

ADAMS COUNTY PUBLIC HOSPITAL DISTRICT #2
Meeting of the Board of Commissioners
November 18, 2021
East Adams Rural Healthcare
Conference Room
Ritzville, WA

- I) Call to Order
- II) Additions or Corrections to the Agenda
- III) Approval of Minutes-October 27, 2021
- IV) Consent Agenda
 - i) Chief Nursing Officer Report
 - ii) EMS Report
- V) Medical Staff Report – Dr. Sackmann
- VI) CEO Report – Corey Fedie
- VII) Committee Reports
 - i) Finance Committee – Kim Polanco
 - (1) Financials – October
 - (2) Approval of Warrants and Vouchers
- VIII) Old Business
 - i) None
- IX) New Business
 - i) 2022 Budget
- X) Public Comment
- XI) Executive Session: RCW 42.30.110; To consider the selection of a site or acquisition of real estate by lease or purchase
- XII) Special Budget Hearing Meeting at 5:30 p.m. November 29, 2021-via Zoom
- XIII) Next Board Meeting at 5:30 p.m. December 16, 2021– via Zoom
- XIV) Adjourn

Washington State law states that all meetings of public bodies such as ours be open to attendance by the public, save for executive sessions or if a meeting has been closed owing to disruption. But that law is equally clear that there is no requirement that public attendees at such meetings be permitted to take any part in the proceedings. This Board, however, promotes open dealings with our community, and welcomes appropriate public participation; but, considering interests such as efficiency and simple civility, we do have rules governing that participation. We generally have on our agenda a period intended for public comments and questions, and we ask that members of the public confine questions and comments to that period. If, however, during our deliberations on a given matter a member of the public believes that he or she has some clearly relevant information that we have not considered, he or she may raise his or her hand and the Board Chair, in his or her discretion, may allow that member of the public to provide a brief factual comment. Moreover, both during meetings and in the specified comment period, we require that questions or comments be concise, factual, and, notably, that they be civil. We willingly accept tough questions and critical comments, but we will not accept generalized negative opinions, rambling, personal attacks, or perceived disparagement of individuals. Comments are limited to three minutes. The Board reserves the right to terminate a question or comment at any point if the Board determines in its discretion that the comment or question is unacceptable or disruptive. Please remember the need for civility and compliance with our rules.

ADAMS COUNTY PUBLIC HOSPITAL DISTRICT NO. 2
East Adams Rural Hospital
903 S. Adams
Ritzville, WA 99169
Meeting of the Board of Commissioners
October 27, 2021

PRESENT:	John Kragt	Board Chair
	Stacey Plummer	Vice Chair
	Eric Walker	Secretary/Commissioner
	Jerry Crossler	Commissioner
	Ross Heimbigner	Commissioner
	Corey Fedie	CEO
	Kimberly Polanco	CFO
	Jennifer Pepperd	Chief Nursing Officer

ABSENT: Dr. Sackmann

GUESTS: Dr. McKay, Colene Hickman, Dan Duff

The meeting was called to order at 5:30pm by John Kragt, Board Chair

INTRODUCTIONS- Board Chair John Kragt announced Dan Duff was in attendance. Dan will be sworn in as a Board Member beginning January 2022.

ADDITIONS AND CORRECTIONS

Corey Fedie requested an addendum to the agenda. Under new business add-Holiday Board Meeting schedule.

APPROVAL OF MINUTES

The September 22nd Board Meeting minutes were presented. Commissioner Eric Walker made a motion to approve the September 22nd Board minutes as presented, Commissioner Jerry Crossler seconded. Motion passed unanimously.

CONSENT AGENDA:

Board Chair John Kragt polled the Board if they would like anything moved from the Consent Agenda to the regular agenda. Hearing none, there was a roll call for acceptance of the Consent Agenda. All Board members voted aye.

MEDICAL STAFF REPORT:

Dr. McKay gave the Med Staff report in the absence of Dr. Sackmann. Dr. McKay went over some of the items that were discussed in the Med Staff meeting such as the logistics of high patient loads during COVID, respiratory services and equipment discussion. Dr. McKay reported that booster shots are now available. Dr. McKay also reported that Rose Jones presented a list of items for discussion at Med Staff. There will be further discussion at a future meeting that is being planned for the Medical Staff. Board Chair John Kragt asked Dr. McKay if he was enjoying his time at EARH so far.

Dr. McKay said that he is and is looking forward to seeing more patients. Board Chair John Kragt then asked if there was anything that the district could do to help him. Dr. McKay said that there is nothing at this time.

CEO REPORT- See attached

Corey Fedie reported that we have been very busy. There has been a lot of growth in community outreach. Mr. Fedie reported that the EMR is moving along. Dr. McKay and his medical assistant Pam are getting settled in. Mr. Fedie reported that Dr. Zuver will be starting soon. She will be providing women's health services. She will be here 1-2 days a week. Todd Nida, Facilities Manager is back so there is work going towards the expansion/remodel growth of the facility. Board Chair John Kragt asked if we are able to dispense medications out of the pharmacy in the hospital. Mr. Fedie said that the hospital pharmacy is not for retail. Those medications are for inpatients or emergency room patients during hours when the pharmacy downtown is not available. Jennifer Pepperd explained that we keep a broad range of medications in stock and do have pre-packs for ER patients if the pharmacy is not available. Board Chair John Kragt then asked what the difference is between and MA and an LPN. Jennifer Pepperd explained that an LPN can cross over from the clinic to the hospital, whereas, an MA is defined to the clinic.

COMMITTEE REPORTS

Finance Committee- See Attached Report

CFO REPORT - See attached

Kim Polanco reported the September financials. There was a net loss of \$512,775 for the month of September and an YTD loss of \$191,000. Kim explained why the Swing Bed revenue line was reported as a negative amount. This was due to re-calculating pharmacy dosages and billing. There were several claims that have been corrected and sent back out. Corey explained that this audit focused on pharmacy discrepancies. They have been corrected by working with the Billing Department and Pharmacists. John Kragt asked if this is the end of the problem. Corey said that the bulk of it is over. There was approximately \$204,000 adjusted. Kim explained that all claims are now being audited as they go out. Patient volume is up in each department other than X-Ray and EKG's. Kim explained that the big change in financial status is the adjustment of the fee schedule. Corey also explained that there is some outstanding documentation that is holding up some of the reimbursements from Medicare for Swing Bed patients. This issue is being resolved. Kim reported that the preliminary 2022 budget will be presented to the Board and Finance Committee in November. Kim reported that the AR gross days are down 4 to 143 days and AR net days are down 7 to 48 days. Expenses for September were over by 19% with a majority of the overage being related to contracted staff.

WARRANTS & VOUCHERS: EARH

Eric Walker presented the following warrants for approval Accounts Payable Warrants #062789 to #062950 for the amount of \$530,341.04 and an additional \$309,751.54 for payroll direct deposits and \$108,956.03 for payroll tax deposits.

Vice-Chair Stacey Plummer made a motion to approve, Commissioner Ross Heimbigner seconded. Motion passed unanimously.

OLD BUSINESS

Board/Admin Retreat dates were discussed. Mr. Fedie asked the Board if they would like to move the meeting to the beginning of May. Commissioner Eric Walker suggested that we have the retreat in Spokane, possibly at the Davenport. Vice-Chair Stacey Plummer agreed. There was a brief discussion. Board Chair John Kragt suggested looking at dates at the beginning of March for Spokane. Mr. Fedie said that Kylie Buell, Administrative Assistant will look into getting those reservations made.

NEW BUSINESS

Corey Fedie presented the Employee Engagement Survey to the Board. Mr. Fedie highlighted some of the survey results. In closing, Mr. Fedie expressed that he is very pleased with the participation in the survey and the growth in the positivity rate since last year. Mr. Fedie said that he will present these results to staff and get further feedback and ideas to change some of the negative feedback.

Mr. Fedie expressed to the Board how fortunate it is to have a great staff that is working together to get through this difficult time. Mr. Fedie discussed with Board the holiday schedule for the meetings in November and December. With the meetings falling on the same week as the holidays it was suggested to move the meetings up one week. Board Chair John Kragt recommended moving them up to the Thursday before due to a conflicting meetings that he has on the third Wednesday of each month. The Board was in agreeance. Commissioner Eric Walker made a motion to move the November Board meeting to November 18th and the December Board meeting to December 16th. Vice-Chair Stacey Plummer seconded. Motion passed unanimously. CFO Kim Polanco asked Commissioners Ross Heimbigner and Jerry Crossler to move the Finance Committee meetings to the Mondays before the Board meetings. Both Commissioners were in agreeance. Finance Committee will meet on November 15th and December 13th.

PUBLIC COMMENT-None

Commissioner Eric Walker made a motion, seconded by Commissioner Ross Heimbigner to adjourn the meeting. The motion passed.

The meeting was adjourned at 6:41 p.m.

Respectfully submitted,

Kylie Buell
Executive Assistant

CNO Board Report

November 18, 2021

1. We welcomed Shelia to our facility as a nurse on the hospital side. She will be working with our swing bed patients at this time. Pam our LPN in the clinic is working out very well. She has taken on some projects for me and is doing a wonderful job. I currently have one open night charge nurse position and one nac swing bed position open.
2. We continue to have pain clinic 2 days a week, we have been doing a lot of procedures, and have had to add an extra day occasionally to catch up.
3. We continue to offer the COVID vaccine and have recently received some pediatric doses. We will be ordering our vaccines thru the state as Whitman is going to terminate their vaccine distribution. We will be evaluating this to see our vaccine needs.
4. I will be visiting the Cardiac Rehab department at Multi-Care to see how that program is ran.
5. We recently went to tour the mobile clinic in Odessa to see how that was set up.
6. Dr. Zuver is now seeing patients in our clinic. I will be going to Moses Lake soon to tour the clinic there and get some equipment lists/requests here for her.
7. We currently have an 1135 waiver in with the DOH which suspends the survey process at this time. We have to apply for this every 60 days and will continue to do so while in the pandemic.
8. We have had to reschedule our skills fair for December 7 and 8.
9. We currently are receiving a lot of referrals for swing bed we have now started a waiting list.

Sincerely,

Jennifer Pepperd RN/CNO

2021 AMBULANCE RUNS OCTOBER								
UNIT	TRANSPORT	EARH	REFUSAL/ NON- INJURY	CANCEL/ UTL	TREAT & RELEASE	OTHER FACILITY	LIFT ASSIST/ Standby	TOTAL
964	3	22	10	5	0	1	3	44
963				2				2
967	2		1					3
966								0
ALL	5	22	11	7	0	1	3	49
UNIT	STARTING MILEAGE	ENDING MILEAGE						TOTAL MILEAGE
964	148612	150041						1429
963	89850	89915						65
967	22743	22758						15
ALL								
966	51659	OOS						0
ALL								1509

2020 YTD Total **_695_** runs

2021 YTD Total runs **_616_** runs

88.6% Complete

Month 2020 **_57_** runs

Month 2021 **_49_** runs

Increase/Decrease of **_-8_** from 2020

Job Openings

Business Office	Position Title	Start Date	Status	Notes
Business Office	Posting Clerk	04/14/2021	Filed	Hired in-house.
Business Office	Health Information Manager	06/01/2021	Filled	Offer letter signed as of 8/17/21. Candidate start date set for 4/29/21. Candidate will start 5/3/21
Nursing	Long Term Care Nurse	08/18/2019	Filled	Candidate accepted position as of 8/7/21. Will on board/orientate before end of March.
Clinic/Hospital	MD	10/16/2020	Filled	Working with recruitment firms. Start date 10/4/2021
Facilities	Maintenance Tech	05/02/2021	Open	Call out to 5 applicants to schedule interviews. Only one applicant returned call, not interested due to travel. Still interviewing and accepting applications
Nursing	Long Term Care Nurse(Day Shift)	09/19/2019	Open	Filled with Passport RN starting 11/1/2021
Information Technology	Help Desk/Support	09/09/2021	Filled	3 interviews scheduled for 7/30/21. Applicant will start orientation 8/16/2021
Facilities	Facilities Manager	05/07/2021	Filled	4 interviews conducted. Anticipating an offer being presented Friday 5/28/21. Orientation will start 07/12/21
Business Office	Remote Biller	04/09/2021	Filled	Candidate orientation 5/27/21
Business Office	Referral Specialist	04/19/2021	Filled	Candidate orientation 5/27/21
Business Office	Clinic Biller	04/21/2021	Filled	Offer letter written up 7/21/21, waiting on clarification from Manager on proposed wage. Candidate accepted and will start orientation 8/16/21
Administration	Eventuate Assistant	06/07/2021	Filled	3 interviews scheduled for the week of 6/21/21. Candidate will start orientation 07/01/21
Rehab	Physical Therapist	05/15/2021	Filled	Signed offer letter, start date August 15, 2021
Rehab	Speech Language Pathologist	05/31/2021	Filled	Signed offer letter, start date August 15, 2021
Clinic	MA-C	05/28/2021	Filled	Candidates started 06/15/21
Clinic	MA-C	07/15/2021	Open	Filled with LPN, candidate started 10/4/2021
Nursing	Long Term Care Nurse(Noc Shift)	06/26/2021	Open	
Nursing	MA-C noc Shift	07/06/2021	Filled	Posted and filled with per diem internal candidate
Facilities	Housekeeper	07/23/2021	Open	Offer accepted and candidate will start orientation 11/1/2021
Rehab	OT/COTA	07/29/2021	Open	
Lab	MLT	07/30/2021	Open	
Lab	Temporary Lab Assistant	08/05/2021	Open	Filled with internal candidate
Facilities	Maintenance HVAC Tech	08/20/2021	Open	
Business Office	Temporary-HIM Tech	09/01/2021	Open	
Clinic	MA-C	09/07/2021	Open	Filled with an NAC that started 10/18/2021
Nursing	NAC Noc Shift	10/19/2021	Open	
Business Office	Biller	11/21/2021	Open	



East Adams Rural Healthcare

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Ritzville, Washington 99169
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CEO Report to the Board

Board of Commissioners
East Adams Rural Healthcare
November 18th, 2021

It has been a short time since we last met and the holidays are near. The next two months will cruise by. Since our last meeting, Dr. Lexi Zuver (DO) has started practice and is generating interest. She is Family Medicine trained and specializes in Women's Health as well as OBGYN. She is partnered with AION Women's Health in Moses Lake as well. They staff a physician and midwife as well. What this means for our community is a wonderful provider for services we have not focused on in many years. On top of that, there is a strong link for expecting mothers to deliver close by in Moses Lake at Samaritan hospital for all but high risk complicated pregnancies. Fundamentally, women in our community can now get a very wide range of care for themselves as well as their babies before and after delivery. To top that off, our medical staff is experienced to care for all age groups. Our community can get excellent care for pediatric patients all the way to end of life.

This is exciting news because we are offering a more comprehensive slate of services that our community needs and deserves. We want the community to know we are listening and delivering. We may not be able to have every service, but we are delivering on some that our community have been asking for. We will continue to listen and seek additional services wherever possible.

The team has been working on the 2022 budget, which you will be presented, at the board meeting. A special public hearing is tentatively scheduled for the 29th to meet our end of November deadline.

We are heavily involved with upcoming holiday activities as well. We will be flying in Santa Clause again this year on December 18th about 2pm (weather permitting) in partnership with Lind Ritzville Schools on their property. In addition, we are working with the Chamber and other individuals to participate in an Ornament Hunt after Santa concluding with a parade of lights. The energy and partnership growth within the community is amazing.

It is a privilege to serve the board and our community.

Respectfully,

Corey Fedie, CEO