

Board of Commissioners Meeting

MINUTES

NOVEMBER 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 Jerry Kennedy, Commissioner Clea Pryor, Commissioner Brad Parrish, Commissioner Geary Oliver
ATTENDEES	Ramona Hicks, Kelly Hughes, Marlene Elliott, Leha Neilsen, Heather McCleary, Natalie Dennis, Sharon Gilmore, Jess Hendrix, Penny Lewis, Shawn Groh, Joyce Bodeau, Misty Braaten, Mesha Markwell John Stindt and Scott Hunter
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 October Board meeting minutes 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	✓

5 MINS

WSHA PRESENTATION

CHELENE WHITEAKER

DISCUSSION	A presentation regarding the work that WSHA does was given by Chelene Whiteaker, Senior Vice President, Government Affairs.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	MOTION CARRIED

20MINS

CEO UPDATE

RAMONA HICKS

DISCUSSION	<ul style="list-style-type: none"> • COVID-19 update: <ul style="list-style-type: none"> ○ We continue to see covid positive patients daily in the ER and Clinics and we routinely have 1-2 covid positive patients in Acute. ○ A safety area of concern that we have identified with patients receiving high levels of oxygen is the possibility of freezing the oxygen lines.
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	<ul style="list-style-type: none"> ○ We are now reporting in our daily safety huddle the total liters of oxygen patients are on. • Journey towards High Reliability Organization: <ul style="list-style-type: none"> ○ Marlene and Ramona have just completed a 6-month course called the Executive Safety Academy, put on by the Washington State Hospital Association. The courses covered what is a High Reliability Organization and how to move your organization towards this goal. The focus with HRO's is safety in every aspect of work within an organization. For Healthcare the focus is on safe patient care but it also focuses on a culture of safety throughout the organization. The goal is zero harm for both patients, visitors and employees. <ul style="list-style-type: none"> ▪ Ramona will be working with Sharon Gilmore who is an HRO instructor, Marlene and the safety committee to move us towards this goal. • Sharon has been researching and has attended a 3-day conference on a company called DNV. This company is a recognized CMS approved survey company that we will be moving towards to provide us training and policies and procedures to successfully complete CMS surveys. Currently we are surveyed by the Department of Health on behalf of CMS, however their job is to survey only, not to mentor, grow and teach. I will keep you updated as we continue on this journey. • Advocacy: <ul style="list-style-type: none"> ○ Dr. Knox, Dr. Castrodale, Dr. Hsieh and Ramona are hoping to collaborate with key Tribal Members on a letter to HRSA (Health Resources and Services Administration) in regards to our HPSA (Health Professional Shortage Area) Score in an effort to seek reassignment of our score. • Security: <ul style="list-style-type: none"> ○ After reviewing several security services, the safety committee and administration have chosen Allied Universal. This company is nationwide and specializes in healthcare. They will be recruiting for two fulltime positions for our site with the intent of 12-hour day 7 day a week coverage from 10:00am - 10:00pm. ○ This company uses state of the art technology and artificial intelligence to enhance the officer's efficacy. ○ We will be adding sensors to every exit and to key areas of safety concern that will track the officer's response to any safety concerns found. ○ The officers will assist us in routine monitoring of items such as fire extinguishers during their rounds which will be recorded on their system and will be accessible to our engineers. <ul style="list-style-type: none"> ▪ Our event reporting system has shown an increase in security related occurrences, our goal will be to decrease these and to show the efficacy of our security measures. • De-escalation and workplace violence training: <ul style="list-style-type: none"> ○ The Safety committee has reviewed a number of companies offering de-escalation training and will be signing with Handle with Care. Handle with Care was developed initially for schools and for the last 10 years has also focused on healthcare. ○ It is our belief that well trained staff will reduce the incidences of escalating behaviors we have been seeing among patients and visitors. ○ The training is also geared to decrease any staff to staff incidences of escalating behaviors or violence.
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CONCLUSIONS	
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10 MINS **CFO UPDATE** KELLY HUGHES

DISCUSSION	<ul style="list-style-type: none"> • The Board adopted the 2022 budget • Board Governance Policy 1.4 and Mesriow reports were distributed prior to meeting; we are in compliance with this policy content and no funds are on the watch list.
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	<ul style="list-style-type: none"> The October Finances were distributed prior to the meeting.
	<ul style="list-style-type: none"> Financial Update <ul style="list-style-type: none"> October 2021 loss <ul style="list-style-type: none"> Actual: \$323,703 Budgeted: \$70,583 Year to date gain <ul style="list-style-type: none"> Actual: 1,923,537 Budgeted: \$691,121
	<ul style="list-style-type: none"> 3rd Party Payables/Receivables Medicaid: \$112,442 <ul style="list-style-type: none"> 2019 Cost Report Due \$197,454 (2 Payments Remaining) 2018 DSH Payable \$571,000 (due in 2022) 2020 Cost Report Receivable (\$656,000) Medicare: <ul style="list-style-type: none"> 2020 Cost Report Receivable \$209,911 Received in October 2021 Interim Cost Report Payable \$233,000 Paid in October 2021 Interim Cost Report Payable \$541,000, Payment Plan Pending
	<ul style="list-style-type: none"> Financial Metrics <ul style="list-style-type: none"> Days in Account Receivable: 86Days Days Cash on Hand:22 Days Gross Patient Revenue: \$4,379,250 (Below Budget by \$281,641) Total Operating Revenue: \$2,811,082 (Below Budget by \$107,364) Operating Expense: \$3,100,607 (Above Budget by \$277,665)
	<ul style="list-style-type: none"> Audit/Reporting Progress <ul style="list-style-type: none"> 2020 Cost Report complete and submitted/received \$209,000 from Medicare in October 2020 Cost Report complete and submitted/receiving \$656,000 from Medicaid 2020 Single Audit submitted in September 2020-2021 HHS CARES Relief Funds Reporting submitted in September 2021 Interim Cost Report, \$541,000 due to Medicare, Lump Sum Adjustment for 2021 Paid in October \$233,000 Cash Flow <ul style="list-style-type: none"> October 2021/Month End Deposited from Operations: \$2,595,021 Paid out for Operations: \$3,063,794 Operational Cash LOSS: \$468,773 Total Cash & Investments Month End: \$2,152,796
	<ul style="list-style-type: none"> COVID-19 Funding Status <ul style="list-style-type: none"> Cares Act Relief Funds Phase 4 Funding - Received \$650,000 in November Cares Act Relief Funds - Submitted reporting on previously received funding and booked remaining \$818,000 as revenue in September Grant Applications - \$100,000 RHC Vaccine Confidence Grant (awarded 7/23/21) and \$230,000 DOH Vaccine Mitigation Grant (Pending)
RESOLUTIONS	<ul style="list-style-type: none"> Financial Resolutions: <ul style="list-style-type: none"> Resolution 1167 - Payment of Warrants October 2021 - Commissioners were provided information regarding Accounts Payable Warrants #606104275 through #606104457 totaling \$1,590,768.18 and Payroll Warrants #337200521 through #340237196 totaling \$976,591.95 for October. Resolution 1168 - Indigent Care October 2021- Commissioner were provided Indigent Care cases in the amount of \$33,726.32. Resolution 1169 - Bad Debt October 2021 - Commissioners were provided with Bad Debt, amounts of \$32,210.93 identified in the listings for October 2021.
CONCLUSIONS	Commissioner Clea Pryor moved for approval on all financial resolutions. The motion was seconded by Commissioner Geary Oliver. Motion carried

ACTION ITEMS	PERSON RESPONSIBLE	MOTION CARRIED
Resolutions 1167,1168,1169	Clea Pryor & Geary Oliver	✓

10 MINS

CMO UPDATE

DR. HSIEH

DISCUSSION	<ul style="list-style-type: none"> • COVID <ul style="list-style-type: none"> ○ Omicron update ○ First reported to WHO from South Africa November 2021 ○ Seeing large number of mutations ○ No reported cases in US ○ First round of Booster Shots administered to 38 employees. <ul style="list-style-type: none"> ▪ Scheduling the next clinic on Friday due to side effects experienced by some employees. ○ CMC is now offering testing for events/travel available (\$175 each) started last week. • Cerner implementation <ul style="list-style-type: none"> ○ Super Users for each department have been identified • Clinic <ul style="list-style-type: none"> ○ Nneka started a few weeks ago and has been transitioning into her family practice. ○ Dr. Lu started her first rotation on 15 Nov 21 ○ Dr. Lovejoy started on 22 Nov 21 ○ Dr. Adam Verhoer (FP/OB) arrived for in person Interview and tour of facility on 17 Nov 21, interviewed on 19 Nov 21 ○ Ablajan Heytak PA-C, interview scheduled for 1 Dec 21 ○ Dr. Oullette requires a HPSA score of 21, we are still working on an avenue to secure her ○ Kasey Henry PA-C, awaiting credentialing and insurance status. ○ Flu shots were offered to employees on 17 and 24th ○ Looking at scribe services ○ Endocrinology will be transitioning to remote service ○ Dr. Holman has transitioned to helping Wendy establishing service and is not seeing any new patients. her last day will be Dec 17th. ○ Dr. McConnell will be here until the end of December ○ Wendy has started seeing behavioral health patients • Surgery <ul style="list-style-type: none"> ○ Did not meet its goal of 50 cases, due to a large number of cancellations. These cancellations stem from COVID exposure and/or COVID hesitancy. ○ Surgery schedule will change from Tuesday/Thursday to Monday, Tuesday, and Wednesday at the beginning of January 2022. ○ Sam is now full time with one day of family practice • Hospital/OB <ul style="list-style-type: none"> ○ Dr. Lu- started rotations. ○ Dr. Chaffee introduced discussion of the use of Monoclonal Antibodies ○ Continue to go through the steps of privileging at Deaconess • ER <ul style="list-style-type: none"> ○ Reports Locum and Per Diem Providers are inexperienced. Working to provide feedback and spin up. • Miscellaneous <ul style="list-style-type: none"> ○ Alex Velazquez was hired as Marketing Strategist ○ Working on telling the community what healthcare burnout is ○ Working on tools to help with our providers
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CNO UPDATE

MARLENE ELLIOTT

DISCUSSION	<ul style="list-style-type: none"> • No update from Marlene
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5 MINS

NEXT MEETING DATE AND TIME

BOARD OF COMMISSIONERS



DISCUSSION	<ul style="list-style-type: none"> Commissioner Clea Pryor made a motion to cancel the December 2021 Board meeting and consider a Special Board Workshop in January. The motion was seconded by Commissioner Kris Hare. Motion Carried 	
CONCLUSIONS	December 2021 Board of Commissioners meeting cancelled.	
ACTION ITEMS	PERSON RESPONSIBLE	MOTION CARRIED
Motion carried	Clea Pryor & Kris Hare	✓

NEW BUSINESS**BOARD OF COMMISSIONERS**

DISCUSSION	<ul style="list-style-type: none"> The annual CEO evaluation will be completed in a closed executive session. 	
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 7:10pm for an Executive Session, regarding RCW 42.30.110(1)(g), to last for 10 minutes, to reconvene at 7:20pm. Open meeting reconvened. 	
CONCLUSIONS	Commissioner Clea Pryor made a motion to allow the Board Personnel Committee review and update the CEO contract. The motion was seconded by Kris Hare. Motion carried.	
ACTION ITEMS	PERSON RESPONSIBLE	MOTION CARRIED
Personnel Committee will meet and review and edit the CEO contract	Jerry Kennedy	✓

2 MINS

CREDENTIALING**BOARD OF COMMISSIONERS**

DISCUSSION	<ul style="list-style-type: none"> Commissioner Geary Oliver made a motion to approve the credentialing as presented. The motion was seconded by Commissioner Clea Pryor. Motion carried. 	
CONCLUSIONS	<ul style="list-style-type: none"> Credentialing privileges were approved for the following providers <ul style="list-style-type: none"> Cassandra Klakken Viramontes, ARNP Mohammad Hirzallah, MD Reena Ramakrishnan, DO Robert Jackson, MD Sergey Akopov, MD Beltagy Abdelrahman, MD Neha Mirchandani, MD 	
ACTION ITEMS	PERSON RESPONSIBLE	MOTION CARRIED
Approval of Credentialing	Geary Oliver & Clea Pryor	✓
ADJOURNMENT	Meeting was adjourned at 7:35pm	

Respectfully Submitted by:

Approved by:



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Leha Neilsen 2/2/2022
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Leha Neilsen
Executive Assistant

DocuSigned by:
Kris Hare 2/2/2022
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Kris Hare
Secretary, Board of Commissioners

