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CASCADE MEDICAL
PARTNERS IN YOUR HEALTH

Minutes of the Board of Commissioners Special Meeting
Chelan County Public Hospital District No. 1
Arleen Blackburn Conference Room & Video Conference Connection
November 11, 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; Melissa Grimm, Senior Director of Human Resources; Clint Strand, Director of Public Relations
Guests: **Via Video Connection**: Kathy Jo Evans, Director of Accounting

Topics	Actions/Discussions
CALL TO ORDER	▪ President Mall Boyd called the meeting to order at 2:32 PM.
AGENDA APPROVAL	▪ Mary Helen Mayhew moved to approve the consent agenda. ▪ Helen Rayfield seconded the motion. ▪ Motion was approved
COMMUNITY INPUT	▪ None.
VALUES	▪ Diane Blake shared comments from a discussion that took place at the Leadership Team yesterday about our value to the community and the state.
COMMITTEE REPORTS	
a. Finance Committee	▪ The Finance committee reviewed the September financials, which are important to the final preparation of the budget. ▪ The committee had a long discussion on the EMS tax levy shortage and how we would like to collect those dollars, assuming the Department of Revenue agrees the County made an error. ▪ The committee agreed to continue with DZA as our auditor for the 2020 Audit. ▪ The committee will move forward with their committee self-assessment survey. ▪ The committee will begin exploring adding a non-commissioner member.
September Financial Report	▪ Through September the YTD Net margin is $154,000. ▪ YTD Gross revenue are ($197,000). We may have to pull back some of the CARES Act dollars we applied to gross revenue. The rules have changed from a month to month budget to actual look to needing to compare to 2019 actuals. ▪ Salaries and benefits are over budget partially due to the addition of an EMT shift, the temp check person in admitting and additional nursing staff due to callbacks. ▪ Supplies are over budget. We have over $100,000 in COVID supply expenses. ▪ Cash receipts for the year are high. We have received over $6 million in CARES Act funds and Paycheck Protection Program dollars. ▪ Supply expenses do not include beds, ventilators or defibrillators we have purchased. We likely will only be able to use CARES Act funds to pay for depreciation expense for these items. ▪ Marianne Vincent will be working on the loan application for the Paycheck Protection Plan. Once the bank receives the application they have 60 days to process it and then the Small Business Administration has another 2-3 months to review the application. We expect to receive full forgiveness on that loan. ▪ Days in Net AR have increased with the transition of staff and an increase in gross revenues. With the delay in coding, we will see a lag in cash receipts for the next 60 days or so, due to billing being slowed down. ▪ We recently received our interim cost report which shows we should have a $540,000 receivable from Medicare. We did not book that full amount as we believe we will have an adjustment to that as volumes have increased.
2021 Budget Hearing – 2nd Reading	▪ Volumes are projected to be lower than 2019, partially due to the uncertainty around what will happen with COVID ▪ Changes since the initial reading of the budget: o Capital Equipment request – 2021 capital purchases have been decreased. The new EMR initially will be less than anticipated. Monthly expenses related to the EMR have been maintained due to some costs that are still undetermined.

	○ Kitchen remodel, kitchen range and security cameras have been moved to 2022. ○ The capital budget projection is now less than $1,000,000 for 2021. In the past couple years our capital budget has grown during the year. ○ A question was asked about staffing the mobile clinic – it is anticipated to be a late year acquisition so additional staffing expenses are expected to be in future years. ▪ EMS levy receipts in 2020 have been lower than anticipated. Those lower numbers were used in the 2021 budgeting process since we don't have a final answer on how this will be resolved by the Department of Revenue. ▪ If we are able to collect the full amount that was requested in 2020, the Finance Committee agreed to request 1/3 of the shortage each year for the next three years. ▪ The Sr. Leader team spent a lot of time discussing the wage increase for non-union staff, management and providers. The team is recommending 3%/1.5%. 2021 will be a tough year with the EHR implementation. This also keeps salaries in line with market trends. The IAFF contract is up for renegotiation in the Spring of 2021. The WSNA contract is set for another couple years. ▪ The finance committee recommends the 3%/1.5% wage increases for staff in 2021.
ACTION ITEMS: NEW BUSINESS	
a. Resolution 2020-09 – 2021 Budget & Tax Levy Approval	▪ Tom Baranouskas moved to approve Resolution 2020-09 – Approval of the 2021 Budget and Tax Levies. ▪ Helen Rayfield seconded the motion. ▪ Motion was approved.
b. Resolution 2020-10 – 2021 M&O Tax Levy Approval	▪ Tom Baranouskas moved to approve Resolution 2020-10 – Approval of the 2021 M&O Tax Levy. ▪ Helen Rayfield seconded the motion. ▪ Motion was approved.
c. Resolution 2020-11 – 2021 EMS Tax Levy Approval	▪ Tom Baranouskas moved to approve Resolution 2020-11 – Approval of the 2021 EMS Tax Levy. ▪ Helen Rayfield seconded the motion. ▪ Motion was approved.
BOARD ACTION ITEMS	▪ All signature pages are being sent via DocuSign today. Please watch your email and sign as soon as possible.
STRATEGIC QUESTION / MEETING EVALUATION / COMMISSIONER COMMENTS	▪ Thank you, Marianne for all your work on the budget in such trying times.
ADJOURNMENT	▪ There being no further business, Helen Rayfield moved to adjourn the meeting. ▪ Bruce Williams seconded the motion. ▪ The meeting was adjourned at 3:25 PM.

DocuSigned by:
Mall Boyd
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Mall Boyd, President

DocuSigned by:
Helen Rayfield
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Helen Rayfield, Secretary