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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
August 25, 2020

Present: **Via Video Connection**: Mall Boyd, President; Tom Baranouskas Vice-President; Mary Helen Mayhew, Commissioner; Helen Rayfield, Commissioner; Bruce Williams, Commissioner
On-Site: Diane Blake, Chief Executive Officer; Pat Songer, Chief Operating Officer; Marianne Vincent, Chief Financial Officer; Jill Barich, Executive Assistant

Guests: **On-Site:** Clint Strand, Director of Public Relations
Via Video Connection: Marlene Farrell, Foundation Coordinator; Kathy Jo Evans, Director of Accounting; Melissa Grimm, Director of Human Resources

Topics	Actions/Discussions
CALL TO ORDER	▪ President Mall Boyd called the meeting to order at 9:02 AM.
CONSENT AGENDA	▪ Mary Helen Mayhew moved to approve the consent agenda. ▪ Bruce Williams seconded the motion. ▪ Motion was approved
COMMUNITY INPUT	▪ None
PUBLIC RELATIONS Update	▪ Clint Strand has been working on the Public Relations budget for 2021. ▪ Clint felt there was a gap in COVID information on mental health, so he partnered with Dr. Moholy and asked him to do a talk on the radio and a write newspaper article. This was also shared with staff. ▪ He is working on making our website more user friendly for the Spanish speakers. ▪ He has also been involved in the work with employees on a plan for dealing with on-line schooling.
FOUNDATION REPORT	▪ The Foundation is currently working on a mobile health clinic campaign. To date, $5,000 has been raised and they have matching funds for up to $20,000. The goal is to raise $40,000 by the end of September. ▪ Marlene has started working on a new grant from CHI community initiatives. The grant is to fund a new innovative program with collaboration between organizations. The school district has agreed to partner with them on this grant and the focus will be suicide prevention for students, staff and parents. ▪ Upcoming Benevolent Day on Thursday, September 10th at Squirrel Tree Restaurant at Coles Corner. They will donate 30% of the proceeds from their sales that day. ▪ Foundation members are working with Icicle Creek Center for the Arts on a virtual concert, which will probably take place September 24th. Three musicians will be performing and the Foundation will have some talking points throughout the night to talk about the mobile clinic campaign.
VALUES	▪ Diane Blake received a really nice letter and thank you from an out of town patient that relates to our values of Community and Quality. The patient had just arrived in town when he had his first heart attack symptoms. He received prompt, professional, quality care and was in the Cath Lab at Confluence within about an hour.
COMMITTEE REPORTS	
a. Quality Oversight Committee	▪ There have been a number of transitions to the QOC. The committee has been working on how we track our quality and how we continue to improve. There are new committee members from the Board, new Sr. Leadership, the pandemic and we had another change in Sr. Leadership for the committee. ▪ The committee had a long list in February of things to accomplish this year, but once the pandemic hit everyone's focus changed causing some work to be delayed until 2021. ▪ Several policies were reviewed and recommended to the Board for approval. ▪ The committee reviewed the Critical Access Hospital Annual Report, which is a requirement of CMS. The committee will review this on an annual basis and it will help guide the Board's focus on quality. ▪ Board rounding will not be restarted yet. When it does, it will be structured to have more continuity and be more consistent. ▪ Reviewed the quality data and event reporting.
b. WSHA Governing Board Committee	▪ Governance Education through WSHA has been very well received.

	▪ WSHA is looking into a Learning Management System to help track governance education and the courses people have attended. ▪ They are also considering adding educational offerings for hospital executives. ▪ If you have suggestions for governance education topics, e-mail Bruce by September 3rd ▪ Bruce Williams also attended an AHA webinar with Jamie Orlikoff. It was a one-hour session with no planned agenda in which he took questions from participants. Bruce provided his notes for everyone and there may be some topics we will want to explore. ▪ Bruce will look back at the email he received about the webinar and see if he can find someone's name so we can connect the other commissioners.
DISCUSSION/REPORT: OLD BUSINESS	
a. COVID-19 Response Activities	▪ Diane participates in a weekly regional call where they discuss available resources and capacity to care for COVID patients. Confluence sends a daily email about the number of COVID patients and their ability to take patients. Confluence has been on divert for about half of the past month due to staff resources and the number of current patients. If Confluence is full, new patients are sent to either Moses Lake or Spokane. ▪ Chelan, Douglas and Okanogan counties are currently the worst counties in the state for COVID cases. Regionally facilities are working together on patient needs. ▪ The Chelan Douglas Health Department has been challenged with recent events. The State has provided resources which is benefiting our counties. ▪ We are being asked to prepare for COVID vaccinations by November. WA DOH believes it is likely there will be a vaccine available later in the year. The state is working on prioritizing who will receive the vaccine first. We are working in-house to prepare. ▪ We are working on a technology solution for patients to avoid the waiting rooms. This is taking longer than anticipated to implement. ▪ Turnaround time for test results is much quicker now that we are able to run Rapid tests in-house. To get the actual results takes about an hour. There is an algorithm to determine who will receive the rapid test. ▪ PPE supplies are good. The one item which we may need more of is the N95 masks. We received about 1000 masks from the school district, but they have asked for them back due to how they will be working with some students and they now have a need for them. ▪ We currently do not have any staff who are quarantined. A couple staff members tested positive in July from community transition, but they are now back at work and doing well. ▪ Staffing may be affected by on-line school and the impacts to some of our staff. About 10-12 staff members are trying to work through a plan on how to manage their children's school needs and be able to continue working. ▪ We have been advised by our legal team to not allow "work from home" due to a large number of our staff have jobs that cannot be done from home and we need to maintain parity among all staff. ▪ The school district has 10 childcare spots available for healthcare workers. ▪ We have rented an apartment for staff to occupy in case they have a family member who tests positive and the employee's assistance is not needed to care for the sick family member. This will allow the staff member to continue working. ▪ COVID Testing can now be done by an MA, which should improve our workflow. We are still running the Respiratory Clinic separate from the clinic and continue to look at efficiencies. ▪ We are working to get back to resuming internal staff meetings. ▪ The Eastern Washington DMCC is not working as well as the Western Washington DMCC, but it is better. There have been some success stories of transfers happening. The eastside coalition is called "Ready". Diane believes this group does receive some state funding. ▪ Diane will connect with Clint on our messaging for flu season and how we can encourage the community to get vaccinated.
b. IT Steering Committee	▪ We are currently evaluating two vendors – MediTech and Cerner. Demos have been completed for both systems and the committee is working on getting feedback from staff. ▪ Chad Schmidt, our Virtual Fractional Chief Information Officer, is working with the vendors on the timing of the project. The goal is to have a selection made by October 15th. ▪ If a new EMR is approved by the Board, implementation would take place in Q2 2021. The committee hopes to have a contract in place by January 1, 2021. ▪ There has been good staff and provider engagement in selecting the EMR.

	▪ Chad Schmidt had a meeting with the provider group this week. The provider group would like a couple providers involved in the process to vet the systems for all of them. ▪ Bruce Williams wonders if it would be beneficial to have Dr. Jerome or another provider attend the next board meeting to provide their perspective of the systems.
ACTION ITEMS: NEW BUSINESS	
a. Financial Assistance Policy Approval	▪ The policy has been reviewed and recommended for approval by the Finance Committee. ▪ Bruce Williams wonders if we are meeting the legal requirements of the policy and how the policy is being utilized by the community. This will be looked at annually at the Finance Committee. The annual audit could be added to the Finance Committee Work Plan with a review of the items listed so we know we are doing what is required. ▪ The Community is made aware of our financial assistance program in a number of ways, including the information is printed on each statement that is sent. Our new Financial Counselor, Avery Epperly, is bilingual and we hope to have him reach out more to the community and work with MEND. We can pre-qualify people for financial assistance so they know in advance how much of a write-off they can expect. ▪ Mall Boyd recently watched the WSHA webinar on Financial Assistance and was able to answer all of her questions on our policy. One suggestion is to link the words “charity care” to the policy on the website. Diane Blake will make sure this is handled. ▪ Bruce Williams moved to approve the Financial Assistance Policy. ▪ Mary Helen Mayhew seconded the motion. ▪ Motion was approved.
b. CT Scanner Approval	▪ At the July meeting we discussed the possibility of purchasing a new CT Scanner in 2020. A replacement CT Scanner is on the capital list for 2022. We may not be able to get replacement parts for the current CT after the end of 2020 and currently they are offering pricing that is several hundred thousand dollars less than what we expected to pay for the unit. Since the July meeting the Sr. Leadership team has re-prioritized the list of capital items for 2020 and have made room for this item. We may end the year with capital purchases being $30,000 over the approved 2020 budget. Sr. Leadership is confident in our cash balances and believe this is manageable. ▪ Tom Baranouskas moved to approve the CT Scanner and the revised capital budget. ▪ Helen Rayfield seconded the motion. ▪ Motion was approved.
c. Kronos Timekeeping System Approval	▪ Sr. Leadership is requesting approval to purchase the Kronos Timekeeping system. This item is also included in the revised capital spending list for 2020 and will improve payroll processing and managing employee records. ▪ Tom Baranouskas moved to approve the purchase of the Kronos Timekeeping system. ▪ Helen Rayfield seconded the motion. ▪ Motion was approved.
d. Credentialing Approvals	▪ Credentialing files for the following providers have been reviewed by the Medical Executive Committee, CEO, and a representative from the Board Quality Oversight Committee. All recommend the following appointments: o Adjunct Privileges (One-year appointment) ▪ Dr. Joshua Frank ▪ Dr. Peter Viavant o Consulting Privileges (Two-year appointment) ▪ Dr. Maxwell Moholy o Extension of Teleradiology Privileges (30-day extension) ▪ Dr. Morgan Haile ▪ Dr. Laura Hotchkiss ▪ Dr. William Phillips o Provisional Teleradiolgy Privileges (One-year appointment) ▪ Dr. Shannon Calhoun ▪ Dr. Eugene Chung ▪ Dr. Timothy Conner ▪ Dr. Jason Grennan ▪ Dr. Jonathan Jaksha ▪ Dr. Waheed Jalalzai ▪ Dr. Jarrett Kuo ▪ Dr. Steven McCormack ▪ Dr. Kara Perrelli

	▪ Dr. Gregory Peters ▪ Dr. Mohammed Quraishi ▪ Dr. Alexander Serra ▪ Dr. Shawn Stone ▪ Dr. Frank Welte ▪ Bruce Williams moved to approve the above list of privileges for providers. ▪ Tom Baranouskas seconded the motion. ▪ Motion was approved.
July Finance Report	▪ YTD we have posted a negative margin of ($17,000) ▪ Last week we received guidance from DZA on how to account for net revenue shortfalls. They have suggested we do a rolling three-month projection. ▪ Gross revenue YTD is ($1,029,0000) ▪ Jim mentioned at the last meeting that the EMS tax collection for 2020 is not at the new rate approved by the voters. Marianne is working with Attorney Brad Berg, on this issue. ▪ Salary and benefits are over budget partially due to an additional EMT shift being added for responses during the pandemic. ▪ Supplies are over budget partially due to additional PPE supplies and defibrillators we have purchased. ▪ Professional fees are over for registry nursing, which should be minimized due to being almost fully staffed. ▪ Cash receipts were close to $1.5 million. Now that volumes are coming back, cash receipts will start coming back up. ▪ Days in Net AR will probably be going back up a little due to increased volumes. ▪ The first draft of the 2021 budget will be reviewed by Sr. Leadership tomorrow. ▪ Marianne Vincent will be starting the work that is required to submit for the Paycheck Protection Plan loan to ensure the full amount is forgiven.
Administrator Report	▪ Last year about this time CMS was getting ready to publish their new rural payment plan called CHART. They have just released the new plan and it looks similar to a Global Budget. There is a lot of work to do as a state and facility to determine if this is something we would be interested in piloting. One interesting point is rural health clinics are not allowed to participate. WSHA believes this may be a negotiating point. One concern and reason to stay connected, is there is interest in Washington State for the Accountable Communities of Health to be involved in this work. There would be a lead agency who would manage risk for agencies. If nothing changes the ACH's will run out of funding by the end of next year. The North Central ACH is interested in piloting this. One facility in our region is very interested in any type of different funding. WHSA has a small sub-committee who is diving into the details of this plan. Participation is voluntary at the state and facility level. ▪ Leavenworth's Christmas Tree Lighting Festival has been cancelled for 2020. ▪ Our clinic received another year of certification for Patient Centered Medical Home. There has been a lot of work happening in the clinic on this. Christiane Brown has been the lead on this project. ▪ We recently received a citation from the Department of Health for filing our Nurse Staffing Plan late. It needs to be filed before the end of the year and ours was not filed until February. We have submitted a plan of correction and the Director of Nursing has it on her to do list for December each year. ▪ We are working with the school district on a vaccination clinic. There have been some timing issues with receiving vaccinations this year. ▪ Our retreat is still scheduled for Thursday, but since we will be meeting via Zoom the meeting will just be in the morning. An agenda and materials will be sent later today. ▪ We currently have a medication take back box in our lobby which has been provided by the Confluence Health Foundation. They pay for the liners that secure the contents of the box to be destroyed. Diane Blake met with a representative from Confluence and a vendor last week and the current box will be replaced by a vendor who works with the State, who will take care of the cost for the liners. The pharmaceutical companies are the ones who are paying for these boxes. We may be without a box for a few days during the transition. Clint Strand will be communicating with the community when we are scheduled to transition to the new box. Our State Legislature also may be approving a similar program for a Sharps collection box.

	▪ The city sewer project which was scheduled for this past spring is beginning this week behind our facility and will limit our parking and access behind the facility. ▪ We are still working with the city on parking meters. We have talked with them about metering our parking, but this is on hold until there is a Memorandum of Understanding. There is some concern around timing with the new city manager. ▪ Open Forum meetings were last week. We would appreciate your feedback.
BOARD ACTION ITEMS	▪ Check e-mail at least three times per week, or more frequently if you are home and able. ▪ All signature pages are being sent via DocuSign today. Please watch your email and sign as soon as possible. ▪ Email Jill Barich with all meetings attended for your August timecard by September 2nd. ▪ Email Bruce Williams with governance education topics for 2021. ▪ WSHA's Annual Conference will be virtual this year. We have registered as a facility and all sessions are available for you to watch. Let Jill Barich know if you are interested and we will send the information to you. ▪ The Annual Board Retreat is this Thursday, August 27th ▪ Mall Boyd is attending the Medical Staff meeting on September 3rd.
STRATEGIC QUESTION / MEETING EVALUATION / COMMISSIONER COMMENTS	▪ The WSHA education topics have been very helpful and the Zoom meetings, though not ideal, have been very informative.
ADJOURNMENT	▪ There being no further business, Tom Baranouskas moved to adjourn the meeting. ▪ Helen Rayfield seconded the motion. ▪ The meeting was adjourned at 11:04 AM.

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Mall Boyd
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Mall Boyd, President

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Helen Rayfield
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Helen Rayfield, Secretary