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CASCADE MEDICAL
PARTNERS IN YOUR HEALTH

Minutes of the Board of Commissioners Meeting
Chelan County Public Hospital District No. 1
Arleen Blackburn Conference Room & Video Conference Connection
November 19, 2025

Present: Shari Campbell, President; Tom Baranouskas, Vice President; Jessica Kendall, Commissioner; Cary Ecker, Commissioner; Dr. Jesse Knight, Commissioner; Diane Blake, Chief Executive Officer; Pat Songer; Chief Operating Officer/Chief of EMS; Marianne Vincent, Chief Financial Officer; Melissa Grimm, Chief Human Resources Officer; Natasha Piestrup, Senior Director of Nursing; Whitney Lak, Senior Director of Rural Health Clinic; Megan Baker, Executive Assistant

Guests: Rachel Avery, Director of Continuous Quality Improvement

Zoom: John Sambrook

Topics	Actions/Discussions
Call to Order	• President Shari Campbell called the meeting to order at 4:59 PM. Dr. Knight then led the Pledge of Allegiance.
Consent Agenda	• Cary moved to approve the consent agenda. Dr. Knight seconded the motion; motion unanimously approved.
Community Input	• None
CM Values	Diane Blake provided the report. • Diane shared a letter from a community member that reflected our values of community—listening and responding to local needs—and quality—ensuring everything we do supports high-quality patient care. The community member praised Dr. Butruille, the physician assistant program, and the mobile clinic, noting the exceptional care he received.
Governance Committee Report	Shari Campbell provided the Governance Committee report. • The Committee reviewed the Commissioner Compensation policy, discussed the draft "Role of a Hospital Commissioner" document, and welcomed feedback. They also recommended that other Board Committees shift from individual self-evaluations to group discussion formats. The Committee reviewed the 2025 work plan, began outlining the 2026 work plan, and initiated planning for 2026 Board Education, noting that education in 2025 exceeded the quarterly expectation. Lastly, the group discussed the CEO annual evaluation process, which will be addressed further in the next agenda section.
Discussions & Reports	**A. CEO Annual Evaluation Process and Materials** Shari Campbell led the discussion. • A few updates were made to the CEO evaluation timeline. The latest version was emailed and provided in print to Commissioners. The Board will hold a Special Meeting on January 6 to review and Collaborate on the CEO evaluation together. **B. Department of Health (DOH) Survey** Rachel Avery gave the presentation. • Rachel presented Cascade Medical's recent Department of Health Survey, including the Fire & Life Safety review. Both areas identified opportunities for improvement, and the Department approved extensions to support development of the required plans of correction. Kudos to Rachel and her team for their swift, thorough work in developing these plans.

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Action Items	**MOTION: Approve Organizational Succession Plan** • The group requested that the term "grooming" be replaced with alternative language. Jessica moved to approve the document with that revision; Tom seconded. Motion unanimously approved. **MOTION: Approve 2026-2028 Community Health Needs Assessment** • Tom moved to approve; Cary seconded. Motion unanimously approved. **MOTION: Approve Credentialing** • Cary moved to approve; Dr. Knight seconded. Motion unanimously approved**.**
BREAK	The Commission took a 20-minute break at 5:50 PM and resumed the meeting at 6:10 PM.
October Financial Report	**Marianne Vincent provided the report.** • Our October margin of ($623,000) compared to a budgeted margin of $272,000 for a variance of ($894,000). • Gross revenues are still tracking close to budget. Operating expenses exceeded budgeted expenses by ($283,000). • Professional fees continued to run over budget ($143,000) in October as we moved forward with Meditech optimization work, utilized outside staffing for Rehab services, and incurred provider recruiting expenses. • The budget reflects a positive $928K. • Cash receipts exceeded budget by $460,000, and year-to-date cash balances are $2,137,000 above projections. October capital expenditures totaled $294,000. Cash receipts show a $3.7 million favorable variance. • Days in Net Accounts Receivable are at 41.6 days; the increase from September is due to the contractual allowance adjustment for the interim Medicare Cost Report. • Recent staffing changes resulted in some process gaps; however, ambulance charges are being reestablished. The GEMT cost report for Medicaid ambulance transports is complete, and we anticipate reimbursement from the state. • E-signature pads are nearly ready for rollout.
Administrator Report	**Diane Blake provided the report**. • **Reminders:** The Food Drive runs through Monday, November 24. The Holiday Party will be held on December 3 at 6:00 PM at LOGE. • **Staffing and Recruitment:** Physician recruitment is ongoing, with residents unavailable until fall 2026. CM continues efforts to hire a full-time physician with leadership capacity for the Medical Director role and plans to extend an offer to a resident. On Monday, November 17, CM welcomed its new Marketing and Public Relations Director, Katie Grove. • **Master Facilities Plan:** The only option within CM's $30 million borrowing capacity is the "do nothing" scenario. The executive team is determining next steps. • **Community Engagement Night:** Kudos to the team for coordinating the 11/18 event. Whitney, Janeth, and Blossom prepared materials and engaged with community members, and Megan secured a table by coordinating with the City. This is a great reminder of what we accomplish when we work together. • **Radiology Update:** October mammograms increased by 30%, totaling 88. Kudos to the radiology team for their strong Breast Cancer Awareness campaign. • **Shari added:** Commissioners' attendance at the December 3 Holiday

	Party is to express appreciation to staff—not for business or meeting purposes so it meets the legal requirements allowing attendance by more than two.
Board Follow Up Items	• If you plan to attend any of the outreach events listed on your agenda, please let Megan know. • Please consider supporting the Food Drive. Checks can be made out to Upper Valley MEND, and Megan can help route donations.
Meeting Evaluation/Commissioner Comments	• None
Executive Session: Performance of a Public Employee (RCW 42.30.110(1)(g)	• Shari called the executive session to order at 6:45 PM for 30 minutes. • At 7:15 PM, the group extended the meeting for one hour. • The group exited the executive session at 8:15 PM
Adjournment	• Shari moved to adjourn the meeting at 8:15 PM; Dr. Knight seconded, and the group unanimously agreed.

Signed by:
Shari Day-Campbell
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Shari Campbell, President

Signed by:
Jessica Kendall
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Jessica Kendall, Secretary