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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
June 22, 2021

Present: Mall Boyd, President; Tom Baranouskas Vice-President; Mary Helen Mayhew, Commissioner; Helen Rayfield, Commissioner; Bruce Williams, Commissioner; 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; Clint Strand, Director of Public Relations; Chad Schmitt, Virtual Chief Information Officer; Kathy Jo Evans, Director of Accounting

Guests: Kami Matzek, Dingus, Zarecor & Associates; Bob Keller, CM Foundation; Kathleen Lince, WA State Auditor's office, Duane Goehner, Community Member; Marina, Community Member

Topics	Actions/Discussions
CALL TO ORDER	▪ President Mall Boyd called the meeting to order at 9:02 AM.
CONSENT AGENDA	▪ Tom Baranouskas moved to approve the consent agenda. ▪ Mary Helen Mayhew seconded the motion. ▪ Motion was approved.
COMMUNITY INPUT	▪ Community Member Duane Goehner thanked Melissa Grimm for her hard work in getting new positions posted and getting people on board.
VALUES	▪ Diane Blake spoke on the topic of community. She shared the many different ways community can be described. ▪ She also shared a thank you note from a patient who was seen in our Emergency Department and then transferred to the Tri-Cities area for surgery.
FOUNDATION REPORT	▪ Bob Keller reported for the Foundation. Yesterday's golf tournament was a great success and everyone who played and volunteered seemed to enjoy themselves.
PUBLIC RELATIONS UPDATE	▪ Clint Strand has been working on branding the mobile clinic. The Foundation Golf Tournament was a great opportunity to share the clinic with the community. ▪ The next internal newsletter will be sent out at the end of the month. ▪ He is working on a rehab flyer for referring physicians highlighting available services.
2020 Audited Financials Presentation – Dingus Zarecor & Associates	▪ Kami Matzek from Dingus Zarecor and Associates presented Cascade Medical's audited 2020 financials. ▪ Thank you to Marianne Vincent and Kathy Jo Evans for providing all the information to the auditors electronically this year. ▪ There is a note related to the COVID-19 pandemic. ▪ Cash accounts are up significantly from prior year. This is partly due to the Paycheck Protection Program loan and the other COVID relief funds. ▪ Liabilities – this shows the unearned provider relief funds that were not spent by the end of 2020. There is also a new capital lease obligation that was entered into in 2020. ▪ Operating results – there was an increase in net patient service revenue of 3%. Most of this was in lab, ambulance and radiology. ▪ Operating expenses – Salaries and benefits were 68% of net revenue. ▪ Notice has been received that the Paycheck Protection Plan Loan was forgiven. ▪ Some key notes to the financials were reviewed and all are included in the financials. ▪ There are no audit findings to report for 2020. ▪ There are still unanswered questions regarding the provider relief funds. Dingus Zarecor & Associates is staying abreast of all the regulations around the Cares Act Funds and will be performing our single audit as of December 2021. ▪ The Financial Indicators were reviewed.
COMMITTEE REORTS	
a. Quality Oversight Committee	▪ Bruce Williams reported for the Board Quality Oversight Committee. The goal of the committee is always to improve quality and in the past year there have been three major events: the pandemic, the departure of our prior Chief Clinical Officer, and the decision to purchase MediTech which all are keeping staff very busy. ▪ There was a patient story shared which brought to light some changes that may need to be made with patient management. ▪ The committee also reviewed the Critical Access Hospital report which is prepared and available to Medicare when they complete our audit. The goal is to make this report more meaningful.

	▪ There is work happening on creating a quality dashboard and looking at the full structure around quality. ▪ Ethan Maffey and Melissa Grimm are working together on the quality work. ▪ Bruce has been on the WSHA Strategic Plan Committee and the WSHA Hospital Governing Board Committee. He has now been asked to join the WSHA Board, which will become effective at the WSHA Annual Meeting.
b. Governance Committee	▪ Discussed the board education plan which was updated for the August meeting. ▪ The committee will be working on adding questions to the agenda, beginning with the retreat, to help facilitate discussion at meetings. ▪ The retreat will likely be held at Pine River Ranch. ▪ The retreat agenda was discussed and we will have a large portion of the day talking with providers. Dr. Jerome, Dr. Stirling and Dr. Richardson have all been invited. ▪ There has been discussion about combining the commissioner job description and Board Expectations document, but the committee has decided to keep them separate.
c. Medical Staff	▪ Dr. Condefer's presentation on stroke was postponed due to technical difficulties. ▪ The medical student did a good presentation on COVID-19 vaccines. ▪ Corey Rubinfeld, PA-C and Dr. Stirling brought up the issue of critical care time not being noted in documentation which could affect what can be billed. ▪ Endoscopy is working through some staffing issues with a couple recent departures.
DISCUSSION/REPORT: OLD BUSINESS	
a. COVID-19 Response Activities	▪ Locally case rates – 89.9/100,000 over 14 days. The rate is the same as it was in May. The health district feels we are staying stable and improving. We have not had a positive test in our facility since May 10th. The state vaccination rate is nearing 70%. The local mass vaccination site is reporting more 12 and up people being vaccinated. ▪ OSHA has adjusted their rules specific to healthcare. There will be changes in our facility based on these rules. 79% of staff have been vaccinated. We are staying engaged in the conversation around staff vaccination. ▪ We are continuing to offer vaccinations to the community. ▪ We are still seeing patients in the respiratory clinic if they screen positive with certain questions. It is disruptive to patients as they cannot see their primary physician. We are working through how to maximize staff and patient safety and get back to more normal patient flows. ▪ Hospitalizations are high, not for COVID, but other illnesses. Some of this may be due to staffing issues. The industry as a whole is short staffed. ▪ We still have the June 30th deadline for spending CARES Act funds. We will likely have some payback, but we have spent a good percentage. Thank you to Pat Songer and Marianne Vincent for all their work on spending these funds. ▪ We have a separate nearly $250,000 that we will be able to use through the end of 2021.
b. MediTech Report	▪ The project status is green. We are on track with this project. ▪ The risk list has dwindled to about 4 items. None are critical major risks and the team continues to work through these issues. ▪ One of the big issues is our legacy data issue and how we are going to handle it. There are three options that will be considered. This is a major piece of the project. ▪ Staff is doing an amazing job of balancing the work to move this project forward. ▪ We have had some staffing issues with the IT department we appreciate Scaled Data's assistance and support.
ACTION ITEMS: NEW BUSINESS	
a. Credentialing	▪ Bruce Williams moved to approve Adjunct privileges for Dr. Megan Guffey. ▪ Helen Rayfield seconded the motion. ▪ Dr. Guffey's file has followed our process and been reviewed by the Department Director, Medical Executive Committee, CEO and Board Quality representative. ▪ Motion was approved.
April & May Finance Reports	▪ In May we had a positive margin of $105,000, April had a very small positive margin. ▪ Gross revenues are $265,000 over budget YTD. Other Operating Revenue is up due to levy funds and the funds for the mobile clinic which were received. Salaries and benefits are over budget due to the Covid Vaccine RN position and the temp desk person. Provider incentives were higher in Q1 than budgeted. Professional fees are over budget due to nurse registry fees and administration professional fees. There are

	additional Meditech fees that are in the purchased services line which we had not anticipated paying this early in the year. ▪ Cash receipts were up in April with tax revenues. ▪ Days in Net AR are up over the last couple months. The business office staff is spending a lot of time in training. ▪ We are starting work on the capital budget for 2022 and will start putting together packets for the operating budget once June financials are complete.
Administrator Report	▪ The mobile clinic looks great and community members were excited to see it and are excited about the work we will be able to do with it. We are actively recruiting a full time, bilingual provider to work the mobile clinic, the embedded school clinic and in the family practice clinic when we are short on providers. ▪ We have a lot of interest in the outreach provider, but not as many that are bilingual. ▪ Lucca Criminale, PA-C who has been working in the Emergency Department and clinic one week a month is transitioning out of that role. We just received a tentative yes from a candidate to fill this role. ▪ Clinic providers are feeling pinched to see their patients. We are looking at the schedule and how patients are scheduled. Management is doing an in-depth analysis on the provider schedule. With the new cap on rural health clinic payments, we need to be careful about just adding providers. Dr. Richardson has been on sabbatical since April and Dr. Fosnaugh is not working her full 4-day schedule yet. Kelly Boeing, PA-C will be taking maternity leave in late summer and we may need to backfill her position. ▪ We have worked through the contract with the ambulance staff and are looking at the whole system including possibly working with the fire department. Since the pandemic began we have staffed an additional EMT position, giving us two full crews. We are working through how do we provide optimal service to the community ▪ We are looking at our IT Department structure as we become more dependent on technology. Our IT Systems Administrator who came to work for us in March, has left and moved back to the East coast. He is now working for Scaled Data and will help support us from afar. We are considering working with other facilities and sharing IT resources. ▪ WHSA has created a Health Equity Collaborative which is an 18-month program where volunteer facilities agree to work on Health Equity. We will be participating and Melissa Grimm will be the lead. Pat Songer will be the Executive Sponsor. ▪ We received our CT Accreditation from the American College of Radiology. The radiology department put in a lot of work and did a great job. ▪ In July we will be juggling schedules and packets will be out on the day prior to the board meeting instead of Friday.
BOARD ACTION ITEMS	▪ Check e-mail at least three times per week, or more frequently if possible. ▪ Signature pages are being sent via DocuSign today. Please sign as soon as possible. ▪ Upcoming Training: ○ Board and CEO workshop – June 29th – Administration Conference Room ○ Telemedicine 101; Considerations when implementing or expanding services – July 20th 12:00 PM – Arleen Blackburn Conference Room ▪ Please provide Jill dates when you will be out of town.
STRATEGIC QUESTION / MEETING EVALUATION / COMMISSIONER COMMENTS	▪ It was great to be back in person and being together. It is also great to offer the Zoom option for others to be able to participate. ▪ Is our cash situation more than we are thinking we need to have in reserve or should we be paying down some debt? When we are no longer depreciating our facility at an accelerated rate, it will be harder for us to meet margin. There needs to be some more long term planning.
ADJOURNMENT	▪ There being no further business, Tom Baranouskas moved to adjourn the meeting. ▪ Mary Helen Mayhew seconded the motion. ▪ The meeting was adjourned at 11:00 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