

# Board of Commissioners Meeting

## MINUTES

MAY 31, 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, Kelly Hughes, Heather McCleary, Sharon Gilmore, Jess Hendrix, Shawn Groh, Joyce Bodeau, Mesha Markwell, Jean Clark, Natalie Dennis John Stindt, Matt Thompson, (SAO), Tom Dingus 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	Jerry welcomed Tom Dingus from DZA and Matt Thompson from the State Auditor's Office.
MISSION & VISION	Mission, Vision and Values were read by the Board.

## Agenda topics

5 MINS

2021 DZA AUDIT

TOM DINGUS

DISCUSSION	Tom from DZA reviewed the 2021 yearend financial audit with the Board		
CONCLUSIONS	The audit was distributed to the Board		
ACTION ITEMS	PERSON RESPONSIBLE	MOTION CARRIED	
Approval of previous meeting minutes	Kris Hare and Clea Pryor	✓	

5 MINS

APPROVAL OF MINUTES

BOARD OF COMMISSIONERS

DISCUSSION	The minutes from the April Board meetings 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 and Clea Pryor	✓	

20MINS

CEO UPDATE

RAMONA HICKS

DISCUSSION	<ul style="list-style-type: none"> <li>COVID-19 update &amp; vaccine:             <ul style="list-style-type: none"> <li>Positivity rate is 18% for our community, we are continuing to keep a close eye on the numbers and continue to enforce all restrictions required by the State and Federal entities. A portion of our WSHA Board meeting was dedicated to reconfirming hospital's willingness to accept patients during surges in an effort to not have to go into Crisis Standards of Care. There is a growing concern there</li> </ul> </li> </ul>
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will be another surge among infectious disease specialists. We have boosted our Long Term Residents and any employees desiring booster shots.

- HPSA Re-evaluation Project and application process:
  - HRSA has been resubmitted and we are in a holding pattern.
- Advocacy:
  - As we get closer to the possibility of changes to Federal and State waivers, WSHA Board members met with representatives from the Governor's office, the Department of Health and the Health Care Authority, advocating for the Governor to consider flexibilities in the areas of:
    - Physical environment – during the early phases of the pandemic, we were able to utilize the old clinic building for covid and respiratory illness clinics. Without these waivers we would not have been able to do this. Large tertiary accepting hospitals opened multiple venues for emergency room and ICU to increase capacity. Without the increase we would not have been able to ship the patients that we transferred. Most hospitals that we transfer to continue to be at 100% capacity, we have asked the Governor to consider to keep these spaces.
    - Licensing needs – right now there are about 1000 nurses in our state who are licensed in other states but not in the state of Washington, we will be seeking some flexibility here.
    - These are just a couple of areas of advocacy we continue to work through, we also continue to address the Nurse Staffing Bill. Our meeting with the Governor's Staff went well. We will know more by the end of June.
- Response to employee survey:
  - Below is a picture of our communication board, that is intended to be interactive with staff and we have seen a good number of responses. We will be implementing some of the requests the staff have made.
- Leadership Summit:
  - Commissioner Kris Hare and Commissioner Clea Pryor spoke about their experience attending leadership summit. Both commissioners felt the conference was great and enjoyed the speakers
- 5th Annual Powwow:
  - This committee work will begin on June 7th.
- Provider Workshop:
  - Commissioner Geary Oliver and Commissioner Clea Pryor spoke of their experiences at the Provider Workshop.
- The University of Washington Department of Psychiatry and Behavioral Science's visit:
  - Wendy Hughes met with Mollie Forrster from UW Behavioral Health Unit as Mollie wanted to have a better understanding of the challenges for Rural Behavioral Health.
  - Ramona toured the building with her and she shared the free psychiatric consultant resources available to our Medical Staff.
- Patient and Family Council:
  - In response to feedback from patients and families, Melissa Dunlap, RN Patient Advocacy & Safety will be leading a patient focused and led community group to begin to both listen and implement changes in our outpatient settings to improve patient care, engagement, satisfaction and outcomes.
- Change from Covid-19 All Staff meeting to an employee led forum:
  - Our current process for all staff meetings is a lot of me talking to the staff, Ramona like to change this to a meeting in which the staff present us questions, concerns and suggestions that will then get addressed in an all staff meeting where a panel of experts will respond to what staff present to us. There will still be time to report to them items we are working on, but it will be much more focused on their needs.

	<ul style="list-style-type: none"> <li>• Clinic update: <ul style="list-style-type: none"> <li>◦ Ramona has started participating in both the Clinic Council and the Clinic weekly meetings to offer my assistance in their improvement efforts.</li> </ul> </li> <li>• Employee Recognition Dinner: <ul style="list-style-type: none"> <li>◦ Tentatively is scheduled for September 14th for in-person dinner at Spring Canyon.</li> </ul> </li> <li>• In-person Board meetings: <ul style="list-style-type: none"> <li>◦ After much deliberation it is felt that the best place to have in person Board meetings continues to be the education room in the hospital. The room will accommodate up to 8 people. Should we have public who want to join, we can either reduce the number of staff in the room or have people wait in the lobby to make their comments.</li> <li>◦ We will continue with a hybrid option so that Board members and or CMC staff will be able to participate for those who choose the zoom option. Ramona will be available for the in-person meetings.</li> </ul> </li> <li>• Woman's Leadership Program: <ul style="list-style-type: none"> <li>◦ WSHA sponsors a Woman's Leadership Program and Kelly and Ramona attended their first offering last year, Natalie Dennis is attending this year. The program is intended for any person who identifies as a woman to learn leadership skills in a variety of areas. There is a heavy focus on what they call "Thinking like a CFO" which includes a negotiation training. We will be looking to send women in the organization wishing to move into administrative roles every year.</li> </ul> </li> <li>• Palliative Care Services: <ul style="list-style-type: none"> <li>◦ We are coordinating with the Department of Health and their Palliative Care Services to learn more about this valuable and needed service for our community; we have had our first meeting.</li> </ul> </li> <li>• Employee Assistance Program: <ul style="list-style-type: none"> <li>◦ EAP came on-site and held group and 1 on 1 sessions for our staff who are experiencing loss and trauma. We are very grateful they were able to send a counselor to be onsite for the staff.</li> </ul> </li> <li>• Nursing Education: <ul style="list-style-type: none"> <li>◦ Stacy Moore, RN has been our nursing education coordinator for the past year, she has done a wonderful job in this role, she has been helping with monthly education and putting on skills fairs for the nurses.</li> </ul> </li> </ul>
CONCLUSIONS	
10 MINS	CFO UPDATE
	KELLY HUGHES
DISCUSSION	<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>• Financial 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>◦ April 2022 Loss <ul style="list-style-type: none"> <li>▪ Actual: \$431,134</li> <li>▪ Budgeted: \$39,579</li> </ul> </li> <li>◦ Year to Date loss: <ul style="list-style-type: none"> <li>▪ Actual: \$ 376,693</li> <li>▪ Budgeted: \$150,161</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: 83 Days</li> <li>◦ Days Cash on Hand: 57 Days</li> <li>◦ Gross Patient Revenue: \$ 4,699,547</li> <li>◦ Total Operating Revenue: \$ 2,438,697</li> <li>◦ Operating Expense: \$ 2,839,458</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Cash Flow <ul style="list-style-type: none"> <li>◦ March 2022/Month End</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>Deposited from Operations: \$2,732,865</li> <li>Paid out for Operations: (\$2,760,909)</li> <li>Operational Cash Gain/(Loss): (\$28,044)</li> <li>Month End Total Cash &amp; Investments: \$5,296,909</li> </ul>		
<ul style="list-style-type: none"> <li>Medicaid: <ul style="list-style-type: none"> <li>2020 Receivable \$999,766 (received February 25th)</li> <li>2018 DSH Payable \$571,000 (due date unknown; estimate recognized in 2020)</li> <li>2021 Receivable \$155,999 (expected due Dec. 22/Jan. 23; estimate)</li> </ul> </li> <li>Medicare: <ul style="list-style-type: none"> <li>2021 Payable \$881,000</li> <li>Down payment in December/Payment Plan \$75,871.63/Mo. (Jan.-Nov. 2022)</li> </ul> </li> <li>2021 Audit and Cost Report Submitted to SAO and HUD on May 27, 2022 <ul style="list-style-type: none"> <li>We are back in the black with a Net Position the end of 2021 of \$1,642,709. The last time we had a positive Net Position was in 2015 of \$3.5M. At the end of 2016, we were at (\$4.6M) because of purchasing Meditech 6.1.</li> </ul> </li> </ul>		
RESOLUTIONS	<ul style="list-style-type: none"> <li><b>Financial Resolutions:</b> <ul style="list-style-type: none"> <li><b>Resolution 1183 – Payment of Warrants April 2022</b> – Commissioners were provided information regarding Accounts Payable Warrants #606106257 through # 606106583 totaling \$1,603,936.11 and Payroll Warrants #376141948 through #379381400 totaling \$838,125.67 for April 2022.</li> <li><b>Resolution 1184 – Bad Debt April 2022</b>–Commissioners were provided with Bad Debts in the amount of \$ \$54,922.94 for April.</li> <li><b>Resolution 1185 – Indigent Care –April 2022</b> - Commissioners were provided Indigent Care cases in the amounts of \$59,171.63 identified in the attached listings for the month of April 2022.</li> </ul> </li> </ul>	
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 1183,1184 and 1185	Clea Pryor and Geary Oliver	✓
0 MINS	CMO UPDATE	
	DR. HSIEH	
DISCUSSION	<ul style="list-style-type: none"> <li>Dr. Hsieh was absent from this meeting but submitted his report to the Board via email.</li> </ul>	
5 MINS	NEW BUSINESS	
	BOARD OF COMMISSIONERS	
DISCUSSION	<ul style="list-style-type: none"> <li><b>Amend the 2022 Budget – Resolution 1186</b> <ul style="list-style-type: none"> <li>The Radiology is requesting to lease a Diagnostic Arterial Venous Doppler. This has been deemed necessary for continued safe patient care and will not exceed \$30,000. <ul style="list-style-type: none"> <li>Commissioner Kris Hare moves to amend the 2022 budget. Seconded by Clea Pryor. Carried.</li> </ul> </li> </ul> </li> </ul>	
CONCLUSIONS	Commissioner Kris Hare made a motion to approve the budget amendment Commissioner Clea Pryor seconded the motion. Motion Carried	
ACTION ITEMS	PERSON RESPONSIBLE	MOTION CARRIED
<ul style="list-style-type: none"> <li>The request to amend the 2022 budget to add \$30,000 for Radiology equipment was approved.</li> </ul>	Kris Hare and Clea Pryor	✓
	OLD BUSINESS	
	BOARD OF COMMISSIONERS	
DISCUSSION	<ul style="list-style-type: none"> <li>Meeting location – Will be in the training room at Coulee Medical Center which can hold 8 people at a time. <ul style="list-style-type: none"> <li>Individuals that are not current on vaccinations will need to wear an N95.</li> <li>Individuals who are fully vaccinated can wear a surgical mask.</li> </ul> </li> </ul>	



	<ul style="list-style-type: none"> <li>▪ Masks will be provided by CMC.</li> <li>▪ Anyone entering the building will go through the Covid screening triage.</li> <li>▪ Commissioners can still participate remotely. Commissioners will not be required to bring their computers CMC will have that available for meetings.</li> <li>○ Board workshop – July 13<sup>th</sup> is the date, Jerry will be working on setting the agenda in the next few days. <ul style="list-style-type: none"> <li>▪ Please email Jerry with any agenda items you have for the workshop.</li> <li>▪ Meeting will be scheduled from 8:00am-12:00pm</li> </ul> </li> </ul>	
CONCLUSIONS	<ul style="list-style-type: none"> <li>• The next Board meeting will be held in the CMC training room with a virtual option as well.</li> <li>• There will be a special Board of Commissioners meeting on July 13<sup>th</sup> from 8am – 12pm, agenda to follow.</li> </ul>	
ACTION ITEMS	PERSON RESPONSIBLE	MOTION CARRIED
5 MINS	NEXT MEETING DATE AND TIME	BOARD OF COMMISSIONERS
DISCUSSION	<ul style="list-style-type: none"> <li>○ The next regular Board of Commissioner's meeting will be June 27<sup>th</sup> at 6:00pm <ul style="list-style-type: none"> <li>▪ Commissioners will be able to meet in the training room, there will also be a zoom option for those wishing to attend virtually.</li> </ul> </li> </ul>	
CONCLUSIONS	Next meeting location @ Coulee Medical Center in the training room. Room capacity 8 people	
ACTION ITEMS	PERSON RESPONSIBLE	MOTION CARRIED
5 MINS	EXECUTIVE SESSION	BOARD OF COMMISSIONERS
DISCUSSION	<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>	
CONCLUSIONS	Commissioner Clea Pryor made a motion to approve the write off to bad debt to Meditech. Commissioner Kris Hare seconded the motion. Motion Carried	
ACTION ITEMS	PERSON RESPONSIBLE	MOTION CARRIED
Write off AR aged 365+ days in the amount of \$3,949,250.	Clea Pryor & Kris Hare	✓
2 MINS	CREDENTIALING	BOARD OF COMMISSIONERS
DISCUSSION	<ul style="list-style-type: none"> <li>• Commissioner Geary Oliver made a motion to approve the credentialing as presented. The motion was seconded by Commissioner Clea Pryor. Motion carried.</li> </ul>	
CONCLUSIONS	<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>	
ACTION ITEMS	PERSON RESPONSIBLE	MOTION CARRIED



Approval of Credentialing	Geary Oliver and Clea Pryor	✓
ADJOURNMENT	Meeting was adjourned at 7:30pm	

**Respectfully Submitted by:**

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*Leha Neilsen* 6/28/2022  
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**Leha Neilsen**  
**Executive Assistant**

**Approved by:**

DocuSigned by:  
*Kris Hare* 6/28/2022  
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**Kris Hare**  
**Secretary, Board of Commissioners**

