

BOARD OF COMMISSIONERS MEETING

MINUTES

APRIL 24, 2023

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, Commissioner Brad Parrish
ATTENDEES	Ramona Hicks, Kelly Hughes, Dr. Hsieh, Dr. Castrodale, Shawn Groh, Joyce Bodeau, Neshia Billups Heather McCleary, Amber Pearce, Kraig Fuller, Jean Clark, Leha Neilsen, Heidi Christian, Mesha Markwell 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 2023 March 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 Brad Parrish. Motion carried.		
ACTION ITEMS	PERSON RESPONSIBLE	MOTION CARRIED	
Approval of previous meeting minutes	Kris Hare & Brad Parrish	Unanimously	

5 MINS

CEO UPDATE

BOARD OF COMMISSIONERS

DISCUSSION	<ul style="list-style-type: none"> Dr. Jacob Chaffee recently received the Hidden Hero award. Dr. Chaffee was awarded this award because he has gone above and beyond in the past few years with his work in the pandemic, he has been a huge asset to our incident command
------------	--



	team and was instrumental in employee and patient advocacy during this time, ensuring that we offer the best care we can give.		
	<ul style="list-style-type: none">• Dr. Castrodale received the UW Alumni Service award, this comes after 20 years of giving back to the community. Please congratulate him when you see him.• 1.7 Governance Policy was distributed prior to the meeting and reviewed.<ul style="list-style-type: none">◦ This policy was approved by the Board unanimously.◦ Add language about not being able to fire a provider without Board approval.◦ Ramona will make the changes suggested and present it to the HR committee at the next meeting.• Ramona presented the newest organizational chart for the organization, this new org chart is elevating and recognizing work that is being done at the senior leadership level.• Ramona explained the changes that have been made and the new jobs that the senior leadership level.• A motion was made by Commissioner Clea Pryor; the motion was seconded by Kris Hare. Motion carried.		
CONCLUSIONS			
ACTION ITEMS		PERSON RESPONSIBLE	MOTION CARRIED
<ul style="list-style-type: none">• Approval of Governance Policy 1.7• Approval of Organizational chart as presented		Geary Oliver and Brad Parrish Clea Pryor and Kris Hare	Unanimously Unanimously
10MINS			
CFO UPDATE		KELLY HUGHES	
DISCUSSION	<ul style="list-style-type: none">• The March Finances were distributed prior to the meeting – see handouts• Financial update for March, now that Shawn is the Senior Director of this team he will be doing a lot of the reporting out. Kelly will give the overview and Shawn will give the data reports, his team will continue to put these reports together.• We did talk with Clea about what the reports need to look like at the Board meeting, we will only be going over the Financial update, but are happy to dive into more information if requested.• We will be having Tom, from DZA reporting at our next meeting on the 2022 Audited financials• Mesriow report for 2022 Qtr. 4 - none of our accounts were on the watch list.		
<ul style="list-style-type: none">• In March CMC saw a gain of \$522,394 with a YTD gain of \$765,314• Cash flow for March 2023<ul style="list-style-type: none">◦ Deposited from operations: \$3,856,424<ul style="list-style-type: none">▪ Paid out: \$3,216,004▪ Operational cash gain/loss: \$640,420▪ Month end total cash \$6,999,842◦ AR: 54 in March◦ Days of cash on hand: 70			
<ul style="list-style-type: none">• Kelly reviewed the income statement, board charts and the balance sheet.			
RESOLUTIONS	<ul style="list-style-type: none">• <u>Financial Resolutions:</u><ul style="list-style-type: none">◦ <u>Resolution 1222</u> - Budget amendment requesting an additional \$25,000 for syringe pumps◦ <u>Resolution 1223</u> - Budget amendment requesting an addition \$30,000 for surgical equipment.◦ <u>Resolution 1224-</u> Budget amendment requesting and additional \$64,000 for OB/Trauma equipment (real mom, grant funding)		

	<ul style="list-style-type: none"> ○ Resolution 1225 – Payment of Warrants March 2023 – Accounts Payable Warrants #606110298 through #606110701 totaling \$1,965,320.80 Payroll Warrants totaling \$896,140.71 for March 2023. ○ Resolution 1226 – Charity Care – March 2023 - Commissioners were provided Charity Care cases in the amount of \$98,276.91 identified in the attached listings for the months of March. ○ Resolution 1227 – Bad Debt March 2023—Commissioners were provided with Bad Debts in the amount of \$107,221.90. for March. ○ Resolution 1228 – Budget amendment requesting an additional \$45,000 for preventative maintenance for the parking lot. 		
CONCLUSIONS	Commissioner Geary Oliver moved for approval on all financial resolutions. The motion was seconded by Commissioner Clea Pryor Motion carried.		
ACTION ITEMS	PERSON RESPONSIBLE	MOTION CARRIED	
Resolutions 1222 - 1228	Geary Oliver Clea Pryor	☑	

2 MINS

CMO UPDATE

DR. HSIEH

DISCUSSION	<ul style="list-style-type: none"> • Approval of Medical Staff bylaws last approval was 2007, this has been a long time coming, over the last two years Dr. Hsieh, Dr. Chaffee and the MEC have worked on rewriting the bylaws. The work is not done and will be revamped every two years. • Commissioner Kris Hare moved to approve the 2023 MedStaff bylaws as presented. Commissioner Parrish seconded the motion. Motion carried. <ul style="list-style-type: none"> ○ Jerry Thanked the MEC team for taking this task on. • Clinic - a mock survey has been completed and went very well, shout out to Shoshannah and Kelly for all their hard work on this. <ul style="list-style-type: none"> ○ Working on no shows and standardize workflows, Jessica is working on referral numbers to see if we can bring additional services like Ortho and Gyn • Hospital – a UR Committee has been formed, this team is ensuring admissions are being done correctly, this is a mandatory committee. <ul style="list-style-type: none"> ○ CMC is working to hire a 3rd party review company to review our cases. We are in the final stages of reviewing this company and hope to hire them in the coming weeks. ○ Dr. Knox is back to rounding in the hospital. • OB - We are working with the park services to get a trauma model to build a simulation lab here at CMC, we have the location, set up and residents to come and test it out. Working to hire an additional FP/OB • Surgery - Bravo is apart of Forgut, if we do not move forward with forgut we can still use this tool. This is to find out if a person has reflux, this will be a great tool for Dr. Hsieh's practice, and will help improve patient satisfaction. <ul style="list-style-type: none"> ○ We are in the final stages of the Performa, we would be the only center doing this procedure in Eastern Washington • Wound Care – Dr. Hsieh and Rachel L were scheduled to meet with Dayton, but this has since been cancelled. Dr. Hsieh going to look at their hyperbaric chamber, this has been extremely fruitful for the Dayton Hospital. If we could get a hyperbaric chamber here we would be the only ones within a 90-mile radius. however, they suggested that we do this on our own, we are already doing everything they would do for us.
------------	--



	<ul style="list-style-type: none"> ○ Rachel Lewis and Brian Lee will be heavily involved in this process. • Surgery - we are talking to a company called DOPL, they are looking to bring on AI procedures, they want to help us provide access. <ul style="list-style-type: none"> ○ They specialize in robotics, and are offering for us to trial a pilot program these procedures would be noninvasive, robotic Ultrasound - we are currently in need of these services. ○ Dr. Hsieh and Ramona are in the beginning stages of this project. • ER - the providers are working hard we have hired Josh Mayfield as a per diem Provider, the medical staff is thrilled to have him back in the ER. • MISC - Suki, is a AI product that helps elevate some of the dictation for providers, this program didn't work for us in the beginning but they have recently come out with a version 2 that does meet our needs. <ul style="list-style-type: none"> ○ Dr. Hsieh continues to review this and see if this is a good fit for CMC. 		
CONCLUSIONS	<ul style="list-style-type: none"> ○ Board Approval of the 2023 MedStaff Bylaws 		
ACTION ITEMS	PERSON RESPONSIBLE	MOTION CARRIED	
Commissioner Kris Hare moved to approve the Bylaws. The motion was seconded by Commissioner Brad Parrish. Motion carried	Kris Hare & Brad Parrish	☑	
20 MINS	QUALITY UPDATE		SHARON GILMORE
DISCUSSION	<ul style="list-style-type: none"> • The following quality plans were approved by the Quality Management Committee and are being presented for approval <ul style="list-style-type: none"> ○ Emergency Preparedness (PE.1.6) ○ Environment Management (PE.1) ○ Hazardous Material Management (PE.1.5) ○ Infection Prevention (IC.1) ○ Quality Management (QM.3) ○ Safety Program (PE.3) ○ Utility Systems (PE.1.8) ○ Utilization Review (UR.1) ○ Commissioner Kris Hare moved to approve the quality plans as presented. The motion was seconded by Commissioner Clea Pryor. Motion Carried. • Our DNV accreditation has been made official, Sharon presented the certificate! This meets CMS guidelines and we will be surveyed annually. A huge kudos to all the staff and all the work they have done in the last year to achieve this certification. Tyler and Melissa continue to work hard in their roles and are an awesome team! 		
CONCLUSIONS	<ul style="list-style-type: none"> • Approval of the quality plans as presented 		
ACTION ITEMS	PERSON RESPONSIBLE	MOTION CARRIED	
A motion was made by Kris Hare to approve the presented quality plans. The motion was seconded by Clea Pryor. Motion Carried	Kris Hare & Clea Pryor	☑	
5 MINS	NEXT MEETING DATE AND TIME		BOARD OF COMMISSIONERS
DISCUSSION	The next meeting date is on the Memorial Day holiday, per the Board Bylaws the Board will meet on the following day at 6pm.		



CONCLUSIONS	Next meeting May 30 th at 6pm		
ACTION ITEMS		PERSON RESPONSIBLE	MOTION CARRIED
A motion was made by Commissioner Geary Oliver to move the next meeting to Tuesday, May 30 th . The motion was seconded by Commissioner Brad Parrish. Motion Carried		Geary Oliver and Brad Parrish	<input checked="" type="checkbox"/>
2 MINS	CREDENTIALING		BOARD OF COMMISSIONERS
DISCUSSION	<ul style="list-style-type: none">Commissioner Brad Parrish 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">Joshua Mayfield, PALaura Fralich, MD		
ACTION ITEMS		PERSON RESPONSIBLE	MOTION CARRIED
Approval of Credentialing		Brad Parrish & Clea Pryor	<input checked="" type="checkbox"/>
ADJOURNMENT	Meeting was adjourned at 7:43PM		

Respectfully Submitted by:

Approved by:

DocuSigned by:

57593C7B274D418... 5/31/2023

Leha Neilsen
Executive Assistant

DocuSigned by:

BE015D65309F473... 5/31/2023

Kris Hare
Secretary, Board of Commissioners