

***Cascade Medical Center Board Minutes***

**June 17th, 2020**

**CMC Conference Room**

**12:00 pm – 2:00 pm**

**Members present:** George Greenfield and Jacque Zemlicka

**Members attending remotely:** Lesa Becker, Rachel Smith, Mary Tracey and David Gough

**Members absent and excused:** Anthony Henry

**Others present:** Tom Reinhardt, Teri Coombs, and Sarah Hasbrouck

**Call to Order:** Meeting called to order by George Greenfield at 12:03 PM.

**BOT Minutes:**

Minutes from the May 20th, 2020 meeting were reviewed. The request to change members from attending via Zoom to attending remotely was made; additionally there was a request to correct the Utilization Report data to reflect April 2020 volumes instead of May 2020 volumes; a motion to approve the minutes with these corrections was made by Jacque Zemlicka, seconded by David Gough; all members were in favor, motion passes.

**Executive Session:**

George Greenfield requested a motion to enter into Executive Session at 12:08pm, in accordance with Idaho Code 74-206(1) (b) to consider personnel matters. Lesa Becker made the motion to enter into Executive Session, Rachel Smith seconded the motion.

Poll was taken of all members to enter into Executive Session; all member were in favor of entering executive session. Session began at 12:09pm.

At 12:31pm, the members exited the Executive Session: no action was taken.

**Operations Report:**

**Medical Staff Minutes:**

Teri presented the Board with the June 10, 2020 Medical Staff Minutes, which include the Utilization Report and Volume Trends, for review. It was requested that the data in future Utilization Reviews have telemedicine visits carved out from in person clinic visits.

The Utilization Review and Volume Trends for the month of May 2020 were as follows:

**UTILIZATION REVIEW:**

- Total ER Visits: 106 (95 May 2019)
- Total OP Visits: 23 (48 May 2019)
- Total Physical Therapy Visits: 169 (327 May 2019)
- Total Clinic Visits: 415 (488 May 2019)

Dr. Ellsworth: 87  
Chantell Williams: 7  
David Hill: 81  
Dr. Dardis: 49  
Louise Michels: 118  
Allison Dwyer: 9  
Krista Niezwaag: 7  
Jamie Coffey-Kelly: 57

- Total Laboratory Visits: 264 (266 May 2019)
- Total Radiology Visits: 96 XR's, 40 CT's and 4 US's (122 XR's, 37 CT's, 5 US's May 2019)
  - Death – none
  - Blood Transfusions – one
  - Average Length of Stay for Inpatients – there were two inpatients in the month of May, ALOS 55.00 hours (four observation patients)
  - Leaving Against Medical Advice – none

#### QUALITY REVIEW:

All provider response times were within the 30-minute window.

#### TRANSFERS:

All transfers were noted to be of appropriate mode. The following reasons were cited for services and/or equipment needed at CMC to keep patient here:

<i>Transfers</i>	
Surgery	6
ENT	
Neurology	
CCU	
ICU	3
Obstetric	
PICU	
Psych	
Burns (Utah)	

#### INPATIENT CARE PLANS:

There were two inpatients in the month of May, both charts contained a complete care plan.

#### Financial Reports & CARES Act Status:

Tom presented updated financials for May, as well as Variance Tables. These were reviewed by the member of the BOT and have been included as Attachment A following the official version of the minutes for this meeting. Mary Tracey requested that offsets to revenue be discussed at the next Finance Committee Meeting.

Tom also presented a newly developed dashboard itemizing the various COVID Grants and CARES Act Details, including amount received, criteria and/or requirements, action taken and additional notes. This will be utilized to guide future purchases and staffing needs, as well as guide compliance with each of the grant's requirements. Mary Tracey requested that YTD total of COVID-19 expenses and projected revenue losses be included with the Financial Reporting & CARES Act Status going forward.

### **Resolution of 2008 Donation to Support Cascade EMS:**

CMC holds funds in a dedicated savings account to be used for training Cascade EMS, funds that were donated in 2008 by a private citizen. The original donation was made to CMC with the instruction that half be used by the hospital and the other half is for EMS. CMC has used all of their allocated funds, and would like to transfer the remaining funds to Cascade EMS for their full control. Assurance from Cascade EMS of their understanding that these funds are for education/training only has been received by CMC. Therefore Mary Tracey made a motion that the remaining funds be transferred out of CMC's account and into the control of Cascade EMS, Lesa Becker seconded the motion. All members were in favor; motion passes.

### **Medical Staff Privileges:**

Sarah presented a request for Active Privileges to be granted to Heather Lewis, PA-C, with a start date of July 15th, 2020. The credentialing packet was reviewed and included the recommendation to grant these privileges from the Medical Staff at their meeting on June 10<sup>th</sup>, 2020. There was one deficiency noted, as the ATLS certificate previously held had lapsed. Due to current COVID limitations, ATLS courses are not being held within a reasonable distance for her to recertify before beginning employment. It is recommended that she enroll and attend the next available course once they become available.

David Gough pointed out that the Idaho Board of Medicine License for Heather Lewis expires on 6/30/2020. It was noted by Sarah that the IBOM is not currently processing renewals, and that all licenses expiring on 6/30/2020 have been extended to October 31, 2020. The official proclamation stating this from the Idaho Board of Medicine will be included in the credentialing packet.

Jacque Zemlicka motioned to accept the request of Heather Lewis, PA-C to be granted Active Privileges at Cascade Medical Center for a term of 2 years beginning July 15<sup>th</sup>, 2020. This motion was seconded by David Gough; all were in favor, motion passes.

### **CEO Report / New Business/ Unfinished Business:**

#### **CEO Update:**

Tom notified the board that the new Spacelabs Patient Monitoring system is fully functional, allowing for the remote cardiac monitoring of up to six patients, with one dedicated unit in Physical Therapy.

A campus cleanup was held on May 28<sup>th</sup>, and employees volunteered their evenings to clean up the facility grounds and plant new flowers. It was asked that BOT members be included for future years as well as employees.

Together on Tuesdays is a new community walking group that will begin in July. CMC will coordinate group walking events, and provide a brief health related information session for those who attend. The idea is to get members of the community connected to each other as well as walking together.

There is a new billboard now displaying both wayfinding information to CMC, as well as a reminder to wear masks at this time. Additionally, the county installed a new blue "H" sign on Warm Lake Road to help with wayfinding to the hospital.

Multiple applications for the Finance position have been received and interviews are in progress.

CMC has been the recipient of several grants from 1/1/2020 to present, with the most recent awarded by the Idaho Community Foundation for \$15,000 to support the Community Needs Assessment in our strategic planning efforts.

### **FY2021 Budget Process & Timeline:**

The FY2021 Budget is set to be reviewed by the Finance Committee on June 30, 2020.

### **Board Governance:**

Upon review of the current bylaws, it was noted that in Article 7: Committees; specifically Article 7.2 outlining the Executive Committee members, includes the presence of the Treasurer at Executive Committee meetings. This is not the current practice, nor has it been the practice upon survey of long standing board members. It was advised by legal counsel that the word Treasurer be stricken from the bylaws in Article 7.2, so that it represents our current practice.

Lesa Becker made a motion to strike the term “Treasurer” from the Board of Trustee Bylaws in Article 7.2, this motion was seconded by Rachel Smith; all members were in favor, motion passes.

George Greenfield, Chairman excused himself from the meeting at 1:30PM, and turned the meeting over to the Vice-Chairperson, Lesa Becker for the remainder of the Agenda Items.

### **COVID-19 Update:**

Teri provided an update on the current COVID-19 situation, stating that there have been only 3 confirmed cases in Valley County as of today, per the public website [www.coronavirus.idaho.gov](http://www.coronavirus.idaho.gov).

Additionally, we are now able to provide four different modalities of COVID-19 testing, with the addition of the Abbott ID Now machine provided by Central District Health. This is a rapid swab test that is done in our facility.

### **Committee Reports:**

#### **Finance Committee:**

##### Members:

Mary Tracey, Chairperson  
Jacque Zemlicka  
George Greenfield  
Tom Reinhardt

The Finance Committee did not meet in May.

It was noted by Mary Tracey that the May Board Minutes needed to be corrected, as the “Finance Committee” did not meet with Umpqua Bank as stated in the minutes. A suggestion was made to strike from the previous minutes the statement regarding this, and reflecting that the Finance Committee did not meet in April.

Motion was made by Rachel Smith to correct the previous month's minutes, Jacque Zemlicka seconded the motion. All members were in favor, motion passes. The Committee Report in the minutes for the May 20<sup>th</sup>, 2020 meeting will now reflect that the Finance Committee did not meet in April.

**Quality Assurance, Performance Improvement and Compliance Committee:**

**Members:**

Lesa Becker, Chairperson  
Rachel Smith  
George Greenfield  
Aline Lee  
Tom Reinhardt  
Teri Coombs

The Quality Assurance, Performance Improvement and Compliance Committee did not meet in May.

**Strategic Planning Committee:**

**Members:**

Anthony Henry  
David Gough  
Mary Tracey  
Tom Reinhardt  
Karolyn Plehal  
Ann Young

The Strategic Planning Committee did not met in May, however thus far has received back 366 responses to the community survey.

**Other/Next Steps:**

Agenda topics for next meeting:

- Education on the Role of Governance vs. Management.
- Process to add additional Board of Trustee Members.
- FY2021 Proposed Budget

**Adjournment:** The meeting was adjourned by Lesa Becker at 1:45 PM.

The next meeting is scheduled for July 15th, 2020 at 12:00 pm.