

# Board of Commissioners Meeting

## MINUTES

APRIL 25, 2022

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, Dr. Hsieh, Kelly Hughes, Sharon Gilmore, Jess Hendrix, Shawn Groh, Joyce Bodeau, Mesha Markwell, Jean Clark 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 March Board meetings were distributed prior to the meeting.	
CONCLUSIONS	Commissioner Clea Pryor moved for approval of minutes that were presented. The motion was seconded by Commissioner Kris Hare. Motion carried.	
ACTION ITEMS	PERSON RESPONSIBLE	MOTION CARRIED
Approval of previous meeting minutes	Clea Pryor & Kris Hare	✓

20MINS

### CEO UPDATE

RAMONA HICKS

DISCUSSION	<ul style="list-style-type: none"> <li>• COVID-19 update:             <ul style="list-style-type: none"> <li>○ We will not continue to update on this unless things change in the future. The DOH Covid calls ended this week and our numbers have remained very low, about 1.5% positivity rate.</li> <li>○ We will also be changing the all staff meeting from Covid focused to need employee information focused.</li> </ul> </li> <li>• HPSA Re-evaluation Project and application process:             <ul style="list-style-type: none"> <li>○ HRSA has received and declined our first attempt, it is not a surprise as Dr. Barbara forewarned us this would most likely be the case. We are now in the process of re-submitting with additional data.</li> </ul> </li> <li>• Advocacy:             <ul style="list-style-type: none"> <li>○ Ramona has accepted a Chair position to the Rural Health Committee within the WSHA Board structure. She has been in this committee for a year and was asked if she would be willing to chair for 2023.</li> </ul> </li> </ul>
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- Additionally, CMC has been asked to participate in a panel discussion with the Chief Staffers for the Governor as we prepare for changes in waivers that were brought about as part of the emergency response.
    - We will be discussing the trickle-down effect the loss of some waivers to hospitals that would negatively impact our ability to potentially transfer critical patients to tertiary facilities.
- Response to employee survey:
  - The leadership team has reviewed, discussed and have asked for additional input from staff, and have developed three internal teams within leadership to begin addressing the most critical needs the staff identified that we should be working on. The three teams will address Communication, Compensation, and Wellbeing/Morale.
- WSHA Leadership Summit:
  - Leha has been able to arrange an unlimited number of virtual access to the 2-day summit that focuses on Quality and Governance of any hospitals governed by boards.
  - Ramona would highly encourage full participation from the Board for this virtual summit. We are also offering this to all of our leadership.
  - Ramona will be attending in-person as they have also included two board meetings for WSHA and Washington Hospital Services, WHS which is an arm of WSHA that focuses on education and peer review.
- 5th Annual Powwow:
  - Follow up: Both Commissioner Kris Hare and Commissioner Clea Pryor volunteered to assist us in Betty's place.
- Provider Workshop:
  - Commissioner Geary Oliver and Commissioner Kris Hare have volunteered to attend the Provider Workshop on April 27<sup>th</sup> with Commissioner Clea Pryor as an alternate. Thank you for participating and supporting our Medical Staff.
- Insurance:
  - One area to be aware of as we start looking at our renewal is it will most likely continue to cost us more and more for cyber security, in the last 8 years' cyber security costs have increased 4x for us and that is without us having a breach. Insurance companies are paying extraordinary payouts and are now are expecting that we have extremely strong processes in place for areas related to our electronic applications.
- Employee Recognition Dinner:
  - In light of the current covid situation and recognizing the real need of our staff to begin to move beyond the restrictions covid has placed us under. We will be working towards a recognition dinner that will be outdoors, late summer/early fall.
- Reminder:
  - May is Nurses month and Hospital and Lab week
- New Provider:
  - We have confirmed that Dr. Charles Randolph will be joining the Medical Staff mid-August of this year and we have been in communication with his wife, Ruth Randolph, RN who is interested in a part time position with us.
  - Dr. Randolph will be offering full family practice with OB.
- New OB Tubs:
  - Beth Goetz, RN OB/ER Outpatient Manager was able to secure a \$100,000 grant and a portion of the proceeds will be used to install two soaking, walk-in tubs in our OB department suites.
  - This will be a great addition for new moms wishing to relax during the labor experience. These are not birthing tubs and we do not plan on having water births.
- In-person Board meetings:

	<ul style="list-style-type: none"> <li>○ We are searching for an appropriate venue to hold in-person that will also allow for a virtual option and Ramona will be meeting with Paul Turner, Superintendent to see if we can identify a space in the new school for future board meetings.</li> </ul>	
<b>CONCLUSIONS</b>		
10 MINS	<b>CFO UPDATE</b>	KELLY HUGHES
<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Financial workbooks were reviewed</li> <li>• Governance Policy 1.4 was distributed prior to the meeting; we are in compliance.</li> <li>• Information was distributed prior to the meeting – see hand outs</li> </ul>	
	<ul style="list-style-type: none"> <li>• Financial Update <ul style="list-style-type: none"> <li>○ March 2022 Gain <ul style="list-style-type: none"> <li>▪ Actual: \$198,475</li> <li>▪ Budgeted: \$39,779</li> </ul> </li> <li>○ Year to Date Gain: <ul style="list-style-type: none"> <li>▪ Actual: \$64,323</li> <li>▪ Budgeted: \$110,572</li> </ul> </li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>• Financial Metrics <ul style="list-style-type: none"> <li>○ Days in Account Receivable: 87 Days</li> <li>○ Days Cash on Hand: 53 Days</li> <li>○ Gross Patient Revenue: \$5,008,442</li> <li>○ Total Operating Revenue: \$3,242,055</li> <li>○ Operating Expense: \$3,015,630</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>• Cash Flow <ul style="list-style-type: none"> <li>○ March 2022/Month End <ul style="list-style-type: none"> <li>▪ Deposited from Operations: \$3,515,804</li> <li>▪ Paid out for Operations: \$2,861,970</li> <li>▪ Operational Cash GAIN: \$653,834</li> <li>▪ Total Cash &amp; Investments Month End: \$4,906,441</li> </ul> </li> </ul> </li> </ul>	
<b>RESOLUTIONS</b>	<ul style="list-style-type: none"> <li>• <b><u>Financial Resolutions:</u></b> <ul style="list-style-type: none"> <li>○ <b><u>Resolution 1180 – Payment of Warrants March 2022</u></b> – Commissioners were provided information regarding Accounts Payable Warrants # 606105887 through # 606106256 totaling \$1,630,340.87 and Payroll Warrants #370005185 through #373231668 totaling \$845,589.01 for March 2022.</li> <li>○ <b><u>Resolution 1181 – Bad Debt March 2022</u></b>–Commissioners were provided with Bad Debts in the amount of \$65,306.80 for March.</li> <li>○ <b><u>Resolution 1182 – Indigent Care -March 2022</u></b> - Commissioners were provided Indigent Care cases in the amounts of \$23,236.78 identified in the attached listings for the month of March 2022.</li> </ul> </li> </ul>	
<b>CONCLUSIONS</b>	Commissioner Kris Hare moved for approval on all financial resolutions and the February meeting minutes. The motion was seconded by Commissioner Clea Pryor. Motion carried	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>MOTION CARRIED</b>
Resolutions 1180,1181 and 1182	Kris Hare & Clea Pryor	✓
10 MINS	<b>CMO UPDATE</b>	DR. HSIEH
<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• COVID <ul style="list-style-type: none"> <li>○ The number of cases have increased but deaths and hospitalization have decreased.</li> <li>○ 2 in a million deaths, which is lower than a severe season, and higher than a light influenza season</li> </ul> </li> <li>• Clinic <ul style="list-style-type: none"> <li>○ Keytha has put in her resignation</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ We will be looking into breaking down the position, we may need two people for this work</li> <li>○ Dr. Hsieh, Dr. Chaffee and Dr. Castrodale will be trialing Suki, a dictation service</li> <li>○ Dr. Randolph to start in July.</li> <li>• Surgery <ul style="list-style-type: none"> <li>○ Brian Lee, CRNA will be working with Stacy Moore for in house BLS, ACLS and PALS training</li> <li>○ Intubation courses</li> <li>○ Surgery courses for Medstaff</li> <li>○ March, met 50 cases</li> <li>○ Dr. Rasmussen to start next month</li> </ul> </li> <li>• Hospital/OB <ul style="list-style-type: none"> <li>○ Good feedback from Dr. Jones, who recently <ul style="list-style-type: none"> <li>▪ Privileged in C-section</li> </ul> </li> <li>○ DNV education soon</li> </ul> </li> <li>• Provider Workshop 4/27</li> </ul>
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5 MINS

**OLD BUSINESS**

BOARD OF COMMISSIONERS

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Discussion on the need to write off to bad debt of Meditech A/R aged 365+ days in the amount of \$3,949,250 and close down Meditech EMR - this will be a discussion for the Board at tonight's meeting. <ul style="list-style-type: none"> <li>○ HUD has approved this.</li> </ul> </li> </ul>
<b>CONCLUSIONS</b>	Commissioner Clea Pryor made a motion to approve the write off to bad debt to Meditech. Commissioner Kris Hare seconded the motion. Motion Carried
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b> <b>MOTION CARRIED</b>
Write off AR aged 365+ days in the amount of \$3,949,250.	Clea Pryor & Kris Hare      ✓

**NEW BUSINESS**

BOARD OF COMMISSIONERS

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Patient feedback - Concern brought forward to Ramona from a patient regarding the Clinic and clinic scheduling. <ul style="list-style-type: none"> <li>○ This person was willing to be a part of a panel to help mitigate these issues.</li> </ul> </li> <li>• Employee Retention Tax Credit - The Employee Retention Credit under the CARES Act encourages businesses to keep employees on their payroll. <ul style="list-style-type: none"> <li>○ We have engaged with THINK, LLC to facilitate this study and application to determine if we qualify.</li> </ul> </li> </ul>
<b>CONCLUSIONS</b>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b> <b>MOTION CARRIED</b>

5 MINS

**NEXT MEETING DATE AND TIME**

BOARD OF COMMISSIONERS

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>○ The next regular Board of Commissioner's meeting is set to take place on the Memorial Day holiday.</li> <li>○ Per the Board By-laws the Commissioners will meet the next business day, May 31<sup>st</sup>.</li> </ul>
<b>CONCLUSIONS</b>	Next meeting: Tuesday, May 31th @ 6:00pm
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b> <b>MOTION CARRIED</b>

5 MINS

**EXECUTIVE SESSION**

BOARD OF COMMISSIONERS

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>○ Commissioner Jerry Kennedy closed the regular Board meeting at 7:11pm for an Executive Session, regarding RCW 42.30.110(1)(g), to last for 15 minutes, to reconvene at 7:26pm. <ul style="list-style-type: none"> <li>▪ Open meeting reconvened.</li> </ul> </li> </ul>
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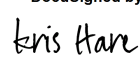
<b>CONCLUSIONS</b>	Commissioner Clea Pryor made a motion to approve the write off to bad debt to Meditech. Commissioner Kris Hare seconded the motion. Motion Carried	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>MOTION CARRIED</b>
Write off AR aged 365+ days in the amount of \$3,949,250.	Clea Pryor & Kris Hare	✓
2 MINS	<b>CREDENTIALING</b>	
<b>BOARD OF COMMISSIONERS</b>		
<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Commissioner Clea Pryor. made a motion to approve the credentialing as presented. The motion was seconded by Commissioner Geary Oliver. Motion carried.</li> </ul>	
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>• Credentialing privileges were approved for the following providers               <ul style="list-style-type: none"> <li>○ Telestroke Reappointment:                   <ul style="list-style-type: none"> <li>• Margarita Oveian, MD</li> <li>• Ruth Treat, DO</li> </ul> </li> <li>○ Coulee Medical Center Initial Appointment:                   <ul style="list-style-type: none"> <li>• Logan Villarreal, MD ER Locum</li> <li>• Mark Tom, MD ER DWC Locum</li> </ul> </li> <li>○ Coulee Medical Center Reappointment:                   <ul style="list-style-type: none"> <li>• Jacob Chaffee, MD</li> <li>• Andrew Castrodale, MD</li> <li>• Eric Dudenhofer, ARNP</li> <li>• Caylon Haggard, PA</li> <li>• Wendy Hughes, ARNP</li> </ul> </li> </ul> </li> </ul>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>MOTION CARRIED</b>
Approval of Credentialing	Clea Pryor & Geary Oliver	✓
<b>ADJOURNMENT</b>	Meeting was adjourned at 7:30pm	

Respectfully Submitted by:

DocuSigned by:  
  
 Leha Neilsen 6/1/2022  
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**Leha Neilsen**  
 Executive Assistant

Approved by:

DocuSigned by:  
  
 Kris Hare 6/2/2022  
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**Kris Hare**  
 Secretary, Board of Commissioners

