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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
February 23, 2021

Present: **Via Video Connection**: Mall Boyd, President; Tom Baranouskas Vice-President; Mary Helen Mayhew, Commissioner; Helen Rayfield, Commissioner; Bruce Williams, Commissioner; Diane Blake, Chief Executive Officer; Clint Strand, Director of Public Relations
On-Site: 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**: Kathy Jo Evans, Director of Accounting; Duane Goehner, Community Member; Mogens Bach, Foundation Member

Topics	Actions/Discussions
CALL TO ORDER	▪ President Mall Boyd called the meeting to order at 9:00 AM, following a board education session which was a preliminary recap of the AHA Rural Health Conference.
CONSENT AGENDA	▪ Mary Helen Mayhew moved to approve the consent agenda. ▪ Bruce Williams seconded the motion. ▪ Motion was approved
COMMUNITY INPUT	▪ None
FOUNDATION REPORT	▪ The golf tournament will be at Kahler Glen in June. Sponsorships are being secured. ▪ There will be a garden and art tour in August. An artist has been identified to showcase their art and gardens have been identified for the tour. ▪ A newsletter will be coming out soon. ▪ There are three benevolent nights scheduled for the year ▪ Strode Weaver is returning to the board. ▪ The Murdock Foundation committee meets in May so we will likely not hear anything on our grant application until that time.
PUBLIC RELATIONS UPDATE	▪ Clint Strand is providing information updates to staff regarding vaccine clinics. ▪ He is also working on finalizing the Annual Report which is scheduled to be sent to the community in April.
VALUES	▪ Diane Blake shared thoughts and our definition for the value of Respect. ▪ Diane also shared bits of a conversation she had with an inpatient recently who recognized that it takes everyone in the organization to make things work and the patient mentioned how happy staff are when they were here. ▪ Diane praised the work of the admitting staff amid all the challenges they face on a daily basis regarding vaccines. Community members are getting frustrated with not being able to get their vaccinations. Our staff are receiving a large number of calls each day and not everyone is respectful to them.
COMMITTEE REORTS	
a. WSHA Governing Boards Committee	▪ Bruce Williams is a member of the WHSA Governing Boards Committee. The agenda for that committee includes questions for the committee members to consider on some topics. This is something we may want to consider. ▪ WHSA Governance Education is being well received and it has been broadened from just commissioners to also CEO's and management positions.
b. Governance Committee	▪ The committee discussed the board education plan. The committee is encouraging commissioners to attend the WSHA webinars. ▪ The Board would like to receive a quarterly report on Community Connections and a monthly report on the EMR work. ▪ The committee had a preliminary discussion on our annual retreat, but it will depend on how we can meet. The strategic plan will be reviewed to determine if we need to do a refresh on anything.
c. Quality Oversight Committee	▪ The committee reviewed the Death with Dignity policy that was approved as part of the consent agenda. ▪ On the Open Public Meetings Act webinar yesterday, everyone was reminded that the Quality Improvement Committee can discuss items in more detail as this is not an open public meeting and work of the committee is protected.

	▪ There are several staff committees that report to the QOC. Management is beginning to look at the work of each of these committees and will be standardizing the quarterly reports they submit to the QOC.
d. Finance Committee	▪ The committee spent a lot of time discussing December financials, which will not be finalized until the audit and cost report are completed. There may be repayment on some CARES Act funds. Our loan forgiveness application for the Paycheck Protection Program has been submitted and we expect a response within the next several weeks. ▪ Without the government funding, the year may have looked differently, although we did have a good year. ▪ We did not furlough or lay-off any staff during the pandemic and were able to provide a good salary increases to staff. ▪ 2020 is not a year that we can use to compare to other years on financial performance. ▪ The committee recommends commissioners attend the May 19th WSHA Webinar Budgeting & Financial Modeling in a Post COVID World. ▪ The work of management over the years to grow our cash balances gave us the ability to weather the pandemic and remain in a strong financial position.
e. Medical Staff Meeting	▪ There was a lot of conversation around inpatient admissions. Medical Staff had requested education on this topic, which was presented by Jerri Smith, Business Office Manager and Aisha Houghton, Case Manager. ▪ Corey Rubinfeld asked about introducing nitrous oxide in the Emergency Department and creating an “ouchless” ED for kids. ▪ Dr. Kranz is working with Alex Riggs, Infection Preventionist on restarting the UV MEND Free Clinic. ▪ Dr. Raiche is gearing up for the EMR conversion.
DISCUSSION/REPORT: OLD BUSINESS	
a. COVID-19 Response Activities	▪ Current COVID stats,186/100,000 over 14 days, we are now in Phase 2 of the Governor’s plan. It is still important to social distance and wear masks. Leavenworth’s numbers are still high. ▪ We have updated the daily employee health assessment to reflect the move to Phase 2. ▪ We remain concerned about the new variants of COVID. ▪ There are new guidelines around quarantine requirements. If a person is 14 days past their second dose and they have an exposure they no longer need to quarantine as long as they are asymptomatic and it is within 3 months of their vaccinations. ▪ The effects of the pandemic are wearing on staff. Dr. Moholy did a talk for Open Forums. Dr. Moholy also attended the Leadership Team meeting to provide directors with some guidance to help staff. ▪ We remain concerned about the lack of vaccine. The focus on mass vaccination sites, means the rural areas are not receiving vaccine. We continue to raise concerns about this as an equity issue for outlying rural areas. ▪ The city is allowing us to expand parking spaces when we are hosting vaccine clinics. Community members are very appreciative of the collaboration between our facility and the city. ▪ We remain frustrated with our inability to get vaccine. We have used some CARES act funds to hire a vaccine coordinator who will lead the effort to vaccinate our community. ▪ We have not received any new prime doses, but have received 200 boost doses, 100 scheduled for February 24th and 100 for March 5th. ▪ We are working with Columbia Valley Community Health who may be able to transfer us 300 Pfizer doses, but this remains to be seen as Town Toyota may be short boost doses. ▪ If we receive confirmation that we will receive the 300 doses we plan to do a clinic over the weekend. ▪ We have 19 volunteers, 60% who are nursing staff who could administer the vaccines and 40% who are support staff. We plan to hire three of the nursing staff as Public Health Response employees so they remain committed to assisting with this effort and available to us for boost doses.

	▪ Staff vaccination – 30 of our full-time staff are not vaccinated, about 70% of full-time staff are vaccinated.
DISCUSSION/REPORT: NEW BUSINESS	
a. MediTech Report	▪ The project is not officially kicked off as far as Meditech is concerned. We are doing some background work and getting information to MediTech. ▪ The project leadership team has been identified and are working through the first phase. ▪ IT staff are looking at archiving the legacy systems databases. There are a number of sub-projects to manage through the process as well. ▪ MediTech has about 6 months of build time. They will turn over some pieces in April or May to begin working through processes. ▪ A communication tool is begin developed that will be used for staff and information can be shared with the board.
b. Foundation Golf Tournament	▪ Traditionally board members have donated $125 each for a combined facility sponsorship. Please send your check to Jill Barich, made out to CM Foundation.

c. Advocacy Report	▪ Several commissioners have reached out our local legislators and they have been responsive to our concerns regarding vaccine.
	▪ WHSA set up virtual advocacy days and the Eastern WA group met virtually with Representative Steele. Topics discussed include:
	  ▪ Nursing licensure compact – licensed nurses in 34 states with compacts can provide services in another compact state. Many facilities throughout our state have not been able to find enough nursing support.
	  ▪ Telemedicine - The group requested support for payment and covered services for audio only telemedicine visits. We have found that patients who can benefit most from telemedicine visits, also don't have good internet connection, so audio only services would be beneficial.
	  ▪ We are asking for legislation to allow facilities to operate differently in an emergency. We are asking that our state match the federal changes that were implemented.
	  ▪ The group also asked Representative Steele to oppose several bills.
	▪ As a state, hospitals are having some challenges following the VIP Access some facilities gave people for vaccines. WSHA is receiving a lot of questions about the VIP Access during legislative session. There is a lot of work around educating legislators about bills that could be harmful to hospitals as well as those that would be helpful.
	▪ Congresswoman Kim Schrier has been appointed to the Health sub-committee. She is one of the few doctors in Congress.
	▪ A virtual community forum on social determinants of health is being planned that will include Congresswoman Kim Schrier, Diane Blake, Kaylin Bettinger, UV MEND and someone from the Latinex community. Bruce Williams is working with Kelli Scott, from Congresswoman Schrier's office to coordinate this forum, which is likely to be March 8th at 12:00. The forum will be presented in both English and Spanish.
	▪ As details are finalized, we are asking commissioners to spread the word with your community contacts. This forum is intended to be for our hospital district, but no one will be excluded.

ACTION ITEMS: NEW BUSINESS	
a. Resolution 2021-01 – CEO Contract Amendment	▪ Bruce Williams moved to approve Resolution 2021-01, CEO Contract Amendment. ▪ Tom Baranouskas seconded the motion. ▪ Motion was approved.
b. Resolution 2021-02 – Surplus Equipment	▪ Bruce Williams moved to approve Resolution 2021-02, Surplus Equipment. ▪ Mary Helen Mayhew seconded the motion. ▪ Motion was approved.
December Preliminary Finance Report	▪ We had a positive margin of $274,000 with a budgeted margin of $85,000. ▪ An adjustment to the Contractual Allowances was booked for $530,000, which we likely will need to repay to Medicare based on volume increases. ▪ A Receivable of $370,000 as booked in December for the EMS tax levy funds the County did not collect in 2020. These funds will be collected from 2021 - 2023 ▪ Other Operating Revenue includes about $800,000 of CARES Act funds that we have recognized. ▪ Expenses have not changed much from previous months.

	▪ Cash receipts – we received about $6.4 million is CARES Act funds and Paycheck Protection Program funds, which are reflected in our total for the year. We had budgeted our cash total to be around $6.4 million at the end of 2020. Due to the above factors our current cash balance is much higher, but we do not yet know if we will be able to retain all the funds we received. ▪ Days in Net AR decreased to 61.7 at the end of December. ▪ The forgiveness application for the Paycheck Protection Program loan, was submitted before the end of the year and we should hear in the next 45 days or so if we will receive forgiveness on all or some of this. ▪ Our new on-line bill payment system is set to go live March 8th. ▪ We are in the last few weeks of our State Accountability Audit for 2017 - 2019. An exit conference will be scheduled when the work is finished. ▪ We are preparing documents for our audit with DZA.
Administrator Report	▪ We are about to enter negotiations with the IAFF union for the ambulance crews. ▪ We adjusted our staffing model in the IT Department after the departure of our Director of IT. It has been determined that we need a more skilled technician on-site now that we have a virtual, fractional CIO. A new skilled technician has been hired and starts on March 1st. ▪ Provider staffing model – we staff the Emergency Department on weekends some evenings with ED providers who also see hospital patients. During the day the clinic providers and physician assistant cover the ED. This model is being reviewed so we create better efficiency and better overall care for our patients. It will be a process to determine the best model for our facility. ▪ Sr. Leadership distributed employee recognition items to staff last week. Typically at this time of year we would be hosting an employee appreciation night at Ski Hill, which we are not able to do this year. ▪ The Chelan Douglas Health District has a new Executive Director, Luke Davies. Diane has had a few conversations with him and he sees the health district as being able to help with the distribution of vaccine in our region. Other health care leaders in the area have been pleased with his involvement. ▪ We will be receiving an invoice from WSHA for additional assessment of 1.5% of the funds WSHA was able to secure for hospitals. WSHA is at about 90% staffing and looking at additional layoffs due to changes in quality work. ▪ There are several big system changes happening in our facility right now: implementation of KRONOS, our new timekeeping system; new nurse call system and telemetry work as well as MediTech work beginning.
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. ▪ Send golf tournament donations of $125.00 to Jill, checks made payable to CM Foundation. ▪ Register for the upcoming WSHA webinars ▪ Block your calendar for March 8th at 12:00 for the community forum and share the information when it is finalized with your network of friends. ▪ Please remember to let Jill know if you will be out of town. ▪ Provide a list of meetings you attended in February to Jill by February 26th.
STRATEGIC QUESTION / MEETING EVALUATION / COMMISSIONER COMMENTS	▪ Coming out of the pandemic there will be a lot of strategic questions. What will the new “normal” look like? ▪ As we plan for the future, we will need to learn from what we have experienced during the pandemic.
ADJOURNMENT	▪ There being no further business, Tom Baranouskas moved to adjourn the meeting. ▪ Mary Helen Mayhew seconded the motion. ▪ The meeting was adjourned at 10:55 AM.

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Mall Boyd
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Mall Boyd, President

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Helen Rayfield
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