

# Board of Commissioners

*Date | time* 2/26/2024 6:00 PM | *Location* CMC Training Room

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 | Lee Seekins, Commissioner |

**Please Read** Previous meeting minutes pg. 3 -6

## 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>January 2024 Minutes</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>	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 1261 – Charity Care January 2024</i>		
	<i>Resolution 1262 – Bad Debt January 2024</i>		
	<i>Resolution 1263 – Payment of Warrants January 2024</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>TBD</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 Credentialing</i>		
<input type="checkbox"/>	<b>Adjournment</b>	<i>Motion requested</i>	

## Agenda Details

[Drafted previous meeting minutes](#) | January 29<sup>th</sup>

# Board of Commissioners Meeting

## Minutes

JANUARY 29, 2024

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 Lee Seekins, Commissioner Geary Oliver
Attendees	Ramona Hicks, Dr. Hsieh, Kelly Hughes, Shawn Groh, Leha Neilsen, Kraig, Sharon, Mesha, Amber, Baylee, Heather 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	<p>The previous minutes were distributed before the meeting.</p> <ul style="list-style-type: none"> <li>Budget hearing</li> <li>November 2023 Meeting</li> <li>Special meeting 12/15/23</li> <li>Special meeting 1/22/24</li> </ul>		
Conclusions	<p>Commissioner Geary Oliver moved for approval of the minutes that were presented. The motion was seconded by Commissioner Brad Parrish. Motion carried.</p>		
Action items		Person responsible	Motion carried
Approved previous meeting minutes		Leha Neilsen	Unanimously
10MINS	NEW BUSINESS		JERRY KENNEDY
Discussion	<ul style="list-style-type: none"> <li><b>New Business:</b> <ul style="list-style-type: none"> <li><b>Commissioner Oath of Office:</b> <ul style="list-style-type: none"> <li>Lee Seekins was appointed by the Board as the district's new Commissioner, Lee took the oath of office and was officially sworn in.</li> <li>Commissioner Jerry Kennedy and Geary Oliver also took the oath of office, and all appropriate documents were signed.</li> </ul> </li> <li><b>Board Officer Elections:</b> <ul style="list-style-type: none"> <li>Kris Hare nominated Commissioner Jerry Kennedy to remain as the President of the Board, the motion was seconded by Geary Oliver, and a unanimous vote was made. Motion carried</li> <li>Geary Oliver nominated Kris Hare as secretary of the Board for the year to come, the motion was seconded by Brad Parrish. unanimously. Motion Carried.</li> </ul> </li> <li><b>Board Committee Assignments:</b> <ul style="list-style-type: none"> <li>Board Committee Assignments were discussed and reviewed by the Board.</li> <li>Kris would like to continue on the Quality and HR committee</li> <li>Lee will be on the finance and the EOC committee</li> <li>The others will remain on the same committees.</li> </ul> </li> </ul> </li> </ul>		
20 MINS	CEO REPORT		RAMONA HICKS
Discussion	<ul style="list-style-type: none"> <li>The Board report was submitted before the meeting.</li> <li>We had a DOH survey in the Lab, the team is working on the plan of correction. <ul style="list-style-type: none"> <li>Bryan Knowles is filling the roll of Lab Manager until we find a new manager.</li> </ul> </li> <li>We are continuing the CNO search and are working with some search firms</li> <li>Ramona discussed the Reproductive Privacy Act work that is being done at CMC currently.</li> <li>Charity Care Laws were discussed and how these laws affect Coulee Medical Center and facilities around us.</li> <li>Advocacy has been a major priority at CMC in the last few years.</li> <li>The Nurse Staffing Committee, which is now the Hospital Staff Committee was discussed, and the work that is being done within the committee. Thank you to Rachel Lewis and Rachael Seekins for chairing this committee and taking the lead on this work.</li> <li>We hope to have a Board Workshop by the end of March.</li> </ul>		

	<ul style="list-style-type: none"><li>Ramona discussed the issues CMC is facing regarding transferring patients. Ramona is working to bring in a tele-intensivist (Omnicure) to CMC.</li><li>Thank you to the Board of Commissioners who are willing to volunteer their time to be on our committees and see the work that is being done.</li></ul>	
10MINS	CFO UPDATE	KELLY HUGHES
Discussion	<ul style="list-style-type: none"><li>Financials were distributed before the meeting.</li><li>CMC saw a preliminary gain of \$17,758 for 2023 and a gain of \$237,858 in December.</li><li>Cash Flow Progress:<ul style="list-style-type: none"><li>Deposited from Operations: \$2,276,509</li><li>Paid out for Operations: \$3,747,574</li><li>Operational Cash Loss: \$1,471,066</li><li>Month End Total Cash &amp; Investments: \$6,200,495</li></ul></li><li>Days Cash on Hand: 64</li><li>AR: 68</li><li>Gross Pt. Rev: \$5,119,113</li><li>Operating Rev: \$3,185,752</li><li>Operating Expense: \$2,945,333</li><li>Medicaid: Liability Balance (\$565,565)<ul style="list-style-type: none"><li>2022 Medicaid Payable \$580,000 (overpaid based on 2020 costs) (\$47,130.38/mo for 12 months)</li></ul></li><li>Medicare: Liability Balance is (\$151,538)<ul style="list-style-type: none"><li>2023 Interim Cost Report Complete, owe Medicare \$691,000;</li><li>\$571,950 taken in December/remainder taken from Medicare remits in January.</li></ul></li><li>Currently working with State Auditor for audit of years 2020-2022</li><li>Currently working with DZA for Audit and Medicare Cost Report 2023</li><li>Governance Policy 1.4 is in compliance</li><li>Resolution 1260, Kelly explained what the rural health enterprise partner is and why she would like to move forward with this group.</li></ul>	
RESOLUTIONS	<ul style="list-style-type: none"><li><b><u>Financial Resolutions:</u></b><ul style="list-style-type: none"><li><b><u>Resolution 1257 – Charity Care – November and December 2023</u></b> - Commissioners were provided Charity Care cases for \$44,114.65 identified in the listings for November 2023 and Charity Care cases for \$28,083.89 for December in 2023.</li><li><b><u>Resolution 1258 – Bad Debt November and December 2023</u></b>–Commissioners were provided with Bad Debts for \$107,289.90 for November and \$135,292.80 for December 2023.</li><li><b><u>Resolution 1259 – Payment of Warrants November and December 2023</u></b> – Accounts Payable Warrants #606113199 through # 606113529 totaling \$1,567,221.43 and Payroll Warrants totaling \$917,513.95 for November 2023. Commissioners of the District wish to authorize the payment of Accounts Payable Warrants #60611530 through # 606113916 totaling \$1,785,196.39 and Payroll Warrants totaling \$1,426,154.12 for December 2023.</li><li><b><u>Resolution 1260 – Rural Health Enterprise Partner</u></b></li></ul></li></ul>	
CONCLUSIONS	<ul style="list-style-type: none"><li>Commissioner Geary Oliver moved for approval of all financial resolutions. The motion was seconded by Commissioner Kris Hare motion carried.</li></ul>	

ACTION ITEMS	PERSON RESPONSIBLE	MOTION CARRIED
Financial Resolutions	Leha Neilsen/Kelly Hughes	<input checked="" type="checkbox"/>

20 MINS CMO REPORT DR. HSIEH

DISCUSSION	<ul style="list-style-type: none"> <li>The clinic met its goal of seeing 17,000 patients in 2023</li> <li>We are focusing efforts on Provider Recruiting, we have an on-site interview on Feb 21<sup>st</sup> with Dr. Peterson. We are hoping to keep Dr. Dimino as a full-time employee and are working to develop a training plan for her.</li> <li>We are looking into two different scribe companies for our providers, this will increase efficiency.</li> <li>Dr. Hsieh updates the Board on EMR issues, not all systems communicate with each other, we are getting our providers access to Epic Care!</li> <li>Interviews with 2 OB/FB candidates Dr. Jodie Dhanda and Dr. Ruiz have happened and we are looking at bringing them on.</li> <li>After this meeting Dr. Randolph will be C-section certified!</li> <li>We met our goal of over 500 cases in surgery in 2023.</li> <li>Dr. Hsieh and the team have revamped the wound care program and this is working well.</li> <li>We are working to bring DOPL services to CMC, this is a robotic echo program. Dr. Seslar and his team will be here in March for an onsite visit.</li> <li>We are working to bring a rural residency training track to CMC, more information to come on this program.</li> </ul>	
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"><li>N/A</li></ul>
CONCLUSIONS	

5 MINS EXECUTIVE SESSION BOARD OF COMMISSIONERS

DISCUSSION	<ul style="list-style-type: none"> <li>N/A</li> </ul>	
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 Geary Oliver. 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>Kathleen Henry, PA</li> <li>Michael Rimpler, CRNA</li> <li>Mathew Schneider, PA</li> <li>Carson Van Sanford, MD</li> <li>Charles Randolph, 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 Geary Oliver. The meeting was adjourned at 7:02 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
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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

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.