

ADAMS COUNTY PUBLIC HOSPITAL DISTRICT #2
Meeting of the Board of Commissioners
December 21, 2023
East Adams Rural Healthcare
Conference Room
Ritzville, WA

- I) Call to Order
- II) Additions or Corrections to the Agenda
- III) Public Comment
- IV) Approval of Minutes-Regular Board Meeting Minutes November 16, 2023
- V) Consent Agenda
 - i) Chief Nursing Officer Report
 - ii) HR Report
 - iii) Quality Report
- VI) Medical Staff Report
- VII) CEO Report
- VIII) Committee Reports
 - i) Finance Committee
 - (1) Financials – November
 - (2) Approval of Warrants and Vouchers
 - ii) Building Committee
 - iii) Compliance Committee
- IX) Old Business
 - i) EMS Update
- X) New Business
 - i) Swearing in of new commissioner
 - ii) Election of officers for 2024
- XI) Public Comment
- XII) Next Board Meeting January 24, 2024 at 5:30 p.m.
- 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
November 16, 2023

PRESENT:	John Kragt	Board Chairman
	Eric Walker	Commissioner
	Stacey Plummer	Vice Chair
	Dan Duff	Commissioner/Secretary
	Matt Kubik	Commissioner
	Matt Gosman	CFO
	Nelson McKay	Chief of Staff
	Charlene Morgan	CNO

ABSENT: Corey Fedie

GUESTS: Riley Hille

There were no community members present.

Board Chair, John Kragt, called the meeting to order at 5:32 p.m.

INTRODUCTIONS

Board Chair John Kragt welcomed Riley Hille. She will be sworn in at the next board meeting.

ADDITIONS AND CORRECTIONS-None

PUBLIC COMMENT-None

APPROVAL OF MINUTES

The October 25 Board meeting minutes were presented. Commissioner Dan Duff made a motion to approve the October 25 Board meeting minutes. Commissioner Matt Kubik seconded. The motion passed unanimously. The November 14 Special Board meeting minutes were presented. Commissioner Matt Kubik motioned to approve the November 14 Special Board meeting minutes. Commissioner Eric Walker seconded. The motion passed unanimously.

CONSENT AGENDA

Board Chair, John Kragt, polled the Board if they would like anything off the consent agenda moved to the regular agenda. Nothing was requested.

MEDICAL STAFF REPORT

Dr. McKay reported there are significant concerns amongst providers regarding our ability to care for violent and suicidal patients. We don't have a functioning behavioral health room and we are short staffed on night shift. These patients are supposed to have a 1:1 sitter. There are concerns about staff and patient safety. Behavioral Health room now has door handle and window but bed is not usable. Charlene reported that she is working on getting the old bed replaced so it cannot be used as a weapon and a patient could be restrained. Dr. McKay said that the providers would like to divert behavioral health and suicidal patients. Providers made a request of administration to divert these patients and were told no. John asked if we get assistance from police. If someone comes in or is brought in they would still be seen so EMTALA is followed. John talked about the possibility of having a dedicated officer or security guard that could be on the premises such as the city of Colfax and Whitman County Hospital. Eric asked where diverted patients go. Dr. McKay said he believes Moses Lake or Spokane where there is more staff, a behavioral health room and a security guard. Eric asked about RSV vaccines. No update. We are not getting the COVID vaccine due to expenses and quantity in an order. These vaccines have gone to the private sector. John asked about our Filipino nurses and if they are assimilating well? Charlene and Stacey said they are wonderful. No language barrier issues.

CEO REPORT- See attached

COMMITTEE REPORTS

FINANCE COMMITTEE

CFO REPORT – See attached

Matt Gosman reported that Gross Patient Revenue for October is 1.3 million. This is the best revenue for the past 12 months. This is a good indicator of volume. Deductions are high again while working through a lot of old AR (accounts receivables). Collections in October were low, \$551,000, due in part to departure of the prior RCM and some redistributing of processes. There was an issue with Medicare re-validation. This issue was resolved about 2 weeks ago and it takes 30 to 60 days to complete the process. In a general sense, collections have spiked in last couple of days. AR days are slightly decreased in October. Processes are improving. Eric asked about RCM. Matt said we have made an offer to a RCM. They have accepted, but we don't expect him to start until January. Expenses were tight in October, difficulties with cash flow. Patient AR did go up due to Medicare issue. The AR graph numbers are gross. Question asked about net numbers being used as well. John asked if we will get the 2.5 million from Medicare. Matt said it will trickle in. The re-validation was missed originally in February. It is an annual process. Eric asked about the new website and if we were in compliance with CMS. Kylie states we are in compliance with CMS. The only issue is that there are some \$0 values, but those are being corrected.

WARRANTS & VOUCHERS

Commissioner Dan Duff presented the following warrants for approval Accounts Payable Warrants #66820 to #66929 for \$482,644.52. Commissioner Eric Walker made a motion to approve. Commissioner Matt Kubik seconded. Motion passed unanimously. Board Chairman John Kragt asked if the \$482,644.52 included payroll. The total amount is for accounts payable only.

BUILDING COMMITTEE- Nothing to report

COMPLIANCE COMMITTEE- Nothing to report.

OLD BUSINESS

2024 Budget was presented to the Board for approval. Changes are the anticipated capital items that we need. Minor increase of operating revenue due to additional providers. We don't have any grant revenue on the horizon. Salary increase, we plan on up to a 5 % merit increase. Most of our write offs and adjustments will happen this year. Contract Services had a heavy dose at the beginning of the year. We expect that to decrease. Capital expenditures – CT Scanner Replacement not new, on the previous years' budget. John asked if this is new or replacement. It is a replacement. John asked if we would buy or lease. Matt is considering leasing and making payments as an option. This is likely to happen in 2024 it didn't happen last year due to low cash flow. Telemetry System has been requested by the nursing department. It is our cardiac monitoring system. ISTAT is a fast chemistry analyzer. Life-saving lab work at the bedside. \$100,000 estimate to update our safety room. Walls will need to be reinforced. John believes the renovation plans should show what is behind the sheet rock. John is reflecting on the growth of our FTEs over the last 11 years and the challenges of working within our current structure. Commissioner Eric Walker made a motion to approve budget. Commissioner Matt Kubik seconded. Motion passed unanimously.

EMS UPDATE – Nothing to report

NEW BUSINESS – Nothing to report

Resolution 23-10

Commissioner Dan Duff read aloud Resolution 23-10. CFO Matt Gosman explained these EMS funds are specifically for running our EMS. Over last 3 months, \$370,000 came out of our general account and would like to draw from these funds to cover these expenses. Commissioner Eric Walker motioned to approve the transfer of EMS funds. Commissioner Matt Kubik seconded. Motion passed unanimously.

EXECUTIVE SESSION

The Board went into executive session at 6:31 p.m. to discuss Medical Staff Credentialing. The estimated length of the executive session was 5 minutes. The Board came out of executive session at 6:36 p.m.

Commissioner Eric Walker made a motion to appoint Kerri Ruddell to the Medical Staff of EARH. Commissioner Matt Kubik seconded. Motion passed unanimously.

Commissioner Matt Kubik made a motion to appoint Deborah Cavalieri to the Medical Staff of EARH. Commissioner Eric Walker seconded. Motion passed unanimously.

Commissioner Dan Duff made a motion, seconded by Commissioner Matt Kubik to adjourn the meeting. The motion passed unanimously.

The meeting adjourned at 6:37 p.m.

Respectfully submitted,
Kylie Buell, Executive Assistant



East Adams Rural Healthcare

903 South Adams
Ritzville, Washington 99169
509-659-1200

CNO Report to the Board

Board of Commissioners
East Adams Rural Healthcare
December 20, 2023

Happy Holiday Board of Commissioners from the Clinical Services Department.

We have had a good year this year. We now have two of our own nurses that have started and one is now independently practicing and we will after the first of the year be able to drop two of our contract staff. This will be a significant reeducation in cost.

We have gotten work this past week that immigration has now pushed the entry date for our remaining four Passport staff will be in June 2024. The company is telling us that this could change if immigrations does change these date they will be able to enter the country earlier in the year.

Thank you for your support this year and we are looking for a better year in 2024

Charlene Morgan CNO
East Adams Rural Healthcare
Ritzville, WA 99169



East Adams Rural Healthcare

903 South Adams
Ritzville, Washington 99169
509-659-1200

EMS Report to the Board

Board of Commissioners
East Adams Rural Healthcare

Things are moving along in the EMS department! Below are a few highlights and updates from the previous month:

- ❖ We rolled out our very first field training program to our newest EMTs. Feedback has been positive, and we continue to look for ways to improve all EMS at all levels.
- ❖ We are continuing to move through the ALS licensing process. Currently, we are NOT licensed to go FULL ALS. There are multiple moving parts that must all come together for this to happen. At this point we have hired enough paramedics to cover 24/7 shifts and I have additional applicants to look over as well. We have the medications and medications requirements completed as maintenance will be installing the narcotic lock boxes in the ambulances this week. We have 3 of our own EMTs that are currently in paramedics school with one who is in her final stage and may start running with us early 2024 and the other 2 who may finish the end of 2024 or early 2025.
- ❖ We had a meeting with our agency's MPD or medical director Dr. Hodges on Tuesday 11/13 to discuss his requirements of our agency going forward with ALS licensing and paramedic requirements. The meeting went exceptionally well. Dr. Hodges understands the unique challenges we face in the rural EMS setting and is working with us to overcome some of those barriers while still holding us accountable to the highest standards. We will be sending our two full time paramedics to the tri-cities to run a modified sign off process under Dr. Hodges protocols. In the tri-cities they will have to demonstrate their paramedic ALS skills and be signed off by lead medics that are already vetted by Dr. Hodges. Once that is finished and Dr. Hodges reviews their charts, he will sign them off as our lead medics. What this means is that they can then field train and sign off on any subsequent paramedics that are hired for us. I have no doubt that Mike and Sara will pass and will represent East Adams Rural Hospital well.
- ❖ We are wrapping up quarter four of our continuing education training program. Education and training never truly stop for EMS personnel as we never know which skills will be called on at a moment's notice. A group of EMTs also conducted a training on our new equipment such as the stretchers and monitors with Fire District 1. It was well received. EMS has additional training with Washtucna fire in January and we have reached out to Benge, and Lind as well to see about conducting some trainings with them. Part of being an EMS service is working with our brother and sister agencies such as all of our fire departments. We are working on rebuilding or strengthening those relationships with them and have more trainings and events planned for this coming year.

- ❖ We have another EMT-B class slated to start in January. We currently have 9 individuals signed up. An Informational meeting is scheduled for January 5th 2024 at 1800 hours. If you know of anyone who is interested, please have them call or email me their name, phone number and email address by the 20th at the very latest. 16–17-year-olds can take this class. They just cannot be licensed before they are 18. The class is good for 1 year after completion. Completion of this class may occur as early as April or may take as long as May or June of next year. This will probably be the last class that Nina Hanson teaches for us as she is going to be going to medical school herself to be a doctor. However, our new paramedic, Jason McKenzie has the certifications to become our new in house training officer and will adjunct teach this course to fulfill his teaching state requirement.

I really want to highlight and commend the fire departments for all that they do for EMS and the community. Whenever we have asked for additional help or a need arises they never fail to assist in any way they can.

As always, if you have any questions or concerns, please do not hesitate to reach out to me anytime.

Warm regards,

Vanessa Ann Grimm
EARH EMS Manager

Job Openings

Department	Job Opening	Date Open	Status	Notes
Imaging	Per Diem Rad Tech	08/08/2022	Open	Job posted, rehired perdiem imaging tech 11/6/23
EMS	EMT	08/31/2022	Open	Open per-diem positions
Nursing	RN (2)	10/01/2022	Open	Passport RN will orientate 10/23/23, RN noc shift/weekend RN hired 10/13/23, Noc shift RN hired 12/12/23
Clinic	LPN OR MA-C (1)	10/01/2022	open	Internal Candidate's MA-C license is pending with DOH. When it is active, we will extend offer. MA-C started 8/29/23. Open LPN position as of 9/27/23, interviewed LPN, possible hire as of 01/15/2024
Nursing	Day Shift NAC (2)	03/22/2023	Open	Passport Nursing contract signed, 2 RNs will be on-site in November--pushed out to 2024
Nursing	NOC Shift NAC	03/25/2023	Open	Reviewing applications and contacting applicants for interviews. Ads in local papers as well as Ziprecruiter
Business Office	Patient Access Representative(Registrar)	06/22/2023	Filled	New hire started 9/7/2023, open position as of 10/18/23, New hire started 12/12/2023
EMS	Paramedic	07/12/2023	Open	2 offers sent out. Offers accepted. One offer was a current employee and the other offer was accepted and will orientate 10/13/23.
Clinic/ER/Hospital	Nurse Practitioner/PA-C	07/24/2023	Open	Posted: interviews and on-site visits are on-going
Business Office	Medical Biller (Remote/Per Diem)	08/10/2023	Filled	1 internal hire and 1 external hire, reviewing applications
Administration	Informatics Analyst	08/31/2023	Filled	Hired 10/17/2023
Business Office	Revenue Cycle Manager	08/31/2023	Filled	New hire will start 01/08/2023
Business Office	Registration Lead	10/02/2023	Filled	Internal hire started 11/5/2023
Information Technology	IT Help Desk	12/01/2023	Open	Position posted