hosted three surveyors from State Department of Health for four days beginning January 25, 2010 who surveyed the facility for the state relicensing purposes. Four recommendations for improvements were presented by the surveyors and a plan of correction is currently underway to address these deficiencies.

2010 Equipment Purchases

Mr. Lewis presented planned budgeted purchases for 2010 including a wide bore CT and linear accelerator for radiation oncology; new equipment for digital mammography and digital bone density; upgrades for the CT and MRI; digital video equipment for minimally invasive surgeries and other surgical equipment.

New internal signage for the hospital including free standing informational kiosks, ceiling signs and other interior hospital signage was presented at the cost of \$171,450 plus tax for signs and installation. Exterior signage for the Sequim Campus was presented at the cost of \$84,128.85 plus tax for signs and installation. Purchase will be requested at a future meeting. See attached slides.

NEW BUSINESS

Pulmonary Function Equipment

Assistant Administrator Pamela Hawney introduced the request to purchase two Master Screen pulmonary function test (PFT) units. Tests are offered in both Port Angeles and Sequim and the number of tests performed yearly continues to increase. The current equipment was purchased in 1992 and requires replacement. The budgeted amount for two units is \$106,815.56 includes tax and the \$28,000 IT interface. The budgeted amount was \$112,000. However, additional amounts need to be budgeted to link these machines to Meditech in 2011. The Board Budget and Audit Committee has reviewed and recommended approval of this equipment and the turn around time is 45 to 60 days since the equipment is manufactured per order in Germany. Past Chief of Staff Mark Fischer, MD added this new equipment would be especially critical with a new pulmonologist joining the medical staff this year.

Commissioner Cammack requested the board approve the purchase of the equipment immediately instead of waiting until the next meeting.

MOTION: To approve the purchase of two Master Screen PFT units at the cost of ONE HUNDRED SIX THOUSAND EIGHT HUNDRED FIFTEEN DOLLARS AND FIFTY SIX CENTS (\$106,815.56) including tax as presented. ***Motion carried.***

PUBLIC COMMENT

None.

There being no further business the meeting was finally adjourned at 7:53 pm.

APPROVED AND ADOPTED this _____ day of _____, 2010.

ATTEST:

President

Secretary

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner