

The Three Rivers Hospital Board of Commissioners called a regular meeting to order at 11:17 a.m. Wednesday, September 30, 2020. In order to comply with State Governor's mandates regarding social distancing, the meeting was held virtually via the Microsoft Teams platform. The presiding officer was Mike Pruett, Board Chairman.

A quorum was present, including:

Mike Pruett, Board Chairman  
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  
Alan Ulrich, Chief Financial Officer  
Jennifer Munson, Director of Finance  
Gretchen Aguilar, Chief Nursing Officer  
Tina Smith, Assistant Chief Nursing Officer  
Shauna Field, Administrative Assistant  
Jennifer Best, Public Relations  
Chad Schmitt, Chief Information Officer  
Nancy DeFord, Director of Quality  
Rosie Poole, Materials Manager  
Dr. Ty Witt, Chief Medical Officer  
Jamie Boyer, Clinic Manager  
Jeremy Vandelac, Ancillary Manager  
Jennifer Bach, Accounting Controller  
Robert Wylie, Maintenance Manager

### **Vision, Mission & Values**

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

### **Agenda**

Alan Ulrich requested discussion regarding financing for three new pieces of equipment be added under new business.

Anita Fisk advised that Resolution 2020-12 regarding the PEBB insurance quote was no longer necessary and it was removed from the agenda.

A motion was made by C. Thomas to accept the amended agenda as official; seconded by L. McNamara. Motion carried.

**Minutes from Previous Meeting**

A motion was made by L. McNamara to approve the August 26, 2020 Regular Meeting minutes; seconded by C. Thomas. Motion carried.

**Consent Items**

M. Pruettt noted the payroll and vouchers as listed on the agenda. L. McNamara recused herself from approving the August 6, 2020 and September 17, 2020 vouchers due to the presence of invoices paid to Grover’s Building Supply.

Payroll Total:	Gross: <u>\$539,861.18</u>	Net: <u>\$370,902.88</u>
<u>08/09/20-08/22/20</u>	Gross: <u>\$274,027.46</u>	Net: <u>\$190,345.24</u>
<u>08/23/20-9/5/20</u>	Gross: <u>\$265,833.72</u>	Net: <u>\$180,557.64</u>
Vouchers Total:		<u>\$1,444,856.34</u>
<u>08/06/20</u>	<u>090499</u>	<u>\$105.01</u>
<u>08/20/20</u>	<u>090594-090623</u>	<u>\$164,508.55</u>
<u>08/27/20</u>	<u>090624-090657</u>	<u>\$406,555.71</u>
<u>09/03/20</u>	<u>090658-090722</u>	<u>\$208,606.60</u>
<u>09/10/20</u>	<u>090723-090760</u>	<u>\$370,697.88</u>
<u>09/17/20</u>	<u>090761-090811</u>	<u>\$294,382.59</u>
Bad Debt:		<u>\$42,460.37</u>
Financial Assistance:		<u>\$29,455.72</u>

M. Pruettt noted the 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**

Jennifer Best presented the Foundation Report. The IT department has put in a purchase request for two more tablets to provide COVID-19 patients that will be compatible with Android systems.

**Physicians Report**

Dr. Witt presented the Physicians Report. Work continues on filling in the gaps in our inpatient coverage. Administration has been conducting interviews and tours with potential candidates for our full-time provider job posting. At MedStaff, the providers discussed the need for referrals from Family Health Centers to help increase our volumes.

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**Administration Report**

Scott Graham presented the Administration Report. Scott thanked those who helped welcome Representative Keith Goehner during his onsite visit. Administration has been working to recruit new providers to help cover the daytime inpatient calendar. Now that he is at Three Rivers full time, he is focusing on our culture of excellence and Wildly Important Goals (WIGS – Bring our Best Every Day, Ideal Patient Experience, and Operational Breakeven). There are indicators that the Department of Health will be starting their surveys soon, so Administration has been working on survey preparation as well as reviewing our disaster preparedness plan. To improve patient experience, we will also begin training the staff to use the AIDET patient communication method.

We saw a downturn in patient volumes due to the recent fires. In addition to our strategic goals of 20 surgeries a month and a daily average census of 1.5 in both acute care and swing bed, we've added a clinic metric of 15 patients per provider per day. In September we were under target in revenues and across all metrics except for inpatient which saw an average of 1.7 for the month. Jennifer Best has been working on marketing our swing bed program and has sent PR packets to referring facilities. With low volumes, there are concerns about how long our financial aid will last. Administration is scheduled to meet tomorrow to discuss expense reduction options if volumes do not improve.

Scott continues to work with WSHA and legislatures regarding our financial situation, as well as with the Health Care Authority to explore the new alternative CHART payment model. It will take time to build the infrastructure and so the CHART model will likely not be an option until 2022.

**IT Report**

Chad Schmitt presented the IT Report. A consultant will be coming onsite to do a network assessment to address connectivity issues. They continue to monitor and manage increased amounts of cyber security events with web content and spam filtering. He has been working with CPSI to make sure text message notifications from the QSimple virtual waiting room application can be sent in Spanish.

**Finance Report**

Alan Ulrich presented the Finance Report. In August we had a net operating income of \$16,000 and a net income of \$523,000. Jennifer Munson has submitted an interim cost report to adjust our Medicare reimbursement rates. We've spent 5M of the 7.9M in financial aid we've received. 2.5M is from the Medicare advanced payments. Repayment on that has not begun yet. Out of the 3.7M in CARES funds we received, we have \$164,000 remaining. We have been tracking our COVID-19 labor and operating costs to submit for FEMA or disaster relief reimbursements.

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

**Break**

A ten-minute break was called at 12:25 p.m. The meeting reconvened at 12:37 p.m.

**Old Business**

**Capital Improvements:** Non-essential projects are on hold for now. We hired a local yard care company to help take care of the grounds. S. Graham has resumed oversight for the maintenance and environmental services departments.

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**New Business**

New Mammography Machine Quote and Financing – Nancy DeFord provided an overview of the new proposed 3D mammography machine purchase. The new machine will allow for better imaging, more comfortable exams, reduced radiation, decreased false positives, and immediate results with live readings and consults. We are the last hospital in the region still using 2D. The total quote from Siemens and iCAD is \$256,000 (\$206,000 with the \$50,000 grant we received). They have offered \$3,750 for our current machine and a 7-year warranty.

The financing for the new mammo machine will be through GE Public Financing. Alliance offered a lower quote, but it was only \$19 dollars per month less and they were requiring a first month deposit. Overall GE had the most attractive quote for a 60-month capital lease and the new ultrasound (\$65,000) and anesthesia (\$116,000) equipment is coming through them as well. The monthly payment would be \$8,205. They have service engineers in Spokane, so any repairs could be addressed quickly.

A motion was made by L. McNamara to accept the Siemens quote and approve the equipment purchase; seconded by C. Thomas. Motion carried. A resolution ratifying the financing will be reviewed at the next meeting.

**Public Comment**

L. McNamara and S. Graham reminded the group about the WSHA political action committee and encouraged participation and donations.

C. Thomas had a recent visit to the ER and complimented the staff and care.

M. Pruettt suggested inviting candidate for Washington State Representative Adrienne Moore for an onsite visit and tour. The group discussed the possibility of holding the October board meeting in person.

**Upcoming Meetings & Events**

M. Pruettt noted the upcoming meetings and events listed on the agenda.

**Adjournment**

A motion was made by C. Thomas to adjourn the meeting at 1:19 p.m.; seconded by T. Shrable. Motion carried.

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Mike Pruettt, Board Chair

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Cherri Thomas, Board Vice Chair

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Tracy Shrable, Board Secretary

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Leslie McNamara, Board Member

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David Garcia, Board Member