



November 11, 2013

The regular meeting of the Board of Commissioners of the Whidbey Island Public Hospital District was called to order at 5:07 p.m. by Board President, Anne Tarrant. Present were President Tarrant; Commissioner Wallin; Commissioner Gardner ; Commissioner Fey; 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 other hospital staff.

**Points of Order**

President Tarrant noted the board will hold executive session at 5:30 pm.

**Minute Approval**

President Tarrant called for a motion to approve the minutes of the October 14, 2013 regular Board Meeting. Commissioner Gardner made a motion, seconded by Commissioner Wallin to approve minutes. Motion carried.

**Education**

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

President Tarrant answered the second question: “What is the difference between the hospital’s mission, values and vision statements.” President Tarrant reported the Vision statement is focused on providing exceptional patient care. The vision statement provides us with a vibrant outlook for all staff. Teresa Fulton, CQO tracks our patient care through Press Ganey and our commissioners serve on different committees including quality committee to help ensure quality. We have a great community outreach program; WGH was voted the best employer by the Whidbey news readers once. The main point of the value’s statement is to ensure safety and quality in patient care. The mission and vision values statements will be revised at a future leadership retreat. President Tarrant stated this is a good question to ask and answer. President Tarrant stated the way we guide ourselves and our duties as Commissioners go hand in hand with the Mission, values and vision statement. RCW 70.44 section 2 outlines the duties and powers of the board. We need to guide our administrator and we are there for support for the administration. The board’s sole employee is the CEO. We are not going out alone, we are a team. We should lead when asked and when it is time we make no decision final until it comes to the board as a team. We are focusing on what is here and now. We need to focus on the standards of behavior; this includes respect, communication and responsibility in embracing our leadership. President Tarrant asked the board to look at the mission, values and vision statement. Tom Tomasino, CEO stated these documents help us in interaction. Commissioner Gardner stated she was reminded about the process of making decisions; where you are actually looking at how this fits into our plan and overtly we ask automatically is this a good process.

President Tarrant reported Commissioner Fey will take question #3 for the next meeting.

**Public Questions or Comments on Agenda Items**

None

**Adjourn to executive session at 5:25 pm, pursuant to RCW 42.30.110(i)(iii) to discuss potential litigation and RCW 42.30.110(g) to review CEO performance.**

Extension needed at 6:10 pm for 10 minutes

**Reconvene at 6:20 pm**

**Executive session**

No action was taken.

**Quality and Patient Safety**

1) Teresa Fulton, CQO reported that since May 1 we have been working on reducing medication errors. We have had a significant drop in errors and all incidents had no harm occurred. Katie Carr and Teresa Fulton, CQO are working on three ethics; Pain, Palliative care and Retrospect



reviews. Shannon Wolfe, Infection Prevention will be retiring at the end of the year and we are currently posting this position.

2) Linda Gipson, CNO reported Whidbey Family Birthplace has been asked to participate as one of Washington State's hospital to join CMS for a participation program to ensure safe deliveries. Carla Jolley will be applying for a Palliative Care RN license and hopefully starting on the first of the year. We are replacing the MAC floor and this should take about two weeks, this will be a substantial improvement. Ersa care telemetry will soon be used in the Life center. The treadmills information will flow to the patient's EMR. Thank you to Michele Renninger for helping with this. PCM II for Meditech is working and meeting. We have a new social worker and a new Hospice RN. Both will be starting the 3rd week in November. Kristi Stevens, ER/CCU Manager will be leaving November 14. Thank you to all clinical staff and bond educational staff and our main focus will be on the patient experience. Commissioner Gardner stated during her recent stay at WGH; she found it all superb from the ER to Med/Surg. Commissioner Gardner stated she believes that most negative statements are about the room and not the care. President Tarrant thanked everyone for all their hard work with the bond.

### **Medical Staff Report**

#### **A. Chief of Staff Report**

Dr. Gabe Barrio, Chief of Staff presented the Privilege Request Form Advanced Registered Nurse Practitioner, Palliative Care form for approval. Commissioner Gardner made a motion, seconded by Commissioner Fey for approval, motion carried.

### **Individual Items**

#### **A. Administrative Update**

Tom Tomasino, CEO reported we are training and certifying in house assisters to help with the Affordable Care Act, Health exchange website. We have 10 people certified and will be holding community sign ups. The contact number for an inpatient assister is 360-678-7656 extension 3877.

#### **B. Capital Requests**

1) Terry Litke reported we needed to close out our petty cash that is not in use, this was recommended by the state auditors. Commissioner Fey made a motion, seconded Commissioner Gardner to approve close out of petty cash not in use, motion carried.

2) Hank Hanigan, COO reported we would like to move forward with the sale of two surplus properties. We need to hold a public meeting and need to issue a public notice. Hank Hanigan, COO is asking for approval from the board regarding the sale of : (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 Fey, motion carried.

### **Board Items**

President Tarrant reported the Washington State Hospital Association (WSHA) 81<sup>st</sup> annual conference was held October 15 through October 17 in Seattle. Two of the commissioners attended. President Tarrant thanked Tom Tomasino, CEO and Linda Gipson, CNO for their attendance. Commissioner Fey reported this was her first time at a WSHA conference and there were many topics that she the chance to lean about; including the hospital needs to explore a value based system. We are watching the changes of value based and this is helpful to patients as they can now choose their plan and care. We need to stride to make our patient care so outstanding they will want to choose our hospital. Commissioner Fey asked if the board could receive a graph chart for help in understanding with the Dashboard report. Commissioner Fey was very happy with what she learned at the WSHA conference. Tom Tomasino, CEO reported that we have been talking about how to incorporate these items into our strategic plan. We like other hospitals are struggling. President Tarrant reported there were a lot of public hospital districts represented at the WSHA conference, and this is the changing face of healthcare, it was a good meeting. President Tarrant recommends the whole board attend next year's WSHA



annual conference.

President Tarrant responded to questions from a previous board meeting; 1) Regarding recording the board meetings: President Tarrant stated that in the past we have done audio recordings and it was not cost effective. We have board minutes available on the website. 2) Regarding public citizens to attend Finance Committee: President Tarrant reported the board has commissioners attend all committee meetings and some committees have two commissioners on their team. There is discussion held during committee meetings with recommendations coming to the board.

**Staff and Status Reports from Administration**

**A. Administrator’s Report**

Tom Tomasino, CEO asked for any questions. Tom Tomasino, CEO recognized 3<sup>rd</sup> quarter STARS; Bobbi Silor, our administrative assistant is one of the STAR’s. Bobbi’s demeanor and work ethic is one that never frazzles her. She is always willing to help with a smile. Patrick Bernal, Plant operations is such an amazing individual to his department, there is nothing that he will not do. Ginger Wacker recently moved to Whidbey General surgery, Ginger is always a positive help two everyone and always steps up to the challenge. Jennifer Wesley, RT has grown into her own as the interim manager and has improved customer service. We recently held our 7<sup>th</sup> annual trick or treat gathering and they had a great time; we had over 100 kids come through, this was held on October 29.

**B. Financial Report**

Terry Litke, CFO reported our volumes on the inpatient and surgery side remain higher than normal, while overall outpatient departments are down. We have some departments such as rehab and lab that have seen significant volume decline; those departments are moving to identify and address issues that may be affecting physician confidence and patient access. Net operating revenues for September were favorable by \$29,000, operating expenses, on the other hand were over budget resulting in a loss of about (\$590,000). The areas of concern remain to be Employment agency, Physician fees and supplies. These line items are being addressed where we can, as the need to staff during illness and continued Meditech implementations remains. Our supply costs are being driven by increased surgical volumes and inpatient census and should be offset by the revenue generated by caring for more patients. Our cash on hand declined 2.4 days in September, at go-live it was approximately 40. Normal net Accounts Receivable is less than 38 days, but Meditech billing delays have it up to 65.3 days. These factors have negatively impacted our cash flow issue and are very much contributing to a year to date loss of \$4,504,908.

Tom Tomasino, CEO reported he attended the WSHA CEO meeting and other hospitals had cash flow issues and had 3 months of no cash flow due to the EMR implementation. Many rural counterparts are having the same issue. Corrective action will take us on the road to recovery.

**C. Review of Dashboard Report**

Tom Tomasino, CEO asked if any questions. No questions.

**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 Fey made a motion, seconded by Commissioner Gardner to approve vouchers #172514 to #173163 and #3099 to #3124 in the total amount of \$6,410,133.18. Motion carried. Commissioner Fey made a motion, seconded by Commissioner Gardner to approve the Capital equipment vouchers for August in the amount of \$12,919.54 therefore the vouchers are approved for payment in the amount of \$6,423,052.72. Motion carried.

**Approval Surplus items for sale**

Commissioner Gardner made a motion, seconded by Commissioner Fey to approve surplus sale list, motion carried.



**Agenda Items for next Regular Board Session**

None

**General Public Comments**

Laura Tarasoff congratulated everyone for their hard work on the bond. We need to build trust with the community and she encouraged others to ask and be proactive to the board.

**Adjournment**

There being no further business, President Tarrant called for a motion to adjourn. Commissioner Gardner made a motion, seconded by Commissioner Fey to adjourn the meeting at 7:25 pm, motion carried.