

The Three Rivers Hospital Board of Commissioners called a regular meeting to order at 11:02 a.m. Wednesday, August 30, 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 Mike Pruett, Board Chair.

A quorum was present, including:

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

Others present:

J. Scott Graham, Chief Executive Officer  
Anita Fisk, Human Resources Director  
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  
Jennifer Best, PR/Marketing  
Mike Oberg, Informatics RN  
Dan Webster, Foundation President  
Jennifer Bach, Accounting Controller  
Jamie Boyer, Clinic Manager  
Rob Wylie, Facility and Maintenance Manager  
DJ Dinjian, Environmental Services Manager  
Rosie Poole, Materials and HIM Manager  
Teresa Stout, Discharge Planning  
Mike Maltais, Quad City Herald  
Dave Franklund, Theorem Architecture Group  
Matt Ellsworth, Association of WA Public Hospital Districts  
Shar Sheaffer, Dingus, Zarecor & Associates  
Charli Cozza, Dingus, Zarecor & Associates  
Wade Gallon, Stroudwater Associates

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

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

### **Agenda**

The financial audit report was made into an action item.

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

**Minutes from Previous Meeting**

A motion was made by L. McNamara to approve the July 26, 2023, Regular Meeting Minutes; seconded by T. Shrable. Motion carried.

**Public Comment**

L. McNamara wished M. Pruett a happy birthday.

**Consent Items**

M. Pruett noted the payroll, vouchers, and Medical Staff applications as listed on the agenda.

Payroll Total:	Gross: <u>\$ 876,471.57</u>	Net: <u>\$ 630,201.14</u>
<u>7/9/23 to 7/22/23</u>	Gross: <u>\$ 286,750.65</u>	Net: <u>\$ 207,999.82</u>
<u>7/23/23 to 8/5/23</u>	Gross: <u>\$ 278,958.85</u>	Net: <u>\$ 198,565.73</u>
<u>8/6/23 to 8/19/23</u>	Gross: <u>\$ 310,762.07</u>	Net: <u>\$ 223,635.59</u>
Vouchers Total:		<u>\$ 1,777,282.76</u>
<u>7/27/2023</u>	<u>098953-098987</u>	<u>\$ 423,165.44</u>
<u>8/3/2023</u>	<u>098990-099052</u>	<u>\$ 253,647.79</u>
<u>8/10/2023</u>	<u>099053-099123</u>	<u>\$ 419,212.39</u>
<u>8/14/2023</u>	<u>099124-099125</u>	<u>\$ 4,169.54</u>
<u>8/17/2023</u>	<u>099126-099174</u>	<u>\$ 244,920.24</u>
<u>8/24/2023</u>	<u>099180-099208</u>	<u>\$ 432,167.36</u>
Bad Debt:		<u>\$ 39,909.24</u>
Financial Assistance		<u>\$ 32,973.77</u>

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

**2022 Financial Audit Report**

Shar Sheaffer from Dingus, Zarecor, and Associates presented the audited 2022 financials report. There was a 3M loss in operations and a 1.2M increase in expenses, mainly due to the need for travelers and contract nurses. The 2M in tax revenue was not quite enough to cover the decrease in revenue. Net revenue was down by 130k. The Medicare repayment in 2022 impacted our financials, as will the loss of COVID-19 financial aid going in to 2023. There are new lease standards, but since most of our leases are capital there will not be a change for us. A single grant specific audit was performed because we received more than 750k in federal aid. There were no findings this year and the previous year's findings were all corrected. A review of the previous three years of comparative data was presented. Overall, we passed the report and there was nothing odd that came to their attention. She recommended updating our policies with the new leasing standards and focusing on how to address our operating losses while pursuing a new building. No other consultations were done.

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A motion was made by L. McNamara to accept the 2022 Financial Audit Report; seconded by C. Thomas. Motion carried.

### **New Building Updates**

**Board Education with Matt Ellsworth** – Matt Ellsworth provided education and guidance on what the Board, CEO, and staff are allowed to do during community outreach and how to talk about voting and information. As a public hospital we cannot use public resources to engage in political activities. We cannot say “vote yes” on campus or during company time but we can provide education, direct them to our website, and to the commissioners who are our number one asset as our elected officials. Salaried employees may only provide educational information during work hours but are not restricted after hours. Commissioners are only restricted during public meetings. Company equipment cannot be used for campaigning.

**Architect Report with Dave Franklund** – Dave Franklund presented on the proposed new building site plan. He explained the phased approach to the construction which will allow operations to continue and reviewed preliminary floorplans. The group reviewed and discussed 3D renderings of the new building. Phase I will consist of the main entry and registration, the ER, waiting areas, lab and imaging, kitchen, a café, surgery and recovery, sterile processing, inpatient and swing bed rooms, physical therapy and extra space for pharmacy and miscellaneous departments or additional services. The helipad will be on the roof. Phase II will consist of the clinic, outpatient PT, and administration spaces. The material suggested is brick and metal. The design will be fine tuned as the process continues. The group discussed how construction might impact the neighborhood. There will be two elevators in Phase I, one for patients and one for service and deliveries. The two phases will be connected so there will be no need for an elevator in Phase II. Further discussion was had on MRI services and clean energy capabilities.

### **Foundation Report**

Dan Webster presented the Foundation Report. The Foundation is researching a transportation van. They plan to meet in September. M. Pruett asked the Foundation to purchase a new American flag for our flagpole. They would like to meet with Scott and Mike to discuss the Foundation’s role in the new building campaign.

### **Administration Report**

S. Graham presented the Administration Report. He is excited about the new building and eager to talk to the community. The National Rural Hospital Association is working with the USDA to facilitate a Stroudwater consultant to us at no cost. The consultant will complete an additional feasibility study for the new building to provide guidelines and milestones for strategic planning. Dr. Ebaugh is planning to add a third week with us to his surgery schedule later this year and we are working on updating his contract. Being able to keep the number of surgeries we have transferred out during his off time will cover the additional salary cost. The promotional video for transitional care is complete and we have marketing trips planned to visit other facilities. Swing bed referrals are down across the region. Our new ER Director, Dr. Goodall, is working with us to identify and increase medically appropriate admits. ER volumes have seen a downturn. We are working with STATUS to update their contract with us and hope to have that complete by September.

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**Finance Report**

S. Graham presented the July Finance Report. We had a reasonable month thanks to the M&O levy and tax funds. There was 2.2M in revenue. Expenses were 1.6M and overbudget by 146k due to professional fees, wage increases, and purchase services. Net revenue was 257k. Cash on hand was at 35 days. The financial audit reports a higher cash on hand due to investments and financial aid, but we do not count that for day-to-day reporting.

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

**Break**

A break was held between 1:10 p.m. – 1:30 p.m.

**Quality Report**

G. Meza presented the Quality Report. He provided an update on the survey plan of corrections. All items to correct are either in progress or complete, with the waiver for extension on replacing the McKinley doors still pending. For quality improvement projects, 4 departments are up to date with the rest in progress. He is working on a root cause analysis for an adverse fall that we recently reported to the Department of Health.

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

**Old Business**

**Capital Improvements Update** – The Building and Planning Committee meets this Friday. German and Rob are working to complete the plan of corrections for the DOH. The maintenance department is working on winter preparation for the roof and parking lot. The new building initiative will be on the front page of the November ballot.

**New Business**

**Resolution 2023-05: Cancelled Warrants** – A motion was made by L. McNamara to approve the cancelled warrants; seconded by C. Thomas. Motion carried. Once the warrants are cancelled, accounts payable will research the reason they were not cashed and re-issue if possible.

**Rescind Resolution 2023-04: M&O Levy for the November Ballot** – The M&O levy passed in August and so this resolution was not needed. A motion was made by L. McNamara to rescind Resolution 2023-04; seconded by C. Thomas. Motion carried.

**Strategic Plans and Discussion**

Current focus is on the new building campaign. The group discussed exploring grant possibilities.

**Upcoming Meetings & Events**

M. Pruett noted the upcoming schedule of meetings and events. The next MedStaff meeting is scheduled for September 20, 2023.

**Adjournment**

A motion was made by L. McNamara to adjourn the meeting at 1:46 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