

Board of Commissioners Meeting

MINUTES

NOVEMBER 1, 2022

6:00PM

VIA ZOOM

MEETING CALLED BY	Jerry Kennedy
TYPE OF MEETING	Regular Board of Commissioners meeting
FACILITATOR	Jerry Kennedy
RECORDER	Leha Neilsen
COMMISSIONERS	Commissioner Jerry Kennedy, Commissioner Kris Hare, Commissioner Clea Pryor, Commissioner Geary Oliver
ATTENDEES	Ramona Hicks, Kelly Hughes, Natalie Dennis, Shawn Groh, Joyce Bodeau, Beth Goetz, Misty Braaten, Kraig Fuller, Jessica Hendrix, Jean Clark, Leha Neilsen 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 for this meeting
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 September 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 & Clea Pryor	✓

20MINS

CEO UPDATE

RAMONA HICKS

DISCUSSION	<ul style="list-style-type: none"> • COVID-19 update & vaccine: <ul style="list-style-type: none"> ○ The Emergency Preparedness team met on October 31st to crosswalk the latest information being released from CMS, CDC and DOH. <ul style="list-style-type: none"> ▪ CMS is regulatory and must be followed, CDC are recommendations which do not always match CMS. ▪ CMC will continue to comply with masking requirements while in the hospital setting. • De-escalation and workplace violence training: <ul style="list-style-type: none"> ○ The team has returned from training and we will be implementing a training process by the 1st of the year. <ul style="list-style-type: none"> ▪ Recent events in the community have highlighted the need for not only a highly trained workforce, but also to continue with security services. ▪ The latest data shows hospital workers are at a very high risk, the same as law enforcement, in regards to experiencing violence in the workplace. • Recruitment:
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	<ul style="list-style-type: none"> ○ We are pleased to announce that we selected a long time employee of Coulee Medical Center to begin a training program as the Rural Health Clinic Manager. Kelly Steffens, RN has worked for the hospital for many years in different settings. <ul style="list-style-type: none"> ▪ As part of her training we have brought in an experienced Interim RHC Manager Barbara Schmidt. ○ A small team of CMC staff met with and entertained two physicians who were students with us from the University of Washington School of Medicine. <ul style="list-style-type: none"> ▪ They are evaluating their options as they will both complete residency in 2023, we hope to hear back from them soon. ○ We have a number of key positions we are recruiting for including a lab director, once Penny is ready for retirement. ○ We are very excited to announce and welcome Karri Askerlund, a local home-town RN has moved back to the area and has started working for Coulee Medical Center! • Employee of the year: <ul style="list-style-type: none"> ○ Valerie Clover • WSHA Board Committee work: <ul style="list-style-type: none"> ○ Ramona has accepted the Chair Position and will Chair the Rural Hospital Committee for the Board of WSHA next year. • Governance Policy 1.9 was distributed and approved by the board.
CONCLUSIONS	
30MINS	CFO UPDATE KELLY HUGHES
DISCUSSION	<ul style="list-style-type: none"> ▪ The Finances were distributed prior to the meeting – see handouts ▪ Governance policy 1.4 was distributed to the Board prior to the meeting – we are in compliance with the policy contents.
	<ul style="list-style-type: none"> ▪ Kelly reviewed the income statement and the balance sheet. ▪ Financial Update <ul style="list-style-type: none"> ○ September 2022 Loss <ul style="list-style-type: none"> ▪ Actual: (\$223,991) ▪ Budgeted: \$42,038 ○ Year to Date Loss: <ul style="list-style-type: none"> ▪ Actual: (\$960,979) ▪ Budgeted: \$354,875 ▪ Financial Metrics <ul style="list-style-type: none"> ○ Days in Account Receivable: 77 Days ○ Days Cash on Hand: 67 Days ○ Gross Patient Revenue: \$4,196,159 ○ Total Operating Revenue: \$2,639,867 ○ Operating Expense: \$3,050,963 ▪ Cash Flow <ul style="list-style-type: none"> ○ Deposited from Operations: \$3,038,162 ○ Paid out for Operations: (\$2,902,745) ○ Operational Cash Gain/(Loss): \$135,417 ○ Month End Total Cash & Investments: \$6,197,763
	<ul style="list-style-type: none"> ○ 2023 Budget work is on-going; the Board will be presented with the budget for 2023 at the next meeting. ○ The budget for previous year was discussed and it was decided that the Board will reduce their budget for 2023 as trainings are available online. <ul style="list-style-type: none"> ▪ The Board of Commissioners training budget for 2023 will be: \$10,000
	<ul style="list-style-type: none"> • Information regarding the following resolutions was distributed prior to the meeting. <ul style="list-style-type: none"> ○ Additional funding to the 2022 Budget – Resolution 1205 - not to exceed \$15,000



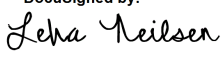
<ul style="list-style-type: none"><ul style="list-style-type: none">Additional funding to the 2022 Budget – Resolution 1206 – not to exceed \$12,000.Discussion on the Charity Care Policy effective 7/1/22 –We recently went through a mock Charity Care audit with WSHA. Natalie plans to bring forward a Collections and Billing policy for approval in the coming months.<ul style="list-style-type: none">Commissioner Clea Pryor moved to approve the Financial Assistance policy and financial resolutions. Commissioner Kris Hare seconded the motion. Motion Carried.		
RESOLUTIONS	<ul style="list-style-type: none"><u>Financial Resolutions:</u><ul style="list-style-type: none"><u>Resolution 1205 – Additional Funding to the 2022 Budget</u> - Commissioners were provided information regarding the need to purchase a light for the crosswalk system for our employee parking lot.<u>Resolution 1206 – Additional Funding to the 2022 Budget</u> - Commissioners were provided information regarding the need to purchase security cameras for Medical Arts Building.<u>Resolution 1207 – Payment of Warrants September 2022</u> – Commissioners were provided information regarding Accounts Payable Warrants #606108057 through #606108407 totaling \$1,513,138.87 Payroll Warrants #410204531 through #413447608 totaling \$853,403.92 for September 2022.<u>Resolution 1208 – Bad Debt September 2022</u>–Commissioners were provided with Bad Debts in the amount of <u>\$74,870.73</u>.<u>Resolution 1209 – Indigent Care – September 2022</u> - Commissioners were provided Indigent Care cases in the amounts of <u>\$10,783.96</u> identified in the listings for the month of September 2022.	
CONCLUSIONS	Commissioner Clea Pryor moved for approval on all financial resolutions. The motion was seconded by Commissioner Kris Hare Motion carried	
ACTION ITEMS		PERSON RESPONSIBLE
Resolutions 1205-1209		Clea Pryor & Kris Hare
		MOTION CARRIED
		✓
0 MINS CMO UPDATE DR. HSIEH		
DISCUSSION	<ul style="list-style-type: none">A written report was submitted	
5 MINS NEW BUSINESS BOARD OF COMMISSIONERS		
DISCUSSION	<ul style="list-style-type: none">N/A	
CONCLUSIONS		
ACTION ITEMS		PERSON RESPONSIBLE
		MOTION CARRIED
OLD BUSINESS BOARD OF COMMISSIONERS		
DISCUSSION	<ul style="list-style-type: none">Reschedule the date of the Board Workshop: This will be scheduled for early 2023.	
CONCLUSIONS		
ACTION ITEMS		PERSON RESPONSIBLE
		MOTION CARRIED
5 MINS NEXT MEETING DATE AND TIME BOARD OF COMMISSIONERS		
DISCUSSION	November 28 th at 6:00pm hybrid option	
CONCLUSIONS	Next meeting location @ Coulee Medical Center in the Medical Arts Conference room. Room capacity 8 people.	



ACTION ITEMS		PERSON RESPONSIBLE	MOTION CARRIED
5 MINS		EXECUTIVE SESSION BOARD OF COMMISSIONERS	
DISCUSSION	▪ N/A for this meeting		
CONCLUSIONS	No action was taken		
ACTION ITEMS		PERSON RESPONSIBLE	MOTION CARRIED
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">Jordan Harbaugh-Williams, MDHsien Sing Sam Hsieh, MDElizabeth Hsu, MD		
ACTION ITEMS		PERSON RESPONSIBLE	MOTION CARRIED
Approval of Credentialing		Geary Oliver & Clea Pryor	✓
ADJOURNMENT	Meeting was adjourned at 7:00PM		

Respectfully Submitted by:

Approved by:

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11/29/2022

Leha Neilsen
Executive Assistant

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11/29/2022

Kris Hare
Secretary, Board of Commissioners

