

The Three Rivers Hospital Board of Commissioners called a regular meeting to order at 11:16 a.m. Wednesday, December 22, 2021. The meeting was held virtually via the Microsoft Teams platform. The presiding officer was Mike Pruett, Chair.

A quorum was present, including:

Mike Pruett, Chair
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
Gretchen Aguilar, Chief Nursing Officer
Christine Smith, Assistant Chief Nursing Officer
Shauna Field, Administrative Assistant
Jennifer Best, Business Development Coordinator
Chad Schmitt, Chief Information Officer
Jamie Boyer, Clinic Manager
Jennifer Bach, Accounting Controller
Rosie Poole, Materials Manager
Dr. Ty Witt, Chief Medical Officer
Rosie Hartmann, Revenue Cycle Director
Jeremy Vandelac, Ancillary Services Director
Zachary Allison, Radiology Tech
Dan Webster, Foundation Chairman
Brad Berg, Attorney

Vision, Mission & Values

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

Agenda

There are more changes pending for the MedStaff bylaws, so the board decided to table approving them until the final draft is complete.

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

Minutes from Previous Meeting

A motion was made by L. McNamara to approve the November 17, 2021 Regular Meeting minutes and the December 7, 2021 Special Meeting minutes; seconded by C. Thomas. Motion carried.

Consent Items

M. Pruettt noted the payroll, vouchers, and Medical Staff applications as listed on the agenda. L. McNamara recused herself from approving the 12/16/2021 vouchers due to an invoice from Grover’s Building Supply.

Payroll Total:	Gross:	<u>\$ 922,368.46</u>	Net:	<u>\$ 658,867.01</u>
<u>10/31/21 to 11/13/21</u>	Gross:	<u>\$ 283,766.84</u>	Net:	<u>\$ 202,820.87</u>
<u>11/14/21 to 11/27/21</u>	Gross:	<u>\$ 281,163.52</u>	Net:	<u>\$ 198,955.01</u>
<u>11/27/21 to 12/11/21</u>	Gross:	<u>\$ 357,438.10</u>	Net:	<u>\$ 257,091.13</u>

Vouchers Total:		<u>\$ 2,026,997.09</u>
<u>11/18/2021</u>	<u>094046-094112</u>	<u>\$ 579,419.64</u>
<u>11/19/2021</u>	<u>094113-094113</u>	<u>\$ 57,000.00</u>
<u>12/2/2021</u>	<u>094114-094167</u>	<u>\$ 549,429.36</u>
<u>12/3/2021</u>	<u>094168-094168</u>	<u>\$ 180.43</u>
<u>12/9/2021</u>	<u>094169-094221</u>	<u>\$ 378,610.26</u>
<u>12/16/2021</u>	<u>094222-094285</u>	<u>\$ 462,357.40</u>

Bad Debt:	<u>\$ 73,271.41</u>
Financial Assistance:	<u>\$ 46,961.43</u>

Medical Staff Applications

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

Employee Spotlight

Jennifer Best, Business Development Coordinator, introduced herself and explained her role overseeing public relations and marketing for the hospital. Her goal this year was to launch a community newsletter which is almost complete. She is also involved with employee committees focused on maintaining a positive work culture and fulfilling our vision, mission, and values.

Foundation Report

Dan Webster presented the Foundation Report. The Roots and Wings Foundation contacted him about a \$30,000 grant opportunity, with focus on developing healthy communities, mental health, and children’s health. With the grant, The Foundation’s budget will double to \$60,000 and they will be working with our providers for input on how to best utilize the funds. A Foundation meeting has been scheduled for January 10, 2022.

Physicians Report

Dr. Witt presented the Physician’s Report. Due to changes in medical staff, there has been difficulty reaching a quorum in the MedStaff meetings and so the bylaws are being updated to remedy that. Per

the DOH survey results, we need to add a Physician's Assistant to our Policy and Procedures and Pharmacy and Therapeutics committees. Surgery numbers are low due to Dr. White and Dr. Dhillon being out in November and December. The DOH citations regarding surgery site marking procedure and anesthesia consent forms have been resolved by improving documentation. CPSI presented a new application called the patient data console which will improve charting. The MedStaff officers did not change but Dr. White was elected as Secretary Treasurer. We were awarded the Chief Joseph Dam contract for employee fitness evaluations and physicals, which will start in February 2022. We will need to order additional equipment to perform the visual and hearing tests.

Administration Report

S. Graham presented the Administration Report. During the DOH/CMS survey we were cited for not involving the board in our Quality program. Although the information is provided during Quality Council meetings and in a monthly written report, the information needs to be captured in the Board meeting minutes which will be done going forward. The surveyor was onsite again on Monday to follow up on the quality citations. Our plan of correction was accepted, and conditions of participation were met and approved. All corrections need to be completed by 1/3/2022. We requested an extension for one item regarding our medical gases because a contractor is unavailable to inspect the system until later in January.

Plan A Progress – Medicare lowered our reimbursement rates because our volumes were higher, but our expenses didn't increase and so we will have a repayment to them. In November we did not meet any of our metric goals due to low volumes. The downturn is expected during this time of year. December volumes have been better with an average census of 3.2 patients. Lab and radiology volumes have been low, but we anticipate an increase in lab tests as we see more cases of the new Omicron variant. 14 surgeries for the month, with 2 more pending. 137 visits in the ER. Month to date revenue is 1.1M with 1.5M cash on hand.

New Building Update – A significant investment will be required to comply with the new Clean Buildings Act, and we are seeing more repairs due to the age of the facility. David Franklund has provided some preliminary concept drawings for a new building. A 10-bed facility would cost approximately 55M and 15 beds would be 60M. We would like the new building to offer more community benefits such as a place for meetings and gatherings and a cafeteria available to the public. The current location is not ideal for construction, so we are looking at other potential locations to build.

WSHA Board of Directors Meeting – Scott encouraged the board to contribute to the WSHA's political action committee to help combat legislation which may negatively impact regional hospitals. The hospital is at 80% of its contribution.

Break

A ten-minute break was held between 12:15 p.m. – 12:25 p.m.

Finance Report

J. Munson presented the November Finance Report. Inpatient average daily census was .47. 14 inpatient days with no swing bed. 210k underbudget in inpatient revenue. 15 surgeries, 276 ER visits, average of 59 daily lab tests, 18 tests in radiology. Total of 1.5M in outpatient revenue. We will owe Medicare a 600k payable which has been accrued. Our accounts receivable days are high, but the business office is correcting some system issues which will help lower them. We were overbudget in our expenses due to staffing costs and recruitment advertising, audit fees, and lab and pharmacy supplies. She will allocate

the invoice for the IT staffing contract across three months. We had an 823k operating loss and a net income loss of 216k. We received 399k in CARES funds.

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

IT Report

C. Schmitt presented the IT Report. Chad discussed two recent cybersecurity concerns; a ransomware event impacting Kronos, an HR/Payroll system, and the discovery of the Java log4shell exploit. We have no vulnerable systems, but IT will continue to scan and monitor. They are reaching out to vendors for their plans of action. The informatics nurse, Jennifer Davis, started training and introductions on Monday. We have a 2M cyber insurance policy, but we may want to increase to a 5M plan. The EMR Steering Committee has been impressed with CPSI's recent improvements.

Quality Report

S. Graham presented the Quality Report. On December 6, 2021 there was a small fire in the lobby caused by wiring that overheated in a baseboard heater. Maintenance was able to put out the fire with a fire extinguisher. There were no patients present at the time. A root cause analysis was done, and a corrective action plan drafted and submitted to the Department of Health. The baseboard heaters date back to the 1958 construction. Maintenance has inspected all the heaters and wiring and is looking into the source of a circuit breaker malfunction. We are considering replacing all the baseboard heaters in the facility which would cost around \$5000. We will be updating our Fire Plan with what we learned and work on refresher training for fire protocol with the staff.

A motion was made by C. Thomas to accept the Quality Report; seconded by L. McNamara. Motion carried.

Marketing Report

J. Best presented the Marketing Report. She provided an overview of the current print and online ads. We have an ad in the The Chronicle's InfoBook which goes into all newspapers, store newspapers for Okanogan and Ferry County, the PUD, public libraries and real estate offices. It is also free online. She has updated our hospital and clinic websites to include our current visitor policy (allowing one visitor), links to billing and payment, Public Health links, and hospital policies, as well as a new media blog for press releases and newsletters. The newsletter is complete, and she is working on the bulk mailing permit and postage to send them out. She has added a suggestion box for PR/Marketing and employee committees. She has been working on various projects with the Marketing and Signage Committees, including updating our campus maps and wayfinding signs. She has temporarily taken over the primary PolicyStat Administrator duties while Shauna works with Grace on Policy and Procedure Committee tasks. She will continue to serve on the HAWT and CORE committees as well. She is drafting a press release for The Foundation announcing their new grant through Roots and Wings. She will attend a WSHA legislative preview next month.

New Business

Radiology PAC Purchase – The Radiology Department would like to move from our current image storage vendor NovaRad to Ambra Health, due to concerns with server maintenance and offsite redundancy. Ambra offers improved technical support, the ability to send images to physicians via secure email, and three types of redundancy (cloud storage and two offsite servers). They are offering

us a discount on services if we sign before the end of the year which would make the cost comparable to what we are currently paying NovaRad. A motion was made by C. Thomas to approve changing vendors; seconded by L. McNamara. Motion carried.

DZA Proposal – Dingus, Zarecor, and Associates have submitted their annual engagement letter for the 2021 audit cost report. Due to the amount of CARES funds received, a single audit will also need to be performed. A motion was made by L. McNamara to accept the audit proposal; seconded by D. Garcia. Motion carried.

2022 Oaths of Office – L. McNamara and D. Garcia took turns reciting their 2022 oaths of office.

Board Officer Elections – The board members agreed to keep their current officer positions. A motion was made by T. Shrable; seconded by C. Thomas. Motion carried.

Committee Assignments and Meeting Schedule - The board members agreed to keep their current committee assignments and meeting schedule. A motion was made by C. Thomas; seconded by T. Shrable. Motion carried.

Public Comment

The board members thanked Gretchen for her years of service and wished her luck in her future endeavors.

Upcoming Meetings & Events

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

Executive Session, RCW 42.30.110(i)

An executive session under RCW 42.30.110(i) with Brad Berg, legal counsel, was held between 2:08 p.m. – 2:23 p.m. with a 15-minute extension requested. The public meeting reconvened at 2:38 p.m. No action was taken.

Adjournment

A motion was made by C. Thomas to adjourn the meeting at 2:39 p.m.; seconded by L. McNamara. Motion carried.

Mike Pruett, Board Chair

Cherri Thomas, Board Vice Chair

Leslie McNamara, Board Secretary

Tracy Shrable, Board Member

David Garcia, Board Member