

The Three Rivers Hospital Board of Commissioners called a regular meeting to order at 11:16 a.m. Wednesday, December 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
Anita Fisk, Director of Human Resources
Alan Ulrich, Chief Financial Officer
Gretchen Aguilar, Chief Nursing Officer
Chad Schmitt, Chief Information 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
Joshua Emmil, Dietary Manager
Devon Ehlert, Employee Health Nurse
Dr. Jill Jenkins

Vision, Mission & Values

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

Agenda

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

Minutes from Previous Meeting

A motion was made by C. Thomas to approve the November 25, 2020 Regular Meeting minutes; seconded by T. Shrable. Motion carried.

Consent Items

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

Payroll Total:	Gross: <u>\$535,785.64</u>	Net: <u>\$375,652.57</u>
<u>11/15/20 to 11/28/20</u>	Gross: <u>\$273,915.85</u>	Net: <u>\$191,235.98</u>
<u>11/29/20 to 12/12/20</u>	Gross: <u>\$261,869.79</u>	Net: <u>\$184,416.59</u>
Vouchers Total:		<u>\$1,382,237.65</u>
<u>11/19/20</u>	<u>091190-091252</u>	<u>\$408,013.09</u>
<u>12/3/20</u>	<u>091253-091289</u>	<u>\$377,059.40</u>
<u>12/10/20</u>	<u>091290-091340</u>	<u>\$185,861.60</u>
<u>12/17/20</u>	<u>091341-091395</u>	<u>\$411,303.56</u>
1. Bad Debt:		<u>\$34,748.83</u>
2. Financial Assistance:		<u>\$41,198.14</u>

M. Pruett noted the applicants for medical staff privileges.

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

Foundation Report

J. Best presented the Foundation Report. We received two iPads and two Android tablets to provide for patient communication. One tablet went to Dr. White for patient care and we will be ordering a replacement for acute care. The Foundation is looking at adding a Paypal donation option on their website and would like to work with us on fundraising for a larger piece of equipment or project. Suggest establishing a Foundation liaison to help encourage donations as well as collaborate with Pateros Brewster Community Resource Center.

Physicians Report

Dr. Witt presented the Physician's Report. MedStaff held their 2021 elections. Dr. James Wallace resigned as MedStaff President and Dr. Amy Ellingson will be taking the position. Due to increased technical troubles with CPSI, the MedStaff providers agreed that it is time to explore changing to a different electronic medical records system. The interventional pain clinic will start services on January 4, 2021.

Administration Report

S. Graham presented the Administration Report. We have received 500 doses of the Moderna vaccine and have started to inoculate those eligible under the 1A designation. At this time, we will not be making a list or accepting pre-registration for other phases. We will be preparing our clinic workflows for when the vaccine is available to the general population. The vaccine is free of charge, but we are billing patient insurance for the administration charge. We are utilizing the HRSA program for uninsured

patients. We are scheduling an appointment for the patient's second dose as well. We attend weekly meetings with regional partners to coordinate vaccination efforts. Right now we are restricted to following State and Department of Health procedures regarding the phased rollout but we will move forward to the other groups as soon as we have permission to do so.

L. McNamara and D. Garcia attended our All Staff Meeting on December 22, 2020.

Although we experienced many challenges and changes in 2020 and the impact of COVID-19, we have stayed focused on our organizational values and goals. We've seen the right kinds of improvement in our strategic plans to increase volumes in our acute care, swing bed program, and surgical services. We have added new providers, services, and equipment while carefully monitoring our finances and working with our contracted partners to collaborate and reduce costs where possible. In order to break even, we need to generate two million dollars in revenue per month. Our revenue as of December 28, 20 was only 1.4 million. In 2021, we will focus on post pandemic growth strategies as well as work to increase our outreach and marketing in the community. Due to an increase in ongoing technical issues with CPSI, we will be considering switching to another EMR system in the new year. Because we no longer have a Chief Operating Officer, Scott will be developing an alternative succession plan so there will be something in place for when he ultimately retires.

IT Report

C. Schmitt presented the IT Report. The IT department continues to improve our security response to cyberattacks with content and email filtering. The problem with Notes and documentation in CPSI has been occurring for 7-8 weeks since the initial issue. He is creating a steering committee to address pricing and deployment of another system. Our contract with CPSI ends in 2021. The committee will be looking into possible grants and financial aid that may help with the cost of a new system. IT has been working with HR and Nursing to improve efficiency with automated workflows and Sharepoint tools.

Finance Report

Alan Ulrich presented the Finance report. We've received approximately 7.9 million dollars in COVID-19 financial aid. 2.5 million in Medicare Advanced Payment funds will need to be paid back starting in April 2021 and we have set these funds aside in short term investments with the county until they are due. We have used 5 million dollars of aid for payroll and to offset lost revenue. We have approximately \$174,000 in CARES funds remaining. The State recently awarded an additional \$403,000 in financial aid. We currently have 2.8 million in our operating fund because we received \$946,000 from Medicare due to our interim cost rate adjustment.

We've seen steady increases in acute care, surgery, and swing bed daily averages but a drop in ER volumes. Other facilities are experiencing downturns in ER volume as well due to the pandemic. We experienced a net operating loss of \$271,000 which was offset by \$140,000 in tax revenue, for a total loss of around \$130,000. Year to date we've seen a 1.8 million dollar gain, but this was due largely to the financial aid we've received.

We finalized the 2021 line of credit with Coastal Bank and we are working with GE Finance to complete the financing for the new anesthesia, ultrasound, and mammography equipment.

A resolution to increase the hospital's spending limit will be reviewed at the January regular meeting.

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

Break

A five-minute break was called at 12:50 p.m. The meeting reconvened at 12:57 p.m.

Old Business

Capital Improvements: Our new 3D mammography machine has been installed and we are excited to build on our services. Scott has been doing weekly walkarounds with maintenance and environmental services to identify and address any repairs or issues. All the new fire doors have been installed. The main concern is the state of the roof. Planning for a new building will be part of our building and planning initiative for 2021.

New Business

Board Officer Elections: A motion was made by C. Thomas to accept the 2021 Board officer elections; seconded by T. Shrable. Motion carried.

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

Committee Assignments: A motion was made by L. McNamara to accept the 2021 Board committee assignments; seconded by C. Thomas. Motion carried. Mike will work with S. Field regarding the meeting schedules.

- Building and Planning Committee – Mike Pruett, Tracy Shrable
- Finance Committee – Mike Pruett, Leslie McNamara
- Foundation Liaisons – Mike Pruett, Tracy Shrable
- Quality Council – Cherri Thomas, David Garcia
- Marketing Committee – Cherri Thomas
- New EMR Committee – Cherri Thomas
- MedStaff – Leslie McNamara, David Garcia. Leslie will take over reviewing the MedStaff applications.

Resolution 2020-18: Surplus Equipment

A motion was made by L. McNamara to approve the resolution to surplus the Q-Stress Test Treadmill (SN# 11040079430); seconded by C. Thomas. Motion carried.

Public Comment

Mike and Cherri thanked the staff and administration for all their work this year.

Alan announced his resignation as our shared Chief Financial Officer due to the work demands at both Three Rivers Hospital and North Valley Hospital.

Upcoming Meetings & Events

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

Adjournment

A motion was made by C. Thomas to adjourn the meeting at 1:15 pm; 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