



## Board of Commissioners Regular Meeting Minutes January 25, 2022

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### **PRESENT**

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

### **CALL-IN**

None

### **EXCUSED**

None

### **GUESTS**

John Matthews

### **CALL TO ORDER**

Board Secretary, Paul Pennington, called the meeting to order at 1803 hours.

### **OPEN DISCUSSION & PUBLIC PARTICIPATION**

There was no public comment.

### **ELECTION OF OFFICERS AND COMMITTEE ASSIGNMENTS**

Paul Pennington administered the Oath of Office to Juliet Pouillon and Les Dewey. The Oath of Office documents were signed.

Board Officers and Committee Assignments were assigned as follows:

#### Officers – no change:

Chair – Juliet Pouillon

Vice Chair – Les Dewey

Secretary – Paul Pennington

#### 2022 Committee Assignments:

Finance Committee: Paul Pennington and Ricky Knowles

Planning Committee: Les Dewey and Jonathan Blake

Quality Improvement Committee: Juliet Pouillon

#### Medical Staff Meetings:

Q1 - Paul

Q2 - Les

Q3 – Jonathan

Q4 – Paul

#### Foundation Meetings:

Q1 – Les

Q2 – Ricky

Q3 – Paul

Q4 - Jonathan

Les Dewey motioned for approval officers and committee assignments, Jonathan Blake seconded. Motion unanimously approved.

#### **CONSENT AGENDA**

Jonathan Blake motioned that the Consent Agenda items be approved, including the minutes of the December 21, 2021 regular meeting; the December Accounts Payable Warrants totaling \$1,300,941.77, December Payroll Warrants totaling \$4,391.22, December Payroll Electronic Transactions totaling \$744,428.52; Other December Electronic Transactions Payments totaling \$206,941.75; and Bad Debt in the amount of \$27,077.07. Paul Pennington seconded. Motion approved unanimously.

#### **MEDICAL STAFF REPORT & CREDENTIALING**

Dr. Smith gave an update from the recent medical staff meeting, discussing staffing challenges and COVID cases. He also reported that we have received a limited number of new monoclonal antibody that works for the Omicron variant. He reported the medical executive committee recommends a new medical staff appointment for Tyler Mittelstaedt, MD (surgery). Les Dewey made a motion to approve the appointment as presented. Jonathan Blake seconded. Motion approved unanimously.

#### **COMMITTEE REPORTS**

• **Marketing/Foundation:** Elizabeth gave a verbal report for Marketing and for the Foundation. The grant funds for the free vaccine clinic have been depleted. Advertising for the new general surgeon is being done. Communication about the home test kit availability and distribution plan is being developed. The Foundation completed a year end appeal and received approximately \$15,000. An employee giving campaign is beginning next week. Cultivate Columbia will be on June 18<sup>th</sup> at the Best Western, Hood River.

• **Performance Improvement:** Heidi presented the quality project updates, the hospital performance and benchmarking graphs, and the clinic quality dashboard, and the outpatient satisfaction survey results for the fourth quarter 2021. Discussion followed.

• **Planning:** The planning committee met and discussed a tentative date for an upcoming strategic planning retreat on February 26<sup>th</sup>.

#### **ADMINISTRATIVE REPORTS**

• **CEO Report:** Robb reviewed his written report.

• **Financial Report:** Brenda reviewed her written report. Total gross patient revenue for the month of December is \$50,335 below budget. The bottom line for the month is a positive \$822,732, which includes accounting for the remaining \$1,500,000 in 2020 HHS COVID provider relief funds. The YTD bottom line is a positive \$4,033,176. A breakdown of reserves was also reviewed.

- The DZA Audit and Cost Report Proposal for 2022 services was presented. Following discussion, Les Dewey motioned to approve the DZA Audit and Cost Report Proposal. Paul Pennington seconded. Motion approved unanimously.

**CNO Report:** Diane reviewed the written nursing report.

#### **OLD BUSINESS**

None

#### **NEW BUSINESS**

- Resolution 553 – Adoption of Skyline Health 403(b) Plan
  - Following discussion, Les Dewey motioned to approve Resolution 553. Ricky Knowles seconded. Resolution approved unanimously.
- Resolution 554 – Adoption of Skyline Health 457(b) Plan
  - Following discussion, Les Dewey motioned to approve Resolution 554. Jonathan Blake seconded. Resolution approved unanimously.
- Resolution 555 – Employee Awards and Recognition
  - Following discussion, Jonathan Blake motioned to approve Resolution 555. Les Dewey seconded. Resolution approved unanimously.
- Resolution 556 – Surplus of Equipment
  - Following discussion, the Ford pickup with the snow blade was added to this surplus resolution. Paul Pennington motioned to approve Resolution 556. Jonathan Blake seconded. Resolution approved unanimously.
- Hi-Flow Oxygen Nasal Cannula Purchase (two requested). Following discussion Jonathan Blake suggested the purchase of three instead of two. Ricky Knowles motioned to approve purchase of three hi-flow nasal cannulas at a cost of up to \$10,900 plus tax and shipping. Jonathan Blake seconded. Motion approved unanimously.

#### **EXECUTIVE SESSION**

At 1917 hours, Board Chair Juliet Pouillon called an Executive Session to begin immediately and to last ten minutes. Purpose of the Executive Session is to consider the performance of a public employee. The Executive Session ended at 1927 hours, and the Board immediately returned to regular session. No further action was taken.

**ADJOURN:** Board Chair, Juliet Pouillon moved to adjourn the meeting at 1928 hours.

Respectfully Submitted,  
Brenda Schneider  
CFO

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Board Chair

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Board Secretary