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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
October 27, 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; DeAnna Griggs, Senior Director of Nursing; Clint Strand, Director of Public Relations
Guests: **Via Video Connection**: Chad Schmitt, Virtual Fractional Chief Information Officer; Dr. Miranda Raiche, Provider; Kathy Jo Evans, Director of Accounting; Marlene Farrell, Foundation Coordinator

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. ▪ Helen Rayfield seconded the motion. ▪ Motion was approved
COMMUNITY INPUT	▪ None.
FOUNDATION REPORT	▪ Marlene Farrell reported that the Foundation submitted a grant for Suicide Prevention work and is also finishing up a grant with the Murdock Foundation for the mobile clinic. ▪ The Foundation Newsletter will be going out soon, and there will also be a Spanish version published for the first time. ▪ The annual end of year campaign letter will be sent out soon. The funds raised from this mailing will support this year's project for ambulance safety equipment. ▪ Foundation members are discussing next year's events. They are considering a Garden Tour instead of a Home & Garden Tour and are considering holding the golf tournament in a different way.
PUBLIC RELATIONS Update	▪ Clint Strand reported that we held two drive through flu shot clinics in October. One hundred fifty-seven people were vaccinated at the first clinic, and numbers are not in yet for the clinic on Saturday, October 24th. ▪ We are highlighting Think Pink throughout the month and free mammograms for underinsured women ▪ Clint is working with the other facilities in our region on messaging for public service announcements around COVID. ▪ The employee newsletter, Cascade Connects was published.
VALUES	▪ Diane Blake shared an article and thoughts on the value of Empowerment.
COMMITTEE REPORTS	
a. Medical Staff	▪ The UW student did a presentation. ▪ Dr. Stirling led a discussion on the proposed Stroke Protocols.
b. Part-time Resident Advisory Council	▪ Only four members attended, but they were very interested in what is happening at Cascade and how financially stable we remain. ▪ The members were very interested in the tourism and city information that Clint Strand presented. ▪ There is a need for additional members.
DISCUSSION/REPORT: OLD BUSINESS	
a. IT Steering Committee	▪ The Steering Committee and staff put a lot of time and effort into analyzing the two systems, Cerner and MediTech that were under consideration. ▪ After all input was received, MediTech was the decision of providers and staff as the best option. ▪ There is still a lot of work to do to pull everything into one system. Data archiving will be a big piece of the project and this work has already begun. ▪ The go live is anticipated to be in October 2021. ▪ MediTech was actually the cheaper of the two options. Chad Schmitt, VFCIO, believes we did a good job of getting the system at a good price.

	▪ The steering committee did a survey to ask staff which system they preferred. 75% of respondents chose MediTech. We are asking MediTech to work with the people who did not select that system to address their concerns. ▪ Providers wanted to make sure the system is user friendly across all areas of our facility. Dr. Fosnaugh, Dr. Raiche and Corey Rubinfeld, PA-C were the main provider representatives and spoke to providers in other facilities who use both systems. ▪ One area that made providers prefer MediTech, is there is more autonomy than with Cerner, which is a shared platform. On a shared platform, we would need to work with the other facilities for any system changes. We currently have a shared platform and there are times when changes either don't happen or they take a long time to be implemented. ▪ The system seems to work well on different types of devices such as desktops, laptops, tablets and phones to give providers access to information at any time. ▪ MediTech is also fully integrated with the voice transcription software, Dragon, that providers currently use. This saves provider a lot of typing time. Dragon can be used by support staff as well as providers. ▪ There appears to be fewer "clicks" to accomplish tasks, which is a big benefit. ▪ Confluence Health uses Epic which communicates better with MediTech making it easier and quicker for providers to get patient notes for better care. ▪ Comments from other facilities indicated that MediTech's customer support was more robust as well. ▪ All three providers on the committee were on the same page and felt MediTech was the best solution. ▪ The contract went to our attorney yesterday for review. The hope is to get the contract to the board for approval at the November 17th meeting. ▪ There will be an increase in monthly costs of about $8,500/month more than all of our current systems. Medicare will participate in the cost of part of the system. The net increase is expected to be somewhere around $4,700/month, and this may be reduced further if other costs can be eliminated.
b. COVID-19 Response Activities	▪ Our case count per 100,0000 people was on the way down in September. We were down to about 100 per 100,000, but cases are on the rise in Chelan and Douglas Counties as well as statewide, nationally and world-wide. There is concern around the rise in cases and how that will affect healthcare facilities. ▪ Last week we had the most positive cases in one week. ▪ Confluence is on divert about half of the time and they have seen an increase in COVID hospitalizations. ▪ We have not signed the contract with the health district on contract tracing yet as they have not provided the list of questions we will be asking patients. ▪ There have been changes at the local health district. It has been determined that communication is fractured and our participation in the joint group that we are part of may help. ▪ There is now a single number for staff to call to locate beds for COVID patients if Confluence is on divert. They will find a facility to admit the patient, but they do not have a mechanism to assist with the patient transport. ▪ We are involved with the hospital association on wording of a proposed revised proclamation on elective procedures. ▪ We will continue renting a condo to have a place for staff to quarantine if needed. ▪ Some kids were immunized at the recent drive through flu shot clinic. ▪ We are hearing there may be shortages gloves and syringes in the supply chain. There is still not much availability of N-95 masks. ▪ We are doing a good job of keeping employees safe at work, but some are not as good at staying safe outside of work which has resulted in some staff getting infected from community exposure. ▪ There are staff celebrations that we typically host that we will not be doing this year. The Thanksgiving potluck for working staff and employee appreciation night at Ski Hill are a couple examples. ▪ Diane is asking staff to not gather with people from outside of their household for the holidays.

DISCUSSION/REPORT: NEW BUSINESS	
a. Q3 2020 Organizational Dashboard	▪ There were two dashboards included in the packet. The first one was the first two quarters. At the retreat we discussed the revised performance measures. Due to this a new dashboard was created for Q3 and Q4 with the revisions. ▪ The fact that there is so much green on the dashboard is amazing with the amount of focus that has shifted due to COVID. ▪ Community Connections is behind plan, but these plans have been paused due to the pandemic. We have connected with the community in a number of other ways throughout the pandemic which is very beneficial. ▪ For the goal to implement structure to prioritize hiring dual language staff, we are now using Alta, which is a company who conducts competency exams. Employees complete a 30-minute verbal exam and must meet set criteria in order to receive the hourly rate increase. ▪ We are still working on determining how to calculate actual market share. We are working with WSHA to get more regular data, but we also have a team working on the data. ▪ A question was asked about how we are going to educate patients about being able to park in the metered spaces, designated for CM, for free once the meters go live. The process is still being finalized and we will develop a strategy for informing patients. ▪ Currently we do not collect all the demographic data that we may want to use to determine market share. With the implementation of the new EMR we will be training staff to collect all of this data accurately and hope to be able to track this in the future.
ACTION ITEMS: NEW BUSINESS	
a. Space Labs Upgrade Capital Purchase	▪ Bruce Williams moved to approve the purchase of the Space Labs Cardiac Monitoring equipment. ▪ Tom Baranouskas seconded the motion. ▪ The board discussed this purchase in detail at the September meeting and believe this will improve patient care. ▪ Motion was approved.
b. City of Leavenworth Interlocal Agreement for Parking	▪ Tom Baranouskas moved to approve the Interlocal Agreement with the City of Leavenworth for parking. ▪ Mary Helen Mayhew seconded the motion. ▪ We want to be a good partner with the City and work together on the issue of parking. The expanded hours of parking for patients and staff from 7:00 AM – 7:00 PM will be helpful. This agreement also expands the number of spaces available to us for parking. ▪ Motion was approved.
c. Resolution 2020-08 – Surplus Equipment	▪ Mary Helen Mayhew moved to approve Resolution 2020-08, Surplus Equipment to surplus a GIF Endoscope. ▪ Helen Rayfield seconded the motion. ▪ Motion was approved.
d. Credentialing Approvals	▪ Dr. Roselynn Gentles credentialing file has been reviewed by the Medical Executive Committee, CEO, and a representative from the Board Quality Oversight Committee. All recommend approval of Active Privileges. • Mary Helen Mayhew moved to approve privileges for Dr. Gentles. • Bruce Williams seconded the motion. ▪ Motion was approved.
September Finance Check-in	▪ In early September our HIM Director, Peggi Ann Amstutz resigned. ▪ At that time management started working on interim coding help from an outside agency. It took much longer than anticipated to get access to our system for the coding group. ▪ Coding for September was finalized last week, which did not allow for financials to be completed in time for this meeting. ▪ AR Days are up and the delay in coding and billing will slow down cash receipts. ▪ Now that September has been closed, Marianne Vincent will finalize the September financials and update the 2021 proposed budget. ▪ The EMS levy number is still not finalized and is being reviewed by the Department of Revenue on the County's behalf.

	▪ Beginning January 1, 2021, we are required to have a list of shopable services and present costs for certain services on our website. We are reviewing contracts with TruBridge and Parathon to complete this work. ▪ Jerri Smith will be taking on the additional role of managing the HIM Department. We plan to continue our agreement for outside coding with TruBridge to help with that function. ▪ There will be a special meeting on November 11th to present the full September financials and approve the 2021 budget.
Administrator Report	▪ Dr. Fosnaugh and Whitney Lak both had their babies. ▪ Our new CT Scanner is set to be installed in November. Planning is underway for this implementation. We will need to surplus the old one in November. ▪ We have a new group reading images for us at a reduced cost and provider are very happy with the improved response times. ▪ We hear from providers who work at other facilities that there is more pharmacists can do to support patient care. Work will be underway to look at how we can implement some changes. ▪ Diane completed her service on the AWPHD Board in October. She remains part of the WSHA Board. ▪ Advocacy – Diane is meeting with Rep Steele on Friday via Zoom. ▪ The Privacy/HIPAA Officer position has been moved to Melissa Grimm. ▪ WSHA has helped us with Quality, through contracts with the Centers for Medicare and Medicaid Services (CMS). CMS changed how they award those contracts and the latest contract cycle made it a 5 state contract. WHSA did not receive the new contract to support the quality work. The final impacts of this are still unknown, but we expect we will see some changes. ▪ For the past couple years there has been ambulance purchase on our capital budget. There is an ambulance in the 2021 capital budget and we can no longer push this purchase out. Due to the substantial build time with ambulances, we will likely be asking for approval in November for the ambulance which will be purchased in 2021. ▪ The laws around funding for paid family leave have changed recently. The IAFF contract, which covers the paramedics and EMTs was negotiated around the time those laws were changing. The current contract does not include paid family leave for those members. A member of that team has a spouse who will be having a baby soon and Melissa has worked with legal to renegotiate the contract for a short time to include paid family leave. The full contract will be renewed in the Spring of 2021. ▪ Free Clinic – Dr. Kranz; Carrie Kingsley, ARNP; Diane Blake, along with Terri Weiss and Kaylin Bettinger from UV MEND, met to discuss the purpose of the Free Clinic. Terri Weiss wants to step out of the leadership role. Dr. Kranz suggested that the Free Clinic become a gateway to get patients inserted in a continuum of care. The location of the Free Clinic likely will not be here when it resumes. There is a lot of alignment with the members of the group to meet the most basic needs of the patients.
Executive Session – Performance of a Public Employee (RCW: 42.30.110(1)(g)	▪ The Board moved into Executive Session at 11:05 AM for 30 minutes for the purpose of discussing the performance of a public employee. ▪ The Board returned to regular session at 11:35 AM.
BOARD ACTION ITEMS	▪ Check e-mail at least three times per week, or more frequently if you are home. ▪ All signature pages are being sent via DocuSign today. Please watch your email and sign as soon as possible. ▪ Please remember to let Jill know if you will be out of town. ▪ Send your list of meetings attended in October to Jill by Friday, October 30th.
STRATEGIC QUESTION / MEETING EVALUATION / COMMISSIONER COMMENTS	▪ The discussion this morning on the webinars was really helpful. There have been several webinars lately.
ADJOURNMENT	▪ There being no further business, Bruce Williams moved to adjourn the meeting. ▪ Tom Baranouskas seconded the motion. ▪ The meeting was adjourned at 11:42 AM.

DocuSigned by:
Mall Boyd
Mall Boyd, President

DocuSigned by:
Helen Rayfield
Helen Rayfield, Secretary