

The Three Rivers Hospital Board of Commissioners called a regular meeting to order at 11:15 a.m. Wednesday, June 30, 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 Cherri Thomas, Board Vice Chairman.

A quorum was present, including:

Cherri Thomas, Vice Chair
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
Dr. Ty Witt, Chief Medical Officer
Chad Schmitt, Chief Information Officer
Jennifer Best, PR and Marketing
Shauna Field, Administrative Assistant
Jeremy Vandelac, Ancillary Manager
Rosie Pool, Materials Manager
Jamie Boyer, Clinic Manager
Joshua Emmil, Dietary Manager
Zachary Allison, Radiology Technician
Dan Webster, President of The Foundation
Lee Hemmer, Hospital District #3 Commissioner

Vision, Mission & Values

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

Agenda

C. Thomas proposed moving the discussion for the Douglas County Hospital District #3 proposal to after the consent items.

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

Minutes from Previous Meeting

A motion was made by L. McNamara to approve the May 26, 2021 Regular Meeting minutes; seconded by D. Garcia. Motion carried.

Consent Items

C. Thomas noted the payroll and vouchers as listed on the agenda.

Payroll Total:	Gross: <u>\$ 806,896.46</u>	Net: <u>\$ 562,219.41</u>
<u>05/02/21 - 05/15/21</u>	Gross: <u>\$ 269,138.85</u>	Net: <u>\$ 187,360.51</u>
<u>05/16/21 - 05/29/21</u>	Gross: <u>\$ 263,937.13</u>	Net: <u>\$ 183,142.30</u>
<u>05/30/21 - 06/12/21</u>	Gross: <u>\$ 273,820.48</u>	Net: <u>\$ 191,716.60</u>
Vouchers Total:		<u>\$ 1,966,530.06</u>
<u>5/20/2021</u>	<u>092517-093606</u>	<u>\$ 643,675.95</u>
<u>5/27/2021</u>	<u>092607-092696</u>	<u>\$ 328,689.84</u>
<u>6/3/2021</u>	<u>092697-092755</u>	<u>\$ 352,219.63</u>
<u>6/4/2021</u>	<u>092756-092756</u>	<u>\$ 6,682.45</u>
<u>6/10/2021</u>	<u>092757-092809</u>	<u>\$ 242,145.04</u>
<u>6/18/2021</u>	<u>092810-092867</u>	<u>\$ 393,117.15</u>
Bad Debt:		<u>\$ 33,016.79</u>
Financial Assistance:		<u>\$ 17,733.85</u>

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

Douglas County Hospital District #3 Annex Proposal

Lee Hemmer, Commissioner on the Douglas County Hospital District #3 Board, approached the Three Rivers Hospital Board to propose annexing their district into ours. Because we share a border, it would be a consolidation. Consolidation would require new commissioner elections and raise taxes significantly for District #3. There are two alternatives to consolidation; an interlocal agreement between the two districts where our district would take on administrative duties to oversee operations or dissolving the district. Scott will put together more information about the three options and meet with the District #3 Commissioners for further discussion.

Foundation Report

J. Best presented the Foundation Report. She has been working on levy education and promotion material with Dan Webster and doing radio interviews. She is gathering quotes to present to The Foundation for new equipment such as a bladder scanner, Dexa bone density scanner, visual field tester, urine analyzer and COPD tester to reduce the number of referrals to other facilities. The Foundation is considering running a membership drive to increase members. Paypal has not yet approved their charity status to set up online donations.

Physician Report

Dr. Witt presented the Physician Report. A new reviewer will be coming in to do MedStaff peer reviews. The Surgery Committee is scheduled to meet on July 14, 21. John Hurley, the new clinic PA, started this week. A social event for the providers is being planned for September. Dr. Witt and the lab have been working with the local Family Health Center OB providers to improve vRAD documentation and communication. As of July 1, 21 FHC's NST machines have been certified and they will no longer have to refer those patients to North Valley Hospital. CPSI has transitioned from PhysDoc to Notes and transferred documentation. The New EMR Steering Committee is working with Azalea Health, Cerner, Meditech, and CPSI to schedule demo presentations.

Administration Report

S. Graham presented the Administration Report. The group discussed the recent WSHA CEO and Board Workshop. L. McNamara suggested we invite guest speakers from the community to the board meetings to lead brief discussions on community issues, as well as add an employee spotlight to the regular agenda.

Plan A Progress: In May and June, we saw decreases overall in volume and revenue compared to the first quarter. Our current cash on hand is 1.5M. Swing bed and inpatient numbers have decreased but other departments have remained steady.

Quality and Safety: The new interim Quality Director, Grace Gordon, started last week and is working on preparing us for the annual Department of Health survey.

Culture of Excellence: Scott reviewed our strategic priorities with the group – Quality and Safety, Culture, Being a Community Partner, Communication, Financial Viability, Providing the Ideal Patient Experience. We are planning an All Staff Meeting and BBQ in July to recognize the employees and a dinner reception for the providers. We continue to develop a facility wide customer service training.

New Building Update: Scott and Jennifer Munson have been meeting with consultant, Nathan Dean to discuss financing and will be speaking to architect, David Franklund, about creating some visual renderings.

Reimbursement Reform: The CHART model pilot program application is pending review.

Break

A ten-minute break was called at 12:39 p.m. The meeting reconvened at 12:49 p.m.

Finance Report

J. Munson presented the May Finance Report. There were 66 inpatient days with an average of 2.12. Inpatient revenues were under budget, but we exceeded budget in outpatient revenues by 175K. There were 20 surgeries and 294 ER visits. Net revenue was 1.3M. Expenses were overbudget by 111K due to professional fees, locum staffing, supplies and repairs but some of

the costs will be reimbursed or covered by COVID-19 funds. Our city water bill has increased since the city replaced the water main and we are investigating the cause. There was an operating loss of 69K but an overall profit of 139K. There is 5M in short term investments, with 2.6M set aside for the Medicare Advanced Payment payback. The new Revenue Cycle Director will start on July 26, 21. There is an opening in the business office, but Central Business Office will be providing coverage until we fill the position.

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

IT Report

C. Schmitt presented the IT Report. There were 4 potential malware events quarantined in April, 1 in May, and 0 in June. In spam detection, we were targeted in April but there were no concerning spikes of activity in May. Our security tools are being effective, and our threat vector is trending downward. There were 14M internet requests in the past 30 days, 112 connections were blocked for content issues and 3,900 threats detected. Multifactor email authentication is working as expected. The New EMR Steering Committee has been meeting regularly and is planning a demonstration with Cerner.

Marketing Report

J. Best presented the Marketing Report. She has scheduled a meeting with Allevant to discuss swing bed program development. She continues to reach out to state facilities to encourage referrals and ordered new logo supplies for PR packets, including updated brochures, sticky note pads and hand sanitizers. The Policy and Procedure committee will meet next month. The new clinic website has launched. She is working on promotion for the new wound care program, the new clinic provider, John Hurley, and Dr. Hsu's endocrinology services. She has been developing social media content for Self-Care Month with our dietitian, Josh Emmil. She will update our levy education website and draft a press release and informational talking points for the staff and board.

Old Business

Capital Improvements Update: We purchased six new air conditioning units for the patient rooms, with six more pending. The carpet for McKinley has been purchased and installation is pending. We've had some security incidents in our parking lot, so we will be investing in installing security cameras. We are looking into cubicles and desks to increase office space.

New Business

Hospitals for a Healthy Future PAC – The Board is eligible to donate to the PAC which helps combat legislation that is harmful to critical access hospitals. The donation goal is \$750.

Lab Analyzer Purchase – A replacement hematology machine is needed in the laboratory to maintain and improve quality and proficiency standards. The quote is \$37,825 plus tax, freight,



and annual supply costs. A motion was made by L. McNamara to approve the purchase; seconded by D. Garcia. Motion carried.

Public Comment

C. Thomas suggested additions to the regular agenda to include community outreach and employee spotlights. The group approved the changes and discussed scheduling another Strategic Planning Board Retreat.

Upcoming Meetings & Events

C. Thomas noted the upcoming meetings and events listed on the agenda. The July Regular Board Meeting will be held in person.

Adjournment

A motion was made by T. Shrable to adjourn the meeting at 1:43 p.m.; seconded by D. Garcia. Motion carried.

ABSENT

Mike Pruett, Board Chair

Cherri Thomas, Board Vice Chair

Leslie McNamara, Board Secretary

Tracy Shrable, Board Member

David Garcia, Board Member