

The Three Rivers Hospital Board of Commissioners called a regular meeting to order at 11:17 a.m. Wednesday, November 25, 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  
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  
Joshua Emmil, Dietary Manager

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

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

### **Agenda**

A separate hearing for public comment on the 2021 budget was added to the agenda.  
Resolution 2020-17 for surplus equipment was added to new business.

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

### **Minutes from Previous Meeting**

A motion was made by C. Thomas to approve the October 28, 2020 Regular Meeting minutes; seconded by L. McNamara. Motion carried.

**2021 Budget**

M. Pruett called a public hearing for the TRH 2021 Budget to order at 11:21 a.m. There were no public comments. The budget hearing was closed at 11:22 a.m. The regular meeting reconvened at 11:23 a.m.

**Consent Items**

M. Pruett noted the payroll and vouchers as listed on the agenda. L. McNamara recused herself from approving the November 12, 2020 vouchers due to the presence of an invoice paid to Grover’s Building Supply.

Payroll Total:	Gross: <u>\$526,565.15</u>	Net: <u>\$367,780.96</u>
<u>10/18/20-10/31/20</u>	Gross: <u>\$259,195.53</u>	Net: <u>\$179,992.80</u>
<u>11/1/20-11/14/20</u>	Gross: <u>\$267,369.62</u>	Net: <u>\$187,788.16</u>

Vouchers Total:		<u>\$1,279,007.25</u>
<u>10/22/20</u>	<u>090937-090971</u>	<u>\$365,641.26</u>
<u>10/29/20</u>	<u>090972-091080</u>	<u>\$424,905.64</u>
<u>11/05/20</u>	<u>091112-091142</u>	<u>\$328,813.28</u>
<u>11/12/20</u>	<u>091143-091189</u>	<u>\$159,647.07</u>

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|--------------------------|--------------------|
| 1. Bad Debt:             | <u>\$64,319.34</u> |
| 2. Financial Assistance: | <u>\$80,457.84</u> |

M. Pruett noted the applicants for medical staff privileges.

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

**Foundation Report**

No updates this month. Blanket warmers are still listed on our capital purchase wish list and perhaps they could help us with that purchase.

**Physicians Report**

Dr. Witt presented the Physician’s Report. ERx has been providing inpatient and swing bed coverage since November 1, 2020. It has been going well so far and will help save money in the budget. Our surgery volumes have been increasing but we have not hit our goal of 20 per month yet. Due to possible COVID-19 exposure we had to cancel some surgeries and shut down the surgery department in order to quarantine and test the staff. The cases will be carried over into December. Per FDA recommendations, the rapid tests can no longer be used on asymptomatic patients prior to surgery.

**Administration Report**

S. Graham presented the Administration Report. Swing beds and surgery volumes have seen some improvement in November, though ER and other ancillary services have been low. We have reduced

expenses where possible and continue to watch our cash flow carefully and focus on recovery. Marketing and outreach to other facilities has improved our swing bed referrals. Due to lower volumes, we received a rate adjustment and increase for Medicare reimbursement. The clinic is working on the supplies and advertising for CDL exams and we are already scheduling patients for the new mammography services. There has been an alarming increase in COVID-19 cases across the county. We have been offering to take less severe COVID-19 cases and swing beds to help offload patients from the larger facilities. There are concerns about a surge after the holidays. We have formed a survey preparation committee and scheduled weekly walkthroughs to address any potential findings. We have set a goal to have at least 80% of our performance evaluations complete by the end of the year.

**IT Report**

None.

**Finance Report**

Alan Ulrich and J. Munson presented the Finance report. With the new reimbursement rates, we will be receiving a payment of \$976,000 from Medicare for our 2020 claims. As a result of submitting our interim cost report, our inpatient rates have gone up by 44% and our outpatient rates by 11%. In October, we saw 63 inpatient days, an average daily census of .87 in acute, and 1.16 in swing bed. We continue to be underbudget in revenues monthly and year to date. We saw 1.4 million in outpatient revenues. Jennifer has moved 2.6 million of our financial aid funds into short term investments which can be rolled over every 30 days. We have \$740,000 in our bond fund. There are 54 days of cash on hand in our general fund. She did not allocate any CARES funds to offset lost revenue due to the rate changes. In October there was an operating loss of \$261,000. She has incorporated the new reimbursement rates into her cash flow projections. The swing bed rate increased from \$2,961 to \$5,296 per day and the clinic rate increased from \$86 to \$421 per day.

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

**Break**

A five-minute break was called at 12:07 p.m. The meeting reconvened at 12:17 p.m.

**Old Business**

**Capital Improvements:** The replacement fire doors have been ordered. Building and Planning Committee meetings have been put off until the new year. IT has been working on improving internet connectivity.

**New Business****Washington Rural Health Collaborative Membership**

The WRHC is a collaborative of hospitals in Washington state that use their collective purchasing power and resources to provide discounts on services and equipment and get better reimbursement from insurance companies. They offer access to services such as recruiting, a compliance hotline, revenue cycle work, equipment purchasing, and legal services. The annual cost is \$16,000 but it will pay for itself with all that is available. We can opt out at any time and do not have to commit to anything longer than a year.

A motion was made by L. McNamara to join the Washington Rural Health Collaborative; seconded by C. Thomas. Motion carried.

**Resolution 2020-12: Coastal Line of Credit**

A motion was made by C. Thomas to renew our line of credit through Coastal Bank; seconded by L. McNamara. Motion carried.

**Resolution 2020-13: GE Lease Equipment Financing**

A motion was made by C. Thomas to approve the financing for the new anesthesia, ultrasound, and mammography equipment; seconded by T. Shrable. Motion carried.

**Resolution 2020-14: 2021 Budget and Capital Expenses**

A motion was made by C. Thomas to approve the 2021 budget and capital expenses; seconded by L. McNamara. Motion carried.

**Resolution 2020-15: 2021 Property Tax Levy Revenues**

A resolution required by the county authorizing a 1% tax levy increase.

A motion was made by L. McNamara to approve the resolution; seconded by D. Garcia. Motion carried.

**Resolution 2020-16: Substantial Need Resolution**

A resolution recognizing inflation and authorizing the use of a limit factor of 101 percent for the property tax levy for 2021 for Okanogan Douglas District Hospital #1.

A motion was made by C. Thomas to approve the resolution; seconded by T. Shrable. Motion carried.

**Resolution 2020-17: Surplus Equipment**

A motion was made by C. Thomas to approve the resolution to surplus the old ultrasound equipment; seconded by T. Shrable. Motion carried.

**Stryker Operating Room Video Equipment Lease**

Our Stryker equipment is in need of repairs which would cost \$3,000. Our lease is almost up and so the company is willing to renew our lease early and upgrade to new equipment for only \$100 more a month than the previous contract.

A motion was made by L. McNamara to upgrade the Stryker lease; seconded by C. Thomas. Motion carried.

**Spending Limit Increase**

S. Graham requested an increase in the authorized spending limit from \$5,000 to \$15,000. The board agreed on \$20,000, which will include purchases and contracts.

A motion was made by L. McNamara to increase the authorized spending limit to \$20,000; seconded by T. Shrable. Motion carried.

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**IV Pump Purchase**

The lease for our IV pumps needs to be upgraded. We have 25 pumps in house, with six currently that are not functioning. The new lease would replace the pumps and increase the amount to 35. The extra pumps will be helpful for COVID19 patients and outpatient IV therapy.

A motion was made by C. Thomas to approve the lease upgrade; seconded by L. McNamara. Motion carried.

**COVID-19 Vaccine Freezer Purchase**

In order to meet the regulations for storing the two pending COVID-19 vaccines, we need a freezer capable of reaching -70C.

A motion was made by C. Thomas to purchase a freezer to store the COVID-19 vaccine; seconded by L. McNamara. Motion carried.

**Public Comment**

The group wished M. Neddo well on her new job opportunity.

**Upcoming Meetings & Events**

M. Pruett noted the upcoming meetings and events listed on the agenda. Board officer elections and committee assignments will be addressed at the next regular meeting on December 30, 2020.

**Adjournment**

A motion was made by C. Thomas to adjourn the meeting at 1:06 pm; seconded by T. Shrable. Motion carried.

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Mike Pruett, 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