

Board of Commissioners

Date | time 10/30/2023 6:00 PM | *Location* zoom meeting

Meeting called by Jerry Kennedy
 Type of meeting Regular Board meeting
 Note taker Leha Neilsen, Executive Support Coordinator
 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 -6

Agenda Items

Topic	Presenter	Time allotted
<input type="checkbox"/> Call to Order	Jerry Kennedy	2 mins
<input type="checkbox"/> Introductions and Announcements	Jerry Kennedy	
<input type="checkbox"/> Mission, Vision, and Values	Board of Commissioners	5 mins
<input type="checkbox"/> Community Survey with HealthFac	Jody Carona	
<input type="checkbox"/> Approve previous meeting minutes <i>September 2023 meeting</i>	<i>Motion requested</i>	2 mins
<input type="checkbox"/> Public Comments		5 mins
<input type="checkbox"/> Chief Executive Officer report	Ramona Hicks	20 mins
<input type="checkbox"/> Chief Financial Officer report	Kelly Hughes	20mins

Governance Policy 1.4

<input type="checkbox"/>	Financial Resolutions	<i>Motion Requested</i>	5 mins
	<i>Resolution 1249 – Charity Care September 2023</i>		
	<i>Resolution 1250 – Bad Debt September 2023</i>		
	<i>Resolution 1251 – Payment of Warrants September 2023</i>		
<input type="checkbox"/>	Chief Medical Officer report	Dr. Hsieh	
<input type="checkbox"/>	Board Committee Reports	Board of Commissioners	5mins
<input type="checkbox"/>	Next Meeting date and time	Board of Commissioners	
	<i>Schedule 2024 Budget Hearing</i>		
	<i>Regular November 27 @ 6:00 pm</i>		
<input type="checkbox"/>	Executive Session:	Jerry Kennedy	
	<i>RCW 42.30.110(1)(g)</i>		
<input type="checkbox"/>	Credentialing	<i>Motion requested</i>	
	<i>Approval of October Credentialing</i>		
<input type="checkbox"/>	Adjournment	<i>Motion requested</i>	

Agenda Details

Drafted previous meeting minutes | September 25, 2023

Board of Commissioners Meeting

Minutes

SEPTEMBER 25, 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,
Attendees	Ramona Hicks, Dr. Hsieh, Shawn Groh, Natalie Dennis, Sharon Gilmore, Angie Gates, Beth Goetz, Heather McCleary, Mesha Markwell, Heidi Christian, Whitney Bowman, 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 6:03 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 August Board minutes were distributed prior to the meeting.			
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">• Ramona welcomed Whitney Bowman to the meeting, she has been hired as our marketing coordinator.• We will be hosting Angela McClain, ARNP next Tuesday for an onsite interview and dinner with our senior leadership team, providers, and Board.<ul style="list-style-type: none">◦ We hope to hire her for the walk-in clinic as a per diem.• CNO position update- we are still working to hire a CNO, we are working with CompHealth to fill this position and are in the interview process with a couple of candidates.• Recognition was given to Rachel Lewis and Rachael Seekins who are helping keep us up to speed on the nurse staffing laws and advocating.• The work continues with Jody Corona and HealthFac to put a community survey out to help us create a Strategic plan, we are hoping to have a board workshop at the beginning of 2024.			
		<ul style="list-style-type: none">• Governance Policies 1.4, 1.5, 1.6, and 1.9 were submitted prior to the meeting, all policies are in compliance			
10MINS		CFO UPDATE		SHAWN GROH	
Discussion		<ul style="list-style-type: none">• Financials were distributed prior to the meeting.• CMC saw a gain in August<ul style="list-style-type: none">◦ August 2023 gain: \$187,197◦ Year to Date (YTD) Gain: \$1,292,254◦ Deposited from Operations: \$4,143,152◦ Paid out for Operations: \$2,817,044◦ Operational Cash gain: \$1,326,108◦ Month End Total Cash & Investments: \$7,384,570• Financial Metrics<ul style="list-style-type: none">◦ AR - 63◦ Days of Cash on Hand 76◦ Gross Patient Rev – \$ 5,369,829			

	<ul style="list-style-type: none"> o Operating Rev: \$ 3,257,654 o Total Operating Expense: \$3,067,351 • 3rd party payables <ul style="list-style-type: none"> o Medicaid: Liability Balance (\$566,916) o 2022 Medicaid Payable \$580,000 (overpaid based on 2020 costs) (payment plan to be set up) o Medicare: Liability Balance is \$0 o 2022 Medicare Receivable \$301,900 (Received 8/15) o We are working on the 2024 budget and hope to have it ready for the Board to review at the October meeting. 	
RESOLUTIONS	<ul style="list-style-type: none"> • <u>Financial Resolutions:</u> <ul style="list-style-type: none"> o <u>Resolution 1245 – Charity Care – August 2023</u> - Commissioners were provided Charity Care cases in the amount of \$32,487.41. identified in the attached listings for the month of August 2023. o <u>Resolution 1246 – Bad Debt August 2023</u>—Commissioners were provided with Bad Debts in the amount of \$61,193.56 for August. o <u>Resolution 1247 – Payment of Warrants August 2023</u> – Accounts Payable Warrants #606112139 through #606112500 totaling \$1,472,124.47 and Payroll Warrants totaling \$923,943.62 for August 2023. o <u>Resolution 1248 – Amendment to 2023 for equipment needs</u>- Commissioners were presented with information regarding the need for this equipment, the purchase will not exceed \$380,000. 	
CONCLUSIONS	<ul style="list-style-type: none"> • Commissioner Brad Parrish moved for approval of the first 3 financial resolutions. The motion was seconded by Commissioner Kris Hare, motion carried. Commissioner Kris Hare moved to approve the budget amendment request, the motion was seconded by Brad Parrish. Motion Carried. 	
ACTION ITEMS	PERSON RESPONSIBLE	MOTION CARRIED
Resolutions 1245, 1246, 1247, and 1248	Leha Neilsen/Shawn Groh	<input checked="" type="checkbox"/>

20 MINS	CMO REPORT	DR. HSIEH
DISCUSSION	<ul style="list-style-type: none"> • The clinic team is working on interviewing a candidate for the walk-in on Oct 3rd, we did hire a Locum ARNP as a locum walk-in provider for now. <ul style="list-style-type: none"> o We are still looking for an FP/OB Physician. o We continue to have many students rotate through CMC, we are currently hosting a Behavioral Health student for the next 3 months. • Dr. Randolph has gone to Deaconess for his C-section training and is very close to being able to offer C-sections on his own here. • On October 10th the surgery team will be holding a Tuesday TIF night, this is a session to teach the community about reflux and what to do if you are suffering from this. • Sam Brunner will be moving to a new schedule in October, she will be here two weeks on, and two weeks off. • Rachel Lewis went to the Wild on Wounds conference in FL and has brought back lots of information, everything she learned we are currently doing at CMC. • Dr. Hsieh has returned from paternity leave • The ER remains busy 	

	<ul style="list-style-type: none"> The providers are trying to plan a provider retreat and will be having the workshop after the strategic planning meeting early next year. Dr. Dimino will be here until the end of the year and wants to stay here after she completes her OB fellowship. 		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	MOTION CARRIED	
		<input type="checkbox"/>	

5 MINS COMMITTEE REPORTS AND NEXT MEETING BOARD OF COMMISSIONERS

DISCUSSION	<ul style="list-style-type: none"> Jerry attended a meeting at the CMC Foundation meeting last week, the intent is to revamp the foundation expand the membership approach, and look at the foundation's new role. Next meeting Oct 30th at 6:00 pm 		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	MOTION CARRIED	

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 Kris Hare. Motion carried.		
CONCLUSIONS	<ul style="list-style-type: none">Credentialing privileges were approved for the following providers<ul style="list-style-type: none">Sasha Dunbar, FNP-BCChristopher McGlothlen, PAMichael Marvi, MDSarah Dimino, MD		
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 Brad Parrish. The meeting was adjourned at 6:43 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*]

Special notes and additional information

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

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**

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.

Staff Development Goal

To develop a well-trained and competent workforce, who feel prepared and ready to perform their duties in a safe and respectful atmosphere.

- 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

Safety Goal

To enhance the overall patient and employee experience in a safe and effective manner, while striving for continual quality improvement.

- 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.

Employee Experience Goal

To create an environment of respect and recognition of every employee's role in the organization to produce a culture of engagement and satisfaction.

- 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.

Patient Retention and Recruitment Goal

To meet and exceed the wellness needs of those we care for to ensure the long term viability of our organization.

- 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.