

**Board of Commissioners Regular Meeting Minutes**

**January 24, 2023**

**PRESENT**

Juliet Pouillon, Board Chair; Ricky Knowles, Commissioner; Paul Pennington, Commissioner; Jonathan Blake; Commissioner; Les Dewey, Commissioner; Robb Kimmes, CEO; Brenda Schneider, CFO; Heidi Hedlund, Quality and Risk Manager Diane Matthews, CNO; Dr. Matt Swanson, Chief of Staff

**CALL-IN**

None

**EXCUSED**

Elizabeth Vaivoda, PR/Foundation Director

**GUESTS**

John Matthews

**CALL TO ORDER**Board Chair, Juliet Pouillon, called the meeting to order at 1800 hours.

**OPEN DISCUSSION & PUBLIC PARTICIPATION**

None

**ELECTION OF OFFICERS AND COMMITTEE ASSIGNMENTS**

Ricky Knowles presented a motion that Les Dewey be appointed as Board Chair for 2023. Jonathan Blake seconded. Motion unanimously approved.

Les Dewey presented a motion Ricky Knowles be appointed as Vice Chair and Paul Pennington be appointed as Secretary for 2023. Jonathan Blake seconded. Motion unanimously approved.

Les Dewey then led the meeting. Board Committee Assignments were assigned to the commissioners. Les Dewey motioned for approval and Ricky Knowles seconded. Motion unanimously approved.

The Board discussed 2023 meeting dates. Juliet Pouillon made a motion to move the June 2023 meeting from 6/27/2023 to 6/20/2023. Ricky Knowles seconded. Motion approved unanimously.

**CONSENT AGENDA**Paul Pennington motioned for the Consent Agenda items be approved, including the minutes of the December 20, 2022 regular meeting; the December Accounts Payable Warrants totaling $847,293.38, December Payroll Electronic Transactions totaling $836,906.14; Other December Electronic Transactions Payments totaling $221,144.66; and Bad Debt in the amount of $62,115.93. Ricky Knowles seconded. Motion approved unanimously.

**MEDICAL STAFF REPORT & CREDENTIALING**

Dr. Swanson gave a report from the January medical staff meeting, including newly elected officers: Matt Swanson is chair, Tyler Mittelstaedt is vice chair, Erica Didier is secretary. Staffing on the floor seems to have stabilized, but patient volumes have dropped off recently.

Dr. Swanson reported the Medical Executive Committee recommends new appointments for the following emergency medicine providers: Roderick Beaver, MD; Alia Breon, MD; Benjamin Rader, DO; Scott Rohrback, MD; and Janet Shotwell, MD. The Committee recommends new appointments for the following anesthesia providers: Hillary Dorsey, CRNA and Kimberly McKay, CRNA. The Committeee also recommends re-appointment for the following: Michael Oschwald, PA-C (family medicine); Kari Thomas, MD (radiology); Stephen Tang, MD (radiology); Sam Gruner, MD (radiology); Joshua (Ryan) Burns, PA-C (emergency medicine); Henry Vea, MD (radiology) and Phillip Baker, MD (radiology). After discussion, Juliet Pouillon motioned to approve the reappointments and appointments. Jonathan Blake seconded. Motion approved unanimously.

**COMMITTEE REPORTS**

**Marketing/Foundation:**  In Elizabeth’s absence, Robb reviewed the written report for Marketing and for the Foundation. The Foundation committed $25,000 toward the purchase of a tele-stroke robot. This meets the federal grant’s matching contribution requirement.

**Performance Improvement:**  Heidi presented the written Performance Improvement Report, which included: the hospital quality projects and activities, readmissions, and the performance and benchmarking graphs. Discussion followed.

**Planning:** The Planning Committee discussed the upcoming WSHA conference in Chelan along with the June Board meeting date, a new breast surgery program being started at Skyline by Dr. Christensen and Dr. Mittelstaedt, and our initiative to improve the outpatient rehab facility.

**ADMINISTRATIVE REPORTS**

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

**Financial Report:** Brenda reviewed the December financial reports. Total gross patient revenue for the month of December was $100,000 above budget. Inpatient, outpatient, and emergency revenue were above budget, while swing bed was below. Deductions were 46% for the month and are now at 41.6% year-to-date. Expenses were above budget for the month. The main factors impacting expenses this month were additional payroll days as explained in the packet and the cost of agency staffing. The $690,530 in remaining Covid grant revenue was posted to non operating revenue this month. The bottom line for the month is a positive $252,600, and the year-to-date bottom line is now a positive $96,400. A summary of cash was also included in the packet. Brenda explained that we continue to work on year-end reconciliations and to post expenses that were incurred in 2022 back to the December financial statements. Updates will be provided monthly. DZA is planning to present their year-end report at the May 2023 Board meeting.

Brenda presented the proposal for 2023 audit and Cost Report services from DZA. Following discussion, Ricky Knowles motioned to approve the proposal. Paul Pennington seconded. Motion approved unanimously.

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

OLD BUSINESS

* Les thanked Juliet for her time as Board Chair.
* Les mentioned the ambulance transfer concerns that Skyline and KVH have with the EMS District. Juliet requested the Board receive updates on transfer issues. Discussion followed.

**NEW BUSINESS**

* Resolution 562 – Employee Awards and Recognition
  + Following discussion, Ricky Knowles motioned to approve Resolution 562. Juliet Pouillon seconded. Resolution approved unanimously.

**EXECUTIVE SESSION**

At 1931 hours Board Chair, Les Dewey, called an Executive Session to begin immediately and to last 30 minutes until 2001. Purpose of the Executive Session is to consider the performance of a public employee. The Executive Session ended at 2001 hours, and the Board immediately returned to regular session. No further action was taken.

**ADJOURN:** Board Chair, Les Dewey, moved to adjourn the meeting at 2001 hours.

Respectfully Submitted,   
Brenda Schneider,

CFO

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Board Chair

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Board Secretary