

The Three Rivers Hospital Board of Commissioners called a regular meeting to order at 11:18 a.m. Wednesday, May 25, 2022. The meeting was held in the McKinley Building Conference Room at 507 Hospital Way, Brewster WA 98812 and virtually via the Microsoft Teams platform. The presiding officer was Leslie McNamara, Secretary.

A quorum was present, including:

Mike Pruett, Chair  
Leslie McNamara, Secretary  
Tracy Shrable, Member  
David Garcia, Member

Others present:

J. Scott Graham, Chief Executive Officer  
Jennifer Munson, Chief Financial Officer  
Tina Smith, Chief Nursing Officer  
Anita Fisk, Human Resources Director  
Shauna Field, Administrative Assistant  
Jennifer Best, Business Development Coordinator  
Dr. Ty Witt, Chief Medical Officer  
Chad Schmitt, Chief Information Officer  
Jamie Boyer, Clinic Manager  
Jeremy Vandelac, Ancillary Services Director  
Terri Mail, Quality Director  
Jennifer Bach, Accounting Controller  
Zac Allison, Radiology Tech  
Malinda Valdovinos, Dietary Manager  
DJ Dinjian, Environmental Services Manager  
Rosie Hartmann, Revenue Cycle Director  
Dan Webster, TRH Foundation

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

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

### **Agenda**

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

### **Minutes from Previous Meeting**

A motion was made by T. Shrable to approve the April 5, 2022 Strategic Planning Meeting minutes and the April 27, 2022 Regular Meeting Minutes; seconded by D. Garcia. Motion carried.

**Consent Items**

L. McNamara noted the payroll, vouchers, and Medical Staff applications as listed on the agenda. She recused herself from approving the 5/5/22 and 5/12/22 vouchers due to invoices from Grover’s Building Supply.

Payroll Total:	Gross: <u>\$ 576,912.65</u>	Net: <u>\$ 412,505.10</u>
<u>4/17/22 to 4/30/22</u>	Gross: <u>\$ 284,201.73</u>	Net: <u>\$ 202,357.62</u>
<u>05/1/22 to 5/14/22</u>	Gross: <u>\$ 292,710.92</u>	Net: <u>\$ 210,147.48</u>

Vouchers Total:		<u>\$ 2,244,247.12</u>
<u>4/21/2022</u>	<u>095263-095302</u>	<u>\$ 544,630.42</u>
<u>4/22/2022</u>	<u>095305-095306</u>	<u>\$ 26,023.65</u>
<u>4/28/2022</u>	<u>095307-095381</u>	<u>\$ 375,975.71</u>
<u>5/5/2022*</u>	<u>095382-095436</u>	<u>\$ 434,661.46</u>
<u>5/12/2022*</u>	<u>095437-095499</u>	<u>\$ 286,361.95</u>
<u>5/19/2022</u>	<u>095500-095543</u>	<u>\$ 576,593.93</u>

Bad Debt:		<u>\$ 28,302.36</u>
Financial Assistance:		<u>\$ 58,683.04</u>
Medical Staff Applications		

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

**Employee Spotlight**

Jennifer Bach, Controller, oversees the day-to-day functions in Accounts Payable, Payroll, and Materials Management, reviews payroll and AP before they are processed, and provides information to the CFO for financial reporting. She has been with the hospital for 7 years. Recently she wrote her first mammography grant, which was approved, and has been training with our CFO on how to process the month end finances.

**Foundation Report**

Dan Webster presented the Foundation Report. The current balance for the Foundation is 67k, thanks to staff donations, a 30k grant from Roots and Wings, and a 10k bequest from a local family in memory of their mother and the care she received from us as a patient. The members will be promoting and supporting the new levy and asked the hospital to submit purchase requests for any needed equipment. They will be attending the Pateros Health Fair later this year. Our grant writer, German Meza, is working with them on potential funding opportunities. L. McNamara suggested the Foundation explore participation in the Methow’s annual social media event for nonprofit organizations.

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**Physicians Report**

Dr. Witt presented the Physician's Report. The transition to Inland Imaging in Radiology is complete and we are seeing improvements with imaging reports. The MedStaff meetings will move to quarterly in-person meetings with monthly virtual updates once the revisions to the bylaws are complete. ERx is providing midlevels for inpatient rounding and coverage in the clinic, in addition to their ER providers. The clinic will be doing community outreach to the Methow with monthly visits to Room One and the farmer's market. Dr. Ellingson is working toward getting her CDL physical license. The clinic was approved for a mini grant focused on staff wellness and addressing burnout. The \$7,000 grant will run through June and includes a 1-year subscription to the Calm app, two-month gym membership, and a once a week painting class for staff. We have ordered a transfer set to help prolong our supply of contrast media during the current shortage.

**Administration Report**

S. Graham presented the Administration Report. We have not seen typical patient volumes for the time of year. If volumes and revenue continue to be low, we may need to schedule another strategic planning meeting to adjust operations. We are developing a customer service training program for our staff. Quorum Health has completed their analysis of our swing bed program and we will be meeting with them to discuss their report. Our annual Hospital Week events went well, and we received good feedback from the staff. Scott thanked Leslie for attending the staff BBQ. We are scheduling studies of the building and grounds with the new building architect. Our medical gas system was evaluated and we are completing the identified repairs, though the age of the system is a limiting factor. The ERx group is now providing inpatient hospitalist services, in addition to ER coverage. L. McNamara reported on the WSHA Leadership Summit she and Scott attended, where the main focus was on quality, safety, the emotional and mental wellbeing of staff and maintaining a healthy work culture.

**Break**

A twenty-minute break was held between 12:33 p.m. – 12:53 p.m.

**Finance Report**

J. Munson presented the April Financial Report. There was an average daily census of 3.03, 57 swing bed days, 34 acute days, 24 surgeries, 248 ER visits, an average of 51 lab tests, and 17 in radiology. We have not seen ER volumes this low since 2013 but the cause is uncertain. There was 1.7M in the general cash fund, 3M in investments, and 35 days of cash on hand. 94 FTEs. 128 days in accounts receivable. 1.9M in total patient revenue, 1.5M in expenses, an operating loss of 199k, with a profit of 52k. Staffing costs were high due to salaries for six locums. We have five full time nursing positions open currently, with two nurses retiring this month. The remaining Medicare accelerated payback is due this year in August in the amount of 1.1M. She will look into whether or not we qualify for an extension.

A motion was made by M. Pruett to accept the Finance report as presented; seconded by D. Garcia. Motion carried.

**IT Report**

C. Schmitt presented the IT Report. The rates for cyber insurance have increased by 92% this year, carriers are limited, and there will be future regulation changes and audit requirements that will create difficulties for organizations. We have already made changes over the past 8 months to be compliant with the new regulations.

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**Quality Report**

T. Mail presented the Quality Report. We hired a Quality Coordinator to assist her with the Quality program. In April there were no falls and two medication events. Currently we have 12 safety reports and 4 patient feedback reports. She is working with HR to set up trainings and drills for safety and natural disaster planning. We are working to complete needed repairs on our medical gas system identified during the Department of Health survey, which included replacing some valves, gauges, and labels. She is working with Jennifer Best to add some quality data to our website and possibly allow patients to submit patient satisfaction surveys there. L. McNamara suggested posting statistics on our safety events, such as number of falls. T. Mail is working with environmental services, the billing office, and credentialing on some ways to improve their processes. We experienced a power outage on May 12. It did not affect patient care but there were some areas that did not switch to backup generator power. She has worked with the maintenance department to develop an internal plan of correction to address the issue.

A motion was made by T. Shrable to accept the written and verbal Quality Report; seconded by M. Pruett. Motion carried.

**Marketing Report**

J. Best presented the Marketing Report. She provided updates on current services being advertised in local newspapers, radio, and social media, upcoming interviews, and community events. She is drafting the second edition of our newsletter, which will include information on the new levy, tick safety, recipes, and an employee spotlight. L. McNamara requested a full list of our services be included. Mid Valley Hospital has received a grant focused on providing car seat clinics and they have offered us an opportunity to partner with them. We have received 101 "How Did You Hear About Us?" surveys and 24% of patients listed "word of mouth" as their answer. Miscellaneous projects include rerecording the COVID-19 phone tree menu, public records training, updating our campus map, and working with the Foundation on a grant for an employee wellness program.

**Old Business**

**Capital Improvements:** We are arranging assessments for the grounds and building with the new building architect. The maintenance department is working on necessary system and equipment upgrades identified during the DOH survey. We have made cosmetic improvements to the conference room, provider sleep room, and landscaping.

**New Business**

None

**Public Comment**

None

**Upcoming Meetings & Events**

L. McNamara noted the upcoming meetings and events listed on the agenda. She encouraged the board members to participate in upcoming community outreach events being scheduled by the hospital.

**Adjournment**

A motion was made by M. Pruett to adjourn the meeting at 2:17 p.m.; seconded by D. Garcia. Motion carried.

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Mike Pruett, Board Chair

ABSENT

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Cherri Thomas, Board Vice Chair

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Leslie McNamara, Board Secretary

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Tracy Shrable, Board Member

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David Garcia, Board Member