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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
April 27, 2021

Present: **Via Video Connection**: Mall Boyd, President; Tom Baranouskas Vice-President; Mary Helen Mayhew, Commissioner; Helen Rayfield, Commissioner; Bruce Williams, Commissioner; Clint Strand, Director of Public Relations; Chad Schmitt, Virtual Chief Information Officer
On-Site: Diane Blake, Chief Executive Officer; Pat Songer, Chief Operating Officer; Marianne Vincent, Chief Financial Officer; Melissa Grimm, Senior Director of Human Resources; DeAnna Griggs, Senior Director of Nursing; Jill Barich, Executive Assistant
Guests: **Via Video Connection**: Duane Goehner, Community Member

Topics	Actions/Discussions
CALL TO ORDER	▪ President Mall Boyd called the meeting to order at 9:03 AM.
CONSENT AGENDA	▪ Tom Baranouskas moved to approve the consent agenda. ▪ Mary Helen Mayhew seconded the motion. ▪ Motion was approved.
COMMUNITY INPUT	▪ None
FOUNDATION REPORT	▪ Bob Jennings reported for the Foundation Board. ▪ Work is ramping up on the Golf Tournament, which will be held at Kahler Glen. They wanted to support other local businesses and it is less expensive. ▪ There will not be a dinner, but there will be a small awards ceremony on one of the greens following the tournament. The lunch will be provided by Dan's and will be bigger than in the past. ▪ There will be displays on several greens including a power lift gurney and the auto CPR machines which are the project for this year. ▪ There will be a virtual auction held the day of the tournament and mystery wine will be available to purchase at the tournament. They are working with P2X Studios for promotional materials. P2X Studios may also help with the Garden and Art Tour. ▪ The board is also preparing for their 30th Anniversary. ▪ Wade Nash suggested they start an intern program for Juniors and Seniors in high school. They will not be members of the Foundation but will be attending meetings to learn about the work of the Foundation. ▪ The Garden and Art Show is scheduled for August 7th. There are ten gardens in the Leavenworth and Peshastin area and six artists will be displaying their work and selling items. ▪ There will be a photo shoot tomorrow to present a check for the Mobile clinic.
PUBLIC RELATIONS UPDATE	▪ Clint Strand reported that he recently released the bi-monthly newsletter. Diane and Dr. Moholy both had articles about mental health. Our Dietitian, Katelin had an article on how to go meatless and Joe Aponik had an article on shaping up for spring. ▪ Clint is also working on communicating about vaccine clinics. We are communicating with the Chamber of Commerce and the school district to ensure people know they are eligible to get the vaccine. ▪ He is also creating flyers and rack cards for different services in our facility. ▪ He will be working on creating flyers about the mobile clinic and the services that will be available.
VALUES	▪ Diane Blake spoke about the value of Quality and provided feedback from a patient. It also touches on Community and working with other organizations to have a good outcome for patients. ▪ Quality – We define quality as: Expect excellence; Be the best we can be; Go the "second mile"; Fix, not blame; See mistakes as learning opportunities; Expect and deliver upon high standards; and Invest in effective education, orientation and training.
COMMITTEE REORTS	
a. Governance Committee	▪ The committee discussed documents related to the work of commissioners. The committee will be suggesting a new form which will be discussed later in the meeting. ▪ Education plan – WSHA webinars are the main education focus right now.

	▪ Three commissioners are signed up for the Safety & Quality Summit on May 13th. Attendees should take notes and send them to Jill Barich to be included in the next board packet for the education session prior to the May meeting. ▪ WSHA is offering a CEO and Board workshop on June 29th – let Jill know if you wish to attend. ▪ Retreat planning – we are unsure how we will be meeting. We hope to have Dr. Jerome, Dr. Richardson and Dr. Stirling attend so we can discuss provider scheduling. ▪ Work is progressing on the new EMR. ▪ Commissioners should continue to work toward their certification through WSHA.
b. Part Time Resident Advisory Council	▪ There was good attendance with good discussion and suggestions. ▪ The committee appreciated hearing updates about Cascade as well as Leavenworth. Clint did a nice job of presenting and getting feedback from the committee. ▪ Attendees commented on the amount of time providers spend with patients here and how nice it is to be seen quickly even when they arrive at our Emergency Department.
DISCUSSION/REPORT: OLD BUSINESS	
a. COVID-19 Response Activities	▪ The Chelan Douglas Health District numbers have not been reported for the past week and a half. The Washington State Department of Health site has higher level data and there is more lag. The concern is cases are on the rise across the state. We are seeing more positive cases in the tests we are performing. The number of COVID patients hospitalized across the state is over 600. There are more younger people hospitalized. Some of this may be due to the variants that are more contagious and spreading faster. We as a healthcare facility need to communicate with the community about the need to continue masking and to become vaccinated. ▪ There is speculation that several counties in the state will be moving back to Phase 2 and some may go back to Phase 1. ▪ We are seeing a decline in demand for vaccine. We are getting vaccine on a regular basis now and continue to hold vaccine clinics but are unable to fill all the available slots. We reached out to the community and heard that businesses do not want their staff vaccinated on Thursday and Friday due to businesses being busy on the weekend. We are offering 10 appointments on Monday and Tuesday for the next couple weeks and those appointments filled fairly quickly. ▪ There is potential to work with the school district on a vaccine clinic. We would need to use the Pfizer vaccine to vaccinate students who are over 16 years old who have approval from their parents. ▪ The vaccines are currently under an emergency use which does not allow facilities to mandate vaccinations. Once the emergency use order expires and the vaccines are approved, employers will have the ability to mandate vaccines as we do with other vaccinations. WSHA is working on a policy that facilities may wish to adopt.
b. MediTech Report	▪ Staff are working through the discovery and due diligence in Phase one now. We have been providing MediTech with a lot of data. ▪ It is a huge lift for staff to get data gathered in order to get to the next phase which is the build. There are conversations about the resources needed for that phase. ▪ The team is working on a more definitive timeline for phase two. ▪ The team is also working with data archives on how to archive our legacy data.
DISCUSSION/REPORT: NEW BUSINESS	
a. Organizational Dashboard	▪ The dashboard and write-up were included in your packet for Q1 progress. ▪ There is a lot of green on the dashboard now, but with the EMR implementation we may need to push some projects off to next year to allow time for the build and implentation of the new system. ▪ The planned work on the Patient and Family Council will bring new insights to our facility.
ACTION ITEMS: NEW BUSINESS	
a. Resolution 2021-04 – Surplus Equipment	▪ We are requesting to surplus the commercial washing machine that broke down and was replaced. ▪ Mary Helen Mayhew moved to approve Resolution 2021-04, Surplus Equipment. ▪ Bruce Williams seconded the motion. ▪ Motion was approved.
b. Solarium improvement proposal approval	▪ Helen Rayfield moved to approve the improvement work to the solarium. ▪ Bruce Williams seconded the motion.

	▪ We may be able to use CARES Act funds to pay for these improvements. ▪ Motion was approved
c. Board of Commissioner Pledge	▪ The commissioner pledge was presented at a virtual conference and is a pledge for meeting conduct for all commissioners. ▪ Tom Baranouskas moved to approve the Commissioner Pledge. ▪ Bruce Williams seconded the motion. ▪ Motion was approved.
d. Part Time Resident Advisory Council Member appointments	▪ Mary Helen Mayhew moved to approve the recommended appointments to the advisory council. ▪ Due to not meeting in April 2020, appointments that would have happened then are being brought to the Board for approval now. ▪ Council recommendations for new three year appointments: o Tracy Owen – term beginning 5/1/2020 o Arnie Schoenmoser – term beginning 5/1/2020 o Ken Hamm – term beginning 5/1/2020 o Jim Elliott – term beginning 5/1/2021 o Jeff Libby – term beginning 5/1/2021 o Andrew Erisman – term beginning 5/1/2021 o Ann Fuchs – term beginning 5/1/2021 o Bob Fuchs – term beginning 5/1/2021 ▪ Tom Baranouskas seconded motion. ▪ We are still looking for new members. Most members have second homes in the Leavenworth area. It would be nice to have more members from the Lake Wenatchee area. ▪ Motion was approved
February Finance Report	▪ We posted a small positive margin in February. ▪ We had a lag in preparing March financials due to the transition to Kronos and the feed to the General Ledger is no longer automatic. ▪ Revenues in Lab, Emergency Department and CT are ahead of budgeted margins. Clinic, PT and Speech are all behind budgeted volumes. ▪ Salaries and benefits are over budget for the month. Professional fees include legal fees, audit fees and nurse registry and were over budget for the month. ▪ Cash receipts were below budget for the month but are over budget Year to Date. ▪ Days in Net Accounts Receivable are down slightly. ▪ An additional $50,000 was booked to contractual allowance in February This will be reviewed again in March to determine if further adjustments need to be made. ▪ We made a payment to Stryker for $75,000 to pay off the lease on the defibrillators as we were able to use CARES Act funds for this purchase. ▪ All insurance policies have been renewed for 2021. ▪ The State Accountability Audit will wrap up with an exit conference on May 5th. Bruce Williams and Tom Baranouskas both plan to attend. The other commissioners stated they do not wish to attend. ▪ Diane Blake and Marianne Vincent signed the management letter which states they have provided all the data requested of them to the state auditors. ▪ Our financial audit with DZA is getting close to wrapping up. They are working on the cost report and they have assisted in the use of CARES Act funds. ▪ GEMT funds for fiscal year ending June 30, 2020 for $138,000 were received today. ▪ We have still not heard back on the repayment of the Paycheck Protection Program funds.
Administrator Report	▪ Diane presented our latest Community Health Needs Assessment (CHNA) to the City Planning Commission. It was a good opportunity to be able to talk to the city leaders about building a heathy community. She has been asked to meet with the City Planners to discuss our organization's plans for the future and how can we collaborate where appropriate. We will begin the planning for our next CHNA later this year. It will be good to have input from others in our community. ▪ IAFF Contract Ratification – this did not occur following the last meeting. We will head back to the negotiating table in May and hope to come to agreement soon. ▪ We held an FTE position from last year and are working on hiring an educator position to help with routine education, as well as coordination and management of training across the organization.

	▪ Sr. Management is looking at future and budgeted capital needs to determine if we can leverage CARES Act funds for any of these purchases. There is a deadline on when these funds must be spent, so management may move forward with some of these purchases if timing does not allow for approval first at a board meeting. The Board will be made aware of any such purchases, per policy. ▪ Tomorrow the Foundation intends to present the funds they collected for the mobile clinic which were separate from the grant. Diane will be reviewing our strategic plan to ensure both organizations are aligned. ▪ The clinic's Patient Centered Medical Home Certification was renewed as they met all required criteria
BOARD ACTION ITEMS	▪ Check e-mail at least three times per week, or more frequently if possible. ▪ All signature pages are being sent via DocuSign today. Please watch your email and sign as soon as possible. ▪ Upcoming Training: o Safety & Quality Summit, May 13th o Board and CEO workshop – June 29th o Quality Committee meeting – May 18th o Finance Committee – May 18th ▪ Please provide Jill dates when you will be out of town. ▪ Provide a list of meetings you attended in April to Jill by April 30th.
STRATEGIC QUESTION / MEETING EVALUATION / COMMISSIONER COMMENTS	▪ None
EXECUTIVE SESSION – Performance of a Public Employee (RCW 42.30.110(1)(g)	▪ The Board will move into Executive Session beginning at 10:35 for 30 minutes to discuss the performance of a public employee. Following the Executive Session, no other action will be taken other than adjournment of the meeting. ▪ Bruce Williams moved to move into Executive Session at 10:35 AM. ▪ Helen Rayfield seconded the motion. ▪ Motion was approved. ▪ The Board returned to Open Session at 11:05 AM.
ADJOURNMENT	▪ There being no further business, Helen Rayfield moved to adjourn the meeting. ▪ Tom Baranouskas seconded the motion. ▪ The meeting was adjourned at 11:06 AM.

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Mall Boyd
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Mall Boyd, President

DocuSigned by:
Helen Rayfield
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Helen Rayfield, Secretary