

ADAMS COUNTY PUBLIC HOSPITAL DISTRICT #2

Meeting of the Board of Commissioners

January 26, 2022

East Adams Rural Healthcare

Conference Room

Ritzville, WA

- I) Call to Order
- II) Additions or Corrections to the Agenda
- III) Approval of Minutes-December 16, 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 – December
 - (2) Approval of Warrants and Vouchers
- VIII) Old Business
 - i) None
- IX) New Business
 - i) Financial Audit
 - ii) End of Year Strategic Plan Summary
- X) Public Comment
- XI) Executive Session:
 - i) RCW 42.30.110(b); To consider the selection of a site or acquisition of real estate by lease or purchase
 - ii) RCW 42.30.110(g); To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee
- XII) Next Board Meeting at 5:30 p.m. February 23rd, 2022
- XIII) 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

December 16, 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, Dan Duff, Kelly Wiggins, Ritzville Journal

The meeting was called to order at 5:31pm by John Kragt, Board Chair

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

ADDITIONS AND CORRECTIONS

None

APPROVAL OF MINUTES

The November 18th Board Meeting minutes were presented. Commissioner Stacey Plummer made a motion to approve the November 18th Board minutes as presented, Commissioner Ross Heimbigner seconded. Motion passed unanimously.

The November 29th Budget Public Hearing Meeting minutes were presented. Commissioner Stacey Plummer made a motion to approve the November 29th Budget Public Hearing Meeting minutes as presented, Commissioner Ross Heimbigner 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. Vice-Chair Stacey Plummer asked CNO Jennifer Pepperd to explain more about her visit to the Cardiac Rehab at Multi-Care. Jennifer explained that she was looking at the operations of the Cardiac Rehab department to possibly consider bringing those services to EARH in the future. Chair John Kragt asked CNO Jennifer Pepperd about the Clinic Manager position. Jennifer reported that we received 20 applicants. The applications were reviewed by the Admin team and narrowed down to 7. Interviews are scheduled for next week.

MEDICAL STAFF REPORT:

Dr. McKay gave the Med Staff report in the absence of Dr. Sackmann. Dr. McKay went over items that were discussed at the Medical Staff meeting. CNO Jennifer Pepperd discussed with the Med Staff concerns over the length of time that patients are being held in the ED. Dr. Anderson will be the new Peer Review provider replacing Dr. Kerr who is officially retired. Dr. Anderson will be on site in March. There is a Medical Staff retreat that is scheduled for January 28th and 29th in Spokane. Infection Control Nurse Jackie Mathis reported on the new Omicron variant and the Antibody Stewardship Program. Pharmacy reported on a new mandate that will begin on January 1st that states that we must dispense Narcan to patients that present to the ED with an overdose or have a history of overdose. Dr. McKay reported that the patients that are being in the ED for COVID are having less severe symptoms. Chair John Kragt asked Dr. McKay if Narcan has been around for a while, as the police department has used it a few times. Dr. McKay said that he did not know exactly when Narcan originally came out but it has been around for a while it just has not been stocked within the hospital prior to the upcoming mandate. Chair John Kragt then asked if Dr. McKay is settling in and is there anything that he needs from the Board. Dr. McKay said that he and his girlfriend are enjoying living here and he is really liking it and working on building his patient base.

CEO REPORT- See attached

Corey Fedie reported that considering all things COVID that hospital district has had a good year. Corey expressed his appreciation to the Board for their support and to the staff for their dedication and hard work throughout the year. Corey reported that we will be doing provider interviews for the newspaper at the beginning of the year. Corey reminded the Board of the upcoming events for Saturday, December 18th and invited Board Members to come and ride on the float if they would like. Vice-Chair Stacey Plummer asked Corey to clarify the terms for the Board Members in his CEO report. It was written as 4-year terms and should have been 6-year terms. Corey reported that Commissioner Eric Walker and newly elected Commissioner Dan Duff were sworn in on December 15th. Commissioner Eric Walker was re-elected for a 6-year term. Both terms begin on January 1st. Vice-Chair Stacey Plummer thanked Commissioner Ross Heimbigner for his years of service on the Board. Chair John Kragt virtually presented Commissioner Ross Heimbigner for his 8 years of service. Corey will present the plaque to Commissioner Ross Heimbigner next week. Vice-Chair Stacey Plummer asked Corey if the hospital float was in the Lind parade. Corey said that it was and that we had received 3rd place. It was a great turn out.

COMMITTEE REPORTS

Finance Committee- See Attached Report

CFO REPORT - See attached

Kim reported that for the month of November there was a net gain of \$998,959 due to the collection of \$1.5 million in revenue. YTD gain \$741,956. November had the highest number of inpatient days, as well as, the second highest beds for Swing Bed patients and highest treatment amount in PT/OT which does not include the school. There are currently 223 cash on hand days with 40 days being Medicare Advance Payments. As of today, 43% of Medicare Advance Payments have been paid back. Net AR days are up by 4 days due to current month higher service lines. We did receive \$129,608 in Phase 4 COVID funding. We have applied for a 2nd Payment Protection Loan but have not heard back yet.

Kim thanked Ross for his role on the Finance Committee and for being supportive and sharing his knowledge. Vice-Chair Stacey Plummer said it is exciting to see some income after operations. Stacey asked if Dr. Anderson should be changed to Dr. McKay on the report. Kim said that she it does need to be changed. She will make the correction so Dr. McKay gets proper recognition.

WARRANTS & VOUCHERS: EARH

Eric Walker presented the following warrants for approval Accounts Payable Warrants #063121 to #063252 for the amount of \$487,389.88 and an additional \$325,419.87 for payroll direct deposits and \$111,025.95 for payroll tax deposits. Vice-Chair Stacey Plummer made a motion to approve, Commissioner Ross Heimbigner seconded. Motion passed unanimously.

OLD BUSINESS

Corey informed the Board that we will be looking at renewing the EMS Levy in the upcoming year.

Kim notified the Board that the 2020 Audit is not complete. She has been in contact with DOH and the State Auditor's Office. There are actually about 25% of the hospitals that have not completed their audits. Kim will have the audit completed by January and present to the Board.

NEW BUSINESS

Resolution 21-06 was presented to the Board for approval. Resolution 21-06 allows for CEO Corey Fedie to make monthly transfers in the amount of \$35,562.25 from the EARH operational account into the debt service account to cover the LTGO bond payments. These payments were previously transferred on a bi-annual basis. Vice-Chair Stacey Plummer made a motion to approve Resolution 21-06. Commissioner Ross Heimbigner seconded. Motion passed.

The 2022 Budget was presented for final approval. The Board had no comments or questions. Commissioner Eric Walker made a motion to approve the 2022 Budget as presented. Vice-Chair Stacey Plummer seconded. Motion passed.

Election of Officers for 2022 calendar year were as follows:

Commissioner Eric Walker made a motion to elect Dan Duff as Secretary of the Board. Commissioner Ross Heimbigner seconded. Motion passed.

Commissioner Eric Walker made a motion to re-appoint Vice-Chair Stacey Plummer. Chair John Kragt seconded. Motion passed.

Commissioner Eric Walker made a motion to re-appoint Chair John Kragt. Vice-Chair Stacey Plummer seconded. Motion passed.

PUBLIC COMMENT-None

EXECUTIVE SESSION

Board Chair John Kragt asked if the Board had any issues with Commissioner elect Dan Duff and CFO Kim Polanco attending the Executive Session. The Board was in agreeance to allow Commissioner Dan Duff and CFO Kim Polanco to attend the Executive Session.

The Board went into Executive Session at 6:12 p.m. to discuss the consideration for selection of a site or acquisition of real estate by lease or purchase. The estimated length of the Executive Session was 15 minutes. The Board came out of Executive Session at 6:27 p.m. Due to technical difficulties Commissioner Jerry Crossler was not included in the Executive Session. Chair John Kragt asked for an additional 10 minutes of Executive Session to include Commissioner Jerry Crossler. The Board went back into Executive Session at 6:30 p.m. The Board came back out of Executive Session at 6:40 p.m. Commissioner Eric Walker made a motion to authorize CEO Corey Fedie to negotiate for the real estate described as the "tri-plex" with the maximum cap as discussed. Commissioner Ross Heimbigner seconded. The Board was polled. Commissioner Jerry Crossler voted Nay. Motion passed with a 4-1 vote.

Commissioner Ross Heimbigner gave a brief speech expressing his pleasure with working on the Board. There have been some tough times for the district but the future is looking bright.

Commissioner Ross Heimbigner made a motion, seconded by Vice-Chair Stacey Plummer to adjourn the meeting. The motion passed.

The meeting was adjourned at 6:49 p.m.

Respectfully submitted,

Kylie Buell
Executive Assistant

CNO Board Report

January 26th 2022

1. I still currently have one nurse position open in the hospital. I did extend the contract with an agency to cover until the end of March.
2. I still have one NAC shift open on nights, I have contracted with an agency to cover this until we hire someone. At this time we have had no applicants
3. We have hired a Clinic Manager, her name is Pam. We are excited to have her on board, looking forward to having her expertise.
4. We have been having a lot of staff out due to sickness. Other staff members have been working hard and helping us cover.
5. State was here for our DOH and CMS survey. We are working on our Plan of Corrections.
6. Lab, Infection Control and Nursing are all working to collaborate with Adams County Health Department. We are working on possibly getting some rapid tests in to help supplement them.
7. We continue to see an increase in ER usage and inpatient usage, we are having a difficult time transferring patients out as other hospitals are full.
8. Pam and I will be meeting with the new manager of Rose Garden next week.

Sincerely,

Jennifer Pepped CNO

2021 AMBULANCE RUNS DECEMBER								
UNIT	TRANSPORT	EARH	REFUSAL/ NON- INJURY	CANCEL/ UTL	TREAT & RELEASE	OTHER FACILITY	LIFT ASSIST/ Standby	TOTAL
964	4	23	16	14		3	6	66
963			1					1
967						1		1
966	1	12	3	2		1	6	25
ALL	5	35	20	16	0	5	12	93
UNIT	STARTING MILEAGE	ENDING MILEAGE						TOTAL MILEAGE
964	150929	152717						1788
963	89958	89971						23
967	22758	22852						942
ALL								
966	52779	53319						540
ALL								2445

2020 YTD Total 695 runs

2021 YTD Total runs runs **761**

109% Complete

Month 2020 51 runs

Month 2021 93 runs

Increase/Decrease of 42 from 2020

2021 EARH Ambulance Report

2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Ambulance Totals												
Total Monthly Runs	62	65	45	80	56	67	71	67	54	49	52	93
Year To Date Totals	62	127	172	252	308	375	446	513	567	616	668	761
Month/ YTD 2020	54	100	163	221	258	324	370	451	532	589	644	695
Difference (+ or -)	+8	+19	+9	+31	+50	+51	+76	+62	+35	+27	+24	+56
EARH	26	26	21	34	25	33	31	28	27	22	24	35
Year to Date EARH	26	52	73	107	132	165	196	224	251	273	297	332
Transport	11	11	5	11	7	8	7	7	7	5	5	5
Non Transport	11	22	27	38	17	52	57	60	57	63	72	77
Refusals	9	18	11	16	13	15	26	21	12	11	14	20
Year to Date Refusals	9	26	37	53	66	81	107	128	140	151	165	185
Cancelled	7	6	5	6	6	7	7	11	4	7	7	16
Year to Date Cancelled	7	13	18	24	30	37	44	55	59	66	73	89
Lift Assist	2	6	6	8	8	8	8	9	9	9	9	12
Year to Date Lift Assist	2	8	14	22	30	38	46	55	64	73	82	94

Job Openings

Department	Position	Start Date	Status	Notes
Business Office	Health Clerk	01/11/2021	Filled	Hired in-house.
Business Office	Health Information Manager	04/01/2021	Filled	Offer letter signed as of 3/17/21. Candidate start date set for 4/26/21. Candidate will start 5/3/21.
Nursing	Long Term Care Nurse	09/18/2019	Filled	Candidate accepted position as of 8/15/21. Will onboard orientation before end of March.
Clinic/Hospital	MD	10/18/2020	Filled	Working with recruitment firm. Start date 10/4/2021.
Facilities	Maintenance Tech.	03/02/2021	Filled	Called 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)	09/13/2019	Filled	Filled with Passport RN starting 11/4/2021.
Information Technology	Help Desk Support	08/09/2021	Filled	1 interview scheduled for 7/23/21. 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	Revenue Billing	04/02/2021	Filled	Candidate orientation 5/27/21.
Business Office	Referral Specialist	04/13/2021	Filled	Candidate orientation 5/27/21.
Business Office	Clinic Billing	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	Executive 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 16, 2021.
Rehab	Speech Language Pathologist	05/31/2021	Filled	Signed offer letter, start date August 16, 2021.
Clinic	MA-C	05/28/2021	Filled	Candidate started 06/15/21.
Clinic	MA-C	07/13/2021	Filled	Filled with LPN, candidate started 10/4/2021.
Nursing	NA-C Noc Shift	07/06/2021	Filled	Posted and filled with per diem internal candidate.
Facilities	Housekeeper	07/21/2021	Filled	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	09/09/2021	Open	Filled with internal candidate.
Facilities	Hospital Engineer	08/20/2021	Open	Offer accepted and candidate will start orientation 01/26/2022.
Business Office	Temporary-HIM Tech	08/01/2021	Filled	Offer accepted and candidate will start orientation 01/26/2022.
Clinic	MA-C	09/07/2021	Filled	Filled with an MA-C that started 10/18/2021.
Nursing	NA-C Noc Shift	10/13/2021	Open	
Business Office	Biller	11/11/2021	Filled	Candidate will complete orientation 12/15/2021.
Clinic	Clinic Manager	12/01/2021	Filled	Hired internal, candidate started 01/17/2022.
IT	Tech	12/02/2021	Filled	Candidate accepted offer and started 12/15/2021.