

The Three Rivers Hospital Board of Commissioners called a regular meeting to order at 11:03 a.m. Wednesday, July 26, 2023. 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, Board Secretary.

A quorum was present, including:

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

Others present:

J. Scott Graham, Chief Executive Officer  
Anita Fisk, Human Resources Director  
Jennifer Munson, Chief Financial Officer  
Tina Smith, Chief Nursing Officer  
Dr. Ty Witt, Chief Medical Officer  
Shauna Field, Administrative Assistant  
Jeremy Vandelac, Ancillary Services Director  
Amy Thomas, Chief Information Officer  
Rosie Hartmann, Revenue Cycle Director  
German Meza, Quality Director  
Mike Oberg, Informatics RN  
Dan Webster, Foundation President  
Jennifer Bach, Accounting Controller  
Jamie Boyer, Clinic Manager  
Zac Allison, Radiology Supervisor  
Rob Wylie, Facility and Maintenance Manager  
DJ Dinjian, Environmental Services Manager  
Rosie Poole, Materials and HIM Manager  
Chad Schmitt, Scaled Data  
Jody Carona, Health Facilities Planning  
Mike Maltais, Quad City Herald

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

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

### **Discussion on Commitment**

The group discussed the staff's commitment and dedication to providing patient care no matter the circumstances and the board's focus on making sure the hospital has everything it needs to achieve its goals.

**Agenda**

An update regarding cyber security and upcoming threats from Chad Schmitt was added after the Quality report.

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

**Minutes from Previous Meeting**

A motion was made by C. Thomas to approve the June 29, 2023, Regular Meeting Minutes; seconded by D. Garcia. Motion carried.

**Public Comment**

L. McNamara recognized and thanked Jeff Pfeifer, ER Coordinator, as this month’s employee spotlight.

**Consent Items**

L. McNamara noted the payroll, vouchers, and Medical Staff applications as listed on the agenda. L. McNamara recused herself from approving the 7/13/23 vouchers due to an invoice from Grover’s Building Supply.

L. McNamara asked why financial assistance reports were submitted for June and July; the business office has been a month behind and is working to get caught up.

Payroll Total:	Gross:	<u>\$ 576,815.99</u>	Net:	<u>\$ 417,447.33</u>
<u>6/11/2023 to 6/24/2023</u>	Gross:	<u>\$ 280,115.08</u>	Net:	<u>\$ 206,725.80</u>
<u>6/25/2023 to 07/08/2023</u>	Gross:	<u>\$ 296,700.91</u>	Net:	<u>\$ 210,721.53</u>
Vouchers Total:				<u>\$ 1,381,522.42</u>
<u>6/29/2023</u>	<u>098737-098769</u>			<u>\$ 402,641.67</u>
<u>7/6/2023</u>	<u>098810-098849</u>			<u>\$ 251,332.52</u>
<u>7/13/2023*</u>	<u>098850-098889</u>			<u>\$ 427,145.31</u>
<u>7/20/2023</u>	<u>098890-098952</u>			<u>\$ 300,402.92</u>
Bad Debt:				<u>\$ 8,351.04</u>
Financial Assistance - June				<u>\$ 66,144.97</u>
Financial Assistance - July				<u>\$ 46,510.93</u>

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

**Feasibility Study**

Jody Carona presented her feasibility study and market assessment for the new building. Her study shows that we have 16k for population between the upper and lower valleys. 21% of our population is elderly and 40% are Hispanic. The inpatient market has contracted over the past 5 years and our market

share has seen a decline since the closure of our OB program. Our market share is lower than our comparables at 17% to their 23%. She believes there are growth opportunities if we can return to our 2018 market share levels and collaborate with Family Health Centers through our ancillary services, as they are struggling in similar ways. A new building will keep healthcare local and create volume growth for outpatient services and swing bed. She will modify her study based on feedback from administration and get back to us with updated data.

### **Foundation Report**

Dan Webster presented the Foundation Report. They recently approved the purchase of picnic tables to improve the appearance of the courtyard. They met with Roots and Wings to discuss the new building and the need for a transportation van.

### **Administration Report**

S. Graham presented the Administration Report.

**New Building** – We have a resolution for a bond ready for the November ballot. We have been working with architect, Dave Franklund, on preliminary design and financial consultant, Jeff Fivecoat. J. Best has been developing community messaging and educational material with AWPHD’s Matt Ellsworth.

**DOH Survey** – The state DOH survey was last week. We received our statement of deficiencies today and there were no major findings. We have 10 calendar days to prepare and submit our plan of corrections, 35 days to complete the fire marshal’s items and 60 days to complete all other items. We will need an extension on replacing the glass McKinley doors due to delays in supplies. Our Quality Team had done several walkthroughs and worked with each department ahead of time to prepare for the survey. We had also contracted with Washington Hospital Services to perform a mock survey.

**Operations** – Volumes dropped in July. We are at 1.5M in revenue as of the 24<sup>th</sup>. We have performed 18 surgeries with 3 more scheduled this week. Our goal is 22 per month. We have been receiving positive feedback on our staff and patient care. He has been attending the Patient Care and Nurse Staffing Committee meetings and feels it is important for administration to be invested in ways to make things better for the staff. Dr. Witt has taken on the role of administrator for our disaster preparedness project this year. We recently held an all-staff active shooter response training.

### **Finance Report**

J. Munson presented the June Finance Report. In June, we saw an operating loss of 91K but an overall profit of 140k. With current revenues, we will need to start using reserve cash in January 2024. We are reviewing our contract with STATUS to resolve a billing issue. Our AR days are between 105-110. R. Hartmann has met with the local fruit growers about timely billings for H2A workers. The business office is also working to collect copays upfront.

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

### **Break**

A break was held between 12:02 p.m. – 12:22 p.m.

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**Quality Report**

G. Meza presented the Quality Report.

**Quality Metrics**

- Falls with Injury – There were no falls in Q2.
- Medication Events and Scan Rate – There were no events in Q2. Our medication scan rate was 95%.
- Hospital Acquired Infection and Surgical Complications – None since the beginning of the year.

**Patient Satisfaction**

- ER – 89% with 18 returned surveys.
- Inpatient – No returned surveys. 84% year to date.
- Clinic – 93% with 24 returned surveys.

The group reviewed the results of our DOH state survey and plan of corrections. There were no major citations, and several items are already complete. We requested an extension on converting the glass McKinley doors into a single action fire exit as we are waiting for a supply shipment. Most items involved improving our documentation processes.

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

**IT Report**

Chad Schmitt with Scaled Data discussed with the group federal changes to cyber security requirements and regulations. The FTC has been granted authority to perform cyber security audits on any business. As healthcare records are the most valuable to hackers, CMS will also be involved. He advised that we need to review our cyber insurance policy monthly to ensure we are complying with all terms and focus on robust training, bolster our incident response and recovery plan, and continue to be proactive and vigilant to prevent cyber events and security breaches.

**Old Business**

S. Graham presented examples of 3D renderings from the architect Dave Franklund's other projects to give an idea of what the renderings will look like for the new building. Focus is needed on community messaging. L. McNamara has someone willing to give a testimonial.

**New Business**

**Resolution 2023-03: New Building November Ballot Proposition** – As we are one of the older hospitals in the state, per the results of architectural studies, the building is reaching the end of its viability and will not be able to comply with the Clean Buildings Act. Attempts to remodel and upgrade will be more costly than building new. The board agreed to put the new building bond request on the November ballot. A motion was made by D. Garcia to approve the resolution; seconded by T. Shrable. Motion carried.

**La Pera Radio TV Advertising** – The group reviewed the ad packages for La Pera Radio (\$1,500 for 3 months, \$1,300 for 6 months, and \$1,250 for one year) and tabled the discussion until we have more information as there is no hard data on the audience size and reach. The service could increase our

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outreach with the Hispanic community. KOZI Radio charges \$500 for a similar service; J. Best will speak to La Pera about price matching.

**Resolution 2023-04: M&O Levy Resolution (November Ballot)** – A motion was made by C. Thomas to approve the resolution as a failsafe in case the August resolution does not pass; seconded by T. Shrable. Motion carried. This resolution will be rescinded depending on the August election results.

#### **Strategic Plans and Discussion**

Our main goal is to promote the benefits of a new building which will help us grow our services, attract more patients and staff, and be a win for local healthcare and our community.

#### **Upcoming Meetings & Events**

L. McNamara noted the upcoming schedule of meetings and events. L. McNamara and T. Shrable expressed interest in attending the New Building Committee meetings.

#### **Executive Session – RCW 42.30.110(g)**

An executive session was held between 1:02 p.m. – 1:12 p.m. No action was taken.

#### **Adjournment**

A motion was made by T. Shrable to adjourn the meeting at 1:13 p.m.; seconded by C. Thomas. Motion carried.

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Mike Pruett, Board Chair

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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