

Agenda

1. **6:00 – Call to Order**
 - a. Introductions as needed
 - b. Business from audience
2. **6:05 – Consent Agenda – See separate Consent Agenda – Action (vote)**
3. **6:08 – Approval of Minutes – Action (vote)**
 - a. May 23, 2024 Regular Meeting
4. **6:10 – Patient Story – Jennifer Burkhardt, CTLO – Info**
5. **6:15 – LifeNet Health Award – Becky Wenger/Tori Bernier – info**
6. **6:25 – Hospital Expansion Update – Dick Bratton, Project Manager— Info**
7. **6:45 – New York Life Grant – Brad Thomas - Info**
8. **Executive Reports**
 - a. **6:50** – Quality Report and Dashboard, Tori Bernier – *Info*
 - b. **7:05** – Finance Report, James Hansen – *Info*
 - c. **7:20** – Advocacy Committee, Josh Martin – *(as needed)*
 - d. **7:25** – Executive Report, Josh Martin – *Info*
9. **Commissioner Business**
 - a. **7:50** – Medical Staff Privileges – *Action (vote)*

<u>Provider First Name, Last Name & Title</u>	<u>Specialty</u>	<u>Initial or Reappointment</u>
Stephen Burton, MD	Telemedicine Neurology	Reappointment
Joseph Freeburg, MD	Telemedicine Neurology	Reappointment
Lilith Judd, MD	Telemedicine Neurology	Reappointment
George Lopez, MD	Telemedicine Neurology	Reappointment
Lauren Tada	Hospitalist-Eagle Telemedicine	Reappointment
Thomas Lee, MD	Hospitalist-Eagle Telemedicine	Reappointment
Kaylyn Wayman, ARNP	Family Medicine	Reappointment
Lindsey Brightman, DNP	Family Medicine	Reappointment
Ashley Salas, LMHC	Behavioral Health	Initial Appointment
Katie Marie Miller-Reitz, PA	Cardiology	Initial Appointment
Peder Horner, MD	Radiology- Intercity	Initial Appointment
Jonathan Staser, MD	Radiology- Intercity	Initial Appointment
Todd Winkler, MD	Radiology- Intercity	Initial Appointment
Samantha Fine, LMHC	Behavioral Health	Initial Appointment
Richard Iverson, DO	Internal Medicine	Initial Appointment- IC
Sarah Haley-Wien, DO	Emergency Medicine	Initial Appointment- IC
Meghan Romba, MD	Telemedicine Neurology	Initial Appointment
Heather Borders, MD	Radiology Intercity	Initial Appointment

- b. **7:55** – Board Discussion – *NRHA Certification - Discussion*
 - i. *Key takeaways?*
 - ii. *What does SPMC do well?*
 - iii. *How can SPMC do better?*

- c. **8:00** – Upcoming Events, Andrew Hooper
- d. **8:05** – Meeting Evaluation, Andrew Hooper

10. Executive Session (RCW 42.30.110) (i) discuss claims with legal counsel

11. 8:15 – Adjourn – Action (vote)

Upcoming events: - **BOLD events indicate desired Commissioner attendance.**

- Community Forum | July 9th and 23rd at 5pm in Ortquist
- Steel Signing Ceremony | 12pm, July 24th, 2024
- Employee Awards Ceremony | Ortquist Conference Room | July 24, 2024
- Ride the Harbor | McCleary, WA | August 3, 2024
- **Strategic Plan Retreat | Alderbrook Resort and Spa | August 6-7, 2024**
- Employee Picnic | TBD | August 28, 2024
- Peak Health 5K Walk & Fun Run and Community Wellness Fair | Wellness Center | September 14, 2024
- Donor Celebration – Saving Lives Celebration | Wellness Center | September 25, 2024
- Ladies’ Night Out | Wellness Center | October 10, 2024
- Harbor Lights Laser Show | Satsop Business Park | December 11-12, 2024
- Summit Fights Hunger | Wellness Center | December 18-19, 2024

Consent Agenda

A very useful technique involves the use of a consent agenda. The board agenda planners (usually the executive or governance committee, but occasionally the board chair with the CEO) divide agenda issues into two groups of items. The first are those items that must be acted on because of legal, regulatory, or other requirements, but are not significant enough to warrant discussion by the full board. Such issues are combined into a single section of the board agenda book; members review these materials prior to the meeting, and if no one has any questions or concerns, the entire block of issues is approved with one board vote and no discussion. This frees up a tremendous amount of time that would otherwise be squandered on minor issues. Any member can request that an item be removed from the consent agenda and discussed by the full board. The success of the consent agenda is predicated upon all board members reading the material in the consent agenda section of the board agenda book. If they do not, then the board becomes a veritable rubber stamp. The second group of agenda items are those important issues that require discussion, deliberation, and action by the board. These are addressed one by one.

Executive Session Justification

Executive Session is convened to discuss the following topics, as permitted by the cited sections of the Revised Code of Washington (RCW):

- Executive session (RCW 42.30.110)
 - a. (a) national security
 - b. (b) (c) real estate
 - c. (d) negotiations of publicly bid contracts
 - d. (e) export trading
 - e. (f) complaints against public officers/employees
 - f. (g) qualifications of applicant or review performance of public employee/elective office
 - g. (h) evaluate qualifications of candidate for appointment to elective office
 - h.
 - i. existing or reasonably expected litigation



Board of Commissioners Meeting

June 27, 2024

Summit Pacific Medical Center

Grays Harbor County Public Hospital District No. 1

- ii. litigation or legal risks expected to result in adverse legal or financial consequences
- iii. presence of legal counsel alone does not justify executive session
- i. QI/peer review committee documents and discussions
- Final action must be in open meeting

Josh Martin, Chief Executive Officer

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Owned and Operated by Grays Harbor County Public Hospital District No. 1
SPMC is an equal opportunity provider and employer.



BOARD OF COMMISSIONERS MEETING MINUTES

June 27, 2024

AGENDA	DISCUSSION/CONCLUSIONS	ACTIONS/FOLLOW-UP
CALL TO ORDER	<p>CALL TO ORDER</p> <p>The meeting of the Board of Commissioners of the Grays Harbor County Public Hospital District No. 1 was called to order by Andrew Hooper at 6:00 pm.</p> <p>Commissioners present: Gary Thumser, Georgette Hiles, Carolyn Wescott, Andrew Hooper, Kevin Bossard</p> <p>Present: Josh Martin, Tori Bernier, Jennifer Burkhardt, Winfried Danke, Jim Hansen, Shannon Brear, Dick Bratton, Becky Wenger, Brad Thomas, Orvee Candelario, Suzie Hegevoid</p> <p>Introductions were made.</p>	
BUSINESS FROM AUDIENCE	<p><u>Business from Audience</u></p> <ul style="list-style-type: none"> • NA 	
CONSENT AGENDA		<p><i>Commissioner Thumser made a motion to approve the consent agenda. Commissioner Hiles seconded the motion. All voted in favor.</i></p>
MINUTES	<ul style="list-style-type: none"> • May 23, 2024, Regular Meeting 	<p><i>Commissioner Wescott made a motion to approve the May 23, 2024, minutes. Commissioner Thumser seconded the motion. All voted in favor.</i></p>
PATIENT STORY	<p>CTLO Burkhardt shared two patient stories. We saved a life per the patient’s wife when we quickly readied her husband for a Life Flight transfer to have an emergency surgery at a larger facility. Another story thanked Summit for the excellent customer service in making a child comfortable as his parent was treated in the ED. (see patient stories for more details).</p>	
Life Net Award	<p>Becky Wenger from LifeNet and CNO Bernier awarded RN Orvee Candelario with the 2023 Tissue Donation Champion of the Year Award. Orvee shared that it was he and his team who should be honored as they work together so well.</p>	



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Hospital Expansion Update	<p>CEO Martin reported that we are behind schedule with the Master Facility Expansion process due to staffing at Elma city. Dick Bratton, Project Manager for the expansion presented on Key Performance Checkmarks, Budget, Schedule, Project Metrics, Renderings and onsite photos.</p>	
Quality	<p>(See Quality Committee Report for full details.)</p> <p>Commissioners Wescott and Hiles will join Diana Koler and CNO Bernier to change up the Quality Committee. A new community member, Lorraine Keen, will join the committee to represent our community.</p> <p>An Internal Audit on Biomedical Equipment Calibration was completed in January. Findings and Opportunities for Improvements were submitted to the Facilities Team.</p> <p>An Internal Audit was done on Blood Transfusion Administration. A new policy was written and put in effect 5/8/2024 and blood administration education was provided to all applicable staff at a Skills Fair.</p> <p>Commissioner Hooper asked if there are any options for people receiving blood transfusion to request blood from a donor who did not have the COVID vaccination. CNO Bernier was not aware that anything like that currently exists. Hand hygiene continues to be good. Our employee health MA gave notice. We are posting for a replacement. PT visits continue to increase. Rock wall increasing in use. Patient meals dopped slightly due to a lower census but Café volumes are at their highest and Farmer’s Markets are being help on payday Fridays in the café. McCleary has a provider out on leave and will be adding an additional provider soon. Infusion services are now available 7 days a week. (See Quality Committee Report for full details.)</p>	
QUALITY	<ul style="list-style-type: none"> • CNO, Bernier, shared the Quality report (see report for more information). • We are preparing for recertification for DNV with a focus on ISO. • HRO (high reliability organizations) journey helps with ISO and DNV. • Committee created for creating an internal audit process. • There is a national shortage of radiologists. Our current partner went from 18 down to 7. We’re looking at another vendor with 150 radiologists. • Thank you, Commissioner Hiles, for referring a new Quality Community Ambassador to join our Quality Committee. The new ambassador will be invited to join us for a future board meeting. 	
FINANCE	<p>CFO, Hansen, shared the Financials.</p> <ul style="list-style-type: none"> • Agency labor staffing is over 2 million dollars. We are transitioning to reducing agency staffing and replacing them with in-house staff. • Recent 3rd party settlement paid 1 million dollars. 	



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	<ul style="list-style-type: none"> • Inpatient days were down, they are coming up again. • Commissioner Hiles inquired as to why supplies are up. CFO Hansen will bring the data to share at the next board meeting to show why the increase. • CFO Hansen will walk the board through the tool of how you can look at the chargemaster and get prices for services at Summit on our website.. • Commissioner Hiles asked why we don't have community care and property tax information on our bills to patients. CFO Hansen said we would need to look deeper into that before making that decision. CEO Martin suggests talking about this at the upcoming Strategic Planning retreat. 	
<p>ADVOCACY</p>	<ul style="list-style-type: none"> • The decision was made to invite state legislators to the Steel Beam signing event on July 24th. If they accept we will plan to host a meeting the same day prior to the signing to share priorities and co-host with the City of Elma to share collaborative advocacy needs. • Commissioners all expressed an interest in attending that meeting. If all are attending, we need to make it a Special Board meeting and make it open to the public. Shannon will make sure it is reported to local media with the agenda a week prior. • The next phase of the Blue Zones Trail Project is the install. There will then be a ribbon cutting for the trail at the September 14th Wellness Fair. 	
<p>EXECUTIVE REPORT</p>	<ul style="list-style-type: none"> • Katie Frederikson, John Bennefield and the quality team are doing a great job. They were recently awarded **** Marketing will get a photo of the team to share on social media talking about an award received by the group. • There has been an update on a new law going into effect on July 1st that requires staff who do not get their breaks during their shift or who get interrupted during their breaks be paid for the entire break. Jennifer is on a special counsel to help prepare for this. Milestones include creating a staffing committee, a charter needs to be developed and sent to DOOH by July 1st. Staffing plan to be finalized by December. We will be challenging this in court along with WSHA. • The Environmental Services Department had 6 EVS technician complete CHEST (Certified Healthcare Environmental Services Technician) training. • Lorraine Keen, a Grays Harbor County resident, has accepted the role as Community Ambassador for the Quality Committee. Tori and Diana met with her to explain the expectations of the role Diana is retired but comes to us with an extensive healthcare experience as a leader in Diagnostic Imaging. It was recommended that we invite Lorraine to join us for an upcoming board meeting. 	



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- Mike Mueller is a great Community Ambassador and will be invited to the next board meeting to receive a certificate.
- HRO training is required by all staff by July 11. This came from board guidance, brought in Press Ganey. Suggest Carolyn, Georgette and Lorraine attend the training to understand the tools we'll be using.
- Summit received three "Best of" awards including: Best of Twin Harbors, Best Hospital and Best Business in Elma.
- We arrived at the \$2 million mark in pledges and gift commitments for our 'Saving Lives' Comprehensive campaign, on our way to our \$3 million campaign goal. We will be going public with the Saving Lives campaign on July 26th. Please join us on July 11th for a VIP reception and tour. RSVP to Shannon to ensure that notice is given if we have a quorum.
- The 5-Star dealership recently lost an employee to a heart attack. They realized they were not committed to primary care and reached out to ask Josh to do a presentation for their employees and spouses about the importance of primary care. Dr. Dietrich presented to the group and gave kudos to 5-Star for investing in their staff and their families.
- Thank you, Kevin Bossard and Brad Thomas for your participation at the recent Elma High School Capstone event.
- Winfried spoke to 20 Greater Grays Harbor Future Leaders at a training on June 21st here at Summit about population health.
- SAIL training program held recently invited community members to attend and learn how to lead SAIL Classes.
- Kudos to Population Health for receiving a \$60K Grant from Cambia.
- **Star Dealership Employee Wellness Fair:** The 5-Star dealership recently lost an employee to a heart attack. They realized they were not committed to primary care and reached out to ask Josh to do a presentation for their employees and spouses about the importance of primary care. Chief Medical Officer, Dr. Ken Dietrich, presented at an employee health fair at 5-Star Dealership earlier this month. There were over 50 individuals in attendance which included 5-star employees and their spouses with a goal of allowing them to learn about the importance of investing in health and primary care.



BOARD OF COMMISSIONERS MEETING MINUTES

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COMMISSIONER	Provider Name & Title	Specialty	Initial or Reappointment	
BUSINESS	Stephen Burton, MD	Telemedicine Neurology	Reappointment	
PRIVILEGES	Joseph Freeburg, MD	Telemedicine Neurology	Reappointment	
	Lilith Judd, MD	Telemedicine Neurology	Reappointment	
	George Lopez, MD	Telemedicine Neurology	Reappointment	
	Lauren Tada	Hospitalist-Eagle Telemedicine	Reappointment	
	Thomas Lee, MD	Hospitalist-Eagle Telemedicine	Reappointment	
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	There was discussion on stipends for upcoming board training and certification. The District will invest \$2,100 per board member for the upcoming training they are attending. The Board will submit one stipend per module. . Board discussion when is a stipend given what contitutes a stipend. In return for the investment, the Board will rotate leading a discussion each Board meeting on 3 takeaways from the training: What does SPMC do well. How can we do better. Drew presented the first one and the board will rotate leaders going forward. Commissioner Bossard will present next month followed by Commissioner Hiles and Commissioner Wescott.			
BOARD STIPENDS				
TRAINING TAKEAWAYS	Commissioner Hooper’s 3 takeaways from the last lesson included board strategic role in governance vs operations, stressing collaborative relationships and governance vs. management, importance of collaborative teamwork, prioritizing and focusing on patient experience and listening to the public, being conduits to the public, recruiting possible future board members. Have leaders join committee meetings to learn more about Summit. Develop leadership advisory board to leverage a community advocacy committee to			

Commissioner Hiles made a motion to approve the Medical Staff privileges. Commissioner Bossard seconded the motion. All voted in favor.



BOARD OF COMMISSIONERS MEETING MINUTES

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<p>STRATEGIC PLANNING</p>	<p>represent. From there, individuals may gain interest, become engaged and might motivate them to run for board.</p> <p>Make sure board members are clear on the oversight – not management of CEO, coaching, ask strategic questions. What do we do well – orientation process – proactively getting in front of interested board members we educate them on what it means to be on a board including attending meetings, time commitment, roles and responsibilities. Good job focusing on governance staying out of the weeds and not change things operationally. How do we engage with diverse populations, ie. Spanish, Filipino?</p> <p>Strategic planning will be 2 days this year, not 3. It will take place on Tuesday, August 6th and Wednesday, August 7th, 2024 at Alderbrook.</p>	
<p>EXECUTIVE SESSION</p>	<ul style="list-style-type: none"> • Chairman Hooper announced the Board will be going to executive session (RCW 42.30.110) to (i) discuss claims with legal counsel. • Chairman Hooper announced the session was anticipated to last 20 minutes with no anticipated action. • The board recessed the session at 8:57 pm. • The executive session convened at 9:03 pm. • The executive session ended at 9:23 pm. <p>The regular session reconvened at 9:23 pm.</p>	
<p>ADJOURNMENT</p>	<p>The regular session of the Board of Commissioner’s meeting adjourned at 9:24 pm.</p>	<p><i>Commissioner Hiles made a motion to adjourn the meeting. Commissioner Hooper seconded the motion. All voted in favor.</i></p>



Recording Secretary



Board Secretary