

# Board of Commissioners

*Date | time* 4/24/2023 6:00 PM | *Location* zoom meeting

**Meeting called by** Jerry Kennedy  
**Type of meeting** Regular Board meeting  
**Note taker** Leha Neilsen, Executive Assistant to the CEO  
**Timekeeper** Leha Neilsen

**Board Members:** Jerry Kennedy, Commissioner and Board Chair | Commissioner Kris Hare, Commissioner and Board Secretary | Brad Parrish, Commissioner | Geary Oliver, Commissioner | Clea Pryor, Commissioner |  
**Please Read:** Previous meeting minutes pg. 3-5 | Governance Policies 1.4 & 1.7 | Medical Staff bylaws | Approved Quality Plans

## Agenda Items

Topic	Presenter	Time allotted
<input type="checkbox"/> <b>Call to Order</b>	Jerry Kennedy	2 mins
<input type="checkbox"/> <b>Introductions and Announcements</b>	Jerry Kennedy	
<input type="checkbox"/> <b>Mission, Vision and Values</b>	Board of Commissioners	5 mins
<input type="checkbox"/> <b>Approve previous meeting minutes</b> <i>March 2023 meeting</i>	<i>Motion requested</i>	2 mins
<input type="checkbox"/> <b>Public Comments</b>		5 mins
<input type="checkbox"/> <b>Chief Executive Officer report</b> <i>University of Washington Alumni Service Award – Dr. Andrew Castrodale, MD</i> <i>Dr. John Anderson Memorial Award “Hidden Hero” – Dr. Jacob Chaffee, MD</i> <i>Governance Policy 1.7</i>	Ramona Hicks   <i>Motion requested</i>	20 mins

## Organizational Chart

## Motion requested

<input type="checkbox"/>	<b>Chief Financial Officer report</b> <i>2022 Quarter 4 Mesirov report</i>	Kelly Hughes	20mins
<input type="checkbox"/>	<b>Financial Resolutions</b> <i>Resolution 1222 – Amending the 2023 budget for additional funding {Syringe pumps}</i> <i>Resolution 1223 – Amending the 2023 budget for additional funding {Bravo}</i> <i>Resolution 1224 – Amending the 2023 budget for additional funding {Real Mom}</i> <i>Resolution 1225 – Payment of Warrant March 2023</i> <i>Resolution 1226 – Charity Care March 2023</i> <i>Resolution 1227 – Bad Debt March 2023</i>	<i>Motion Requested</i>	10 mins
<input type="checkbox"/>	<b>Chief Medical Officer report</b> <i>Approval of Medical Staff Bylaws</i>	Dr. Sam Hsieh <i>Motion requested</i>	20 mins
<input type="checkbox"/>	<b>Quality report</b> <i>Approval of Quality plans</i> <i>Emergency Preparedness (PE.1.6)</i> <i>Environment Management (PE.1)</i> <i>Hazardous Material Management (PE.1.5)</i> <i>Infection Prevention (IC.1)</i> <i>Quality Management (QM.3)</i> <i>Safety Program (PE.3)</i> <i>Utility Systems (PE.1.8)</i> <i>Utilization Review (UR.1)</i>	Sharon Gilmore <i>Motion requested</i>	20 mins

<input type="checkbox"/>	<b>Board Committee Reports</b>	Board of Commissioners	5mins
<input type="checkbox"/>	<b>Next Meeting date and time</b>	Board of Commissioners	
	<i>May 29<sup>th</sup> falls on the Memorial Day holiday</i>	<i>Motion requested</i>	
<input type="checkbox"/>	<b>Executive Session:</b>	Jerry Kennedy	
	<i>RCW 42.30.110(1)(g)</i>		
<input type="checkbox"/>	<b>Credentialing</b>	<i>Motion requested</i>	
	<i>Approval of April Credentialing</i>		
<input type="checkbox"/>	<b>Adjournment</b>	<i>Motion requested</i>	

## Agenda Details

### Drafted previous meeting minutes | March 20, 2023

5 MINS		APPROVAL OF MINUTES		BOARD OF COMMISSIONERS	
Discussion		The 2023 January Board minutes were distributed prior to the meeting.			
Conclusions		Commissioner Kris Hare moved for approval of minutes that were presented. The motion was seconded by Commissioner Geary Oliver. Motion carried.			
Action items			Person responsible		Motion carried
Approval of previous meeting minutes			Kris Hare & Geary Oliver		Unanimously
5 MINS		CEO UPDATE		BOARD OF COMMISSIONERS	
DISCUSSION		<ul style="list-style-type: none"><li>A draft letter to the Colville Confederated Tribes Business Council was distributed to the Board prior to the meeting.</li><li>This letter outlines the issues we have with OB and the funding of this program. Coulee Medical Center is asking to speak with the Tribe’s Business council to see if we can partner to advocate for funding at a federal level.<ul style="list-style-type: none"><li>A motion was made by Commissioner Geary Oliver to approve moving this letter forward and the CMC Board Chair signing. The motion was seconded by Commissioner Brad Parrish.</li></ul></li></ul>			
CONCLUSIONS					
ACTION ITEMS			PERSON RESPONSIBLE		MOTION CARRIED
<ul style="list-style-type: none"><li>Signing of OB Letter to Tribe</li></ul>			Geary Oliver and Brad Parrish		Unanimously

10MINS CFO UPDATE KELLY HUGHES

Discussion	<ul style="list-style-type: none"> <li>The January Finances were distributed prior to the meeting – see handouts</li> <li>We have a new staff accountant, Amber Pierce</li> <li>CMC saw a loss of \$226,217 in January</li> </ul>
	<ul style="list-style-type: none"> <li>Cash flow progress:               <ul style="list-style-type: none"> <li>Deposited from Operations: \$3,681,469</li> <li>Paid out for operations: \$2,672,445</li> <li>Operational Gain: \$1,009,025</li> </ul> </li> <li>Metrics:               <ul style="list-style-type: none"> <li>79 days in AR</li> <li>63 days' cash on hand</li> <li>Gross Patient Rev - \$5,219,156</li> <li>Operation Rev - \$3,077,911</li> <li>Total Operating expense - \$3,288,581</li> </ul> </li> <li>3<sup>rd</sup> party payables/receivable:               <ul style="list-style-type: none"> <li>Medicaid: Liability Balance is Net of Receivable and Payable (\$271,989)                   <ul style="list-style-type: none"> <li>2018 DSH Payable \$571,000</li> <li>2021 Receivable \$299,000</li> </ul> </li> <li>Medicare: Liability balance is \$28,564.38                   <ul style="list-style-type: none"> <li>2022 interim receivable \$505,000 (receivable in Jan 2023)</li> </ul> </li> <li>Audit/Reporting progress:                   <ul style="list-style-type: none"> <li>Cost report and Audit 2022 have begun with DZA</li> <li>DZA is currently reviewing our cash reconciliation process.</li> </ul> </li> </ul> </li> </ul>

- Kelly reviewed the income statement, board charts and the balance sheet.

RESOLUTIONS	<ul style="list-style-type: none"> <li><b><u>Financial Resolutions:</u></b> <ul style="list-style-type: none"> <li><b><u>Resolution 1219 – Payment of Warrants January and February 2023</u></b> – Accounts Payable Warrants #606109607 through #606109942 totaling \$1,305,908.91 Payroll Warrants totaling \$1,020,462.63 for January 2023. And Accounts Payable Warrants #606109943 through #606110297 totaling \$1,367,427.23, Payroll Warrants totaling \$930,348.74 for February 2023.</li> <li><b><u>Resolution 1220 – Charity Care – January and February 2023</u></b> - Commissioners were provided Charity Care cases in the amount of \$25,527.93 and \$19,392.32 identified in the attached listings for the months of January and February 2023.</li> <li><b><u>Resolution 1221 – Bad Debt January and February 2023</u></b>–Commissioners were provided with Bad Debts in the amount of \$112,662.41 for January and \$113,575.35 for February.</li> </ul> </li> </ul>
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CONCLUSIONS	Commissioner Clea Pryor moved for approval on all financial resolutions. The motion was seconded by Commissioner Brad Parrish Motion carried
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ACTION ITEMS	PERSON RESPONSIBLE	MOTION CARRIED
Resolutions 1219 - 1221	Clea Pryor & Brad Parrish	☑

15 MINS COMMITTEE UPDATES

DISCUSSION	<ul style="list-style-type: none"> <li>Commissioner Brad Parrish informed the group that he is unable to make the 4pm finance committee meetings and asked if there was another Board member who would like to attend this meeting. <ul style="list-style-type: none"> <li>Commissioner Clea Pryor volunteered to be on this committee.</li> <li>Additional committee assignments will remain the same until further notice.</li> </ul> </li> </ul>
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5 MINS NEXT MEETING DATE AND TIME BOARD OF COMMISSIONERS

DISCUSSION	April 24 <sup>th</sup> @ 6pm	
CONCLUSIONS		
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 open meeting to go into an executive session regarding RCW 42.30.110(1)(g) for 15 minutes at 6:43pm. The open session was reconvened at 6:55pm.</li><li>The annual CEO evaluation was completed.</li></ul>		
CONCLUSIONS	No action was taken		
ACTION ITEMS	PERSON RESPONSIBLE	MOTION CARRIED	

2 MINS CREDENTIALING BOARD OF COMMISSIONERS

DISCUSSION	<ul style="list-style-type: none"><li>Commissioner Kris Hare 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>Kinjal Desai, MD</li><li>Muhammad Farooq, MD</li><li>Nicholas Okon, DO</li><li>Jennifer Knox, MD</li></ul></li></ul>		
ACTION ITEMS		PERSON RESPONSIBLE	MOTION CARRIED
Approval of Credentialing		Kris Hare & Clea Pryor	<input checked="" type="checkbox"/>
Adjournment	Meeting was adjourned at 7:00PM		

**Agenda Details:** [short overview of agenda item – *Approval/motion requested*]

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Special notes and additional information

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## COULEE MEDICAL CENTER

DOUGLAS, GRANT, LINCOLN, & OKANOGAN COUNTIES PUBLIC HOSPITAL DISTRICT #6

### **Vision**

To be an organization where all people are equal and where the complete well-being of those we serve is our ultimate objective.

### **Mission**

To inspire excellence, as we care for our patients, honor our profession and serve our community.

INSPIRE • CARE • HONOR • SERVE
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### **Values**

#### ❖ **Integrity**

We serve with integrity by doing what is right, regardless of the difficulty encountered.

#### ❖ **Compassion**

We offer comfort and security to our patients, families and community by providing hope through heartfelt concern.

#### ❖ **Respect**

We respect all cultures, beliefs and opinions. We uphold a positive attitude of respect and courtesy.

#### ❖ **Competence**

We strive to be life-long seekers of wisdom and clinical expertise to ensure our patients receive the highest quality of care. We encourage and support education and the professional growth of staff.

#### ❖ **Professionalism**

Statement of Confidentiality: Quality Assurance data, records, and knowledge, including minutes, collected for or by individuals or committees, or committees assigned peer/professional review functions are confidential, not public records, and not available for court subpoena in accordance with RCW sections 70.41.200, 43.70.510, 4.24.250, 74.42.640, 18.20.390, 70.56.020, and 70.56.040

We practice the art of professionalism that embodies appearance, action, communication, competence and respect.

## ❖ Financial Viability

We strive for balance in providing efficient, innovative, quality care by being responsible stewards of our resources.

<p><b>Staff Development Goal</b></p> <p><b>To develop a well-trained and competent workforce, who feel prepared and ready to perform their duties in a safe and respectful atmosphere.</b></p> <p>1a: Customer service – build upon previous training.  1b: Training and education – develop staff to their fullest potential.      1b1: Annual education and all required trainings      1b2: Orientation      1b3: Customized for professional growth</p>	<p><b>Safety Goal</b></p> <p><b>To enhance the overall patient and employee experience in a safe and effective manner, while striving for continual quality improvement.</b></p> <p>2a: Technology Solutions – Assess, improve and sustain safety and quality of Electronic Health Record and all other technological tools and devices.  2b: Quality – Assess, improve and sustain all quality initiatives throughout the organization.  2c: De-escalation training - Ensuring a safe environment for patients and employees.  2d: Facility security – Assess, improve and sustain security measures.</p>
<p><b>Employee Experience Goal</b></p> <p><b>To create an environment of respect and recognition of every employee's role in the organization to produce a culture of engagement and satisfaction.</b></p> <p>3a: Employee empowerment - Hearing your voice and supporting employee councils.  3b: Retention – Valuing our current workforce through boosting morale, motivation and recognition.      3b1: Encourage and provide opportunities for growth  3c: Recruitment – Carefully evaluate need and fit for positions.  3d: Space – Identify each department's immediate and future needs.      3d1: New building expansion to enhance patient care services – Identify funding opportunities and meet financial benchmarks.</p>	<p><b>Patient Retention and Recruitment Goal</b></p> <p><b>To meet and exceed the wellness needs of those we care for to ensure the long term viability of our organization.</b></p> <p>4a: Patient and patient family experience – Getting it right the first time, from patient presentation to discharge and beyond.      4a1: Encourage and embrace patient feedback to learn, improve and grow.  4b: Service lines – Enhance current services while exploring new opportunities.  4c: Marketing – Tell our story and grow our services.</p>