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
June 22, 2022

Present: Bruce Williams, Vice-President; Helen Rayfield, Commissioner; Mall Boyd, Commissioner; Mary Helen Mayhew, Commissioner; Diane Blake, Chief Executive Officer; Pat Songer, Chief Operating Officer; Tammy Spencer, Executive Assistant; Marianne Vincent, CFO; Melissa Grimm, CHRO, Clint Strand, Public Relations Officer **Via Zoom:** Kathy Jo Evans.

Absent: Tom Baranouskas, President *(excused absence)*

Guests: Kami Matzek, Dingus Zarecor & Associates; Bob Keller, CM Foundation; Ryan Swan, Paramedic. Via Zoom: Unidentified zoom user

Topics	Actions/Discussions
CALL TO ORDER	▪ Vice President Bruce Williams called the meeting to order at 5:30 PM.
CONSENT AGENDA	▪ Helen Rayfield moved to approve the consent agenda. ▪ Mall seconded. ▪ All in favor.
COMMUNITY INPUT	▪ None
VALUES	▪ Diane shared a note from a grateful Rehab Services patient and Helen shared her experience as a patient after an unfortunate accident. She received incredible care from everyone.
FOUNDATION REPORT	▪ Bob Keller reported the Golf Tournament was a real hit. Everyone did a fantastic job, the volunteers were incredible. Final numbers will be released soon after Marlene has had time to complete her reconciliation.
PUBLIC RELATIONS REPORT	▪ Safety Fair was very successful, folks really enjoyed themselves. ▪ CM had a table at the Pride Festival in downtown Wenatchee, which went great with over 4,000 folks attending. ▪ Starting work on the intranet- we look forward to a landing page with different icons that will take you to pages like, a CM News Room or documents etc. ▪ CM is also beginning wrapping of our third ambulance and it is looking really great!

Financial Audit Report	▪ DZA Report presented by Kami Matzek of DZA; Kami went through all aspects of the 2021 financial report, outlining the highlights of the audit.
	▪ This was a good clean audit with no findings.
	▪ In addition to the usual audit, there was an additional "single audit" for compliance with federal grants. This, too, was a clean audit with no findings.
	▪ Statement of Revenue has a 16% increase a lot of that increase was due to Medicare. In Self Pay there was a decrease, Radiology, Lab and ED there was also a decrease.
	▪ Operating Expenses, salaries are a big % of the operating expense. Computer conversion is not in this bucket.
	▪ CM applied for and received Paycheck Protection Program loan forgiveness.
	▪ Internal Controls: auditors looked for any issues there and they found none.
	▪ Financial Indicators: the benchmarks are one year behind.
	  ▪ Letter to the CM Board: No changes to the accounting standards.
	  ▪ There are estimates in the report, estimates of Cares Act and how funds were spent.
	  ▪ Changes in Accounting Standards – no findings.
	  ▪

DISCUSSION/REPORT: OLD BUSINESS	
a. IT Update	▪ Pat Songer reported on the many upgrades completed or in process, from cyber security to the pharmacy upgrade with Medication Review to Meditech and others.
DISCUSSION/REPORT: NEW BUSINESS	
a. Board Succession	▪ Recap: The Board had 7 candidates 6 were interviewed, the 7th failed to respond to schedule an interview. The selection process was orchestrated very well with Melissa's help. A talented group of people applied, and the decision process was tougher than anticipated. During the after-interview analysis process Mary Helen Mayhew announced, given the incredible applicants, this would be a good time for her to also retire from the Board. Her last day with the Board will be August 1st. ▪ The Board has identified 2 potential appointees to the board: Jessica Kendall and Gustavo Montoya.

	▪ We extend a huge thank you to Helen Rayfield and Mary Helen for their many years of incredible service!
COMMITTEE REPORTS	
a. Governance	▪ In the June 1st Governance Committee meeting Melissa was a huge help in the whole process recruiting a new board member. We have adopted a new orientation and we will be trialing a new board mentor program to help new commissioners acclimate and be as comfortable and effective as possible. ▪ The committee reviewed progress on Board objectives and Diane gave an update on CHNA and retreat planning.
b. Quality Oversight Committee	▪ Mall stated the committee's plan to begin doing the Rounding again. It is expected roundings will be structured in their rounds so as not to make it a time to "visit" but rather gather important information so there is a good understanding of processes etc. The committee continues to be focus on the dashboard that Ethan has been working on.
ACTION ITEMS: NEW BUSINESS	
a. Credentialing	▪ Mall moved to approve privileges for the following providers: o Dr. Andrew Otto o Dr. Megan Guffey ▪ Mary Helen seconded the motion. ▪ Motion was approved.
b. Equipment Surplus	▪ Equipment Surplus Resolution 2022-06: ▪ Mall moved to approve Resolution 2022-06. ▪ Mary Helen Seconded the motion. ▪ All in favor, motion was approved.
Finance Update	▪ Marianne indicated April, May and, likely, June financials will be ready for presentation in July. ▪ The new staff member is doing well, but it will take some time to get her up to speed. ▪ Capital budget process is under way. ▪ Billing and AR in Meditech; there will be more hands-on work to fix claims due to improper build of the Meditech system by the vendor. We've contracted with an outside vendor to provide temporary revenue cycle support. ▪ DOH corrections of the Financial Assistance policy are completed. ▪ Mall notes our finances have been hit hard with Meditech and also Pharmacy. The build out was not as it should have been.
Administrator Report	▪ We continue to evaluate system efficiencies for the clinic, including Medication Review for prescription refill support and the use of scribes. Management is working to define cost of use. ▪ We are still recruiting for Dr. Raiche's position with one interview scheduled in a couple weeks. ▪ Dr Raiche has graciously agreed to work one more week to bridge the gap before Carrie Kingsley starts. ▪ We have a temporary solution in place to keep the lab at proper temperature while we work to install a more permanent cooling solution, which is dependent upon electrician availability and supply chain access to mounting brackets. ▪ Previous Administrator Reports discussed the need to repairs to the main facility chiller or a replacement. We may be making some investment to the current system and replacing it at a later date. ▪ We will be readjusting our organization chart to define an Informatics Director who will report to the COO; historically Informatics has reported to the Director of Nursing. Molly Bloss will step into the new role, and we will backfill Molly's position. ▪ Kudos to Tammy for credentialing work. ▪ Marianne did a phenomenal job with the audit. ▪ All Sr. Leaders were at the community Safety Fair, which says a lot about our Leadership team and their dedication. ▪ Life jackets were handed out at the Safety Fair and Marin Winters did a great job getting those funds and all the work she did. ▪ Diane read a thank you letter from the Lake Wenatchee Fire & Rescue Auxiliary who appreciated the donation of life jackets for the Plain area safety day. ▪ School Superintendent Tracey Beckendorf-Edou nominated us for awards with the Washington Association of School Administrators and presented the awards at a recent Leadership Team meeting. Sam Jerome, Director of Nursing, received a Community Leadership Award for her tremendous efforts and support to local schools during the pandemic. CM as an organization also received a Community Leadership Award for work to support the school district during the pandemic.

STRATEGIC QUESTION / MEETING EVALUATION / COMMISSIONER COMMENTS	▪ No comments.
Board Action Items:	▪ Tom will not be at the July Board meeting and Mall will be joining via zoom. Board members need to let Tammy know if you plan to be out of the area in the coming months. Call Helen if we need her, she has no computer at this time. Check email regularly.
ADJOURNMENT	▪ There being no further business, Mall moved to adjourn the meeting. ▪ Mary Helen seconded. ▪ All in favor. ▪ The meeting adjourned at 7:07 PM.

_____ _____

Tom Baranouskas, President Helen Rayfield, Secretary