

The Three Rivers Hospital Board of Commissioners called a regular meeting to order at 11:18 a.m. Wednesday, May 27th, 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
David Garcia, 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 Information Officer
Jamie Boyer, Clinic Manager
Christine Smith, Assistant Chief Nursing Officer
Dr. Ty Witt
Dr. Jill Jenkins

Vision, Mission & Values

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

Agenda

Jennifer Munson requested an action item be added under New Business to address the capital purchase of an OB stretcher for the ER.

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

Minutes from Previous Meeting

A motion was made by L. McNamara to approve the April 29th, 2020 Regular Meeting minutes; seconded by T. Shrable. Motion carried.

Consent Items

M. Pruettt noted the payroll and vouchers as listed on the agenda.

Payroll Total:	Gross: <u>\$531,455.07</u>	Net: <u>\$363,531.28</u>
<u>04/05/20-04/18/20</u>	Gross: <u>\$260,088.41</u>	Net: <u>\$178,586.07</u>
<u>04/19/20-05/02/20</u>	Gross: <u>\$271,366.66</u>	Net: <u>\$184,945.21</u>
Vouchers Total:		<u>\$1,267,977.54</u>
<u>04/23/20</u>	<u>089794-089826</u>	<u>\$366,970.87</u>
<u>04/30/20</u>	<u>089827-089951</u>	<u>\$258,039.01</u>
<u>05/07/20</u>	<u>089952-090009</u>	<u>\$436,311.68</u>
<u>05/14/20</u>	<u>090010-090060</u>	<u>\$206,655.98</u>
Bad Debt:		<u>\$67,329.38</u>
Financial Assistance:		<u>\$36,134.17</u>

M. Pruettt noted the applicants for medical staff privileges.

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

Foundation Report

J. Best presented the Foundation Report. Two iPad minis and stands were purchased with the help of the Foundation for the purpose of providing a safe way for patients to communicate with their loved ones during the pandemic. The Foundation has expressed they are in full support of the hospital and want to help in any way they can.

Physicians Report

Dr. Jenkins presented the Physicians Report. The providers have been attending regularly scheduled COVID-19 meetings and orientations for the new telenoctrnist program with Providence. ERx will be supplementing some of the nocturnist coverage for pediatrics and patients in the 1st trimester of pregnancy. The providers were also presented with T-shirts on Nurse’s Day and she expressed thanks to the staff. At MedStaff, the providers discussed: 1) setting up the providers for Microsoft Teams and Sharepoint, 2) the online patient registration form, 3) pre-surgery COVID-19 testing procedures and turnaround time. Our samples are now being processed in Seattle and our turnaround time for results is around 24 hours. The N95 mask supply chain is frozen, but we might get help from Molina. We received 120 masks from Emergency Management last week.

Administration Report

S. Graham presented the Administration Report. There was a positive upward trend in our inpatient volumes, but we are unsure if this will continue, and our volumes and revenues continue to be lower than target due to COVID-19 and social distancing. We need approximately 2 million dollars in gross

revenue to cover our monthly costs. The financial aid we've received has been put aside into investment accounts and reserves and will help us through the end of the year, but if patient volumes do not improve, we will have to look at contingency plans. There is a special strategic planning meeting scheduled next week with the Board to review data and discuss the next steps. We have continued to advocate with our legislatures and have been working with our regional partners to share resources, including orthopedics, and collaborating with North Valley Hospital to share their revenue cycle business office manager. Our CNO, G. Aguilar was accepted into Gonzaga's doctoral program for nursing. L. McNamara asked for an update on the non-urgent and elective surgeries. We did get some interpretive guidelines and are working with our surgeons on how to restart those services safely. There are requirements and processes that need to be in place regarding PPE, testing, and pre-op procedures, as well as maintaining a 20% surge capacity. The county is applying for a waiver to move into Phase II. We have a few surgeries scheduled and 18 surgeries on hold. We will be meeting with the surgeons to discuss processes and what to schedule. M. Pruett asked for an update on the advanced Medicare payments and potential loan forgiveness. A lobbyist for critical access hospitals has about half of the House committed to loan forgiveness, but every hospital took advantage of the program and some received tens of millions of dollars. The payback for these funds will start in the fall so, unless necessary, we have not used them in anticipation of this. L. McNamara asked for an update on the grant for the 3D mammo machine. We have submitted all the paperwork but haven't heard back yet.

IT Report

Chad Schmitt presented the IT Report. They are 75% done with the online registration process, which will allow patients to register from home, upload insurance cards, and sign consent forms. This will be available in Spanish. He anticipates it will be ready to implement in 10-12 business days. The Board members have been set up with the Teams app. They are collecting data and working on a broadband telehealth limitation project with WSHA and other hospitals to expand and improve telehealth services in the region and determine barriers. They are seeing an increase in cybersecurity attacks targeting the hospital. They are working on education campaigns for the staff and looking into the cost of more security tools. He will be bringing in some third-party companies who have built patient processing solutions to help process patient queues, with things like SMS alerts and timers. L. McNamara asked if patients could contact a telehealth provider directly prior to coming in. From a technical perspective we can use telehealth however we feel is appropriate. Chad has submitted an FCC grant for more equipment to help resolve some of our bandwidth and internet connection issues. There are carrier limitations in our area.

Finance Report

Jennifer Munson presented the Finance Report. In April, we saw a huge loss. The Medicare advance payments and some of the initial CARES funds needed to be booked as payables for tracking and payback purposes, which did not help our income statement. We had 32 inpatient days, with no swing beds. Our average daily census was 1.07. We had 7 surgeries and 188 ER visits, which is down 15% from last year. 95% of our revenue went to salaries. We barely reached 1 million in gross revenue. Compared to last year's volumes, surgery is down 16%, OR 26%, recovery 41%, anesthesia 26%, Lab 12%, Radiology 20%, ET 13%, RT 41%. Physical Therapy is up by 21%. L. McNamara had some follow-up questions from the Finance Committee meeting. \$11,000 was deemed not medically necessary by Medicaid; no updates on that yet. Staff training for private pay discount and charity care calls; Jamie and the registration staff have started on this. Telehealth grant; this is the same FCC grant Chad has been working on. M. Pruett asked about the investment of the financial aid funds; the funds will be tied into 30-day short-term investments through the county. May's finances will reflect an additional 3.2 million in financial aid, as well as the Payroll Protection Program loan funds. We are temporarily terminating the outsourcing of

the commercial accounts over 90 days. We are setting aside the advanced Medicare payments and not using them unless necessary because they need to be paid back. We have used \$363,00 of the PPP funds. As long as 75% of those funds goes to payroll, the additional 25% can be used in other ways and she is working out how best to utilize that. We will be receiving another \$80,000 in SHIP grant funds. L. McNamara asked for an update on the COVID uninsured portal; we haven't had any uninsured COVID19 patients, but we can log into the portal and submit for reimbursement as needed. The amount of our charity care in 2019 was \$584,000 and bad debt was \$715,000.

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 12:31 p.m. The meeting reconvened at 12:37 p.m.

Old Business

Capital Improvements: The water main for the Hillcrest building needed to be repaired. We received the report from our fire door assessment. Six fire doors need to be replaced and we are working on arranging that. Maintenance has been working on preventative maintenance for the bio medical equipment. For the grounds, we may need to bring in the same company we used last year. Melanie will work with Maintenance and Central Supply on processing the surplus items. Maintenance is also working on repairs in the kitchen to be survey ready. There was an issue with the fire alarm panel that has been corrected.

New Business

1. **David Garcia, New Board Member Oath of Office:** David Garcia recited his oath of office, witnessed by notary Jamie Boyer.
2. **Rescind Resolution 2020-10: Tax Levy (August Ballot):** A motion was made by L. McNamara to rescind the resolution as unnecessary; seconded by C. Thomas. Motion carried.
3. **Resolution 2020-11, Surplus Equipment:** L. McNamara had a question about the price quotes listed for the items; we are required to determine a value before we put them up for public bid. A motion was made by L. McNamara to accept the resolution; seconded by C. Thomas. Motion carried.
4. **Capital Purchase, OB Stretcher for the ER:** A quote to purchase an OB stretcher for the ER, to replace the previously surplus OB beds, was \$4,200. With tax this purchase would be over \$5,000, which makes it a capital purchase needing board approval. A motion was made by C. Thomas to approve the purchase; seconded by L. McNamara. Motion carried. No resolution needed.

Public Comment

M. Pruettt noted, with the opening of the North Cascade Highway, the recent influx of people to the Methow area and the breaches of COVID-19 etiquette and mandates.

Upcoming Meetings & Events

M. Pruettt noted the upcoming meetings and events listed on the agenda. There is a webinar for new Commissioners on May 28, 2020 that D. Garcia will be attending.

Adjournment

A motion was made by C. Thomas to adjourn the meeting at 12:57 p.m.; seconded by T. Shrable. Motion carried.

Mike Pruett, Board Chair

Cherri Thomas, Board Vice Chair

Tracy Shrable, Board Secretary

Leslie McNamara, Board Member

David Garcia, Board Member