

Board of Commissioners Meeting

MINUTES

MARCH 29, 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 Geary Oliver, Commissioner Jerry Kennedy, Commissioner Clea Pryor, Commissioner Brad Parrish
ATTENDEES	Ramona Hicks, Kelly Hughes, Marlene Elliott, Leha Neilsen, Joyce Bodeau, Natalie Dennis, Shawn Groh, Sandy Edwards, Clint Paslay, Penny Lewis, Beth Goetz Lisa Grundl - HealthFac Scott Hunter – The Star John Stint - HUD
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.
ROLL CALL	Commissioner Kennedy, Commissioner Hare, Commissioner Oliver, Commissioner Pryor, and Commissioner Parrish were all in attendance.

Agenda topics

5 MINS

APPROVAL OF MINUTES

BOARD OF COMMISSIONERS

DISCUSSION	The minutes from the February Board meeting 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"> • Community Health Needs Assessment: <ul style="list-style-type: none"> ○ Ramona introduced Lisa Grundl from HealthFac, Lisa spoke to the Board about what we can do to meet the needs of the recent CHNA. ○ There will be more information at the April or May meeting regarding the CHNA and how CMC will work to meet these needs. • COVID-19: <ul style="list-style-type: none"> ○ Ramona reviewed the most recent COVID stats for the state of WA and our local counties that CMC serves. ○ We will remain in high alert and will continue to mask, social distance and will continue with vaccine efforts.
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	<ul style="list-style-type: none"> • COVID-19 vaccine: <ul style="list-style-type: none"> ○ The vaccine task force headed by Marlene had a vaccine clinic on Friday, March 19th giving approximately 475 doses. ○ We are currently waiting on the arrival of our medical grade refrigerator, once received we will seek permission to utilize this for vaccines. <ul style="list-style-type: none"> ▪ Once we are fully operational we will be hosting our own vaccine clinics. • Cerner: <ul style="list-style-type: none"> ○ The implementation process continues to have some challenges as is to be expected in a new system. • Advocacy: <ul style="list-style-type: none"> ○ Through a Chamber meeting Ramona was connected to Representative Dan Newhouse’s new local staffer, her name is Rachel McClure and she connected Ramona to Aaron Larson who is the staff in the DC office for all healthcare related items. • Recruitment: <ul style="list-style-type: none"> ○ The team interviewed Dr. Alexandra Chase, while is a Family Practice doctor. No decisions were made; we will have more information at our next meeting. • WSHA: <ul style="list-style-type: none"> ○ Last week the facility went through a mock survey, performed by WSHA. <ul style="list-style-type: none"> ▪ We do not have the final results but the exit interview went well. We will have the results by our next meeting. • NWRHC: <ul style="list-style-type: none"> ○ 5 of our team members were able to attend the Northwest Rural Health Conference this year. <ul style="list-style-type: none"> ▪ This conference was held virtually and all 5 were awarded a scholarship to attend. • Equality vs Equity discussion <ul style="list-style-type: none"> ○ CMC will ensure equitable distribution of the COVID vaccine when the time comes for us to run our own vaccine clinics. <ul style="list-style-type: none"> ▪ A question regarding the percentage of clinical staff who have been vaccinated was asked. Ramona let the Board know that we have about 60% of our clinical staff are vaccinated. • Coulee Medical Center will not be offering a spring Health Fair this year.
CONCLUSIONS	

10 MINS

CFO UPDATE

KELLY HUGHES

DISCUSSION	<ul style="list-style-type: none"> • Board Governance Policy 1.4 was distributed prior to meeting; we are in compliance with this policy content. • 2020 4th Quarter Mesirow repost - CMC does not have any funds on the Mesirow POLICE report. • State audit was completed last month, there were no findings • We have started the audit with DZA virtually, hoping to have this wrapped up by the end of April but will possibly need to ask HUD for an extension to the end of May. • We have hired a Staff Accountant; Jessica Hendrix will be starting mid-April.
	<ul style="list-style-type: none"> • The financials from January 2021 were distributed prior to the meeting. <ul style="list-style-type: none"> ○ CMC had a loss of \$39,866 in Jan. ○ The finance team continues to work with Lutz Consulting, they are helping us with outstanding AR. ○ Deposited from Operations \$1,429,560 ○ Paid out for Operations \$2,885,499 ○ Operational Cash Loss \$1,455,939 ○ Total Cash & Investments \$6,612,469 ○ Total Operating Revenue: \$2,433,120 ○ Operating Expense: \$2,420,088 ○ Non-Operating Loss: \$52,898



<ul style="list-style-type: none"> ○ Net Loss: \$39,866 ● Metrics <ul style="list-style-type: none"> ○ Days in Account Receivable 66 ○ Days Cash on Hand: 89 days including CARES RELIEF FUNDS & PPP LOAN and 25 days without CARES RELIEF FUNDS & PPP LOAN ○ Clinic visits: 1392 ○ ER visits: 250 ○ 5 deliveries for January ○ 39 admits from the ER ○ 33 surgeries ○ 82 ultrasounds, 29 MRI and 26 mammo's were done in January
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<ul style="list-style-type: none"> ● Capital Purchase: <ul style="list-style-type: none"> ○ Our defibrillators are at end of life. Zoll has offered us a deal if we purchase by 3.31.21. Five defibrillators for \$83,000. They will give us \$10,000 trade in value for old equipment, we will make a 25% down payment and finance the remainder for 5 years' interest free. <ul style="list-style-type: none"> ▪ A motion was made by Commissioner Geary Oliver to approve the capital purchase. Commissioner Brad Parrish seconded the motion. Motion carried.
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RESOLUTIONS	<ul style="list-style-type: none"> ● Financial Resolutions: <ul style="list-style-type: none"> ○ Resolution 1133 – Payment of Warrants February 2021 – Commissioners were provided information regarding Accounts Payable Warrants # 606101640 through # #606101979 totaling \$ 1,587,639.72 and Payroll Warrants # 292453675 through #294999851 totaling \$835,300.48 for February. ○ Resolution 1134 – Charity Care February 2021– Commissioner were provided Charity Care cases in the amount of \$8,919.59. ○ Resolution 1135 – Bad Debt February 2021 - Commissioners were provided with Bad Debt, amounts of \$12,622.02 as identified in the listings for February 2021.
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CONCLUSIONS	Commissioner Kris Hare moved for approval on all financial resolutions. The motion was seconded by Commissioner Clea Pryor. Motion carried.
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ACTION ITEMS	PERSON RESPONSIBLE	MOTION CARRIED
Approval of Capital purchase Financial resolutions were approved	Geary Oliver & Brad Parrish Kris Hare & Clea Pryor	✓

5 MINS **CMO UPDATE** DR. HSIEH

DISCUSSION	<ul style="list-style-type: none"> ● Dr. Hsieh submitted a written report and was not able to attend the Board meeting.
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5 MINS **CNO UPDATE** MARLENE ELLIOTT

DISCUSSION	<ul style="list-style-type: none"> ● Our vaccination clinics are now being run by the Grant County Department of Health instead of Samaritan. ● Shout out to the nursing areas for doing so great during our mock survey! ● Teams are working on updating the visitation policy, more info to come.
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10 MINS **NEW BUSINESS** BOARD OF COMMISSIONERS

DISCUSSION	<ul style="list-style-type: none"> ● HIPAA/Privacy training – Joyce Bodeau, Compliance Officer will be sending a 3-part training module to the Board. <ul style="list-style-type: none"> ○ The Board is in compliance with the required OPMA and PRA training. ● Review Board Governance policies 1.1 & 1.2 <ul style="list-style-type: none"> ○ Discussion on policy 1.2 treatment of staff item #4; policies are being reviewed to better outline the processes for involuntary transfer & demotion. Estimated time for revision, end of second quarter of 2021.
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CONCLUSIONS	
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ACTION ITEMS	PERSON RESPONSIBLE	MOTION CARRIED

10 MINS **NEXT BOARD MEETING DATE AND TIME** BOARD OF COMMISSIONERS

DISCUSSION	<ul style="list-style-type: none"> April 26th at 6:00pm via zoom 	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	MOTION CARRIED

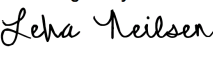
20 MINS **EXECUTIVE SESSION** BOARD OF COMMISSIONERS

DISCUSSION	<ul style="list-style-type: none"> Commissioner Jerry Kennedy closed the regular Board meeting at 7:40 pm for an Executive Session, regarding RCW 42.30.110(1)(g), to last for 5 minutes, to reconvene at 7:45. Open meeting reconvened. 	
CONCLUSIONS	N/A	
ACTION ITEMS	PERSON RESPONSIBLE	MOTION CARRIED
N/A		

2 MINS **CREDENTIALING** BOARD OF COMMISSIONERS


DISCUSSION	<ul style="list-style-type: none"> Commissioner Clea Pryor made a motion to approve the credentialing as presented. The motion was seconded by Commissioner Kris Hare. Motion carried. 	
CONCLUSIONS	<ul style="list-style-type: none"> Credentialing privileges were approved for the following providers <ul style="list-style-type: none"> Robin Williamson, PA Jennifer Knox, MD 	
ACTION ITEMS	PERSON RESPONSIBLE	MOTION CARRIED
Approval of Credentialing	Clea Pryor & Kris Hare	✓
ADJOURNMENT	Meeting was adjourned at 7:50pm	

Respectfully Submitted by:

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Leha Neilsen
 Executive Assistant

Approved by:

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 4/27/2021
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Kris Hare
 Secretary, Board of Commissioners

