

# Board of Commissioners Meeting

## MINUTES

JULY 26, 2021

6:00PM

VIA ZOOM

MEETING CALLED BY	Jerry Kennedy – Board of Commissioners President
TYPE OF MEETING	Regular Board of Commissioners meeting
FACILITATOR	Jerry Kennedy
RECORDER	Leha Neilsen
COMMISSIONERS	Commissioner Kris Hare, Commissioner Jerry Kennedy, Commissioner Clea Pryor
ATTENDEES	Dr. Hsieh, Ramona Hicks, Kelly Hughes, Leha Neilsen, Joyce Bodeau, Natalie Dennis, Karen Rimpler, Jess Hendrix, Penny Lewis, Shawn Groh, Misty Braaten, Sandy Edwards John Stint – HUD, Scott Hunter – The Star Lisa Hoffmann Grundl - HealthFac
CALL TO ORDER	Board of Commissioners President Jerry Kennedy called the meeting to order at 6:00pm. A quorum was present.
ANNOUNCEMENTS & INTRODUCTIONS	N/A
MISSION & VISION	Mission, Vision and Values were read by the Board.

## Agenda topics

5 MINS

APPROVAL OF MINUTES

BOARD OF COMMISSIONERS

DISCUSSION	The minutes from the June Board meeting and the Special Board meeting from July 9th were distributed prior to the meeting.	
CONCLUSIONS	Commissioner Kris Hare moved for approval of minutes that were presented. The motion was seconded by Commissioner Clea Pryor. Motion carried.	
ACTION ITEMS	PERSON RESPONSIBLE	MOTION CARRIED
Approval of previous meeting minutes	Kris Hare & Clea Pryor	✓

20MINS

CEO UPDATE

RAMONA HICKS

DISCUSSION	<ul style="list-style-type: none"> <li>• Covid-19 update:             <ul style="list-style-type: none"> <li>○ Dr. Knox gave a presentation to staff regarding the Delta Variant and considerations for vaccinations to staff prior to this meeting. The meeting recording was distributed after the Board meeting.</li> </ul> </li> <li>• Update on Key personnel searches:             <ul style="list-style-type: none"> <li>○ We are currently using a number of different search firms for some key roles in our facility.</li> <li>○ Dieticians on Demand – so far we have only had Locum applications, hoping to find someone permanent soon.</li> <li>○ Coors Leadership – Searching for a Care Coordinator for the Clinic</li> <li>○ MDM – Midlevel and FP/OB searches continue.</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>▪ We have extended an offer to Cassandra Viramontes, ARNP. She has accepted and will be taking over Wendy Hughes practice in the coming weeks! She will start Aug 16<sup>th</sup></li> <li>▪ Wendy will be moving to the behavioral health department.</li> <li>▪ We have 3 PA interviews scheduled in the next two weeks.</li> <li>▪ We will be bringing on locum FP/OB Physicians to help until we can get some permanent staff hired.</li> </ul> <ul style="list-style-type: none"> <li>• Strategic Goals and Planning:             <ul style="list-style-type: none"> <li>○ A final draft of the Strategic Goals was presented to the Board; this has been presented to the Leadership team and Medical Staff, both groups have approved to move forward.</li> <li>○ A motion was made by Commissioner Clea Pryor to accept the presented Strategic Goals for 2021-2023. The motion was seconded by Commissioner Kris Hare. Motion carried.</li> </ul> </li> <li>• Director of Quality and Risk Management:             <ul style="list-style-type: none"> <li>○ We have extended an offer to Sharon Gilmore, who has accepted this position and will be joining the CMC family August 2<sup>nd</sup>.</li> <li>○ The organization has been working closely, over the last 7 years with Sharon who is a Senior Risk Management Consultant through our liability carrier, Coverys.</li> </ul> </li> </ul>
<b>CONCLUSIONS</b>	

10 MINS

**CFO UPDATE**

KELLY HUGHES

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Board Governance Policy 1.4 was distributed prior to meeting; we are in compliance with this policy content.</li> <li>• The June Finances were distributed prior to the meeting</li> </ul>	
	<ul style="list-style-type: none"> <li>• Financial Update             <ul style="list-style-type: none"> <li>○ June 2021 gain                 <ul style="list-style-type: none"> <li>▪ Actual: \$2,874,799</li> <li>▪ Budgeted: \$68,294</li> </ul> </li> <li>○ Year to date gain                 <ul style="list-style-type: none"> <li>▪ Actual: \$1,839,477</li> <li>▪ Budgeted: \$ 343,784</li> </ul> </li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>• Days in Account Receivable: 84 Days - R1 has started and we are already starting to see A/R coming down.             <ul style="list-style-type: none"> <li>○ Cerner told us that cash collections should be at 100% in June and it was not, so we have hired R1 Consulting to assist with Cerner revenue cycle implementation issues, as well as coding and billing assistance.</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>• We are in the final steps of the refinancing process.</li> <li>• We have requested the invoices for the capital equipment requested if the refinancing is approved.</li> </ul>	
<b>RESOLUTIONS</b>	<ul style="list-style-type: none"> <li>• <b>Financial Resolutions:</b> <ul style="list-style-type: none"> <li>○ <b>Resolution 1148 - Payment of Warrants June 2021</b> - Commissioners were provided information regarding Accounts Payable Warrants # 606102943 through #606103294 totaling \$ 1,816,358.15 and Payroll Warrants #312959015 through #315640867 totaling \$1,200,311.86 for June.</li> <li>○ <b>Resolution 1149 - Indigent Care June 2021</b>- Commissioner were provided Indigent Care cases in the amount of \$2,856.20</li> <li>○ <b>Resolution 1150 - Bad Debt June 2021</b> - Commissioners were provided with Bad Debt, amounts of \$48,394.51 as identified in the listings for June 2021.</li> </ul> </li> </ul>	
<b>CONCLUSIONS</b>	Commissioner Clea Pryor moved for approval on all financial resolutions. The motion was seconded by Commissioner Kris Hare. Motion carried.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>MOTION CARRIED</b>
Financial resolutions were approved	Clea Pryor & Kris Hare	✓



10 MINS

**CMO UPDATE**

DR. HSIEH

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Cerner implementation                             <ul style="list-style-type: none"> <li>○ Completed Cerner 1:1's with each provider/department</li> <li>○ Will be presenting workflow demonstrations with test patients during next Clinic Council to identify and fine tune any workflow processes</li> </ul> </li> <li>• Clinic                             <ul style="list-style-type: none"> <li>○ Moving forward with Cassandra Viramontes ARNP</li> <li>○ We have 3 interview scheduled for PA's in the coming weeks</li> <li>○ Dr. Hsu referral continue to increase; referral thank you cards sent</li> <li>○ New rounding rotation schedules</li> <li>○ Marketing pamphlets in process for Surgery, Endocrinology and OB services</li> </ul> </li> <li>• Surgery                             <ul style="list-style-type: none"> <li>○ The team hit our goal of 50 cases!</li> <li>○ Looking at bring Orthopedics options</li> </ul> </li> <li>• Wound Care                             <ul style="list-style-type: none"> <li>○ Wound care discussion to be held with Ritzville beginning of August</li> </ul> </li> <li>• Hospital/OB                             <ul style="list-style-type: none"> <li>○ Recruitment needs                                     <ul style="list-style-type: none"> <li>▪ Dr. Lu will be joining our Hospitalist program in October</li> </ul> </li> <li>○ Hospitalist 2.0 will be looking at some continual upgrades and always looking of ways to improve patient care</li> <li>○ Potential OB upgrades through Grant funding - new rooms, water births, midwifery options</li> </ul> </li> <li>• Miscellaneous                             <ul style="list-style-type: none"> <li>○ Edited Bylaw documents sent to MEC for review with changed portions highlighted. To be reviewed by group prior to Bylaw meeting 8/11</li> <li>○ Wendy will be transitioning to Behavior health; beginning patient wind-down</li> <li>○ Several teams are focusing on recruitment and retention</li> <li>○ Provider Retreat set for 9/17 at an Almira venue with a live band. More details to be determined; need final headcount</li> </ul> </li> </ul>
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**CNO UPDATE**

MARLENE ELLIOTT

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
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5 MINS

**OLD BUSINESS**

BOARD OF COMMISSIONERS

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• CHNA Implementation Process:                             <ul style="list-style-type: none"> <li>○ Information regarding the latest CHNA was presented at a previous meeting and distributed to the Board after completion.</li> <li>○ Lisa Hoffmann Grundl from HealthFac joined the meeting to discuss how CMC can work to meet the needs of the community that were brought forward to us through the CHNA process.</li> <li>○ A motion was made by Commissioner Clea Pryor to adopt the CHNA and implement the process. The motion was seconded by Commissioner Kris Hare. Motion Carried</li> </ul> </li> </ul>
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<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>• CHNA and implementation process adopted</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	MOTION CARRIED
<ul style="list-style-type: none"> <li>• Community Health Needs Assessment (CHNA)</li> </ul>	Clea Pryor & Kris Hare	✓

10 MINS

**NEXT BOARD MEETING DATE AND TIME**

BOARD OF COMMISSIONERS



DISCUSSION	o August 30 <sup>th</sup> @ 6:00pm		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	MOTION CARRIED	

20 MINS EXECUTIVE SESSION BOARD OF COMMISSIONERS

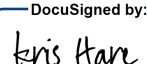
DISCUSSION	• N/A		
CONCLUSIONS	N/A		
ACTION ITEMS	PERSON RESPONSIBLE	MOTION CARRIED	
N/A			

Respectfully Submitted by:

Approved by:

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**Leha Neilsen**  
 Executive Assistant

DocuSigned by:  
  
 9/14/2021  
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**Kris Hare**  
 Secretary, Board of Commissioners

