

The Three Rivers Hospital Board of Commissioners called a regular meeting to order at 11:17 a.m. Wednesday, January 27, 2021. 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
Leslie McNamara, Secretary
Tracy Shrable, Member
David Garcia, Member

Others present:

J. Scott Graham, Chief Executive Officer
Anita Fisk, Director of Human Resources
Jennifer Munson, Chief Financial Officer
Chad Schmitt, Chief Information Officer
Tina Smith, Assistant Chief Nursing Officer
Shauna Field, Administrative Assistant
Jennifer Best, Public Relations
Rosie Poole, Materials Manager
Dr. Ty Witt, Chief Medical Officer
Jamie Boyer, Clinic Manager
Jeremy Vandelac, Ancillary Manager
Melanie Neddo, Confluence Director of Okanogan County
Dr. James Wallace

Vision, Mission & Values

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

Agenda

J. Munson requested two additional action items be added to new business, a motion to approve Scott's signature on the GE Financing contract and a motion to approve the proposed costs for the DZA annual audit.

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

Minutes from Previous Meeting

There were two corrections to the December 30, 2020 minutes.

Under the Administration Report, the current wording states that Scott will be developing an alternative succession plan but should instead state the Board of Commissioners and Scott will be developing a succession plan together.

Under the Finance report, the current wording states the hospital's spending limit will be increased by a resolution in January but should instead state that the CEO's spending limit will be increased.

A motion was made by L. McNamara to approve the amended December 30, 2020 Regular 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 January 14, 2021 vouchers due to the presence of an invoice paid to Grover’s Building Supply.

Payroll Total:	Gross: <u>\$520,558.63</u>	Net: <u>\$367,749.36</u>
<u>12/13/20 to 12/26/20</u>	Gross: <u>\$259,338.49</u>	Net: <u>\$187,333.48</u>
<u>12/27/20 to 01/09/21</u>	Gross: <u>\$261,220.14</u>	Net: <u>\$180,415.88</u>
 Vouchers Total:		<u>\$1,124,763.99</u>
<u>12/30/20</u>	<u>091436-091491</u>	<u>\$443,512.72</u>
<u>01/07/21</u>	<u>091492-091595</u>	<u>\$196,797.02</u>
<u>01/14/21</u>	<u>091596-091638</u>	<u>\$484,454.25</u>
 Bad Debt:		<u>\$62,114.55</u>
Financial Assistance:		<u>\$35,783.75</u>

M. Pruett noted there were no applicants for medical staff privileges in January.

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

Foundation Report

None this month.

Physicians Report

Dr. Witt presented the Physician’s Report. Dr. Ellingson ran an organized and efficient first meeting as Chief of Staff. Our chart reviewer, Dr. Kerr, has retired and a new doctor from the same company will begin doing peer reviews starting in February’s MedStaff meeting. The clinic has also started administering vaccinations. Vaccine doses are allocated to us by the State based on our performance. Deliveries occur each week but the State determines the amount we will receive in each delivery. Our goal is to perform a couple of hundred every week. The Toyota Town Center in Wenatchee is running a mass drive-thru vaccination site. Appointments for each week can be requested on Sundays starting at noon. More information on scheduling for that can be found on the websites for Confluence, Toyota Town Center, and Public Health.

Administration Report

S. Graham presented the Administration Report.

COVID-19 updates: We have been allocated the Moderna vaccine and so we no longer need to purchase a new freezer. We continue to admit COVID-19 patients and provide testing. We have been vaccinating and have moved into the B1 phase. We have been receiving requests for appointments from all over the country, but we are restricting our doses to Okanogan County residents. The volume of phone calls and registrations is overwhelming the hospital and a more centralized system for the county is needed. Gretchen is doing vaccines in the Methow today which she anticipates will deplete the 250-270 doses we have left this week. Mid-Valley has set up a centralized call center to help take phone calls and register patients. We are focusing on education and outreach to the Hispanic community. Eastern Washington infection and hospitalization rates are coming down, but we will not see much change until 70% of the population is vaccinated. We continue to meet regularly with regional partners to discuss vaccines, resources, and patient transferring. Scott is active with WSHA and the Rural Hospital Committee as well as advocates with representatives and news outlets on a state and national level.

Plan A and Financial Viability: We are making incremental progress toward our strategic goals. Dr. White will only be able to do 10 cases per month, but Dr. Miller has expressed interest in returning to work for us. We continue to market to grow our clinic, but COVID-19 has impacted volumes. Our increase in swing bed is a result of our taking patients from other facilities to make room for COVID-19 patients. ER volumes are low which has affected our acute admissions. We are seeing 3-5 mammography patients per day. We've had four patients with the interventional pain clinic, and we are working to develop the provider compensation and billing processes. We had an operational loss of nearly 3M for 2020 which was offset by the federal financial aid and 1.7M in tax revenue we received.

IT Report

C. Schmitt presented the IT Report. He discussed the recent ransomware cyber-attack on the County and warned that if we experienced an event like that it could cease operations for us. The IT department is focusing on the integrity of our data backups. He has concerns about CPSI's ability to back up and restore data, which is another reason to explore switching to another EMR system. They are working to implement multifactor authentication for our email platform and remote access but to increase our security some investments will need to be made. To address the challenges in processing the volume of vaccine registrations, the IT department has created digital workflows and a self-scheduling platform for patients to choose their own appointments. He has made progress with the new EMR selection committee and will work with the administration team to gather more members.

Finance Report

Jennifer Munson presented the Finance report. We do not have all the final numbers for 2020 or January yet but we saw an average of 1.64M in revenue per month last year.

There were two October and two November write offs included on the bad debt report that had not yet reached the 120 days since their last payment. J. Munson requested the approval of the January report be rescinded until she can investigate the matter further.

A motion was made by L. McNamara to rescind approval of the January bad debt report; seconded by D. Garcia. Motion carried.

Jennifer has been updating her cash flow projections monthly. We received \$403,505 in additional financial aid from the State in December. We also received \$49,461 in federal aid for the rural health clinic, as well as a dividend of \$50,000 from worker's compensation. If revenues do not improve, we will run into a negative cash balance in July. A decision will need to be made when to modify operations and move into our Plan B. The Medicare advanced payment payback is scheduled to begin in March and the funds for that have been placed in short term investments to accrue interest. We have seen growth in swing beds with a 3.5 daily average. 75% of our January inpatient days have been swing beds. If Dr. Miller returns to his orthopedic practice, there is opportunity to grow our physical therapy services. We have 2.6M in rolling 30-day investments and Jennifer has added another 1.5M, which she will continue to roll over each month. She is checking our eligibility and revenue to see if we will qualify for the second cycle of PPP loans.

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 12:38 p.m. The meeting reconvened at 12:47 p.m.

Old Business

Capital Improvements: We held our first Building and Planning Committee meeting of the new year and determined our 2021 priorities would focus on plumbing, electrical and sewer systems, the roof, and planning for a new building.

New Business

Resolution 2021-01: CEO Authority – A motion was made by L. McNamara to approve the resolution modifying the CEO's administrative authority and spending limit; seconded by T. Shrable. Motion carried.

Resolution 2021-02: Bond Transfers – A motion was made by T. Shrable to approve the resolution authorizing the County Treasurer to make monthly transfers from our general cash fund to our bond cash fund for payments on the 2017 LTGO Bonds; seconded by D. Garcia. Motion carried.

CEO Signature on GE Financing Contract – GE Financing is requesting board authorization for Scott's signature on the financing contract for our new mammography, ultrasound, and anesthesia equipment. A motion was made by L. McNamara to authorize the signature; seconded by D. Garcia. Motion carried.

DZA Audit Proposal – In addition to our annual audit, a single audit will need to be done because we received over \$500,000 in federal aid last year through the CARES funds. The annual audit will cost \$25,500, the single audit \$7,500, the cost report \$9,000 and for Department of Health \$5,250. A motion was made by T. Shrable to approve the audit cost proposal; seconded by D. Garcia. Motion carried.

Public Comment

L. McNamara wished D. Garcia a happy birthday. She also recognized Gretchen Aguilar for all of her work with COVID-19 testing and vaccinations and gave her \$50 Three Rivers Hospital Lands' End Christmas gift card as a personal thank you.

Melanie Neddo on behalf of Confluence thanked the hospital for their work in vaccinating the frontline workers in the county and providing that service to other facilities and their staff.

M. Pruettt recognized Jennifer Best for her work on our social media pages and suggested using our pages to let the community know about the mass vaccine event being held in Wenatchee.

Jennifer Best – She has been working on building a vaccine statistic tracker in Sharepoint to share on our social media. Mid-Valley Hospital has set up a call center that will take our COVID-19 phone calls and help register patients for vaccine appointments. She is working on education and outreach material for the Hispanic community and local agricultural employers.

S. Graham recognized Chad Schmitt for doing a tremendous job keeping our systems and infrastructure up and running, as well his work with the vaccine registration processes. He thanked Melanie and Confluence for their partnership.

Upcoming Meetings & Events

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

Executive Session

A 60-minute executive session under RCW 42.30.110(g), to discuss the performance of a public employee, was called at 1:10 p.m. The regular meeting reconvened at 2:04 p.m. No action was taken.

Adjournment

A motion was made by L. McNamara to adjourn the meeting at 2:05 p.m.; seconded by T. Shrable. Motion carried.

Mike Pruettt, Board Chair

ABSENT
Cherri Thomas, Board Vice Chair

Leslie McNamara, Board Secretary

Tracy Shrable, Board Member

David Garcia, Board Member