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CASCADE MEDICAL
PARTNERS IN YOUR HEALTH

Minutes of the Board of Commissioners Meeting
Chelan County Public Hospital District No. 1
Administration Conference Room & Video Conference Connection
June 16, 2020

Present: **Via Video Connection**: Mall Boyd, President; Tom Baranouskas Vice-President; Mary Helen Mayhew, Commissioner; Helen Rayfield, Commissioner; Bruce Williams, Commissioner; Jill Barich, Executive Assistant
On-Site: Diane Blake, Chief Executive Officer; Shawn Ottley, Chief Clinical Officer; Pat Songer, Chief Operating Officer; Jim Hopkins, Chief Financial Officer; Marianne Vincent, Director of Accounting
Guests: **Via Video Connection**: Rachel Hansen, PR Coordinator; Marlene Farrell, Foundation Coordinator; Kathy Jo Evans, Director of Accounting; Melissa Grimm, Director of Human Resources; Kami Matzek, Dingus Zarecor & Associates; Kathleen Lince, WA State Auditor's Office

Topics	Actions/Discussions
CALL TO ORDER	▪ President Mall Boyd called the meeting to order at 9:00 AM.
CONSENT AGENDA	▪ Mary Helen Mayhew moved to approve the consent agenda – less the Bad Debt Report which has an error and will be corrected and approved at the July Meeting. ▪ Tom Baranouskas seconded the motion. ▪ Motion was approved
COMMUNITY INPUT	▪ None
PR Update	▪ Rachel Hansen reported the communication plan with WSHA for the "Don't Delay Care" campaign was cut back due to the Black Lives Matter focus. ▪ At Cascade Medical, in-person clinic visits are increasing in part due to the message being sent about not delaying care. ▪ The Rehab Services department put together a video of home exercises for seniors and others who were attending exercise class at the Senior Center. If people are interested, and there is a need they will consider making a second video. ▪ Dr. Kranz recorded a video of the new check-in process that everyone entering the facility will go through when they arrive. ▪ Rachel Hansen has accepted a position at the Chelan County Public Utilities District and this is her last report. Thank you, Rachel, for all your hard work.
FOUNDATION REPORT	▪ Without any events to plan, Marlene Farrell has been working on grants for the medical center. ▪ The Foundation is getting ready to publish their next newsletter which will be sent to 500 – 600 households. ▪ The Foundation Board is considering adding a statement about diversity on their website.
VALUES	▪ Diane Blake shared a story about a Green Beret and teamwork and how working together as a team helps lighten the load. ▪ Diane also shared comments from the family of a patient who was in our hospital for 68 days. They had great experiences with all staff, regardless of the time of day and included all staff including dietary, housekeeping and all direct patient care areas.
USDA Grant Application: Mobile Clinic	▪ We are applying for a Federal Grant to help fund the purchase of a mobile clinic. A requirement of the grant application is that the project be discussed at a public meeting and allow for public comment. ▪ Marlene Farrell has been reaching out to diverse areas of our community for their input on how Cascade Medical would utilize a mobile clinic in our hospital district. ▪ The grant funding would help cover the costs of purchasing the unit and obtaining all the necessary equipment including X-ray and Lab equipment. ▪ The hope would be to have bilingual consistent staff in the mobile clinic and have it scheduled consistently in Peshastin and Plain/Lake Wenatchee areas. ▪ The estimated cost is around $200,000. We are requesting $85,000 from USDA, with additional funding from another potential grant as well as funding from the Foundation. ▪ Feedback from community members has been overwhelmingly positive.
2019 Audited Financials	▪ Kami Matzek from Dingus Zarecor and Associates presented and reviewed the audited financials for 2019. ▪ There is a new paragraph in the letter this year about the current pandemic and how it is affecting our industry. The state auditor's office is requiring this note on all audited financial statements this year. ▪ The auditors final report states there are no findings.

	▪ There will be a reconciliation for CARES Act funds via a single audit due to receiving federal grant funding over $750,000. Dingus Zarecor and Associates is preparing a team to conduct these audits next year. ▪ Kathleen Lince from the State Auditor's Office recommends documenting as much as possible for all COVID related expenses. ▪ Kami Matzek reviewed the 2019 financial indicators. ▪ The Auditors Letter states there were no big changes in accounting procedures. There will not be any in 2020 either due to the pandemic.
COMMITTEE REPORTS	
a. Governance Committee	▪ The Committee discussed board objectives and the board education plan. They also discussed utilizing the WSHA webinars for board education and spending board time discussing what was learned. ▪ The New Commissioner Orientation Policy was updated with a clear list of documents to be provided to new commissioners. ▪ The CEO quarterly check-ins will continue in July. ▪ The Board Retreat was a big topic of discussion. Ethan Maffey, Director of Process Improvement will be leading the retreat in August.
b. Medical Staff	▪ It was a short meeting. Most of the discussion was about COVID-19 and how it is affecting our facility. ▪ Dr. Kranz will be retiring at the end of the year.
DISCUSSION/REPORT: OLD BUSINESS	
a. COVID-19 Response Activities	▪ The only service line that has not restarted yet is Endoscopy, which will be restarted this week. ▪ In person visits are happening in all areas of our facility and the trends show these visits are picking up. ▪ We have started more universal masking of staff. All staff are wearing masks when they cannot be separated by 6 feet. ▪ Infection Control nurses are not comfortable with staff utilizing cloth masks, so all staff are wearing procedure masks. We currently have enough stock. ▪ Small N-95 masks are in short supply. These masks must be fit tested to ensure the proper fit. The state has a supply of off brand N-95 masks, however most facilities have not fit tested to these brands so they would require new fit testing. ▪ There are still concerns around supply chain, which is not back to normal. We do have a good number of COVID tests. ▪ The last Unified Command Meeting with the fire districts, school district and other emergency agencies in our area was June 11th. The group will meet again if there becomes a need. ▪ We have a piece of lab equipment that can run a quick COVID test, but we don't have the supplies from the manufacturer to run these yet. The manufacturer believes it will be several more months before we will obtain them. ▪ We are able to run the COVID antibodies test. Patients need to meet with their provider before the test is ordered. Providers are not pushing this test, but it is available if a patient and provider determine it is appropriate. ▪ Shawn Ottley has been meeting with the City and Chamber on a regular basis. He met with the Mayor and City Administrator to discuss traffic issues with Front Street closed on weekends. The city administrator came down to see how this affects the flow of traffic. ▪ The School District is starting a stakeholder group to discuss school resuming in the fall. Samantha Jerome will be representing us in that group. ▪ Diane Blake has been meeting with a regional COVID group and will remain engaged with that group. ▪ We are still working on submitting paperwork to FEMA to be reimbursed for COVID expenses that have not been covered by other funds. We want to see how this process will work before investing in additional equipment that would support our community. ▪ Several staff meetings are getting back to more normal focus. ▪ WSHA is engaged in ongoing discussions about how to prepare for a fall surge and how do we have good structure in place so hospital services are not shut down again. There is some discussion at WSHA on engaging in meaningful work around health equity in light of the Black Lives Matter movement. ▪ Diane Blake will be meeting with the Health and Human Services Deputy Secretary to discuss how funding is coming to our State and facilities.

	▪ Chelan and Douglas Counties are in phase 1.5. The health district is supporting random COVID-19 testing in our communities. We will participate by being a testing site for the Upper Valley. Confluence Health, Columbia Valley Community Health and Lake Chelan Community Hospital are also test sites. Random households will receive a letter asking household members to go to a local facility for a free COVID-19 test. The letters are targeted to be sent at the end of the month. ▪ Patient rooming will be changing. There will be no patients in the waiting rooms and patients will be asked to wait in their car until a room is available.
DISCUSSION/REPORT: NEW BUSINESS	
a. WSHA Webinar discussion – Charity Care	▪ Mary Helen Mayhew felt it was a helpful and informative webinar. We need to make sure we are reaching all the patients who are eligible for charity care. ▪ Fiduciary duties – are we using the right forms, have the correct signage, etc. We may need to update our training and ensure it is happening annually. The notes on our statements need to be in English and Spanish. Jim Hopkins, as the CFO and Compliance Officer, is ultimately responsible for ensuring we are compliant. Jim will confirm how often the current training is taking place. ▪ It may be helpful for the Board to receive a regular report from Management on our compliance issues. This could be discussed at the July Finance Committee and management will work on a recommendation for the process to ensure internal controls. ▪ A question was asked about how our focus on ALICE and a mobile clinic will affect our focus on this policy.
ACTION ITMES: NEW BUSINESS	
a. New Commissioner Orientation Policy	▪ The Governance Committee recommends approval of the updated New Commissioner Orientation Policy. The policy was updated with a more succinct list of documents to be provided to a new commissioner. ▪ Bruce Williams moved to approve the New Commissioner Orientation Policy ▪ Tom Baranouskas seconded the motion. ▪ Motion was approved.
b. Credentialing Approvals	▪ The credentialing files for all of the providers have been reviewed by the Medical Executive Committee, CEO, and a member of the Board Quality Oversight Committee. There are no concerns, and all recommend approval of privileges. ▪ Bruce Williams moved to approve privileges for the following providers: o Dr. Megan Guffey – Provisional Privileges – effective July 1, 2020 – June 30,2021 o Dr. John Anderson - Teleradiology Privileges – effective July 1, 2020 – June 30, 2022 o Dr. John Boardman - Teleradiology Privileges – effective July 1, 2020 – June 30, 2022 o Dr. Lawrence Bub - Teleradiology Privileges – effective July 1, 2020 – June 30, 2022 o Dr. Lillian Cavin - Teleradiology Privileges – effective July 1, 2020 – June 30, 2022 o Dr. Kristen Grubb - Teleradiology Privileges – effective July 1, 2020 – June 30, 2022 o Dr. Mark Harshany - Teleradiology Privileges – effective July 1, 2020 – June 30, 2022 o Dr. Kyle Henneberry - Teleradiology Privileges – effective July 1, 2020 – June 30, 2022 o Dr. Perry Kaneriya - Teleradiology Privileges – effective July 1, 2020 – June 30, 2022 o Dr. Margaret Kang - Teleradiology Privileges – effective July 1, 2020 – June 30, 2022 o Dr. Cynthia Oberfelder - Teleradiology Privileges – effective July 1, 2020 – June 30, 2022 ▪ Mary Helen seconded the motion. ▪ Motion was approved.
May Finance Report	▪ We received funds from the CARES Act in May to offset revenue shortfalls. ▪ YTD we are close to our net margin. Expenses were slightly over budget ▪ Cash receipts in April and May were good due to grant funding we have been receiving. We also received property tax revenue. ▪ Days in net Accounts Receivable dropped, this is partially due to lower volumes. ▪ The recent revisions to the Paycheck Protection Plan will help us to have the full amount we received forgiven. ▪ COVID-19 related costs are being tracked for several reasons and items that have not been reimbursed through funds already received, will be submitted to FEMA for additional reimbursement. A second FT EMT position has been added to help with the additional work for ambulance staff. We have not applied for FEMA funding yet, but are working to identify the items that qualify. ▪ The EMS worksheets shows we are positive as of the end of May. Jim Hopkins will review this to ensure this is correct. Ambulance charges have been increased substantially and the levy amount is higher.

	▪ The Bad debt report was incorrect and will be corrected and approved at the July meeting.
Administrator Report	▪ CFO Succession – Jim will be retiring July 31st. A new Director of Account, Mary Jo Evans is on board and doing a great job. The departments of Purchasing and Central Supply will be reporting to the Director of Accounting and not the CFO going forward. That reporting change is in the midst of happening right now and the staff are aware. ▪ Marianne Vincent and Diane Blake are meeting regularly. Marianne is joining all the Sr. Leader meetings for increased communication. Marianne and Jim are also meeting regularly to transition information. ▪ Our financial counselor, Dixie Gough, is retiring in July. The plan is to hire someone who is bilingual in that position. Melissa Grimm and Jerri Smith are working on an internal candidate to fill that position. That position does not include insurance navigation, which we hope the new person will be able to offer. ▪ Public Relations position vacated by Rachel Hansen has been filled by Clint Strand. He is a City council member and has a good connection with our community. He will be starting the end of June. ▪ Dr. Kranz is retiring the end of December. Dr. Fosnaugh was hired early to fill the vacancy when he retires. Diane Blake feels there is room in the current providers panels to take on Dr. Kranz' patients. Dr. Jerome and Diane Blake met with Dr. Kranz to plan for a phased transition of his patients to other providers. We may bring in a consultant to help us determine the appropriate size of provider panels. Dr. Fosnaugh is having a baby late in the year and is hoping to take an extended leave. Carrie Kingsley, ARNP, has given her notice and will be going to the University of Washington Hospital. Carrie was working at the new school clinics before school was closed. ▪ Dr. Richardson was supposed to be on sabbatical this year, but postponed due to COVID. Dr. Jerome and Dr. Butruille are also both due for sabbatical. Dr. Butruille would like to transition to work three days per week, from his current three and a half days. We need to begin looking at practice sharing and making sure all patients are taken care of. ▪ The clinic buildout is complete and staff are moved in and the conference room is ready. ▪ Diane Blake met with Kaylin Bettinger, Director of Upper Valley MEND. MEND is exploring how to carry the Free Clinic forward. They are wondering if the current model is best meeting the needs of the community. There have been questions about risk for our facility with this model. MEND is trying to figure out if there is a way for them to help with medical bills and not run a clinic. Cascade Medical and MEND want to work better together to assist patients with financial assistance. The new financial counselor can be more connected with MEND to assist residents.
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 June timecard.
STRATEGIC QUESTION / MEETING EVALUATION / COMMISSIONER COMMENTS	▪ We have a trend of several years with no findings on our audit and few recommendations for changes. This requires a lot of work on Jim Hopkins and Marianne Vincent's part. This gives everyone confidence in our financials.
ADJOURNMENT	▪ There being no further business, Tom Baranouskas moved to adjourn the meeting. ▪ Bruce Williams seconded the motion. ▪ The meeting was adjourned at 11:35 AM.

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Mall Boyd
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Mall Boyd, President

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Helen Rayfield
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