



**Board of Commissioners Regular Meeting Minutes
March 23, 2021**

PRESENT

N/A - This was a call-in/Zoom only meeting.

CALL-IN

Ricky Knowles, Commissioner; Juliet Pouillon, Chair - Commissioner; Jonathan Blake; Commissioner; Paul Pennington, Commissioner; Les Dewey, Commissioner; Robb Kimmes, CEO; Brenda Schneider, CFO; Diane Matthews, CNO, Elizabeth Vaivoda, PR/Foundation Director; Heidi Hedlund, Quality Director; Dr. Russell Smith, Chief of Staff

ABSENT

None

GUESTS (call-in/Zoom)

None

CALL TO ORDER

Board Chair, Juliet Pouillon, called the meeting to order at 1800 hours.

OPEN DISCUSSION & PUBLIC PARTICIPATION

No public comment or participation.

CONSENT AGENDA

Les Dewey motioned that the Consent Agenda items be approved, including the minutes of the February 23, 2021 regular meeting; the minutes of the February 28, 2021 special meeting; the February Accounts Payable Warrants totaling \$1,169,454.78, February Payroll Warrants totaling \$3,986.32, February Payroll Electronic Transactions totaling \$750,088.91; and Bad Debt in the amount of \$75,253.55. Jonathan Blake seconded. Motion approved unanimously.

MEDICAL STAFF REPORT & CREDENTIALING

Dr. Russell Smith reported the medical executive committee recommends Audrey Collins-Watson, MD (emergency medicine); Allen LaBerge, MD (endoscopy); and Frank Rinella, DO (emergency medicine) for reappointment of privileges. Discussion followed. Jonathan Blake made a motion to approve reappointment for the three physicians. Paul Pennington seconded. Motion approved unanimously.

Dr. Smith also reported on the ER provider's and staff's satisfaction with the new emergency department.

COMMITTEE REPORTS

- **Marketing/Foundation** – Elizabeth reviewed her written report for marketing and for the Foundation. She then discussed the video recently produced of the new Emergency Department. She will email the video link to the Board.
- **Performance Improvement** – Heidi reviewed her written report. She discussed the COVID screening kiosk that is now in use, the vendors evaluated prior to purchase, and the reporting capabilities of the kiosk we implemented. She reported that the PI project with the clinic and the lab is making progress. She mentioned that benchmarking reports will look a little different going forward as we change from QHI to WSHA’s system, and then reviewed this month’s benchmarking. She reviewed the Flex grant program, the radiology patient satisfaction scores and the clinic quality dashboards. She and Paul Pennington presented the 2021 Quality Management Plan. Ricky Knowles made a motion to approve 2021 Quality Management Plan. Jonathan Blake seconded. Motion approved unanimously.
- **Planning** – Robb presented a draft strategic plan, the result of the recent strategic planning retreat held with the Board. Discussion followed and the Board agreed the strategic plan captures what was discussed at the strategic planning retreat. Jonathan made a motion to approve the strategic plan. Paul Pennington seconded. Motion approved unanimously.

ADMINISTRATIVE REPORTS

- **CEO Report:** Robb discussed moving to in-person meetings again. Public participation would potentially be done via Zoom or conference call. The Board members expressed an interest in meeting in person. We will plan to meet in person next month. Robb then reviewed his written report. He discussed the low COVID case numbers for the county, vaccine supply and demand, and future clinic plans. He also reviewed the front lobby renovations in process.
- **Financial Report:** Brenda discussed her written report. The bottom line for the month of February came to a negative \$333,219. Volumes were down across the board during the month. This is consistent with other Collaborative hospitals that we’ve spoken with. Total gross revenue is \$629,850 below budget for the month. Total expenses are \$151,400 below budget. A detail of COVID funds and their status was provided to the Board. We will receive over \$39,000 for Communicable Disease Insurance coverage. We used \$55,000 in savings to cover February operational expenses, and another \$165,000 so far in March. Lastly, the upcoming recoupment process for the Medicare Advance funds was discussed.
- **CNO Report:** Diane discussed her written report.

OLD BUSINESS

NEW BUSINESS

- Resolution 547– Surplus Equipment
 - Following discussion, Les Dewey motioned to approve Resolution 547. Ricky Knowles seconded. Resolution approved unanimously.

EXECUTIVE SESSION

At 1946 hours Board Chair, Juliet Pouillon called an Executive Session to begin immediately, and to last 10 minutes. Purpose of the Executive Session is to consider the performance of a public employee. The Executive Session ended at 1956 hours, and the Board immediately returned to regular session. No action was taken.

ADJOURN: Board Chair, Juliet Pouillon moved to adjourn the meeting at 1958 hours.

Respectfully Submitted,
Brenda Schneider
CFO

Board Chair

Board Secretary