

ADAMS COUNTY PUBLIC HOSPITAL DISTRICT #2
Meeting of the Board of Commissioners
July 24, 2024
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 June 26, 2024
- 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 – June
 - (2) Approval of Warrants and Vouchers
 - ii) Building Committee
 - iii) Compliance Committee
- IX) Old Business
 - i) EMS Update
- X) New Business
 - i) Mobile Clinic-Washtucna
 - ii) Request for Appointment of Infection Preventionist
- XI) Public Comment
- XII) Executive Session
 - i) Medical Staff Credentialing
 - ii) RCW 42.30.110 (g) To review the performance of a public employee
- XIII) Next Board Meeting August 22, 2024 at 5:30 p.m.
- XIII) Adjourn

ADAMS COUNTY PUBLIC HOSPITAL DISTRICT NO. 2

East Adams Rural Hospital

903 S. Adams

Ritzville, WA 99169

Meeting of the Board of Commissioners

June 26, 2024

PRESENT:	John Kragt	Board Chairman
	Eric Walker	Vice-Chair
	Riley Hille	Commissioner/Secretary
	Dan Duff	Commissioner
	Matt Kubik	Commissioner
	Corey Fedie	CEO
	Matt Gosman	CFO
	Cynthia Lewis	Interim CNO
	Lurisa Sackman	CNO

GUESTS: None

There was one community members present.

Board Chair, John Kragt called the meeting to order at 5:30 p.m.

INTRODUCTIONS-None

ADDITIONS AND CORRECTIONS

Corey Fedie asked to remove both items under Executive Session. John Kragt asked to add under new business; Zoom meeting option

PUBLIC COMMENT-None

APPROVAL OF MINUTES

The May 22 regular board meeting minutes were presented. Commissioner Eric Walker made a motion to approve the May 22 regular board meeting minutes. Commissioner Riley Hille seconded. The motion passed unanimously. The June 11 special board meeting minutes were presented. Commissioner Riley Hille made a motion to approve the June 11 special board meeting minutes. Commissioner Matt Kubik seconded. Motion passed unanimously. The June 17 special board meeting minutes were presented. Commissioner Eric Walker made a motion to approve the June 17 special board meeting minutes, Commissioner Dan Duff seconded. 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-No report

CEO REPORT- See attached

Corey reported that we are continuing to do a ton of good work including nursing, financials, strategic planning and provider recruitment. John Bauer, PA will be starting on July 29. Corey introduced Patricia Cruz a NP candidate. Matt and Corcy just returned from a rural health conference. Corey will share the slides with the board when they are sent out. Corey shared that we are not the only hospital that has been struggling. Matt shared that he learned at the conference that statewide Payroll has increased 21% from 1st quarter 2023 to 1st quarter 2024 and gross revenues have not. Commissioner Eric Walker asked what the Medicare reimbursement percentage rate was. Corey said he would have to double check. Commissioner Eric Walker suggested reaching out to local legislation. Corey said that is an ongoing thing. Corey reported that the clinic visit rate is being evaluated and could possibly double. We should know within 90 days. Commissioner Riley Hille asked how many open positions are left in the clinic after hiring John Bauer. Corey said there we are looking for two additional and still looking at ED coverage options. Chair John Kragt asked if it is difficult to recruit. Corey explained that it is because, we have such low volumes that it is hard to keep up on skills/education. Corey and Lurisa gave some brief information on the new nurse staffing law updates pertaining to meal/rest breaks. Board John Kragt asked Lurisa how many more nursing staff is needed. Lurisa said that she has two more international nurses coming and should be close to fully staffed. John asked about the ACNO. Lurisa said that he is jumping right in.

COMMITTEE REPORTS

FINANCE COMMITTEE

CFO REPORT – See attached

Matt reported that Gross Patient Revenue came in over \$1 million which is actually low. May 2024 was higher than May 2022 and 2023. The Revenue Cycle team has been able to collect on some old swing bed accounts. Expenses are high, due in part to terminating the Wipfli contract and payments coming due, as well as, ongoing efforts to improve and clean up our accounts payable processes. We are 195 over budget on expenses however, we are still within 1% of our operating budget. Board Chair John Kragt asked about the swing bed revenue only being \$19,000 for the month. Matt explained that is the billable rate collected after deductions. Total collections in May from clinical operations were \$1,167,638. Matt reported that the latest cost report will likely cause our daily Medicare reimbursement rate to go down.

WARRANTS & VOUCHERS

Commissioner Riley Hille presented the following warrants for approval Accounts Payable Warrants #67396 to #67555 for \$706,706.35. Commissioner Eric Walker made a motion to approve, Commissioner Matt Kubik seconded. Motion passed unanimously.

BUILDING COMMITTEE- Nothing to report

COMPLIANCE COMMITTEE-Nothing to report

OLD BUSINESS

EMS is officially ALS licensed.

NEW BUSINESS

The Board requested that the August Board meeting be moved to the week before due to the Fair/Rodeo weekend and several members had obligations during that time. There was some discussion and it was decided that the August Board meeting would be moved to Thursday, August 22nd. Commissioner Riley Hille made a motion to move the August Board meeting from Wednesday, August 28th to Thursday, August 22nd, Commissioner Matt Kubik seconded. Motion passed unanimously.

Corey asked the Board to consider removing the Zoom option for Board meetings due to the lack of virtual attendance and the pandemic being over. John Kragt agreed and specified that it needed to be well advertised. Commissioner Eric Walker made a motion to remove the Zoom element in Board meetings, Commissioner Matt Kubik seconded. Motion passed unanimously.

Resolution 24-05 was presented to the Board to ask for funds be transferred from the EMS account to the district's general operating account in the amount of \$246,168.00 to reimburse for EMS expenses that were paid out of the general operating account. Commissioner Matt Kubik made a motion to approve Resolution 24-05, Commissioner Dan Duff seconded. Motion passed unanimously.

PUBLIC COMMENT

Lynn Walker asked about how the Mobile Clinic was doing and if we were still going to Washtucna. There was discussion regarding the amount of patients being seen in Washtucna and if it was worth it to continue services there. John Kragt suggested putting the item on next month's agenda to discuss further.

Commissioner Eric Walker made a motion, seconded by Commissioner Dan Duff to adjourn the meeting. Motion passed unanimously.

The meeting adjourned at 6:22 p.m.

Respectfully submitted,
Kylic Buell, Executive Assistant

CNO Board Report

July 24, 2024

1. We celebrated Nursing Assistant Week in June with small care package gifts delivered to the staff.
2. We made multiple offers to nursing staff in June that all start or started in July. With this, we have solidified our orientation process to ensure all staff have an understanding of all job duties. This is something that we will continue to add to and edit as needed.
3. We have been utilizing Carolyn St Charles over the last few months to improve our Quality performance and survey readiness. She came in June for a few days to meet with each manager and implement the new changes to the meeting, received very positive feedback on these changes.
4. We continue to work with providers for equipment they would like to see us purchase to provide better care for our patients. As we onboard new providers, we are looking to see them work together on collaboration of which items they like to prevent ordering items to each provider vs specific items to each provider.
5. Clinic Manager and CNO continue to work on mobile clinic and how to increase the number of patients we see at each scheduled destination. Looking at data of what the specific areas are looking for or if days of the week are issues.
6. Nursing education continues on swing bed services including the safe patient handling, different diagnosis managed. Utilizing Allevant which offers a very in-depth education program. CNO will be managing the staff compliance of completing in a timely manner.
7. On-site interview with a Nurse Manager candidate scheduled for the end of July.

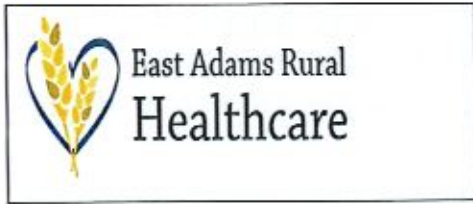
Sincerely

Lurisa Sackman, RN, MSN, CRRN

Chief Nursing Officer

Job Openings

Department	Job Opening	Date Open	Status	Notes
Imaging	Per Diem Rad Tech	08/08/2022	Open	Job posted, rehired perdiem imaging tech 11/5/23
EMS	EMT/Paramedics	08/31/2022	Open	2 EMTs onboarded 7/11/24
Nursing	RN (3) 2 NOC and 1 Day	10/01/2022	Open	1 LPN and 2 RN's onboarded 7/11/24
Nursing	Day Shift NAC (2)	03/22/2023	Open	
Nursing	NOC Shift NAC	03/25/2023	Open	
Clinic/ER/Hospital	Nurse Practitioner/PA-C	07/24/2023	Open	2 NPs (clinic) with start dates 08/5/24 and 10/01/24 and 1 PA-C (clinic) starting 07/29/24
Administration	Accounting Clerk	09/28/2023	Open	Hired remote to help with entering invoices
Administration	Nurse Manager	03/28/2024	Open	on-site visit scheduled
Administration	Compliance/Risk/Survey Readiness Coordinator	02/27/2024	Open	
Clinic	Scheduling and Referral Specialist	06/17/2024	Open	interviews in progress
Administration/Business Office	Accountant	05/30/2024	Open	
Laboratory	MT/MLT	06/30/2024	Open	



MINUTES

East Adams Rural Healthcare

6/19/2024 at 11:00am | Meeting called to order by Cynthia Lewis

In Attendance

Terri Abney, Matt Gosman, Amelia Bernal, Corey Fedie, Neil Verberne, Bruce Garner, Kelly Ice, Michael Navarro, Amanda Osborne, Cynthia Lewis, Pam Gilmore, Todd Nida, Tyler Dennis, Navin Adhikary, Megan Shepard, Lurisa Sackman, Lexie Zuvcr, Jason McCoy, Dan Crisp, Rushel Berdeguel

Guest: Carolyn St. Charles

Absent: Josh Brownlowe, Vanessa Grimm, Sheena Starkel

Approval of Minutes

No issues with previous month minutes.

Board

No Board members.

New Business

Carolyn St. John introduced herself. Lurisa introduced Jason McCoy. Carolyn explained that the PowerPoint will be changing at future meetings. Managers will be reporting any problems with items on their quality indicators.

Dan reported that he will be tracking blood administration until we can show evidence of improvement and submit documentation to the state. Megan reported that there were three blood transfusions last month and some of the documentation was lacking so we will be doing an action plan. There was a failure mode meeting.

Megan reported that she is working on a Safe Handling assessment. Staff is reporting a lack of facility wide training for those that handle patients and transportation. Megan has added an action plan to provide required training to staff.

Carolyn reported that there are some staff that have not completed the fit testing. A majority of them are the EMS crew. Vanessa is working with her team.

Neil reported that there had been a significant decrease in patients. This is in large part to decline in referrals. Fall rate has been low. Patient visits have declined with the warmer months. Speech Therapy is remaining steady and there should be an influx next year. Neil has ordered some cushions for the wheelchairs. Please make sure the size matches.

They have been spray painted with EARRH. Corey asked staff to help with the rumor mill regarding the therapy department not being licensed. It is fully licensed and a part of the hospital. Lurisa asked how staff determines what has been cleaned or is dirty. Neil said they are still creating a process.

Todd reported the biomed biannual service is scheduled for this week. Annual elevator test was completed. The generator test is scheduled for the 25th of June. Fire drills for Q1 were completed. Housekeeping goals include wiping down the lobby twice per shift and all high touch areas.

Bruce reported that STAT read times were over the 30 minutes which is over the agreement. Compliance was at 99.4%. CTA accuracy is at 99%. There were 37 STAT reads. There were 3 providers credentialed in May. Kylie has been taking over credentialing. All expiration dates were ok. Megan asked how long STAT reads should be. Bruce said they should be 30 minutes.

Terri reported that weights of patients are being tracked 5% above or below weekly. All residents are current with their goals. If they are out of parameters Terri will contact RD for further assessment and recommendations. Lurisa added the long term residents are weighed monthly and short term patients will be weighed weekly.

Amelia reported that surveys are being tracked. If surveys are not completed before patient is discharged Amelia is mailing them out. There were three surveys mailed out in May and none have been received back yet. Weekly care plan meetings are on hold. Amelia and Neil are touching base weekly. Medicare care plan meetings are weekly and being tracked.

Rushel reported that a documentation audit was completed for weights and heights on patients for June-December 2023 and they were not good. Out of average 100 charts per month we are only at 30% compliance and for January 2024 we are 97% out of compliance. In April that information was presented to the nursing staff. Navin was able to make it a mandatory entry. There was nurse education and additional training. Rushel audited 21 charts for May and only 10% were in compliance. There was an increase decrease in non-compliance from 14% in March to 5% in May. The next audit will be in June and the target is a 25% reduction from the findings in May. There are now highlighted documentation steps in the ED and nurses station. Carolyn gave kudos for the data and solutions that were created and was a perfect PDCA cycle.

Megan reported that IC is still in process and a plan is being developed. Cynthia reminded everyone that the IC Plan went to the Board last month and was approved.

Neil asked why Administration staff doesn't go through orientation. Amanda explained that they do go through orientation it is just that the last two hires did not because they came on with short notice and we needed to get them going.

Tyler reported that his goals remain the same. Phishing emails are sent out once a month. Out of the 73 emails sent 61 were delivered, 35 opened the email and 16 clicked on the link. There will be additional training in the future. With 365 it will help to notify of an incoming external email. Navin notified that the sound is going in and out and asked that the slides be viewable by the remote people.

The medical staff slide has not been updated. Lurisa will look at updating it.

Amanda reported that Carelearning was at 53% completion in May. Policy acknowledgement was at 85%. Personnel files are at 100%. Certificate renewals are at 74%. Amanda has reached out to EMS about providing CPR class. Managers need to be aware that if any of your staff have CPR required in their job description than they need to have it. Dan asked which departments are required to have it. It was discussed that anyone with patient contact should be required or perhaps we go back to the whole facility being required. Carolyn suggested following up at the next meeting. Rushel asked what departments are required to respond to code blue. Those who are required to respond should have it.

Matt reported that total AR has gone down by \$2 million. AR days have come down but leveled out in May. We were able to get a waiver and get some additional swing day receivables. Michael added that the March AR days were at 144 and dropped to 117 in April.

Kelly reported that Larissa's last day was last week but we are fully staffed with Caitlyn and Kayla. Kelly is continuing training. We are getting schedules ahead of time.

Carolyn discussed some organizational priorities. There are four and we need concurrence from the committee. Implement continuous survey readiness program, improve recognition and care of patients with Sepsis, develop standing orders and protocols for frequent diagnosis and swing beds, and Improve quality of life for swing bed patients. Dr. Zuver asked how we are going to measure the quality of life for swing bed patients. Carolyn said that there will be measures established and they will be tracked. There will be an activities plan developed.

Carolyn explained what MBQIP (Medicare Beneficiary Quality Improvement Project) is. Washington State has a program that we are going to be participating in. Jason will be completing some training on it. One of the pieces of MBQIP is transfer information out of the emergency department. They are focused on small rural hospitals. We will get back reports showing how we compare to other rural facilities.

QA meeting adjourned at 12:08 p.m.

No compliance meeting.

Announcements

Next Meeting July 18, 2024

Current PowerPoint and Minutes available on I drive

July slides will be June data



East Adams Rural Healthcare

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

CEO Report to the Board

Board of Commissioners
East Adams Rural Healthcare
July 24th, 2024

Summer is in full swing and staff are working harder than ever in improvement work across the district. Nursing leadership has already raised the bar with Nursing, Quality Improvement, Infection Control and Employee Health programs. It is wonderful to see the staff engagement and progress from all areas. This work is foundational to the goal we have for the future and growth of the organization. Staff are not only engaged, but excited and smiling all along the way.

As for provider recruitment we have exciting news. At the time of this writing we have signed on two Nurse Practitioners for the Clinic and have a verbal for an Emergency Department Physician. We are working up newspaper, Facebook and website information now as well as scheduling meet and greet opportunities.

Although very busy, summer fun has not escaped us. We held an Independence Day BBQ on July second where both staff and patients enjoyed great food and camaraderie. Our Employee Group also donated funds to a Massage Therapist who provided massages to any available staff on July 16th. It was of course very well received. We are thankful for our revitalized Employee Group!

As always, I want to recognize all of our staff for their amazing work and dedication to drive us to excellence. Excellence is not just a goal, it's a mindset and a journey. Every journey has great accomplishments and hardships. We are and will continue to take the best possible care of our community and are blessed to have their trust and support to do so.

It is a privilege to serve the board and our community.

Respectfully,

Corey Fedie, CEO

FINANCE COMMITTEE AGENDA
Adams County Public Hospital District #2
July 23, 2024

- I. Call to Order
- II. Attendance
- III. Review/approve meeting minutes: June 25, 2024
- IV. Review of Warrants & Vouchers: June 2024
- V. Financial Statements: June 2024
- VI. Additional Information
- VII. Adjourn

Check Number	Vendor Name	Check Date	Check Amount	Purpose
67556	V00030--A-L COMPRESSED GASES	6/6/2024	1,716.19	Medical Supplies Expense
67557	V00018--ADAMS COUNTY AUDITOR	6/6/2024	121.25	Government Fees
67558	V00018--ADAMS COUNTY AUDITOR	6/6/2024	3,886.52	Government Fees
67559	V00139--COBRA Management Services, LLC	6/6/2024	856.00	Employee Benefit Expense
67560	V00166--DATAPRO SOLUTIONS INC	6/6/2024	11,745.67	IT Network Expense
67561	V00633--Hunt, Dorcey	6/6/2024	427.26	Employee Reimbursement Expense
67562	V00788--Inovalon Provider, Inc	6/6/2024	3,223.68	Credentialing/Enrollment Expense
67563	V00695--MultiCare Health System	6/6/2024	27,843.83	EPIC Project Management Expense
67564	V00439--RITZVILLE HARDWARE	6/6/2024	1,676.96	Plant Operations Expense
67565	V00517--Todd Nida	6/6/2024	419.42	Employee Reimbursement Expense
67566	V00905--McCoy, Jason	6/11/2024	1,638.07	Employee Reimbursement Expense
67567	V00030--A-L COMPRESSED GASES	6/12/2024	2,623.25	Medical Supplies Expense
67568	V00027--AFLAC	6/12/2024	977.27	Employee Benefit Expense
67569	V00802--Alliance One, LLC	6/12/2024	13,930.34	Contract Nursing
67570	V00857--Carrier Corporation	6/12/2024	1,446.39	Maintenance Expense
67571	V00167--DAVEY, TRUDY L	6/12/2024	1,706.40	Employee Reimbursement Expense
67572	V00199--ECOLAB	6/12/2024	295.92	Equipment Lease Expense
67573	V00221--FISHER HEALTHCARE	6/12/2024	27,866.91	Medical Supplies Expense
67574	V00648--G&M Love & Care Staffing LLC	6/12/2024	15,666.24	Contracting Staffing Expense
67575	V00595--Health Carousel	6/12/2024	26,921.74	Contracting Staff Expenses
67576	V00242--HEALTH FACILITIES PLANNING	6/12/2024	7,800.00	Contract Services
67577	V00747--Healthcare Consulting Services	6/12/2024	1,300.00	Contract Expense
67578	V00602--HealthTech	6/12/2024	14,085.14	Contract Staffing Expense
67579	V00788--Inovalon Provider, Inc	6/12/2024	1,599.84	Credentialing/Enrollment Expense
67580	V00790--MedCall Northwest	6/12/2024	3,116.48	Medication review
67581	V00629--Navex Global Inc	6/12/2024	5,939.36	Contract Services

67582	V00375--OMNI STAFFING SERVICES, INC.	6/12/2024	88,772.58	Contracting Staffing Expense
67583	V00396--Performance Health Supply, Inc	6/12/2024	541.06	Medical Supplies Expense
67584	V00074--Automated Accounts Inc	6/21/2024	980.84	Contract Services
67585	V00154--COSTCO WHOLESale MEMBERSHIP	6/21/2024	60.00	Membership Dues
67586	V00194--EAP Consulting L.L.C.	6/21/2024	4,550.00	IT Management Expense
67587	V00203--EMPLOYEE FUND	6/21/2024	62.00	Employee Benefit Expense
67588	V00212--Family Support Registry	6/21/2024	185.52	Garnishment Expense
67589	V00253--Hospital Services Corporation	6/21/2024	327.95	Credentialing/Enrollment Expense
67590	V00422--Quadient Finance USA, Inc	6/21/2024	961.00	Postage Expense
67591	V00631--Quadient Leasing USA, Inc	6/21/2024	1,292.31	Postage Machine Expense
67592	V00742--SaltBridge Medical Laboratory	6/21/2024	598.36	Laboratory Expense
67593	V00482--Sprague Chamber of Commerce	6/21/2024	30.00	Advertising Expense
67594	V00550--WALKER, ERIC	6/21/2024	62.62	Employee Reimbursement Expense
67595	V00030--A-L COMPRESSED GASES	6/28/2024	370.92	Medical Supplies Expense
67596	V00781--ADT Commercial - everon	6/28/2024	1,290.34	Security
67597	V00043--Amanda Osborne	6/28/2024	78.79	Medical Supplies Expense
67598	V00728--AMPED Solutions, LLC	6/28/2024	13,940.00	Information Technology Expense
67599	V00074--Automated Accounts Inc	6/28/2024	363.33	Contract Services
67600	V00601--Basic Benefits	6/28/2024	267.40	Employee Benefit Expense
67601	V00088--Beacon Management, LLC	6/28/2024	1.00	Fax Expense
67602	V00103--Bright Light Solutions	6/28/2024	350.00	Maintenance Expense
67603	V00614--CellNetix Pathology, PLLC	6/28/2024	850.00	Laboratory Expense
67604	V00137--Clearwater Springs	6/28/2024	910.88	Water Expense
67605	V00151--Control Solutions Northwest, Inc.	6/28/2024	600.27	Plant Operations Expense
67606	V00757--EPS, Inc	6/28/2024	56.21	Pharmaceuticals Expense
67607	V00212--Family Support Registry	6/28/2024	92.76	Garnishment Expense
67608	V00220--FIRST CHOICE HEALTH	6/28/2024	302.54	Employee Benefit Expense

67609	V00869--Greg Galbreath		6/28/2024	1,500.00	Rent
67610	V00236--Grove Menus Inc		6/28/2024	150.00	Advertising Expense
67611	V00241--HEALTH CARE LOGISTICS INC.		6/28/2024	209.81	Medical Supplies Expense
67612	V00784--Home Depot Credit Services		6/28/2024	416.80	Maintenance Supplies
67613	V00792--Julie Wicks		6/28/2024	390.00	Employee Reimbursement Expense
67614	V00298--LANDAUER INC.		6/28/2024	232.38	Imaging Expense
67615	V00298--LANDAUER INC.		6/28/2024	219.61	Imaging Expense
67616	V00316--LocalTel Communications		6/28/2024	70.85	Telecommunications Expense
67617	V00880--MRI Contract Staffing		6/28/2024	12,774.00	Contract Employee
67618	V00351--Nanosonics, Inc.		6/28/2024	50.10	Medical Supplies Expense
67619	V00714--Napa Auto Parts SP0061		6/28/2024	30.22	Maintenance Expense
67620	V00359--NORCO INC		6/28/2024	318.00	Medical Supplies Expense
67621	V00367--Nuance Communications, Inc		6/28/2024	300.35	Telecommunications Expense
67622	V00383--Pacific Office Automation INC		6/28/2024	240.27	Information Technology Expense
67623	V00393--PC Connection Sales Corporation		6/28/2024	6,695.04	Office Supplies Expense
67624	V00401--PHD UNEMPLOYMENT COMPENSATION		6/28/2024	4,886.00	Unemployment Insurance Expense
67625	V00402--PHD WORKERS COMPENSATION		6/28/2024	10,823.00	Workers Compensation Expense
67626	V00423--QuadraMed		6/28/2024	19,716.03	Medical Supplies
67627	V00430--RICOH USA INC		6/28/2024	106.05	Copier/Fax Expense
67628	V00437--Ritzville Festivals Assoc		6/28/2024	150.00	Marketing Expense
67629	V00443--RITZVILLE PARTS HOUSE INC		6/28/2024	283.82	Maintenance Expense
67630	V00742--SaltBridge Medical Laboratory		6/28/2024	545.86	Laboratory Expense
67631	V00459--SAMARITAN HEALTHCARE		6/28/2024	1,082.50	Billing Expense
67632	V00464--SANOFI PASTEUR INC		6/28/2024	25.00	Recruitment Expense
67633	V00467--Schwabe, Williamson & Wyatt		6/28/2024	272.00	Legal Expense
67634	V00906--Shepard, Megan		6/28/2024	460.59	Employee Reimbursement Expense
67635	V00489--STATE AUDITOR'S OFFICE		6/28/2024	834.60	Government Fees

67636	V00870--Stericycle, Inc		6/28/2024	310.19	Contract Service Expense
67637	V00603--Town and Country Advertising		6/28/2024	83.00	Advertising Expense
67638	V00536--US Foods		6/28/2024	1,043.60	Dietary Expense
67639	V00568--WASHTUCNA, TOWN OF		6/28/2024	192.85	Utility Expense
67640	V00571--WAYSTAR		6/28/2024	87.10	Cycle Revenue Expense
67641	V00902--Wellpoint		6/28/2024	28.83	Dues Expense
67642	V00573--Werfen USA LLC		6/28/2024	278.46	Medical Supplies Expense
67643	V00907--Yousif, Anita		6/28/2024	4,032.10	Recruiting Expense
				365,567.82	

Finance Committee

Meeting Minutes

June 25, 2024

I. Call to order

Corey Fedie called the meeting of the Finance Committee for Adams County Public Hospital District #2 to order at 10 a.m.

II. In Attendance

Dan Duff, Board Member; Beverly Kelley, Volunteer Committee Member; Matt Gosman, CFO; Corey Fedie, CEO; Matt Kubik, Board Member

III. Review/Approve Meeting Minutes: Dan Duff made a motion to approve the May 23 Finance meeting minutes. Matt Kubik seconded the motion, motion passed.

IV. Review Warrants and Vouchers: May 2024

- a) Discussion about payment of older invoices and several months' worth of invoices at once.
- b) The need for increased staff housing is discussed by Corey.
- c) Dan Duff moved to approve, Matt Kubik seconded the motion, motion passed.

V. Financial Statements:

- a) May financial status update presented by Matt.
- b) Mixed month financially for the hospital.
- c) Positive growth in gross patient revenue compared to previous years.
- d) High expenses due to invoices from WIPFLI and efforts to improve accounts payable.
- e) Grant funds of \$747,541 were received in May.
- f) Year-to-date expenses are 19% over budget, but total operating revenue is 25% above budget.
- g) Operating income remains within 1% of the budgeted amount.
- h) Revenue collections slightly decreased; AR days increased.
- i) Accounts payable update improvements made to address missing/misdirected invoices.
- j) \$411,432 in expenses booked in May from prior periods.
- k) Audit update 2021 DZA audit complete, 2022 in progress, 2023 to start after 2022.
- l) Lower volumes affecting revenue, mitigated by collections on older accounts.
- m) Days cash on hand on May 31, 2024, was 31.14.
- n) Continue to monitor and improve accounts payable processes.
- o) Focus on revenue collection efforts during slower summer months.

VI. Additional Information- None

Dan Duff moved to adjourn, Matt Kubik seconded. The meeting adjourned at 10:46 p.m.

Respectfully Submitted by Kylie Buell



East Adams Rural Healthcare

903 S Adams Ave.
Ritzville, Washington 99169
509-659-1200

CFO Report to the Board
Board of Commissioners
East Adams Rural Healthcare
July 23, 2024

June Financial Status

Actual revenues in June were \$1,006,079. Adjustments increased revenue by \$372,558, largely due to roughly 200 swing bed days remaining to be collected at the end of June. Total expenses were \$1,629,693, producing a net loss of \$137,713 for the month and \$57,105 year-to-date. Budget variances for the year include operating income running 2% below budget YTD, total expenses over budget by 23%, and total operating revenue 30% above budget.

Comparing actual figures for the current budgeted amounts, the primary variance is in purchased services and professional fees. The drivers for the variance are EARH's efforts to improve compliance and quality within the nursing structure, relying on contract staff to enable EARH staff to fill administrative roles, and also leveraging the flexibility of contract staffing agencies to reduce the complexity of staff scheduling. With the addition of two RNs, one full-time and one PRN, the dependence on staffing agencies may decrease.

Revenue Collections

AR continues to decrease at a moderate pace, falling below 4M for the first time since 2021. AR days decreased by 3 days from May to June. The AR team has identified uncollectable AR, and deductions will increase in the coming months as these accounts are adjusted. Total collections in June were \$908,466, falling below expectations but trending significantly higher than previous Junes, which have averaged collections of \$720,000 since 2020.

Audit Update

With the numerous transitions in recent years within the finance department of RCMs, CFOs, and finance staff, record-keeping has been an area requiring improvement. As audits for prior years are ongoing, we expect significant adjustments that could increase or decrease net income, but my expectation is that net income will decrease.

Outlook

EARH continues to experience lower volumes, though total revenue in June was slightly higher than the previous June. EARH Swing volumes have improved in July.

Days cash on hand on June 30, 2024, was 29.56.

Respectfully submitted,
Matthew Gosman, CFO

Adams County Public Hospital District No. 2
Statement of Operations

For the Period and Year-to-Date Ending June 30, 2024

	Prior Month 5/31/2024		Month Ending 6/30/2024				Year To Date 6/30/2024				Prior YTD 6/30/2023	
	Prior Month Actual	Current Month Actual	Budget	Variance to Budget	%	YTD Actual	YTD Budget	YTD Variance	%	Prior Year YTD	Variance	
												Budget
Operating Revenue												
Patient Service Revenue	\$ 21,446	\$ 34,216	\$ 101,149	\$ (66,933)	-66%	\$ 191,127	\$ 606,896	\$ (415,769)	-69%	\$ 438,726	\$ (415,769)	-99%
Daily Inpatient Services	\$ 19,013	\$ 52,631	\$ 105,067	\$ (52,436)	-50%	\$ 498,637	\$ 630,403	\$ (131,766)	-21%	\$ 629,740	\$ (131,766)	-21%
Swingbed Room Revenue	\$ 71,968	\$ 71,805	\$ 104,982	\$ (33,157)	-32%	\$ 562,673	\$ 629,772	\$ (67,099)	-11%	\$ 668,288	\$ (67,099)	-11%
Physician/Clinic Services	\$ 120,398	\$ 34,216	\$ 101,149	\$ (66,933)	-66%	\$ 191,126	\$ 606,886	\$ (415,770)	-69%	\$ 438,727	\$ (415,770)	-69%
Ancillary Inpatient Services	\$ 771,722	\$ 813,211	\$ 761,939	\$ 51,272	7%	\$ 5,050,907	\$ 4,571,635	\$ 479,272	10%	\$ 4,563,070	\$ 479,272	10%
Ancillary Outpatient Services	\$ 1,004,546	\$ 1,006,079	\$ 1,174,267	\$ (168,188)	-14%	\$ 6,624,538	\$ 7,045,604	\$ (421,066)	-6%	\$ 6,728,551	\$ (421,066)	-6%
Total Gross Patient Revenue	\$ (162,335)	\$ (372,558)	\$ 282,447	\$ (655,055)	-232%	\$ (324,385)	\$ 1,694,982	\$ (2,042,367)	-120%	\$ (1,763,239)	\$ (2,042,367)	-120%
Deductions from Patient Revenue	\$ 1,166,881	\$ 1,378,637	\$ 891,770	\$ 486,867	55%	\$ 6,971,923	\$ 5,350,622	\$ 1,621,302	30%	\$ 8,491,790	\$ 1,621,302	30%
Net Patient Service Revenue	\$ 7,992	\$ 23	\$ 13,333	\$ (13,310)	-100%	\$ 66,239	\$ 80,000	\$ (13,761)	-17%	\$ 168,510	\$ (13,761)	-17%
Other Operating Revenue	\$ 1,174,873	\$ 1,378,660	\$ 905,104	\$ 473,556	52%	\$ 7,038,162	\$ 5,430,622	\$ 1,607,541	30%	\$ 8,660,300	\$ 1,607,541	30%
Expenses												
Salary and Wages	\$ 574,459	\$ 561,227	\$ 569,597	\$ (8,370)	-1%	\$ 3,373,859	\$ 3,417,583	\$ (43,714)	-1%	\$ 2,873,841	\$ (43,714)	-1%
Employee Benefits	\$ 115,251	\$ 115,126	\$ 114,400	\$ 726	1%	\$ 660,538	\$ 686,398	\$ (25,860)	-4%	\$ 741,432	\$ (25,860)	-4%
Purchased Services	\$ 447,377	\$ 436,951	\$ 189,046	\$ 247,905	131%	\$ 1,833,395	\$ 1,134,278	\$ 699,027	62%	\$ 1,592,930	\$ 699,027	62%
Professional Fees	\$ 271,190	\$ 188,803	\$ 59,954	\$ 128,849	215%	\$ 846,375	\$ 359,725	\$ 486,651	135%	\$ 462,740	\$ 486,651	135%
Supplies	\$ 200,187	\$ 71,571	\$ 46,269	\$ 25,302	55%	\$ 464,236	\$ 277,616	\$ 186,621	67%	\$ 347,168	\$ 186,621	67%
Repairs and Maintenance	\$ 25,154	\$ 8,665	\$ 3,916	\$ 4,770	122%	\$ 52,070	\$ 23,493	\$ 28,577	122%	\$ 16,945	\$ 28,577	122%
Utilities	\$ 54,131	\$ 21,502	\$ 21,329	\$ 173	1%	\$ 175,437	\$ 127,975	\$ 47,462	37%	\$ 116,028	\$ 47,462	37%
Advertising and Marketing	\$ 21,128	\$ 13,963	\$ 14,348	\$ (385)	-3%	\$ 91,513	\$ 86,088	\$ 5,425	6%	\$ 50,003	\$ 5,425	6%
Depreciation	\$ 64,724	\$ 64,723	\$ 62,253	\$ 2,470	4%	\$ 388,341	\$ 373,520	\$ 14,821	4%	\$ 388,342	\$ 14,821	4%
Insurance	\$ -	\$ -	\$ 13,506	\$ (13,506)	-100%	\$ -	\$ 81,033	\$ (81,033)	-100%	\$ 46,518	\$ (81,033)	-100%
Education/Travel/Dues	\$ 57,512	\$ (13,353)	\$ 11,740	\$ (25,103)	-214%	\$ 66,029	\$ 70,440	\$ (4,411)	-6%	\$ 159,218	\$ (4,411)	-6%
Interest Expense	\$ 28,051	\$ 28,843	\$ 29,635	\$ (792)	-3%	\$ 201,854	\$ 177,810	\$ 24,044	14%	\$ 177,855	\$ 24,044	14%
Taxes & Licenses	\$ -	\$ -	\$ 3,028	\$ (3,028)	-100%	\$ -	\$ 18,168	\$ (18,168)	-100%	\$ 20,181	\$ (18,168)	-100%
Rent Expense	\$ -	\$ -	\$ 284	\$ (284)	-100%	\$ 620	\$ 1,707	\$ (1,087)	-64%	\$ 2,030	\$ (1,087)	-64%
Bad Debt Expense	\$ 17,233	\$ 72,951	\$ 4,288	\$ 68,663	1601%	\$ 203,130	\$ 25,726	\$ 177,405	690%	\$ (61,379)	\$ 177,405	690%
Other Expenses	\$ 104,899	\$ 58,711	\$ 22,354	\$ 36,357	163%	\$ 220,819	\$ 134,124	\$ 86,695	65%	\$ 179,874	\$ 86,695	65%
Total Operating Expenses	\$ 1,981,296	\$ 1,629,693	\$ 1,165,947	\$ 463,746	40%	\$ 8,578,136	\$ 6,995,681	\$ 1,582,455	23%	\$ 7,113,726	\$ 1,582,455	23%
Operating Income (Loss)	\$ (906,423)	\$ (251,033)	\$ (260,843)	\$ 9,810	-4%	\$ (1,539,974)	\$ (1,565,060)	\$ 25,086	-2%	\$ 1,546,374	\$ 25,086	-2%
Non-Operating Income												
Grant Revenue	\$ 747,541	\$ -	\$ 130,341	\$ (130,341)	-100%	\$ 800,082	\$ 782,045	\$ 18,037	2%	\$ 76,563	\$ 18,037	2%
Interest Income	\$ 731	\$ 130	\$ 4,417	\$ (4,287)	-97%	\$ 1,344	\$ 26,500	\$ (25,156)	-95%	\$ 1,123	\$ (25,156)	-95%
Tax Levy Income	\$ 113,163	\$ 113,190	\$ 141,090	\$ (27,900)	-20%	\$ 681,443	\$ 846,539	\$ (165,096)	-20%	\$ 789,100	\$ (165,096)	-20%
Total Non-Operating Income	\$ 861,435	\$ 113,320	\$ 275,847	\$ (162,527)	-59%	\$ 1,482,869	\$ 1,655,084	\$ (172,215)	-10%	\$ 868,806	\$ (172,215)	-10%
Net Income	\$ 55,012	\$ (137,713)	\$ 15,004	\$ (152,717)	-1019%	\$ (57,105)	\$ 90,024	\$ (147,129)	-163%	\$ 2,415,381	\$ (147,129)	-163%
Operating Margin	-63%	-18%			-22%				16%			16%
Total Profit Margin	5%	-10%			-1%				34%			34%

East Adams Rural Healthcare
Adams County Public Hospital District No. 2 Balance Sheet
As of June 30, 2024

Reporting Book:
As of Date:

ACCRUAL
06/30/2024

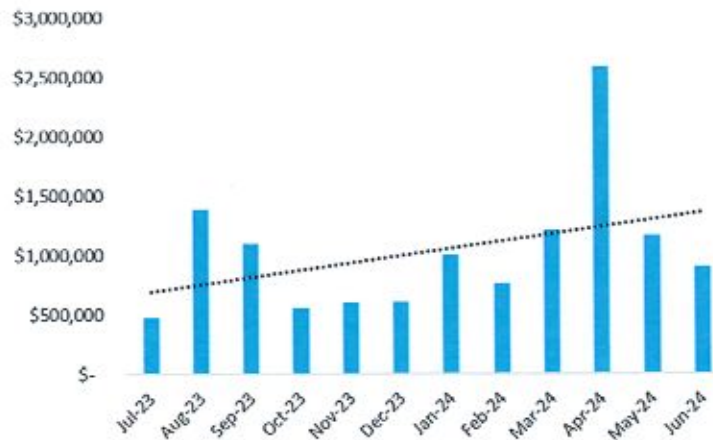
	Month Ending 04/30/2024 Actual	Month To Date 05/31/2024 Actual	Month To Date 06/30/2024 Actual
Current Assets			
Operating Cash	1,455,314	1,659,306	1,308,496
Patient Accounts Receivable	4,026,416	4,097,275	3,994,236
Allowance for Doubtful Accounts	984,056	701,735	830,021
Third Party Receivables	168,591	280,155	38,243
Taxes Receivable	585,743	(320,724)	(213,352)
Inventory	552,851	739,119	794,552
Reserve for Operations	28,280	28,664	28,789
Reserve for Funded Depreciation	2,246	2,294	2,303
Prepaid Expenses	199,029	117,507	26,242
Total Current Assets	8,002,526	7,285,331	6,809,530
Other Assets			
Property, Buildings, & Equipment	17,717,844	17,704,844	17,704,844
Accumulated Depreciation	(9,692,586)	(9,757,309)	(9,822,032)
Construction in Process	929,990	974,350	974,350
Other Assets	8,955,248	8,921,885	8,857,162
Total Assets	\$ 16,957,774	\$ 16,207,216	\$ 15,666,692
Current Liabilities			
Accounts Payable	967,375	1,154,903	1,348,656
Payroll & Related Liabilities	2,762,287	692,715	755,195
Third Party Cost Report Settlements	168,718	41,188	41,188
Current Portion of Long Term Debt	260,000	260,000	260,000
Other Accrued Expenses	761,434	804,507	859,806
Total Current Liabilities	(4,919,814)	(2,953,313)	(3,264,845)
Long Term Debt	(7,231,442)	(7,087,225)	(7,116,069)
Equity from Operations	(4,806,518)	(6,166,678)	(5,285,778)
Total Liabilities & Fund Balance	\$ (16,957,774)	\$ (16,207,216)	\$ (15,666,692)



EARH Revenue Collections 12 Month Trend

Month/Year	Total Deposits	Grants/Other	Patient Care Collections
1/2023	\$ 1,327,628	\$ 497,528	\$ 830,099
2/2023	\$ 782,307	\$ 292,140	\$ 490,167
3/2023	\$ 717,481	\$ 165,557	\$ 551,924
Apr-23	\$ 1,016,318	\$ 50,294	\$ 966,024
May-23	\$ 984,995	\$ -	\$ 984,995
Jun-23	\$ 252,104	\$ -	\$ 252,104
Jul-23	\$ 477,568	\$ -	\$ 477,568
Aug-23	\$ 1,727,860	\$ 341,979	\$ 1,385,881
Sep-23	\$ 1,097,674	\$ -	\$ 1,097,674
Oct-23	\$ 551,327	\$ -	\$ 551,327
Nov-23	\$ 621,355	\$ 27,886	\$ 593,469
Dec-23	\$ 610,607	\$ -	\$ 610,607
Jan-24	\$ 1,052,833	\$ 51,775	\$ 1,001,058
Feb-24	\$ 763,077	\$ -	\$ 763,077
Mar-24	\$ 1,216,896	\$ -	\$ 1,216,896
Apr-24	\$ 2,592,152	\$ 766	\$ 2,591,386

EARH Patient Care Revenue Collected





East Adams Rural Healthcare

VOUCHER CERTIFICATION AND APPROVAL

I, THE UNDERSIGNED AUDITING OFFICER, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED AND THE LABOR PERFORMED AS DESCRIBED HEREIN AND THAT THE CLAIMS ARE JUST AND PAID OBLIGATIONS BY ADAMS COUNTY PUBLIC HOSPITAL DISTRICT NO. 2, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIMS.

COREY FEDIE, SUPERINTENDENT

WARRANTS AUDITED AND CERTIFIED BY THE AUDITING OFFICER HAVE BEEN RECORDED ON THE ATTACHED LISTING.

WE, THE UNDERSIGNED BOARD OF DIRECTORS OF ADAMS COUNTY PUBLIC HOSPITAL DISTRICT NO. 2, ADAMS COUNTY, WASHINGTON, DO APPROVE THOSE WARRANTS INCLUDED IN THE ATTACHED LIST AND FURTHER DESCRIBED AS ACCOUNTS PAYABLE WARRANTS #67556 THROUGH #67643 IN THE AMOUNT OF \$365,567.82.

SIGNED THIS 24TH DAY OF JULY 2024.

JOHN KRAGT, CHAIRMAN

ERIC WALKER, VICE-CHAIRMAN

RILEY HILLE, SECRETARY/COMMISSIONER

MATT KUBIK, COMMISSIONER

DAN DUFF, COMMISSIONER