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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
May 25, 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, Mike Ing-Moody, CM Paramedic; Marina

Topics	Actions/Discussions
CALL TO ORDER	▪ President Mall Boyd called the meeting to order at 9:00 AM.
CONSENT AGENDA	▪ Tom Baranouskas moved to approve the consent agenda. ▪ Helen Rayfield seconded the motion. ▪ Motion was approved.
COMMUNITY INPUT	▪ None
FOUNDATION REPORT	▪ Marlene Farrell, Foundation Coordinator reported that the Board is meeting frequently right now. ▪ The Golf tournament is set for June 21st. They have a large number of sponsors and will have around $32,000 - $33,000 in sponsorship funds. ▪ CM has several sponsorships and one of them is the chipping contest. Mall Boyd, Mary Helen Mayhew, Helen Rayfield and Tom Baranouskas are available to be at the tournament. ▪ The mobile clinic will be at the tournament to show off and Stryker will have a Powerlift gurney for people to see the new equipment we will be purchasing. ▪ The Garden and Art tour is August 7th. ▪ Marlene is looking into another grant for AED's in the community. ▪ We also received a small grant for ambulance safety equipment for $10,000.
PUBLIC RELATIONS UPDATE	▪ Clint Strand is working on the wrap for the mobile clinic to brand it and have it ready to show off at the golf tournament. ▪ May his Mental Health Month and he and Dr. Moholy have recorded mental health minutes that are being put out on social media. This may continue even past May. ▪ Clint has been working with Aisha Houghton, social worker and we will be working with WIC. Clint will be putting together marketing materials to let mothers in the community know about the available services. ▪ We are continuing to update information on immunization clinics.
VALUES	▪ Diane Blake brought an article from the Harvard Business review and emphasized why we spend time at each of our meetings reviewing our Values. It emphasized using stories about co-workers or customers to enhance the values of the organization. ▪ Diane also shared a story from the family of a patient who came in one evening to the Emergency Department. The patient has a new diagnosis of lung cancer and was having trouble breathing. Our team knew they were coming and were ready and waiting for them. The staff worked to obtain home oxygen for the patient which was delivered in the middle of the night so the patient could go home instead of being admitted to the hospital.
COMMITTEE REORTS	
a. Finance Committee	▪ The committee discussed Q1 results. The first quarter dashboard looks really good. ▪ A lot of time was spent discussing the CARES Act funding. We are still waiting to hear on the forgiveness of the Paycheck Protection Plan loan. There is a deadline for spending the CARES Act funds we received for items to assist in patient care due to COVID. Our accounting firm has helped determine if items we wish to purchase meet the criteria. ▪ We will continue to watch AR Days, but with staffing and the MediTech implementation, we expect these numbers to stay high. ▪ The committee will keep long term financial forecasting as a goal. ▪ The committee also will look for topics for board education for the September meeting.

	▪ Ethan Maffey presented on the process improvement projects that are underway. This may be brought to the full board in the future.
b. WSHA & Post Pandemic Events	▪ WSHA is thinking about how events are held going forward. They are looking at experimenting with different types of events, knowing not all will be successful. They are looking at all events and the format for each. The 2020 Annual Meeting had more participants virtually than it has had in person in Seattle in years past. ▪ One suggested change is to move the Rural Health Leadership Conference that has been in Chelan to Walla Walla due to space and also being able to offer a virtual option, which Campbells is unable to do so.
c. WSHA Hospital Governing Boards Committee	▪ WSHA is going through their strategic planning exercises and discussing health equity, which also related to Social Determinants of Health. ▪ WHSA education may change to Executive Education to include CEO's and other leadership as well as the board.
DISCUSSION/REPORT: OLD BUSINESS	
a. COVID-19 Response Activities	▪ The CDHD has resolved their data reporting issue. As a county the infection rate is at 89.9/100,000. The feeling is we have plateaued. Chelan and Douglas Counties are looking good, but surrounding counties are not doing as well. There is concern about the possibility of a rise in cases. ▪ About 50% of residents in Chelan County have initiated their first dose. 40% of people are fully vaccinated. The variants are a concern, and people are sicker when they seek treatment. ▪ The CDC guidance stated that fully vaccinated people no longer need to mask. In a healthcare setting, we are still required to mask. WSHA created some marketing materials which are up in our facility to educate patients. ▪ We are beginning to evaluate our visitor policy to open up a little more for visitors for our in-patients. ▪ We held a vaccine clinic at the school district last week and vaccinated about 140 kids and a few adults with the Pfizer vaccine, which is the only vaccine approved in the US for anyone 12 and older. We continue to work to have Pfizer vaccine available in our facility. We are still offering 10 vaccine appointments in the clinic each day. The Department of Health now wants facilities to have a two-week supply of vaccine on-hand. We are working to get patients vaccinated who come into the clinic for other appointments but want to be vaccinated.
b. MediTech Report	▪ The staff are doing a great job and we are on track, with the project. ▪ We are working through terming contracts that will no longer be needed and extending contracts that will still be needed. ▪ The team is also working on data archiving and working with multiple vendors on options to manage the legacy data moving forward. ▪ They are also looking at Accounts Receivable and determining the best way to work that process once we change systems.
DISCUSSION/REPORT: NEW BUSINESS	
a. CARES Act Funds	▪ In the spring of 2020 we received a large sum of CARES Act funds which could be used to offset lost revenues and some other pandemic expenses. ▪ The rules have changed over time and it has become clear that we can spend the funds for infrastructure and caring for our community. The current deadline to spend these funds is June 30, 2021 ▪ The Sr. Leader team has spent time determining appropriate purchases for these funds. ▪ The list in your packet of purchases totally $323,444 are items that have been determined to be emergency purchases due to the timing of spending these funds. Diane has approved the purchase of these items, all of which are upgrades that have been on our plan to purchase in the next few years. If we did not purchase them now, we would be using our own funds in the next few. We have reviewed the list with our accounting firm who believes these purchases will be approved for use with the CARES Act funds. The finance committee agrees that we should use the federal funds for these purchases.
b. Board Meeting location	▪ With Chelan County being in Phase 3, we can have in-person meetings with capacity determined by the room capacity. The Arleen Blackburn Room has a current capacity of 24. If we had a large number of attendees, we could also utilize the Administration Conference Room which has a capacity of 10. We will continue to offer a virtual option.

	▪ Commissioners are in favor or meeting in person. Everyone will need to be masked and go through the main entrance for symptom screening. ▪ We will plan for the June meeting to be in-person.
c. Advocacy Check-in	▪ There were some big concerns heading into the 2021 legislative session that has some negative effects on healthcare. WSHA worked hard for some changes in those bills so they did not have such a negative impact. ▪ Nurse Compact – this allows a nurse who is licensed in another compact state to work in Washington State. That bill did not pass, but there will be a work session that will hopefully move this forward in the future. ▪ Bills that did pass include a BNO tax exemption on COVID grant funds; Reimbursement for audio only visits for State funded visits; liability protections for healthcare providers. Our state had protections for providers from outside our state but did not protect our own providers; changes to local health jurisdictions and changes to the health district boards. ▪ The Health System transparency bill passed and will increase reporting requirements for facilities. Much of this data is already reported in other places, therefore duplicating reporting. ▪ Budget – healthcare received some funding for hard to discharge patients and getting them into the right type of care. ▪ It is important to build relationships with lawmakers in the off season. They are very busy during the session and there is not as much time for relationship building. ▪ Mike Glenn, CEO at Jefferson Healthcare in Port Townsend reached out to Diane to support the Critical Access Hospital Modernization Act. The regulations were established in 1997 and have not changed much since then. There are several services that are not reimbursed via cost-based reimbursement. Congresswoman Kim Schrier is on the Energy and Commerce Committee which can help move this forward. Diane will be sending a letter to Congresswoman Schrier asking for her support of this act. ▪ Bruce is working on bringing Congresswoman Schrier back to our facility. Senator Murray also has an important role in healthcare and he will try to get her to come visit our hospital as well.
ACTION ITEMS: NEW BUSINESS	
a. Authorize CEO to sign the IAFF Contract	▪ The CM Team was Brian Pulse, Pat Songer and Melissa Grimm, and the EMS team included Ryan Swan, Ben Bricker and Dan Young. The hourly wage was brought to a place where everyone felt it was competitive with the surrounding agencies. ▪ There were some simple changes that will make processing changes consistent with other CM employees and easier on payroll such as changes in wages become effective the first of the pay period following the event. ▪ Big changes to the agreement include removing holiday pay to be consistent with other CM employees. The prior contract included 24 hours of holiday pay whether they worked the holiday or not. PTO was payout at overtime, was removed. ▪ The overall increase for the contract is 15% for the first year. All subsequent years include a 3% increase. CM now has control of overtime scheduling. ▪ The contract is retroactive back to April 1, 2021. ▪ Tom Baranouskas moved to authorize Diane Blake to sign the new IAFF Contract. ▪ Mary Helen Mayhew seconded the motion. ▪ Motion was approved.
b. CARES Act Funds purchase approvals	▪ Bruce Williams moved to approve the list of CARES Act purchases which was included in the packet. ▪ Tom Baranouskas seconded the motion. ▪ Motion was approved
March Finance Report	▪ March had a negative margin of $228,000. The contractual allowance was also adjusted by $52,000 in March. ▪ YTD net margin of $80,000 better than budget. ▪ Other operating revenue is primarily the EMS levy funds that we did not collect in 2020 due to the County error and we were unsure when the budget was approved, if we would be able to collect those funds. ▪ Salaries and benefits are over budget primarily due to the additional EMT shift and the temp desk person. ▪ Professional fees are overbudget due to nurse registry expenses. ▪ Cash receipts are over budget with good cash collections.

	▪ AR days are coming down. There are a couple patients from 2020 that had breaks in their stay which has caused some issues with reimbursement with Medicare. The Business Office is working to get these funds collected. ▪ The single audit to report our CARES Act fund expenditures will happen later. Until we report that we have used the funds, via a portal, the audit will not be scheduled. ▪ The 2020 Audit which DZA is wrapping up, will be presented at the June meeting. We are expecting a positive adjustment for year end. ▪ The State Audit was wrapped up and the auditors commented on the great work of our Accounting Team.
Administrator Report	▪ The mobile clinic is on -site and arrived last Tuesday. We will be getting the striping on the vehicle to brand it. Marlene Farrell was very instrumental in obtaining the grant from the Murdock Foundation for the purchase of the clinic, up to $125,000, as well as a grant for outfitting the unit. ▪ We will be recruiting for a mid-level practitioner to staff the mobile clinic, who will also work a couple days in the clinic and work the embedded clinic in the schools. ▪ Lucca Criminale, PA-C, will be stepping back and not working the one week per month shift in the clinic and Emergency Department. Diane has begun recruiting for a replacement and has talked with a couple possible providers. ▪ The clinic staff is feeling the pinch with staffing. We have a couple days of the week where we are short staffed and other days where there are lots of providers. We are looking at how the schedule is put together to ensure more even coverage. ▪ Healthcare week was celebrated a couple weeks ago with fun things each day for staff. ▪ Last week we had in-person Open Forums with a maximum of 24 people per forum. The agenda was shorted to allow staff time to eat pizza after they left the meeting. ▪ We will be bringing in a consultant to help with volumes in the lab. The pandemic increased lab volumes and has created extra work. The consultant will help work through the backlog of updating policies. ▪ Diane met with the City last week to present our Community Health Needs Assessment and this should be the beginning of many conversations with the goal of achieving a healthier community. ▪ There are conversations around our IT support and the number of staff needed. We currently have two people in this department and contract with Scaled Data for oversight. It is becoming apparent we are about 1 FTE short compared to other facilities our size. We may collaborate with other facilities in the area in resource sharing. ▪ The Board and CEO workshop is scheduled for June 29th. Diane Blake and Mall Boyd will be panelists which also gives us free participation at the workshop. ▪ The Foundation Golf tournament is June 21st. Pat Songer and Whitney Lak will have the mobile clinic to show off. Melissa Grimm, Diane Blake, Marianne Vincent and Dr. Moholy will be CM's foursome.
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 sign as soon as possible. ▪ Upcoming Training: ○ Board and CEO workshop – June 29th ▪ Please provide Jill dates when you will be out of town. ▪ Provide a list of meetings you attended in May to Jill by May 28th.
STRATEGIC QUESTION / MEETING EVALUATION / COMMISSIONER COMMENTS	▪ None
ADJOURNMENT	▪ There being no further business, Bruce Williams moved to adjourn the meeting. ▪ Tom Baranouskas seconded the motion. ▪ The meeting was adjourned at 10:58 AM.

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Mall Boyd
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Mall Boyd, President

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Helen Rayfield
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Helen Rayfield, Secretary