

**BOARD OF COMMISSIONERS
PUBLIC HOSPITAL DISTRICT NO. 1 OF PEND OREILLE COUNTY**

December 15, 2022

In Attendance: Chief of Medical Staff, Aaron Reinke, MD; Commissioners: Lois Robertson, Lynnette Elswick, Susan Johnson, Melanie Kiss, and Becky Walrath; Executive Officers: Merry-Ann Keane, Tom Wilbur, Kim Manus, Chris Wagar, Theresa Hollinger, and Casey Scott. Others: Michelle Nedved, Newport Miner; Madison Roberts, Jennifer Johnston, Sue Calvert, Jenny Cooper, Kim Rutland, Tina Batsch, Theresa Johnson, Carrie Russell, Melody Brown, Sara Rainey, Rhi Drake, Trina Gleese, Becky Dana, Tammy Roberts, and Nancy Shaw.

CALL TO ORDER:

Chairperson Robertson called the meeting to order at 10:01 am.

READING OF LEGAL NOTICE:

The regular meeting legal notice was distributed as required.

APPROVAL OF AGENDA / CONSENT ITEMS:

The Meeting Agenda, Auditors Report and Uncompensated Report (Consent Packet) were approved via motion made, seconded and passed unanimously.

Bad Debt/Charity: Nov. 2022, inclusive District Write-off: \$141,362.88

APPROVAL OF PREVIOUS MEETING MINUTES

The November 17, 2022 regular meeting minutes and November 29, 2022 special minutes were approved via a motion made, seconded and unanimously passed. The November 15, 2022 special (budget hearing) meeting minutes were not available to approve.

BUSINESS FROM THE AUDIENCE

Christina Wagar read a prepared statement of appreciation.

COMMITTEE REPORTS:

Joint Conference: Aaron Reinke, MD, Chief of Medical Staff reported there is limited bed capacity, which has caused staff to make adjustments. He reported the two new providers are a great fit for the clinic.

Dr. Fisher is in the process of being credentialed with the participating insurance plans.

Finance: Kim Manus, CFO provided the income statement, noting she has been very busy finalizing the Seeber's pharmacy purchase. Loss from operations is \$753K – a \$2M loss was anticipated, which was offset by CARES Act funding.

The interim Medicare Cost Report has been completed through September. In 2021, an interim cost report was not completed, which resulted in paying back money to Medicare. The \$1.2M was received from Medicare for the 2022 claims through September – this resulted in \$173K additional reimbursement from Medicare. The cost per RHC visit was \$40 off – we are now within .20, which matches the cap – the statistics have been realigned. Staffing continues to be an issue. Kim spoke with Commissioners Robertson and Elswick and determined the budget would be revised in January. The RN contract negotiations are in process. Casey Scott has been working to validate the proposed Milliman salaries; in addition, the Seeber's Pharmacy employees have been enrolled in the payroll system and will meet with HR next week.

Kim announced that the District is enrolled with Molina Medicare Advantage effective January 1, 2023. She continues to work with United Health Care to address contract issues.

Nursing Services – Theresa Hollinger, CNO provided departmental updates, noting census is up in the ED and the search continues for an ED Medical Director. Theresa announced that all trauma nursing certifications will be up-to-date by January.

The current EMTALA action plan is prepared to submit.

ACU census is 12 today. There have been staffing challenges – Theresa noted that we have interviewed candidates but not yet officially hired anyone.

The OR Leader transition is going smoothly and the Laboratory staff has been busy working on inventory.

Residential Care Updates/RHC & Safety Updates: Chris Wagar, COO provided an overview. Several RMAC neighborhoods are experiencing a mild Covid outbreak. One influenza case has been reported at RMV. The 4th neighborhood furniture was scheduled for delivery in January; however, it is expected at the end of this month.

The rate change notification letters have been mailed. Next steps will be to update the contracts to reflect those changes. Chris noted that transportation charges will apply for trips outside of a 10-mile radius.

NEW Health has broken ground in Newport with plans to open in fall '23. A process has been developed to provide efficiency to promote easier access to care with plans to include walk-in appointments.

Safety/Security – The Safety Committee has been re-structured to follow State and DNV guidelines. The 2022-2023 Hazard Vulnerability Assessment is complete with a focus on 5 key areas: drills to include active shooter, chemical exposure, mass casualty incident, supply chain shortage/failure and weapons management.

HR Report: Casey Scott, Interim CHRO referred to the standard monthly reports outlining the active candidates/open positions and new hire/separation reports. There are currently 32 open positions; Casey anticipated 8 of these will be filled within the coming 2 weeks. The average turnover rate is 20-25% - Casey noted prior to the pandemic it was 3-5%.

The '23-25 RN contract is in the negotiation process. Casey and Tom W. explained the methodology details. The Union is voting on contract #5 at this time. Casey reviewed the top and entry scales, noting there was historically a bell curve in the middle range. On January 1st the pay will be lateral to the current step; on the anniversary it will drop a step. Casey discussed the tentative SEIU agreement vs NHHS' proposal for 2023-2025. Casey presented statistics from other organizations that reflected minimum, middle and maximum amounts. There was minor language changes included.

Quality/Performance Improvement – Rhi Drake explained there has been steady reporting of Healthcare Safety Zone events since May, with November being the highest month at 55. Trend reports are planned for 2023. RMV and RMAC saw spikes in illness and fall occurrences. There were no fall events in the hospital during November; 2 events occurred at the health clinic – a complaint and medication event.

Rhi noted we are comparing the following safety data with other Washington State hospital facilities: anticoagulation, opioids and glycemic management. Data is also being compared via CoMagine; Rhi noted our partners were very complimentary of NHHS' 0% hospital-acquired infection rate.

The patient satisfaction survey data was shared; Rhi anticipates we will receive a larger amount of surveys with our ACU census being higher. The provider overall hospitalist rating is 89.9%; 77.8% of inpatients indicated they would recommend NHHS. The ED had 114 surveys returned; scores were somewhat lower. Comments pointed out ED privacy issues – this is being addressed. Customer service education will be the focus in 2023. Many staff members were mentioned for their service excellence.

Commissioner Robertson commented that the patient satisfaction survey comment reports were previously provided to the board and medical staff members and asked whether Rhi's report was a recap. Theresa explained that comments were not included due to the change in survey vendors.

CEO Report – Merry-Ann explained that December 16 is officially Tom Wilbur's last day with the District. Several outstanding items will be addressed going forward, such as the Seeber's Pharmacy purchase, RN contract negotiations, DNV and EMTALA.

Tom added that the Seeber's contract is nearly finalized; Kim noted that timing is being addressed for licensing, DEA applications, and scheduling the State Pharmacy Board's inspection. The 3 agreements include employment, real estate and the asset/purchase/sale and were included for review.

Tom stated that he has not pursued any action on encouraging formation of an EMS District; he explained the ambulance service continues to exist only because John Jackson is operating the service with the District subsidizing. Commissioner Elswick stated that Pend Oreille County sent a letter to inform interested parties they will place this on the Commissioner's January meeting agenda.

The District will receive approx. \$321,000 in January for ACO participation. Tom indicated he believes that NHHS is in a better position than most rural hospitals – he added that the RCS rate increases and opening of the 4th neighborhood will help us to sustain services.

ACTION ITEM AGENDA

Resolution No. 2022-13, Designation of District Treasurer and District Deputy Auditor. Kim Manus explained that we have not yet hired a Controller and, with the passing of Casi Densley, it is necessary to appoint an interim District Treasurer (Sara Rainey, Compliance Officer replacing Casi Densley), and reaffirm Trina Gleese as Deputy Treasurer, and reaffirm District Auditor Kim Manus, CFO; also with Tom Wilbur's resignation, appointment of new District Deputy Auditor (Merry-Ann Keane, CEO replacing Tom Wilbur, CEO). A motion made, seconded and passed unanimously approved Resolution No. 2022-13.

Observance of 2023 District "Legal Holidays". Per RCW 1.16.050, we must list the legal holidays to be observed for each calendar year by Resolution. We continue to observe the six major holidays [New Year, Memorial, Independence, Labor, Thanksgiving, and Christmas]. Resolution No. 2022-14 was unanimously approved via motion made, seconded and passed.

Resolution No. 2022-15 - Changes in Authorized Bank Signatories. As required by RCW 42.24.180, the Board of Commissioners wishes to change the authorized signers on the Operating Fund Account at Mountain West Bank, Newport branch, removing Thomas Wilbur as signer, adding Merry-Ann Keane

as signer, and affirming signers Christina Wagar and Kim Manus to remain on the account. Resolution No. 2022-15 to change authorized bank signers was unanimously approved via motion made, seconded and passed.

Resolution No. 2022-16 Budget Amendment. CFO Kim Manus explained the budget is amended annually when the budget is projected to exceed expenses. The YTD Operating expenses were \$1.2M below the budget (in November). Kim does not anticipate the budget will require amendment; therefore Resolution No. 2022-16 is obsolete.

Resolution No. 2022-17 Surplus Property to surplus (2) Anesthesia Machines was approved unanimously via motion made, seconded and passed. The machines were replaced and have no value.

Public Records Officer Designation. The District is required to appoint/publicly identify a Public Records Officer (PRO) to serve as a point of contact for members of the public who request disclosure of public records.

A motion made, seconded and passed unanimously designated Casey Scott as the public records officer for the District, the person to whom members of the public may direct requests for disclosure of public records of Public Hospital District No. 1 of Pend Oreille County.

OTHER BUSINESS

Tom stated that we will finalize the RN contract within the next several days. Kim will send the notification when this occurs.

Seeber's Purchase – the agreements were provided to the Board members. Tom does not anticipate any major changes prior to closing.

NEXT MEETING DATE

The next Board of Commissioner meeting will occur at 10:00 a.m., Thursday, January 26, 2022 in the Sandifur meeting room.

EXECUTIVE SESSION

As permitted by RCW 42.30.110(1)(g), the meeting was moved to Executive Session at 11:31 am for approx. forty five minutes to discuss personnel matters.

RETURN TO OPEN SESSION

The Commission returned to Open Session at approximately 12:15 pm.

Per the recommendation of the Medical Staff Executive Committee, the Board of Commissioners approved the following privileges by motion made, seconded and passed unanimously:

Provisional to Full Status

Kathleen Kozak, CRNA – Anesthesia

Courtesy Reappointment:

Cody Ellefsen, DO – Emergency Medicine

Maurice Hooff, CRNA - Anesthesia

Courtesy Reappointment - Radiology Off-Site

Wendy Ehieli, MD

Brian Rich, MD

Scott Zelasko, MD

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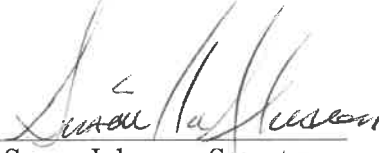
ADJOURNMENT

There being no further business, the meeting adjourned at approximately 12:20 pm.

Minutes recorded by Nancy J. Shaw, Executive Administrative Assistant.



Lois Robertson, President
Board of Commissioners



Susan Johnson, Secretary
Board of Commissioners