

# Board of Commissioners

*Date | time 9/25/2023 6:00 PM | Location zoom meeting*

Meeting called by	Jerry Kennedy	<b>Board Members:</b> Jerry Kennedy, Commissioner, and Board Chair   Commissioner Kris Hare, Commissioner and Board Secretary   Brad Parrish, Commissioner   Geary Oliver, Commissioner   Clea Pryor, Commissioner   <b>Please Read</b> Previous meeting minutes pg. 3 -6
Type of meeting	Regular Board meeting	
Note taker	Leha Neilsen, Executive Support Coordinator	
Timekeeper	Leha Neilsen	

## 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>August 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>Governance Policies 1.5, 1.6, and 1.9</i>	Ramona Hicks	20 mins
<input type="checkbox"/> <b>Chief Financial Officer report</b> <i>Governance Policy 1.4</i>	Kelly Hughes	20mins

<input type="checkbox"/>	<b>Financial Resolutions</b>	<i>Motion Requested</i>	5 mins
	<i>Resolution 1245 – Charity Care August 2023</i>		
	<i>Resolution 1246 – Bad Debt August 2023</i>		
	<i>Resolution 1247 – Payment of Warrants August 2023</i>		
	<i>Resolution 1248 – Amend the 2023 budget for additional funding - Spacelabs</i>		
<input type="checkbox"/>	<b>Chief Medical Officer report</b>	Dr. Hsieh	
<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>October 30<sup>th</sup> @ 6:00pm</i>		
<input type="checkbox"/>	<b>Executive Session:</b>		
	<i>RCW 42.30.110(1)(g)</i>	Jerry Kennedy	
<input type="checkbox"/>	<b>Credentialing</b>	<i>Motion requested</i>	
	<i>Approval of September Credentialing</i>		
<input type="checkbox"/>	<b>Adjournment</b>	<i>Motion requested</i>	

## Agenda Details

**Drafted previous meeting minutes** | August 28, 2023

# Board of Commissioners Meeting

## Minutes

AUGUST 28, 2023

6:00 PM

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 Brad Parrish, Commissioner Clea Pryor
Attendees	Ramona Hicks, Kelly Hughes, Natalie Dennis, Sharon Gilmore, Joyce Bodeau, Leha Neilsen, Baylee George, Amber Pearce John Stint, HUD   Scott Hunter
call to order	Board of Commissioners President Jerry Kennedy called the meeting to order at 6:00 p.m. 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 July Board minutes were distributed prior to the meeting.	

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

Conclusions	Commissioner Kris Hare moved for approval of the minutes that were presented. The motion was seconded by Commissioner Brad Parrish. Motion carried.		
Action items		Person responsible	Motion carried
Approved previous meeting minutes		Leha Neilsen	Unanimously
10MINS	CEO UPDATE		RAMONA HICKS
Discussion	<ul style="list-style-type: none"> <li>• CNO position update- we are still working to hire a CNO, our search continues.</li> <li>• A number of Providers have renewed their contracts, and Dr. Hsieh and Kelly have worked hard to retain these providers. Provider Recruitment is ongoing; we continue to search for a walk-in provider.</li> <li>• Kelly will be attending a meeting regarding the efforts of the state to support OB services. <ul style="list-style-type: none"> <li>◦ We have met with a team that does lobbying in Washington DC and has some innovative ideas for our OB efforts.</li> </ul> </li> <li>• In preparation for our Board Strategic meeting, we are working with Jody Corona, to produce a strategic plan.</li> <li>• Letter from the City - we have owned St. Rita's as a boarding house for many years, and have been looking to update this facility, but funding is an issue. The city clerk asked if CMC would be willing to change the zoning from special residential to commercial, which will allow for a much broader range of use. <ul style="list-style-type: none"> <li>◦ Kelly and Ramona will work with HUD to ensure we have their approval for this request.</li> <li>◦ John Stindt with HUD doesn't see any issue with rezoning this property.</li> <li>◦ Commissioner Oliver moved for approval to authorize the CEO to sign the zoning paperwork. The motion was seconded by Brad Parrish. Motion carried.</li> </ul> </li> </ul>		
10MINS	CFO UPDATE		KELLY HUGHES
Discussion	<ul style="list-style-type: none"> <li>• Financials were distributed prior to the meeting.</li> <li>• CMC saw a gain in June <ul style="list-style-type: none"> <li>◦ July 2023 Loss: \$306,326</li> <li>◦ Year to Date (YTD) Gain: \$1,105,057</li> <li>◦ Deposited from Operations: \$2,578,785</li> <li>◦ Paid out for Operations: \$3,048,137</li> <li>◦ Operational Cash Loss: (\$469,242)</li> <li>◦ Month End Total Cash &amp; Investments: \$5,885,084</li> </ul> </li> <li>• Financial Metrics <ul style="list-style-type: none"> <li>◦ AR - 71</li> <li>◦ Days of Cash on Hand 60</li> <li>◦ Gross Patient Rev – \$5,190,842</li> <li>◦ Operating Rev: \$2,788,920</li> <li>◦ Total Operating Expense: \$3,091,538</li> </ul> </li> <li>• 3<sup>rd</sup> party payables <ul style="list-style-type: none"> <li>◦ Medicaid: Liability Balance (\$566,916) <ul style="list-style-type: none"> <li>▪ 2022 Medicaid Payable \$580,000 (overpaid based on 2020 costs) (payment plan to be set up)</li> </ul> </li> <li>◦ Medicare: Liability Balance is \$301,900 <ul style="list-style-type: none"> <li>▪ 2022 Medicare Receivable \$301,900 (Received 8/15)</li> </ul> </li> </ul> </li> </ul>		

	<ul style="list-style-type: none"> <li>○ Safety Net Assessment: YTD 2023 Receivable \$149,809</li> <li>○ Projected Receivables: <ul style="list-style-type: none"> <li>▪ 2024 - Between \$650,000 - \$750,000</li> <li>▪ 2025 - Between \$700,000 - \$800,000</li> </ul> </li> </ul>	
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• The Mesirow reports were distributed prior to the meeting, none of our accounts are on the watch list.</li> <li>• Kelly recognizes Natalie Dennis for completing her degree in Hospital Administration.</li> </ul>	
RESOLUTIONS	<ul style="list-style-type: none"> <li>• <b>Financial Resolutions:</b> <ul style="list-style-type: none"> <li>○ <b>Resolution 1242 – Charity Care – July 2023</b> - Commissioners were provided Charity Care cases in the amount of \$45,022.98 identified in the attached listings for the month of July 2023.</li> <li>○ <b>Resolution 1243 – Bad Debt July 2023</b>—Commissioners were provided with Bad Debts in the amount of \$50,241.88 for July 2023.</li> <li>○ <b>Resolution 1244 – Payment of Warrants July 2023</b> – Accounts Payable Warrants #606111799 through #606112138 totaling \$1,651,326.18 and Payroll Warrants totaling \$991,883.35 for July 2023.</li> </ul> </li> </ul>	
CONCLUSIONS	Commissioner Clea Pryor moved for approval of all financial resolutions. The motion was seconded by Commissioner Brad Parrish, motion carried.	
ACTION ITEMS		PERSON RESPONSIBLE
Resolutions 1242, 1243, and 1244		Leha Neilsen/Shawn Groh
		MOTION CARRIED
		<input checked="" type="checkbox"/>

20 MINS QUALITY REPORT SHARON GILMORE

DISCUSSION	<ul style="list-style-type: none"> <li>• Process improvement activities that are being worked on - Blood management process, sepsis process improvement, Agency Staff Orientation, Onboarding process, and department rounding and safety audits Improve Communication between lab and care setting, enhance documentation improve data capture for reporting, requirements, Standardize lab processes.</li> <li>• Christy Phillips has also recently gotten her BS in Nursing.</li> <li>• The QMS dashboard was distributed prior to the meeting and reviewed, DNV is asking us to report a little differently than in 2022, a lot of these reports will be coming in this format.</li> <li>• The shift is to continue to push the ownership and accountability to Senior Leadership, the C-suite, and the Board.</li> </ul>	
CONCLUSIONS	Commissioner Clea Pryor moved to approve the quality packet as presented, the motion was seconded by Commissioner Kris Hare. Motion carried	
ACTION ITEMS		PERSON RESPONSIBLE
1 <sup>st</sup> and 2 <sup>nd</sup> quarter quality packets and projects approved		Sharon Gilmore
		MOTION CARRIED
		<input checked="" type="checkbox"/>

5 MINS NEXT MEETING DATE AND TIME BOARD OF COMMISSIONERS

DISCUSSION	September 25th 2023 @ 6:00 pm
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	MOTION CARRIED
	Leha Neilsen	<input type="checkbox"/>

2 MINS CREDENTIALING BOARD OF COMMISSIONERS

DISCUSSION	<ul style="list-style-type: none"> <li>Commissioner Clea Pryor made a motion to approve the credentialing with the exception of the two pending locum providers. The motion was seconded by Commissioner Kris Hare. Motion carried.</li> </ul>
CONCLUSIONS	<ul style="list-style-type: none"> <li>Credentialing privileges were approved for the following providers</li> <li>Locum Reappointment: <ul style="list-style-type: none"> <li>John V Cowley, CRNA</li> <li>Ryan Rasmussen, MD</li> <li>Benjamin Atkinson, MD</li> </ul> </li> </ul>

ACTION ITEMS	PERSON RESPONSIBLE	MOTION CARRIED
Approval of Credentialing	Credentialing Specialist	<input checked="" type="checkbox"/>
Adjournment	Kris Hare made a motion to adjourn the meeting, the motion was seconded by Clea Pryor. The meeting was adjourned at 7:22 PM	

Respectfully Submitted by:

Approved by:

Leha Neilsen  
Executive Assistant

Kris Hare  
Secretary, Board of Commissioners

## Agenda topics

**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**

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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>