



BOARD OF COMMISSIONERS MEETING

August 9, 2022

5:00 p.m. Family Medical Building Room C/D and via Zoom

MINUTES

BOARD:

Evon LaGrou, Chair
Ellen Delaney, Vice-Chair
Rebecca Christoph, RN, Secretary

Richard Johnson, PhD, Member
Becky Corson, Member

STAFF:

Kyle Hopstad, Interim CEO
Holly Stanley, CFO
Richard Morales, Dir. of Marketing & PR
Dr. Jennifer Thill, Chief Medical Officer
Dr. Robie Sterling, Chief of Staff
Megan Barton, Operations & Risk Manager (scribe)

Jaime Minnock, RN, Interim CNO
Randy Coffell, HR Director
Afton May, RN, Director of QAPI
Dianna Osborne, Clinic Administrator
Carol Neeley, RN, ACNO

GUESTS: Alan Spidel, Melanie Neddo, Lori, Melanie Quinlan, MJC, April White, and others present included staff and public both in the room and via Zoom that were unidentified.

- I. Meeting Called to Order:
 - A. Acceptance/Changes to Agenda
 - i. Remove items 1b and 1c
 - ii. Add under Executive Session B to consider acquisition of real estate
 - iii. Add under New Business the Emergency Declaration MVC Entry Door Repair
 - iv. **Commissioner Johnson moved to accept the agenda as amended. Commissioner Corson seconded. With no further discussion, the motion passed unanimously.**
- II. Commissioner Committee/Liaison Reports:
 - A. Finance:
 - B. Facilities/Equipment: to be scheduled.
 - C. Internal Relations: Scheduled to meet tomorrow.
 - D. External Relations: Rebecca reviewed submitted report.
 - E. Executive: Preparing contract for the new CEO, currently in review with attorney.
 - F. Quality: a report will be at the next meeting.
 - G. Ad Hoc: CEO Search Committee: Commissioner LaGrou reminded attendees the meeting is being recorded.
- III. Administrator Report: Kyle provided a verbal report including having met with numerous staff, housing issues that impact recruiting to the area and the potential for the district to purchase a local property to offer temporary housing to new recruits,

- reviewing processes throughout the facility, recruiting efforts, and the opportunity for more collaboration with the therapy department.
- IV. Nursing Operations Report: Carol provided a verbal report including cross-training through departments, continuing to having a challenge in staffing OR/PACU and OB. A few per diem nurses that are returning are able to fill in some of the critical areas. Discussion on the current policy for per diem staff.
 - V. Clinic Report: Reviewed the fix for the main entryway, fully staffed in admitting, continuing to recruit for three MAs and will be short in Orthopedics in September. Currently have one traveler and waiting for another to start. Dr. Sleiman is off through September but staffing will be a challenge when he returns.
 - VI. Medical Staff Report: Has not met. Dr. Thill noted they are putting together a team to review throughput and processes.
 - VII. Old Business: None.
 - VIII. New Business:
 - A. Personnel Report: Randy reviewed the submitted report, will add information to future reports as requested.
 - B. Resolution 647 Update Check Signers
 - i. **Commissioner Corson moved to accept the Resolution 647. Commissioner Delaney seconded. With no further discussion the motion passed unanimously.**
 - C. Resolution 648 Surplus Assets
 - i. **Commissioner Johnson moved to accept the Resolution 648. Commissioner Delaney seconded. With no further discussion the motion passed unanimously.**
 - D. Resolution 649 Purchase Real Property
 - i. **Commissioner Johnson moved to consider Resolution 649. Commissioner Christoph seconded and topic opened for discussion.**
 - ii. The resolution will be discussed under Executive Session RCW 42.30.110(b). Discussion included a historical review of previous housing the district held and the current need for housing. Financing options are being assessed including LTGO bonds which would require an additional resolution to approve the purchasing of the property.
 - iii. **Commissioner Johnson moved to table Resolution 649 to after executive session. With Commissioner Delaney's second, the motion passed.**
 - E. Resolution 650 Cancellation of Warrants
 - i. **Commissioner Delaney moved to accept the Resolution 650 to cancel outstanding warrants. Commissioner Corson seconded. With no further discussion the motion passed unanimously.**
 - F. Assessment of Need: 0.6 FTE ED Ward Clerk
 - i. **Commissioner Christoph moved to approve the Assessment of Need for 0.6 FTE ED Ward Clerk. With Commissioner Delaney's second, discussion opened.**
 - ii. Discussion opened noting the ED staff and providers provided comments on when this would be needed, it will be trialed to determine which days work best. The position will be secretarial only. Dr. Thill reviewed processes in the emergency department and the impacts the pandemic has had on facilitating transfers. **Motion passed.**
 - G. Assessment of Need: 1.2 FTE RN
 - i. **Commissioner Christoph moved to approve the Assessment of Need for 1.2 FTE RN. Commissioner Delaney seconded. Discussion included**

review of the current nursing staffing plan and the impact that lack of weekend nurse staffing has resulted in closing the hospital to admissions, review of trends, and RN staff floating between departments. **Motion passed unanimously.**


- H. Emergency Declaration MVC Entry Door Repair: was not discussed.
- IX. Comments/Announcements:
- A. Public Comment: Public comment was heard from:
- There was a request for pre- and post- pandemic staffing comparisons, specifically 2018-2021 with data showing emergency vs. non-emergency calls and high ED utilization if possible.
- i. Commissioner LaGrou requested the statistics be included in the next Quality report and requested staffing comparison pre- and post- pandemic be included in the next Personnel Report.
- B. Next Board Meeting: August 23, 2022, at 5:00 pm in Room C/D and via Zoom
- i. A special board meeting may be scheduled prior to discuss the real estate and hiring of the CEO.
- X. Executive Session: Commissioner LaGrou announced a short 5 minute break at 6:14 and then the board would move into executive session which is expected to take 15 minutes. Holly Stanley and Kyle Hopstad attended for discussion about house purchase. Executive Session began at 6:20 pm.
- A. RCW 42.30.110(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.
- B. RCW 42.30.110(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.
- C. Executive Session was extended at 7:40 pm, 7:45 pm, and 7:55 pm.
- XI. Reconvened into regular session at 7:53 pm. Executive Session notes scribed by Commissioner Christoph.
- A. Emergency Declaration:
- i. **Commissioner Corson moved to approve the emergency repair of the main entry doors at Mid Valley Clinic. Commissioner Delaney seconded. The motion passed.**
- B. Take off the table Resolution 649
- i. **Commissioner Johnson moved and seconded by Commissioner Delaney. Motion passed.**
- C. Amendment to Resolution 649
- i. **Commissioner Johnson moved to amend Resolution 649 that the price will be within appraised value. Commissioner Corson seconded and the motion passed.**
- D. During the period of contract negotiations with the new CEO, there shall be no changes made to current non-unionized salaries, wages, or benefits until the arrival of the new CEO.
- i. **Commissioner Johnson moved to approve, Commissioner Corson seconded and the motion passed.**
- E. Made a decision on top candidates for next CEO and the Executive team was given authority to negotiate a contract with the finalist.
- XII. Adjourn: **Commissioner Corson moved to adjourn. With Commissioner Delaney's second, the motion passed unanimously. Meeting adjourned at 7:57 pm.**


Chairperson


Secretary


Vice Chairperson


Commissioner


Commissioner