

The Three Rivers Hospital Board of Commissioners called a regular meeting to order at 11:15 a.m. Wednesday, April 29th, 2020. In order to comply with State Governor's mandates regarding social distancing, the meeting was held virtually via the GoTo Meeting platform. The presiding officer was Mike Pruett, Chair.

A quorum was present, including:

Mike Pruett, Chair
Cherri Thomas, Vice-Chair
Tracy Shrable, Secretary
Leslie McNamara, Member

Others present:

J. Scott Graham, Chief Executive Officer
Melanie Neddo, Chief Operating Officer
Anita Fisk, Director of Human Resources
Jennifer Munson, Chief Financial Officer
Gretchen Aguilar, Chief Nursing Officer
Shauna Field, Administrative Assistant
Jennifer Best, Public Relations
Chad Schmitt, Chief IT Officer
Jamie Boyer, Clinic Manager
Dr. Ty Witt
Dr. James Wallace
David Garcia, Board Member Candidate
Christine Smith, Assistant Chief Nursing Officer
Shelly Simpson, Employee Health Nurse

Vision, Mission & Values

All took turns reading the vision, mission, and values statements.

Agenda

A correction was made to Item J, the Finance Report, which needed to be marked as an action.

A motion was made by L. McNamara to accept the agenda as official; seconded by T. Shrable. Motion carried.

Minutes from Previous Meeting

A motion was made by C. Thomas to approve the March 25th, 2020 Regular Meeting minutes and the April 27th, 2020 Special Meeting minutes; seconded by T. Shrable. Motion carried.

Consent Items

M. Pruett noted the payroll and vouchers as listed on the agenda. L. McNamara recused herself from approving the April 9th, 2020 vouchers due to the presence of a bill paid to Grover's Building Supply.

Payroll Total:	Gross: <u>\$523,897.71</u>	Net: <u>\$356,691.76</u>
<u>3/8/20 – 3/21/20</u>	Gross: <u>\$264,894.22</u>	Net: <u>\$180,740.75</u>
<u>3/22/20 – 4/4/20</u>	Gross: <u>\$259,003.49</u>	Net: <u>\$175,951.01</u>
Vouchers Total:		<u>\$1,485,600.09</u>
<u>3/19/20</u>	<u>089543-089582</u>	<u>\$114,341.96</u>
<u>3/26/20</u>	<u>089583-089610</u>	<u>\$403,947.83</u>
<u>4/02/20</u>	<u>089612-089659</u>	<u>\$247,114.48</u>
<u>4/09/20</u>	<u>089660-089732</u>	<u>\$453,966.47</u>
<u>4/16/20</u>	<u>089733-089792</u>	<u>\$262,429.35</u>
<u>4/21/20</u>	<u>089793-089793</u>	<u>\$3,800.00</u>
Bad Debt:		<u>\$66,790.08</u>
Financial Assistance:		<u>\$14,623.78</u>

M. Pruettt noted there were no applicants for medical staff privileges.

A motion was made by C. Thomas to accept the consent items as presented; seconded by T. Shrable. Motion carried.

Foundation Report

J. Best provided an update on the Foundation. The Foundation helped to promote the hospital's tax levy with interviews and ads, as well as posting a video on their Facebook page. We are looking into purchasing a couple of iPads to provide to any COVID-19 patients as a way to communicate with their families and the Foundation will reimburse us for that purchase. Jennifer Bach has been working on a grant for a 3D mammography machine and we may approach the Foundation to help with any remaining balance. We are also looking into affordable methods to set up an option for online donations.

Physicians Report

Dr. Wallace presented the physician's report. As the County Commissioners consider lifting restrictions and reopening the economy, there has been discussion among county providers about providing medical guidance to the Commissioners and other regional leaders about that process. There are concerns about the impact on our healthcare facilities if we see a large surge in cases. Dr. Witt provided an update on surgeries. Both he and Dr. Dhillon have opened up their schedules to perform surgeries considered urgent but non-emergency. There are pending changes to the MedStaff bylaws regarding telehealth as we prepare to partner with Providence on a telenoctrurnist program. Providence will be providing telemedicine coverage between 7pm – 7am. The go-live date is scheduled for June 23rd, 2020.

Administration Report

S. Graham presented the Administration report. In addition to the day to day work we do to provide healthcare and be prepared for COVID-19, we have also been seeking out financial aid opportunities to help us while revenue and patient volumes are low. We've received funds through the Advanced Medicare Payment program, as well as the CARES Act and State emergency funding. We will be applying for a Payroll Protection Program loan. Scott has been working with legislatures regarding total loan forgiveness for hospitals. Medicare has paid out 59 billion dollars in advanced payments and so they have suspended their program to re-evaluate. There is some misinformation in the community where people think the hospital and clinic are closed or only open for COVID-19 patients. Administration and Marketing have been working to correct this. The hospital tax levy passed by over 70% and this answers the question of whether the community feels they need us, but until it goes into effect in 2021 we need to try to keep our expenses as low as possible and find more ways to fund operations. We have been implementing policies and procedures for our staff to work from home when they can and attend meetings virtually. We've implemented visitor restrictions to protect the health and safety of the community and staff. The clinic has received their Rural Health Clinic designation, thanks to Jamie Boyer and the clinic staff's hard work. We will continue to move toward our goal of offering more services and collaborating with other facilities once restrictions are lifted. M. Pruettt discussed a question he received from a community member regarding testing procedures. Dr. Wallace explained that we now have the capability to do rapid testing in our lab which can give results in 5 minutes, but due to a low number of kits these tests are being reserved for healthcare and frontline workers. We have other testing kits that we send out for processing and receive results within 24-48 hours.

IT Report

C. Schmitt presented the IT report. We have drafted and implemented a work from home policy for the staff and improved our remote access solution. They have deployed the use of Microsoft Teams to help with communication and meetings for administration and managers, with the rest of the staff to follow. They have built an intranet site for the hospital as a central location for data and information. The clinic providers have started to use a telemedicine solution, Doxy, for patient visits with success. He is working on gathering data on connection and video quality from these visits in order to create a heat map to take to the State to address areas with poor broadband connection. C. Thomas asked if the providers have access to the remote access solution and if other facilities like Family Health Centers can access our systems; yes, with appropriate policies and security.

Finance Report

J. Munson presented the finance report. We have applied for the Payroll Protection Program loan and are waiting for a decision from Wheatland Bank. We received our DSH funds in advance, instead of spread out over 6 months, \$143,000 from the State emergency fund, \$11,000 in trauma grant funds and \$145,000 in wrap funds. We had a \$215,000 loss in March with 75 in-patient days. So far in April, we've had 31 in-patient days. April financials will look good, but only because we received the advanced Medicare payments and these will need to be paid back. Moving forward, now that we no longer have our OB program, we need to focus on improving our swingbed volumes but we have not been in a position financially to increase our services. To increase swingbed, we will need a physical therapist, occupational therapist and speech therapist. We were working with our traveling physical therapist on a full time position, but COVID-19 preparations put that on hold. We have explored sharing therapists with North Valley Hospital, but swing beds cannot be scheduled and there are time frame requirements for assessments. L. McNamara asked about the status of our bond funds and line of credit; we have not used our bond funds yet and we have \$300,000 left on our line of credit. Jennifer has been setting aside the payments to pay back what we've used, which will be due in June. Unless the Medicare payments

are forgiven, it is likely our financial situation will become much worse later in the year if patient volume does not improve. April revenue is at \$969,000, with cash on hand at 2.4 million, which is approximately 53 days of cash. 43% of our accounts receivable is private pay, which is concerning because we don't see much of that come in. During tax season we offer a discount for paying off accounts; last year we offered 50% and collected \$91,000. This year we offered 30% and have only received \$24,000. She suggests extending the discount through June and increasing it to 50%. Blue Cross is also offering advanced payments, which we qualify for, but she is reluctant to sign up for that in addition to the Medicare program if they do not offer forgiveness or modified payback.

A motion was made by L. McNamara to accept the finance report as presented; seconded by C. Thomas. Motion carried.

Break

A five minute break was called at 12:22 p.m. The meeting reconvened at 12:31 p.m.

Old Business

Capital Improvements: Repairs to our firedoors have been delayed due COVID-19 restrictions. All other capital improvement projects are on hold at this time.

New Business

1. **Community Health Needs Assessment:** An assessment by Action Health Partners that is required every three years. They work with all the regional facilities to determine the health needs for the region. Once adopted and approved, it will be posted to our website. The information can be used to create targeted projects to address specific needs. A motion was made by L. McNamara to approve the assessment; seconded by C. Thomas. Motion carried.
2. **Resolution 2020-08, Surplus Equipment:** A resolution to surplus 2 OB beds which are too big to be used in the ER. The money from the sale will be used to purchase an OB gurney. A motion was made by L. McNamara to approve the resolution; seconded by T. Shrable. Motion carried.
3. **Resolution 2020-09, Promissory Note:** A promissory note for the Payroll Protection Program loan through Wheatland Bank. A motion was made by C. Thomas to approve the resolution; T. Shrable seconded. Motion carried.
4. **Resolution 2020-10, Tax Levy (August Ballot):** If we do not meet the voter turnout requirement for the levy, we would need to submit again for the August ballot, which has a deadline of May 8th, 2020. A motion was made by C. Thomas to approve the resolution; seconded by L. McNamara. Motion carried.
5. **New Board Member:** David Garcia is interested in joining the Board of Commissioners. A motion was made by T. Shrable to appoint David Garcia as a new board member; seconded by C. Thomas. Motion carried. He will need to run for election in the next odd year, 2021. Administration will work on scheduling an orientation for him.
6. **Strategic Planning Discussion:** The group discussed the need to schedule a separate meeting to discuss strategic planning and options for the hospital and the impact of COVID-19, as well as review the health needs assessment and determine what we need to focus on going forward.

Board Education

Postponed until further notice.

Public Comment

None.

Upcoming Meetings & Events

M. Pruett noted the upcoming meetings and events listed on the agenda. L. McNamara reminded the group about various upcoming webinars to attend.

Executive Session

A 30-minute executive session was called by M. Pruett at 1:12 p.m. pursuant to RCW 42.30.110(g) to *“evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.”* An extension of 5 minutes was requested at 1:42 p.m. M. Pruett reconvened the public meeting at 1:47 p.m. No action was taken.

Adjournment

The meeting was adjourned at 1:48 p.m.

Mike Pruett, Board Chair

Cherri Thomas, Board Vice Chair

Tracy Shrable, Board Secretary

Leslie McNamara, Board Member

David Garcia, Board Member