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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
January 26, 2021

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

Guests: **Via Video Connection**: Kathy Jo Evans, Director of Accounting; Marlene Farrell, Foundation Coordinator; Mike Stanford, Staff Member; Duane Goehner, Community Member; Chuck Zimmerman, Ogden, Murphy Wallace

Topics	Actions/Discussions
CALL TO ORDER	▪ President Mall Boyd called the meeting to order at 9:00 AM.
CONSENT AGENDA	▪ President Mall Boyd proposed an adjustment to the agenda to move the Executive Session from Item #13 to #15 with no action taking place following the Executive Session, other than adjournment of the meeting. ▪ Tom Baranouskas moved to approve the consent agenda as adjusted. ▪ Bruce Williams seconded the motion. ▪ Motion was approved
ELECTION OF OFFICERS	▪ The board's practice has been for each officer to hold their position for two years, although new officers are elected annually. ▪ Bruce Williams moved to approve the following slate of Board Officers: o Mall Boyd – President o Tom Baranouskas – Vice President o Helen Rayfield – Secretary ▪ Mary Helen Mayhew seconded the motion ▪ Motion was approved.
COMMUNITY INPUT	▪ Duane Goehner commented that he would like records released quickly. He provided a document to the commissioners via email. He is requesting data on employee turnover and employee satisfaction surveys.
FOUNDATION REPORT	▪ The Foundation is working toward hosting events in 2021. The golf tournament will be held at Kahler Glenn in June. ▪ They are planning a Garden tour in August and will be partnering with Wenatchee River Institute and Sleeping Lady Resort. ▪ They presented a check for a grant received for Suicide Prevention work with the school district. ▪ Bob Jennings is the new Chair. Nancy Lellelid will be stepping off the board when she moves this Spring. Strode Weaver will be rejoining the board.
PUBLIC RELATIONS UPDATE	▪ A COVID weekly update is going out to all staff. ▪ The auto-attendant for the phone system has been updated to help with calls for the COVID vaccine. The website is being updated with the latest COVID information. An email has been set up with a form for people to fill out to get on the list for vaccines. ▪ Clint continues to work on the annual report that will be sent out to the community. He hopes to have that ready to finalize in the next couple weeks.
VALUES	▪ Diane Blake shared thoughts on the Value of Community. She provided the definition we use for this value. ▪ With the COVID vaccine work that is going on, we are even more connected with our Community. Our Team has worked very hard over the past year and everyone has to learn to adapt to rapidly changing information and expectations. Our desire to vaccinate the community puts additional stresses on the staff. ▪ Diane shared a voicemail message she received from a community member. This person praised Christiane Brown, RN for her work in a very efficient vaccination clinic for community members.
DISCUSSION/REPORT: OLD BUSINESS	

a. COVID-19 Response Activities	▪ Regionally – Chelan/Douglas counties had a high rate in December 998/100,000, that rate is now at 460.9/100,000. That is still high, but much better than December. We avoided a spike after Christmas and New Year's, but we are still struggling with capacity as a region. Confluence's ICU is full and they will not be able to take any new patients. Samaritan Hospital in Moses Lake does still have ICU beds available. Our facility is full or close to full as we continue to take non-COVID patients. The Governor came out with a new Road Map to Recovery. The entire state is in Phase 1 – there are 4 metrics for a region to move to the next phase. There are concerns about the new variants of the virus and it has been confirmed that some of the new variants are in our area. Masking, social distancing, and washing hands are all important things for everyone to continue. ▪ We received our first 100 doses of vaccine the day before Christmas and vaccinated staff the following week. Several staff received their first doses at Confluence. ▪ We are logging about 70% vaccination rate of staff. The vaccine is being made available to staff when it is available to us. ▪ The Governor opened B1 Tier 1 vaccinations allowing us to move to vaccinating the community which includes those ages 65 and over or 50 and over in a multi-generational household. ▪ The Governor's office has not been pleased with the vaccination rate. The state is now focused on mass vaccination sites instead of sending vaccine to hospitals and healthcare facilities. We received no allocation of vaccine this week. There is a mass vaccination site in Wenatchee this week, but the slots for this week have already been filled. We continue to hope for additional vaccine and have requested 500 doses. We know we can vaccinate that many people in a week. There are people in our community who are not able to get to Wenatchee for a mass clinic. ▪ We received our first batch of second doses for this week and next. The state is meeting their commitment to send the second doses. ▪ The mass vaccination clinic in Wenatchee will be set up for 6 weeks. They are providing the Pfizer vaccine which has the second dose at 3 weeks. ▪ We are still renting a condo for staff who need to quarantine from their family or need a place to work while on quarantine. We expect to rent it through March. ▪ We continue to hold our Respiratory Clinic and keep those patients separate from other patients. ▪ Supplies - as an industry we struggle with N95 masks and small gloves. We do have a good supply of these items right now. ▪ We still have 150 messages from people to get on the waitlist that need to be logged from the first voicemail we set-up and another 300 on the current voicemail. Our wait list is currently about 1500 patients.
DISCUSSION/REPORT: NEW BUSINESS	
a. Q4 Dashboard Review	▪ The year-end dashboard and write-up were provided in the packet. Some areas are lagging but some will be finished in the first quarter of 2021. ▪ One thing that is not on the dashboard for 2020 is taking care of our community during a pandemic. ▪ Management's work for the past several years to build up good cash reserves, put us in a much better position with the pandemic than some facilities. There was also a lot of work around keeping COVID out of our facility. ▪ The Board appreciates everyone's hard work throughout the year.
b. Mid-cycle capital purchases	▪ Our capital purchase policy establishes approval limits for the CEO. There is an exception for the CEO to approve emergent purchases that have not been presented to the board. ▪ The Lab refrigerator went out and a new one was purchased. The refrigerator came in around $6,000 and the CEO capital limit is $5,000. ▪ We made some purchases that we can use CARES Act funds that have not already spent. o iSTAT – is used to run certain tests in the lab when the main unit is not available. We purchased an ISTAT since our other machine has gone down a few times. This machine was $11,000.

	○ Automated fit testing machine. Everyone who needs to wear an N95 mask must be fitted annually. With N95's in short supply, we purchased an automated testing machine, which saves staff time, but also preserves our supply of N95 masks. This machine cost $19,500.
c. 2021 Retreat discussion	▪ We do not know if we will be able to have an in-person retreat, but we need to start looking at dates that are available for everyone. The Governance committee will begin working on topics to be discussed. ▪ We are tentatively looking at a retreat date in August. ▪ Commissioners are asked to email Jill Barich with dates they are not available in August
d. Public Records Education	▪ WSHA has a webinar on February 22nd on Open Public Meetings and Public Records Act. Commissioners are encouraged to register for this webinar.
ACTION ITEMS: NEW BUSINESS	
a. Board Committee & Liaison appointments	▪ Mary Helen Mayhew moved to approve the proposed slate of Committee and Liaison assignments: ▪ Committee Appointments: ○ Governance – Mall Boyd, Chair & Tom Baranouskas ○ Finance – Tom Baranouskas, Chair & Bruce Williams ○ Quality Oversight – Bruce Williams, Chair & Mary Helen Mayhew ○ Foundation Liaison – Helen Rayfield ○ Part Time Resident Advisory Council Liaison – Mary Helen Mayhew ▪ Tom Baranouskas seconded the motion. ▪ Motion was approved.
b. Approval of Video Intercom System	▪ Mary Helen Mayhew moved to approve the purchase of a new video intercom system. ▪ This system was discussed at the December meeting and will be a big improvement to our current system, especially since the ED entrance doors are locked to control the flow of people entering the facility. ▪ Helen Rayfield seconded the motion. ▪ Motion was approved.
c. Foundation Agreement	▪ The Foundation agreement for fundraising has a three-year term. There are minor, grammatical changes recommended. ▪ Helen Rayfield moved to approve the revised Foundation Agreement. ▪ Tom Baranouskas seconded the motion. ▪ Motion was approved.
d. Credentialing	▪ Bruce Williams moved to approve privileges for the following providers: ○ Dr. Tony Butruille – Active privileges effective 2/1/2021 – 1/31/2023 ○ Dr. Jerome Jerome - Active privileges effective 2/1/2021 – 1/31/2023 ○ Dr. Geoff Richardson - Active privileges effective 2/1/2021 – 1/31/2023 ○ Dr. Karl Kranz – Adjunct Hospital Privileges effective 2/1/2021 – 1/31/2022 ○ Lucca Criminale, PA-C – Adjunct privileges effective 2/1/2021 – 1/31/2022 ▪ The files have followed our approved process and been reviewed by the Department Director, Medical Executive Committee, CEO, Board QI Committee representative, and all recommend approval. ▪ Mary Helen Mayhew seconded the motion ▪ Motion was approved.
November Finance Report	▪ We have posted a YTD margin of 2.2% our goal is 3%. ▪ Net Margin for November is $70,000 ▪ Acute Care, Swing Bed, Lab, CT and Ambulance all posted positive margins. Rehab and clinic remain below budget. ▪ Salaries and benefits are over budget due to additional shifts for ambulance and the temp check desk that were unbudgeted. ▪ Cash receipts were $2.75 million for November. The last few months have had higher revenues, we also received $684,000 from Medicare for our 2019 cost report settlement and $114,000 for 2020 Medicare settlement. We are being conservative in our use of CARES ACT funds and are working with DZA to determine how these funds can be spent. ▪ Low volumes in clinic and Rehab will have an effect on our 2020 cost report.

	▪ We have made some unplanned purchase throughout 2020 for capital items. ▪ Days in NET AR have gone down to 65.1. The business office has done a nice job of collecting cash. ▪ The State Auditor Accountability Audit is underway. Mall Boyd and Tom Baranouskas attended the entrance conference last week. This should be wrapped up in the next week. ▪ Accounting and HR Departments have been working on getting our new timekeeping system up and running. ▪ The Admitting and Business Office staff have been busy handling the new COVID phone line. ▪ Price Transparency is now required to be on-line. The Business Office has worked hard with our vendor TruBridge to get contracts updated. All prices are estimates and based on previous history with a medical plan. It will take time for the tool to be really effective. ▪ Marianne, Kathy Jo Evans and Sr. Leaders are busy accounting for each hour and all purchases made to support the pandemic work. This is taking a considerable amount of time from everyone.
Administrator Report	▪ We came to agreement with MediTech for our new Electronic Health Record. It was a meet in the middle negotiations. We were unable to shave off some monthly expenses prior to go live. We are gearing up to do pre-emptive work with a planned go live in October. ▪ Advocacy – WHSA is coordinating virtual legislative visits. Diane will be participating in various meetings. Representative Steele is the only one with a formal meeting from our area. This meeting will likely be February 2nd. ▪ Executive Committee for WSHA – Diane has been involved in several statewide conversations. The Executive Committee had a meeting with the governor, which was then followed-up with a meeting with the governor and all hospital CEO's a couple weeks ago. There is a data problem with DOH tracking of vaccines. Hospitals are trying to tell the incredible story of all the work they are doing in caring for community members and trying to vaccinate. ▪ There are several legislative bills that WSHA is watching. The inability to meet in person with legislators is adding to the challenges. ▪ The Public Policy Committee will be meeting with WSHA weekly to provide input and strategy. ▪ Clinic – Dr. Kranz retired the end of December. Dr. Fosnaugh was hired to be in place when Dr. Kranz retired, however, Dr. Fosnaugh is still on leave. We have hired a couple pool providers – Erin Gaspard, ARNP is filling in when we are short staffed and we have hired a new provider, Dr. Ann Diamond, who is scheduled to work nine days in February. Providers are happy to have someone who can fill in during their vacations so they do not come back to a backlog of patients. ▪ Free Clinic – Upper Valley MEND – Dr. Kranz will be managing the Free Clinic. Free clinic volunteers were able to get vaccinated and will be getting second doses in early Feb. They are hoping to have in-person visits by the end of February. We still wish to keep Respiratory patients out of the main clinic. Dr. Kranz is working with Alex Riggs, our Infection Control Preventionist on how this can work. Diane, Dr. Kranz and Kaylin Bettinger from MEND, will work on how to better connect the Free Clinic patients with continuity of care. ▪ In December the federal legislators passed an omnibus. One of the small details in the bills was a change to rural health clinic payments. We are a provider based RHC. Our payment follows our cost to provide care. The new bill will likely cap our payment at our current rate. It is unclear at this point how this will affect us in the future. ▪ The EGD that was approved last month is working great. Dr. Butruille asked Diane to pass along his thanks. ▪ Rural payment model – we have been waiting for CMS to come out with the new rural payment model. That finally came out and it is something Washington State is very interested in exploring. The new model looks very much like a Global Budget, which we know does not work well for a facility like

	ours. This type of model requires facilities to take on risk and cuts payments down the road. Facilities that were interested initially are now not as interested. ▪ It is common for law enforcement to respond to calls for suicide and domestic violence. Nationally there is a desire to wrap social work into these types of calls. One of the challenges is when you have someone with a weapon or violent force, and the need for law enforcement. There may be a time when law enforcement will not respond to these types of calls and it will be up to EMS crews to be the main responder. We are keeping an eye on the establishments with this in our area. ▪ There was a bomb threat in Leavenworth in late December. Pat Songer was the Administrator on-call that night. We were initially told via auto phone call to evacuate. This was alarming to staff. Pat received the ok from the Sheriff to shelter in place. Staff appreciated his presence. This did create some challenges as we have some on-call staff who respond from home, such as lab staff. Pat was able to get the lab person into the facility to care for patients. A debrief was performed following the incident and areas of improvement were identified. In the future we will probably bring in someone to act as a scribe to capture details as well as use our AlertSense system to alert all staff of the situation and to give everyone the "all clear". We need to plan and be prepared for these types of incidents in the future. The team worked well together on this and staff felt supported.
BOARD ACTION ITEMS	▪ Register for the upcoming WSHA webinars. ▪ Upcoming Meetings: Feb 2nd Governance Committee; Quality Oversight – Feb 16th; AHA virtual conference - Feb 17 – 18; Finance Committee - Feb 22nd ▪ 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. ▪ Please remember to let Jill know if you will be out of town. ▪ Provide a list of meetings you attended in January to Jill by January 29th. ▪ Send potential conflict dates for an August retreat. ▪ Bruce sent an email about WSHA Governance topics for input from commissioners.
STRATEGIC QUESTION / MEETING EVALUATION / COMMISSIONER COMMENTS	▪ No comments.
EXECUTIVE SESSION – Performance of a Public Employee (RCW: 42.30.110(1)(g))	▪ The board will take a 5-minute break and reconvene for an Executive Session. There will be no action taken following the executive session except adjournment of the meeting. ▪ The board moved into Executive session at 10:45 AM for 45 minutes. ▪ The board returned to open session at 11:30 AM
ADJOURNMENT	▪ There being no further business, Bruce Williams moved to adjourn the meeting. ▪ Mary Helen Mayhew seconded the motion. ▪ The meeting was adjourned at 11:35 AM.

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