

ADAMS COUNTY PUBLIC HOSPITAL DISTRICT #2
Meeting of the Board of Commissioners
February 26, 2025
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 January 22, 2025
- 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 – January
 - (2) Approval of Warrants and Vouchers
 - ii) Building Committee
 - iii) Compliance Committee
- IX) Old Business
 - i) Resolution 25-02: Board Bylaws
 - ii) Board Retreat
- X) New Business
 - i) State Survey Results
 - ii) Firewall proposal
- XI) Public Comment
- XII) Executive Session
 - i) Medical Staff Credentialing
- XIII) Next Board Meeting March 26, 2025, at 3:30 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
January 22, 2025

PRESENT:	Riley Hille	Board Chair
	Eric Walker	Vice-Chair
	Matt Kubik	Commissioner/Secretary
	John Kragt	Commissioner
	Dan Duff	Commissioner
	Corey Fedic	CEO
	Matt Gosman	CFO
	Lexie Zuver	Chief of Staff
	Lurisa Sackman	CNO

GUESTS: None

There were two community members present.

Board Chair, Riley Hille called the meeting to order at 5:30 p.m.

INTRODUCTIONS-None

ADDITIONS AND CORRECTIONS-

Board Chair Riley Hille asked to add under new business, Capital Purchase request. Commissioner Eric Walker requested to add under new business, Governance Seminar report.

PUBLIC COMMENT-None

APPROVAL OF MINUTES

The December 19 regular board meeting minutes were presented. Commissioner Eric Walker made a motion to approve the minutes as presented. Commissioner Matt Kubik seconded. The motion passed.

CONSENT AGENDA

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

MEDICAL STAFF REPORT

Dr. Zuver reported that the Med Staff met last week. The annual meeting is planned for March. ER protocols will be approved in February. There is some work being done on L & I status for some of the providers. The emergency room and acute care stay volumes have been high and beds have been full. There was discussion amongst the medical staff on how to manage that. Everyone is willing to step up and assist as needed. Board Chair Riley Hille asked about the status of Avel. Dr. Zuver said that they should be starting in March.

Commissioner John Kragt asked if full beds only included swing beds, Dr. Zuver said no, that was the total number of all patients. Dr. Zuver explained that we must leave one bed open for isolation. John asked about the referrals that have come in. Dr. Zuver said that we had received a total of five and three of those were accepted and we are waiting for insurance verification on the other two. Dr. Zuver reported that there were twelve patients seen in the emergency room yesterday. John asked if there was a trend of the patients coming in or was it a variety. Dr. Zuver said there has been a variety, however, there has been an increase in strokes over the last couple of weeks. Dr. Zuver said that we are following up with those patients so they can come back to continue their recovery through our swing bed program.

CEO REPORT- See attached.

Corey reported that we had a record day of sixty-eight clinic visits which included walk-ins, behavioral health, and pain clinic. Corey gave kudos to the clinic staff even though they were short staffed that day. Corey shared that State surveyors arrived on-site on Tuesday and will be here until tomorrow. They have provided lots of compliments on the improvement since their last visit. Commissioner Eric Walker asked if we are included in the plans for the new development over by Love's. Corey said that we have not made any commitments, however, they have expressed that they would like to have a healthcare facility over there. Eric asked about the planning of the board retreat. Corey said that we do not have anything planned yet but we will look at some available dates and get them sent out. Eric asked about accessing old medical records. Matt explained that to access old records you must submit a medical records request. Eric asked about the website being updated. Corey explained that we did not have access for some time and that AMPED was not doing much while we were catching up on outstanding invoices. We have since resolved both issues and have sent them updated information. Corey shared that the Care Center building is going up for sale with an asking price of \$3 million.

COMMITTEE REPORTS

FINANCE COMMITTEE

CFO REPORT – See attached.

Matt reported that there will still be some adjustments made as we finalize the end of year. December resulted in a loss of \$166,000 with a YTD loss of \$1.2 million. We did have significantly higher expenses than the previous year due to using contract nursing and providers. Inpatient volumes also decreased in 2024 from 2023 while revenues remained similar between 2023 and 2024. We are now 98% staffed with our own FTE's now. Dr. Zuver said we are still using some contracted staff while we are recruiting another provider for the ED. Matt reported that Multi-care has started working with the revenue cycle team. They were extremely helpful and able to answer questions. They were able to help significantly with the ambulance billing. The AR days decreased by 8 to 111. We are writing off old debt. Commissioner Eric Walker asked about the uncollectable debt, whether it was private or insurance. Matt said it is insurance due to contractual adjustments and billing errors. There were lower collections in December, but January is looking good. Commissioner John Kragt asked if we are in the position to start paying Multi-care back. Matt said that we did miss a payment, however, we should be able to make at least the interest payments for now. Eric asked about the 2022 audit. Matt said that it should be presented next month, and we are starting the 2023 audit. Corey suggested going out to bid for a new auditing agency once we get caught up. We are at 21 days cash on hand.

WARRANTS & VOUCHERS

Commissioner Riley Hille presented the following warrants for approval Accounts Payable Warrants #68033 to #68092 for \$332,585.58. There was a discrepancy in the amount on the warrant voucher. Commissioner Eric Walker made a motion to approve the amended warrant voucher, Commissioner Dan Duff seconded. Motion passed unanimously.

BUILDING COMMITTEE-There was no meeting. John asked what the status of Scooters is. Corey said that our staff has been cleaning up and now we are waiting for estimates, and we will have to hire a design firm to draw up blueprints to submit to the State.

COMPLIANCE COMMITTEE-Board Chair Riley Hille said that there was a meeting but there was nothing to report.

OLD BUSINESS

Executive Assistant Kylie Buell reported that the recommended edits to the Board bylaws have been sent to the district attorney for review and will be ready for approval at the next meeting.

NEW BUSINESS

Board Chair Riley Hille opened the discussion on changing the board meeting time. She did extensive research and learned that most entities have their meetings during the business day. There was some back and forth regarding what time to start the meeting. It was unanimously decided that 3:30pm would work for everyone.

Commissioner/Secretary Matt Kubik read aloud resolution 25-01. Commissioner John Kragt made a motion to approve the Resolution 25-01 to adopt the 2025 meeting schedule with the amended time of 3:30pm. Commissioner Eric Walker seconded. The motion passed.

After a brief discussion, the Board Chair, Riley Hille appointed Commissioners to the following committees:

Quality: Kragt and Kubik
Compliance: Hille and Kubik
Finance: Kragt and Duff
Recruitment: Hille and Kragt
Building: Duff and Walker
CEO Recruitment: Kubik and Walker

The Board was presented with the Code of Ethics to review and sign. Each commissioner reviewed and signed.

CEO Corey Fedie presented the Board with the Capital Purchase request for the central monitoring system and a lab analyzer. Corey explained that these items were previously approved in the budget, however, we are now at the point that we have no choice but to proceed with the purchases due to equipment becoming inoperable and unable to be repaired due to antiquated parts. Matt explained that we have options to lease or purchase and even have the possibility of grant funding. Commissioner John Kragt asked if there is a penalty if we lease and then get in the position to buy out. Matt said that there is no penalty. Board Chair, Riley Hille asked Lab manager Dan Crisp, who was in attendance, if with additional testing being able to be completed in-house if he would still have enough staff to cover the influx.

Dan said that he should be okay with the number of staff he currently has. Commissioner John Kragt made a motion to approve the purchase of the items. Commissioner Dan Duff seconded. There was discussion on amending the motion to include the lease and/or grant options. Commissioner John Kragt rescinded his previous motion. Commissioner John Kragt then made the motion to approve capital purchases with the most feasible terms. Commissioner Eric Walker seconded. The motion passed.

Board Chair Riley Hille shared that she and Commissioner Eric Walker attended the Governance Seminar the evening prior. Commissioner Eric Walker shared that insurances have been ratcheting up and because of this, AHA and WSHA are building a date system for hospitals to participate and share their experiences with the various insurances. Eric recommended posting our accepted insurance on the website. Commissioner Eric Walker also asked that the Board write letters or email our state legislators to oppose Bill 1466.

PUBLIC COMMENT-None

The Board went into an executive session at 6:45 p.m. to discuss Medical Staff Credentialing. The estimated length of the executive session was 10 minutes. The Board came out of executive session at 6:52 p.m.

Commissioner John Kragt made a motion to approve the appointment of Tyler Smathers, LICSW. Commissioner Matt Kubik seconded. The motion passed.

Commissioner Dan Duff made a motion to adjourn the meeting, seconded by the Board Chair Riley Hille. Motion passed unanimously.

The meeting adjourned at 6:53 p.m.

Respectfully submitted,
Kylie Buell, Executive Assistant

CNO Report

February 26, 2025

1. Our new wound care nurse starts in May. She will start at a part-time 24 hour per week position which will include two 8-hour shifts for scheduled patient care and one 8-hour shift building the program, working with providers on orders, etc. As the program grows, she is willing to look at increasing to full-time position.
2. We sent two nurses to SANE training in Spokane which was being offered at Providence on a grant they received. Once they are fully trained and we have all supplies, we will be able to provide sexual assault assessments.
3. Avel e-care will be up and running on April 3rd once all training is finished, pending any issues with installation of equipment.
4. Our new vents (2) that we received last summer are out and able to be used. We have received the proper training and supplies to use them in ED.
5. We are looking at other opportunities for nurses and therapists to train to increase services within the hospital.
6. Behavior health has had a healthy run of patients since he started in his full-time capacity, but he is motivated to build his clientele to capacity. Tyler has some great ideas that he has been working with Corey and I on to put focus on this throughout the community.

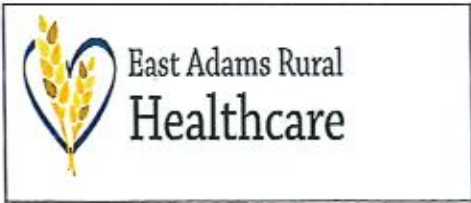
Sincerely,

Lurisa Sackman, RN, MSN, CRRN
Chief Nursing Officer

Job Openings

Department	Job Opening	Date Open	Status	Notes
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EMS	EMT/Paramedics	08/31/2022	Closed	2 EMT starting 3/13/25
Administration	Compliance/Risk/Survey Readiness Coordinator	02/27/2024	Open	Getting offer out to applicant
Administration/Business Office	Accountant	05/30/2024	Open	Multiple interviews completed
Laboratory	MT/MLT	06/30/2024	Open	Looking at hiring through Health Carousel
Plant	Housekeeper	10/28/2024	Open	2 offers out to applicants
Therapy	Speech Language Pathologist (Temp for 16 weeks)	11/18/2024	Open	
Hospital	Wound Care Nurse RN or LPN	12/12/2024	Open	Candidate will start 3/17/2025
Administration	Marketing and Communications Coordinator	11/01/2024	Open	Candidate will start 3/17/2025



QAPI AGENDA

East Adams Rural Healthcare

January 16, 2025

Meeting called to order at 09:05 per Jason McCoy

Present

Not Present

<ul style="list-style-type: none"> ✓ Dr. Zuver ✓ Teri Abney ✓ Dan Crisp ✓ Tyler Dennis ✓ Pam Gilmore ✓ Matthew Gosman ✓ Jason McCoy ✓ Micheal Navarro ✓ Lurisa Sackman ✓ Amanda Osborne 	<ul style="list-style-type: none"> ✓ Sheena Starkel ✓ Neil Verberne ✓ Deborah Deboard ✓ Bruce Garner ✓ Corey Fedie ✓ Navin Adhikary 	<ul style="list-style-type: none"> Commissioner Hille Commissioner Kragt Vanessa Grimm Amelia Bernal
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Approval of Minutes

Review minutes of December 20, 2024 with approval.

Motion to approve Lurisa Sackman. 2nd per Dr. Zuver

New Business

Organizational Scorecard	Jason
It was talked about that you can fill in information as you get it but it is ok to wait until the month January is complete to add your data to the scorecard.	

Old Business

1. TBD	
2. Scorecard Talked about putting info in as the month goes but that it is also acceptable to put all the info in at the end of the month	Jason
3. Org. Goal 1: CSR	Jason

<p>Todd and myself made EOC rounds in the month of December on the PT building and the Billing Office. It is everyone's duty to be survey ready every day. I has been nice to see that things that have been moved due to being survy ready have not made their way back to there old storage places.</p>	
<p>4. Org. Goal 2: Improvement and recognition and care of patients with sepsis: All ER patients and all admissions should be screened for sepsis as a best practice.</p>	Jason Deborah
<p>5. Org. Goal 3: Develop at least 5 standing orders and protocols for the most frequent diagnosis: Deborah has more than 5 standing orders that are written but have to be formally approved</p>	Deborah Jason
<p>6. Org. Goal 4 Improve the quality of life for Swing bed pts. SHORT TERM SWING. Certified Swing Deborah is scheduling as best she can 3 NACS on the days so that 1 NAC can be the activity coordinator for that day. Activities are offered to the patients but must be charted that it was offered. Even if just sitting in a room with a patient and reading or doing hair. Something other than having the patients laying in bed watching TV</p>	Deborah Jason
<p>7. Org. Goal 4: Improve the quality of life for Swing Bed patients SHORT TERM SWING. Non-Certified Swing See above</p>	Deborah Jason

Committee and Department Reports
Please put the report on the portal

<div style="display: flex; align-items: center;"> <div style="background-color: #0070C0; color: white; padding: 5px; margin-right: 10px;">LAB Goals</div>  <div style="border: 1px solid black; padding: 5px; margin-left: 10px; text-align: center;">  <p>East Adams Rural Healthcare</p> <small>1001 S Adams Ave. Rainier, WA 98148 (206) 838-1200 Office (206) 838-1022 Fax</small> </div> </div>	Dan
<p><i>Lab Goals-Blood Administration and Stewardship</i></p> <ul style="list-style-type: none"> • <i>100% staff competency through documented training</i> • <i>100% compliance with Washington DOH, CMS and all oversight agencies.</i> • <i>100% adherence to both laboratory and nursing policies/practices related to blood administration and st</i> • <i>Proactive collaboration and cooperation between laboratory/nursing leadership and staffs.</i> 	

LAB Data



BLOOD ADMINISTRATION-ISSUANCE

Units Issued	Read-back performed	Temp and Visual Verification/Observation Performed	Required Benchmarks Performed
2	2	2	

BLOOD STEWARDSHIP

Units Ordered (Non Emergency Release)	Units Issued	Un-transfused Units Not Returned To Vitalant On Time (Within 72 Hours) Per Contractual Agreement	Required All Units Returned
2	1	1	

LAB Data



LABORATORY STAFF TRAINING & COMPETENCY

Current Lab Staff	Read-Back Process Trained and Competent	Unit Temp and Visual Verification/Observation Trained and Competent	All Blood Administration Procedures Acknowledged and Read	Benchmarks Performed
6	6	6	6	

Therapy

Neil

Therapy Goals



1. Improve outpatient clinic referral to evaluation success rate to >60% across all disciplines
 2. Maintain revenue guardian report clean claim >95% and documentation error <2%
 3. Inpatient communication and department communication
- Future Development goals
 - Establish Epic Clinic Dashboard to allow tracking of discharged patients for case close, overdue plan of cares, patient drop-off, and overdue physician and therapist signature tracking
 - 2 year project

1 Therapy Data



- Incoming Epic referral error additional source of declined success that dropped numbers early Q3 and late Q4

Q1	47%
Q2	51%
Q3	38%
Q4	49%
Year end	42%

Month	Disc.	Referral	No Response	Declined	POC	Percent	Department Cumulative
October	PT OP	22			13	59%	58%
	OT OP	3			1	33%	
	ST OP	1			1	0%	
Inpatient							
November	PT OP	22			11	50%	50%
	OT OP	0			0	0%	
	ST OP					0%	
Inpatient							
December	PT OP	7			2	29%	36%
	OT OP	4			2	50%	
	ST OP	0			0		
Inpatient							
Quarter 4		19.66667	0		9.666	0.6667	51%

2

Therapy Data



East Adams Rural
Healthcare

902 S. Adams Ave Rural, VA 22089 (501) 659-4200 Office (501) 659-6037 Fax

Revenue Guardian							2024		
Month	Accounts	Errors							
		Total	Billing	Resolved	Documentation	Resolved	Clean	Documentation error	
October	154	5	4	FALSE	1	TRUE	97%	0.85%	
November	108	7	7	FALSE	0	TRUE	94%	0.00%	
December	109	5	4	FALSE	1	TRUE	95%	0.92%	
Q4	371	17	15	0%	2	100%	95.42%	0.54%	

- Primary error source zero sum charge at certain CPT codes OT>PT

Therapy Assessment and Action Plan



East Adams Rural
Healthcare

902 S. Adams Ave Rural, VA 22089 (501) 659-4200 Office (501) 659-6037 Fax

1. Referral success rate
 - Enforcement
 - 3 Calls log, MD call back log.
 - Reach out to departments for referral pathway.
2. Revenue Guardian
 - Communications already made. In house working as intended.
3. Meeting with nursing leadership and case management
 1. Excel in line for approval
 2. Currently unable to resolve location for location pending IT
 3. Determine what is useful to team

Nursing

Deborah
Lurisa

Nursing Goals & Data/Plans



East Adams Rural
Healthcare

1015 E Adams Ave. Starbuck, WA 98161 (206) 838-3200 (fax) (206) 838-3222 ext

	Regulatory Requirement	Source	Resp.	Target
Number of patients with chemical or physical restraints	WAC 246-320-17(3)(i)	Chart Review	Deborah	0
Number of patient with chemical or physical restraints in excess of 12 hours	WAC 246-320-17(3)(i)	Chart Review	Deborah	0
Number of patient deaths (excluding DOA in ED)	WAC 246-320-17(3)(i)	Chart Review	Deborah	0
Number of instances of abuse, neglect, exploitation, misappropriation of property certified and non-certified swing bed patients	C-1612 \$485.645(d)(3) F	Reports from staff; Event Reporting	Deborah	0

*Currently meeting our target in all these areas, will continue to monitor and report trends going forward.

Nursing Goals & Data



East Adams Rural
Healthcare

1015 E Adams Ave. Starbuck, WA 98161 (206) 838-3200 (fax) (206) 838-3222 ext

	Resp.	Target	Jan
Org. Goal 2a - Improvement and recognition and care of patients with Sepsis	Deborah		
# ED patients screened			34
# ED patients			49
% ED patients screened for sepsis		95%	69.4%
Org. Goal 2b - Improvement and recognition and care of patients with Sepsis	Deborah		
# ED patients with a sepsis diagnosis receive treatment per protocol and antimicrobial stewardship guidelines			0
# ED patients with a diagnosis of sepsis			0
% ED patients who received treatment per protocol and antimicrobial stewardship guidelines		100%	#DIV/0!
Org. Goal 3 - Develop at least five (5) standing orders and protocols for the most frequent diagnosis	Deborah; Dr. Zuver		
# protocols standing orders developed and implemented	Deborah; Dr. Zuver	5	5

Nursing Assessment and Action Plan



SEPSIS – Org Goal 2a and 2b

Assessment – We are currently at 69.4% ED Sepsis Screenings on patients coming through the ED. This should be done every patient, every visit. There have been ZERO ED diagnosis of Sepsis so far in January to track protocol and care.

Action Plan:

- Triage training was completed with nurses. Additional reinforcement of completing this screening and understanding why it is important.
- Opportunity for Internal competition between shifts.
- Additional videos stories which can cause an impact.
- Additional tracking of sepsis watch vs sepsis alert.
- Education on Sepsis program specifically and protocol checklist.

SEPSIS – Org Goal 3 – Assessment and Plan: Protocols have been completed and working on 10 total with a goal of 40 in the ED, policy written and protocols up for approval. Order sets need approved by providers prior to Navin entering these in EPIC.

Nursing Goals & Data/Plan



	Resp.	Target	Jan
Goal 4a: Improve the quality of life for Swing Bed patients SHORT TERM SWING			
Falls with Injury #	Deborah	0	0
Activities	Deborah		
# patients with daily activities documented			0
# of patients			0
% of patients with daily activities documented		88%	100%/01

Assessment: Activities monitoring will be removed from Short Term Swing Goals. However, they will be offered activities as an option and documented accordingly. Short Term Swing patients have overall declined activities and have busy days of being in therapy, visiting with families, and rest to get back home.

Action Plan:

- Would like to continue to monitor readmission rate, proving an overall quality of life.
- Would also like to track return to previous living situation vs. transitioned to another setting.
- Therapy results and reporting on improvement is the best indicator for improvement in quality of life.

Clinic

Pam

Clinic Data



5 % no show rate over past quarter (October-December)

Clinic Assessment and Action Plan



Reduce no show rate to 3% or below within 6 months.

Action Plan:

1. Implement appointment reminders via phone/text 48 hours in advance.
2. Offer EPIC Telehealth options for patients with transportation challenges.
3. Survey no -show patients to identify barriers and address them.
4. Track no -show rate monthly and adjust interventions accordingly.

Dietary

Teri

Dietary Goals



Order Sets

1. Weekly weights will be added to order sets.

All Swing Bed Patients

1. All swing bed patients will be weighed weekly by nursing and documented. If the patient refuses, refusal will be documented in the medical record.

Short Term Swing Bed

2. 100% will be reviewed by the dietary manager weekly for weight change.
3. 100% with a weight change or more than 5% will be assessed by a dietician within 3 business days of referral.

Long-Term Swing Bed

4. 100% of LT Swing Bed patients will be reviewed by the dietary manager weekly for weight change.
5. 100% of LT Swing Bed patients with a weight change or more than 5% in 30 days, 7% in 90 days, or 10% in 180 days weight change will be assessed by a dietician within 3 business days of referral.

Dietary Data

November Swing Bed Weight Change

	July	Week 1	Week 2	Week 3	Week 4
# Patients		5	5	5	5
# patients with weight change		0	2	0	0
Dietician notified 2 days			1		
Dietician assessed within 3 days			1		
Orders Implemented and followed			1		
Patients weighed weekly or documentation refused		5	5	5	5

Dietary Assessment and Action Plan

- One patient with a weight change dietician was not notified within 2 days.
- The dietician assessed the patient 6 days after the identified weight change

Plan

- 1) Will notify dietician of all weight changes
- 2) Will add weights to the Swing Bed order sets by October 1, 2024

Announcements

Meeting adjourned at 10:15

Next Meeting: February 20, 2025



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
February 26th, 2025

February is off to a good start after a solid January both in patient volumes and cash collections. This is a busy time of year for us typically so its welcome. With our support from MultiCare we are gaining ground on our Accounts Receivable and making much needed fixes to EPIC. We are also collaborating with the medical staff to improve the emergency room schedule both from a recruitment standpoint and from cross coverage for those from the clinic side.

We had our State of WA surveyors here in January and received our official results February 5th. There were a number of corrections needed, but no major citations. The surveyors were very complimentary with the progress we have made in all areas, but most importantly with the QAPI plan where we have historically struggled. We were required to reply by February 15th and did so by the 14th. A huge congratulations to the nursing team and our consultants for getting us on the right path. We believe the biggest challenge is with the old care center as it has many concerns from the Fire Marshall. We have asked for a waiver until we can get state approval to occupy the new kitchen (Scooters). We are awaiting a response from them regarding this. As for Scooters, the Facilities' team has been getting what we can back in order. Our Facilities Manager Todd Nida is getting formal drawings put together to be sent to the state and once approved we can get bids to finish the project. This will take many months, but we hope to occupy by the end of year.

In terms of provider recruitment, we had a site visit with a soon-to-be PA from Iowa that has extensive Paramedic experience. Unfortunately, the weather shortened his trip, so we are working on video conferencing options for the board representatives as well as other medical staff. We may have him back on site if needed. We also have two other candidates we are vetting.

We are excited to announce that our Marketing position has been filled! Riley and I went through a number of resumes and a couple of interviews to narrow it down. Dallas Killian is our choice and has accepted. He will begin mid-March pending HR onboarding and orientation. We are excited about what he brings professionally and also coming back home with friends and family in the area.

In addition, we have seen some movement with the Compliance/Risk/Survey Readiness Coordinator role. I am hopeful we can make an offer by early March. This role is critical to maintain our Compliance and Risk programs. It is also key to helping us maintain regulatory survey readiness by ensuring our departments maintain the proper policies, procedures and documentation that is required.

Sincerely,

Corey Fedie, CEO

FINANCE COMMITTEE AGENDA
Adams County Public Hospital District #2
February 25, 2025

- I. Call to Order
- II. Attendance
- III. Review/approve meeting minutes: January 21, 2025
- IV. Review of Warrants & Vouchers: January 2025
- V. Financial Statements: January 2025
- VI. Additional Information
- VII. Adjourn

Check Date	Vendor Name	Check Number	Check Amount	Purpose
1/1/2025	V00027--AFLAC	68093	865.99	Employee Benefit Expense
1/1/2025	V00750--Patient	68094	1,600.00	Patient Refund Expense
1/1/2025	V00869--Greg Galbreath	68095	1,500.00	Rent
1/1/2025	V00695--MultiCare Health System	68096	19,843.41	EPIC Project Management Expense
1/1/2025	V00375--OMNI STAFFING SERVICES, INC.	68097	2,872.08	Contracting Staffing Expense
1/9/2025	V00030--A-L COMPRESSED GASES	68098	1,875.62	Medical Supplies Expense
1/8/2025	V00030--A-L COMPRESSED GASES	68099	1,028.77	Medical Supplies Expense
1/9/2025	V00012--Access Information Protected	68100	396.22	Paper Shredding
1/8/2025	V00012--Access Information Protected	68101	393.46	Paper Shredding
1/9/2025	V00022--ADAMS COUNTY SHERIFFS OFFICE	68102	8,306.00	Government Fees
1/9/2025	V00781--ADT Commercial - everon	68103	645.17	Security
1/8/2025	V00781--ADT Commercial - everon	68104	645.17	Security
1/9/2025	V00037--Alliant Insurance Services, Inc-8377	68105	4,761.00	Insurance
1/9/2025	V00040--ALSCO	68106	1,355.68	Laundry Expense
1/8/2025	V00040--ALSCO	68107	665.35	Laundry Expense
1/9/2025	V00743--Amazon Capital Services	68108	1,497.09	Plant Operations Expense
1/9/2025	V00068--ASURIS NORTHWEST HEALTH	68109	5.10	Insurance Refund Expense
1/9/2025	V00074--Automated Accounts Inc	68110	315.64	Contract Services
1/9/2025	V00075--Avanos Medical, Inc.	68111	2,540.83	Medical Supplies Expense
1/9/2025	V00077--AVISTA UTILITIES	68112	9,318.33	Utilities Expense
1/9/2025	V00601--Basic Benefits	68113	106.96	Employee Benefit Expense
1/9/2025	V00983--Berdeguel, Rushei	68114	60.84	Employee Reimbursement Expense
1/9/2025	V00768--Bound Tree Medical, LLC	68115	257.02	Employee Benefit Expense
1/9/2025	V00731--Bracco Diagnostics, Inc	68116	732.69	Imaging Expense
1/9/2025	V00110--BSD MECHANICAL	68117	555.00	Maintenance
1/9/2025	V00116--Canon Medical Systems	68118	12,649.50	Imaging Expense

1/9/2025	V00123--CAREFUSION		68119	3,491.25	Pharmaceuticals Expense
1/9/2025	V00857--Carrier Corporation		68120	1,191.24	Maintenance Expense
1/9/2025	V00614--CelINetix Pathology, PLLC		68121	1,000.00	Laboratory Expense
1/9/2025	V00131--CENTURYLINK		68122	703.29	Telecommunications Expense
1/9/2025	V00133--Change Healthcare		68123	326.63	Billing Expense
1/9/2025	V00778--Circe Solutions		68124	5,541.25	Contract Services
1/9/2025	V00137--Clearwater Springs		68125	623.24	Water Expense
1/9/2025	V00139--COBRA Management Services, LLC		68126	1,288.00	Employee Benefit Expense
1/9/2025	V00142--COLUMBIA BASIN HERALD		68127	836.03	Advertising Expense
1/9/2025	V00149--Connell Oil		68128	4,279.26	Plant Operations Expense
1/9/2025	V00935--Cruz, Patricia		68129	207.43	Recruiting Expense
1/9/2025	V00750--Patient		68130	38.88	Patient Refund Expense
1/9/2025	V00171--DENNY'S 6870		68131	554.60	EMS Dietary
1/9/2025	V00186--Docs Who Care Northwest, Inc		68132	41,952.00	Contracting Staffing Expense
1/9/2025	V00847--DTMicro		68133	1,155.00	Telecommunications Expense
1/9/2025	V00856--Dynamic Collectors, INC		68134	792.23	Accounts Receivable Services
1/9/2025	V00203--EMPLOYEE FUND		68135	753.00	Employee Benefit Expense
1/9/2025	V00212--Family Support Registry		68136	185.52	Garnishment Expense
1/9/2025	V00213--FARMER BROS CO		68137	111.11	Employee Benefit Expense
1/9/2025	V00220--FIRST CHOICE HEALTH		68138	157.26	Employee Benefit Expense
1/9/2025	V00251--Holistic Pain Management of Colorado LLC		68139	32,525.00	Pain Management Services Expense
1/9/2025	V00633--Hunt, Dorcey		68140	258.92	Employee Reimbursement Expense
1/9/2025	V00693--InstaMed		68141	764.64	Billing Expense
1/9/2025	V00271--Inter-Mountain Biomedical Services, Inc.		68142	2,325.00	Medical Supplies Expense
1/9/2025	V00718--Intermax Networks		68143	2,375.30	Contract Services
1/9/2025	V00868--Janaica Logan		68144	145.00	Employee Reimbursement Expense
1/9/2025	V00964--Kayli Maier Photography		68145	275.40	Marketing Expense

1/9/2025	V00297--Laboratory Corporation of America Holdings	68146	3,939.14	Lab Expense
1/9/2025	V01009--Law Offices of Patenaude & Felix, APC	68147	1,800.25	Garnishment
1/9/2025	V00680--Lexie Zuver	68148	1,079.58	Employee Reimbursement Expense
1/9/2025	V00332--MEDICATION REVIEW	68149	9,004.85	Pharmaceuticals Expense
1/9/2025	V00334--MEDLINE INDUSTRIES, INC.	68150	38.82	Medical Supplies Expense
1/9/2025	V00359--NORCO INC	68151	238.50	Medical Supplies Expense
1/9/2025	V00367--Nuance Communications, Inc	68152	564.12	Telecommunications Expense
1/9/2025	V00621--Pacific Office Automation	68153	22.53	Information Technology Expense
1/9/2025	V00619--Pacific Office Automation	68154	75.35	Information Technology Expense
1/9/2025	V00383--Pacific Office Automation INC	68155	1,905.04	Information Technology Expense
1/9/2025	V00908--Pearson	68156	37.80	Training Expense
1/9/2025	V00403--PHYSICIAN INSURANCE	68157	30,716.63	Insurance Expense
1/9/2025	V00993--Post Lake Lending	68158	575.26	Garnishment
1/9/2025	V00430--RICOH USA INC	68159	317.52	Copier/Fax Expense
1/9/2025	V00439--RITZVILLE HARDWARE	68160	1,354.60	Plant Operations Expense
1/9/2025	V00838--Ritzville Lawn Care	68161	135.00	Maintenance Expense
1/9/2025	V00441--RITZVILLE LIONS CLUB	68162	1,650.00	Marketing Expense
1/9/2025	V00443--RITZVILLE PARTS HOUSE INC	68163	140.70	Maintenance Expense
1/9/2025	V00446--RITZVILLE, CITY OF	68164	3,519.86	Utilities Expense
1/9/2025	V00742--SaltBridge Medical Laboratory	68165	551.10	Laboratory Expense
1/9/2025	V00468--SENSE	68166	888.84	Plant Operations
1/9/2025	V00940--Shields, Michael	68167	17.27	Employee Reimbursement Expense
1/9/2025	V00487--STAPLES	68168	703.42	Office Supplies Expense
1/9/2025	V00513--The USF Group, Inc.	68169	2,726.35	Contract Services
1/9/2025	V00994--Today Cash	68170	383.06	Garnishment
1/9/2025	V00518--Travelers CL Remittance Center	68171	15,802.50	Insurance Expense
1/9/2025	V00626--US Bank Equipment Finance	68172	163.67	Leasing Expense

1/9/2025	V00536--US Foods		68173	1,616.01	Dietary Expense
1/9/2025	V00540--VERIZON WIRELESS		68174	1,705.08	Phone Expense
1/9/2025	V00550--WALKER, ERIC		68175	62.62	Employee Reimbursement Expense
1/9/2025	V00573--Werfen USA LLC		68176	1,097.05	Medical Supplies Expense
1/9/2025	V00578--WHEAT LAND COMMUNITIES' FAIR		68177	1,075.00	Advertising Expense
1/9/2025	V00932--Zero Tools		68178	1,073.73	Maintenance Supplies
1/9/2025	V00183--DINGUS, ZARECOR & ASSOCIATES PLLC		68179	17,500.00	Auditors Expense
1/13/2025	V00183--DINGUS, ZARECOR & ASSOCIATES PLLC		68180	46,100.00	Auditors Expense
1/13/2025	V00459--SAMARITAN HEALTHCARE		68181	3,099.09	Billing Expense
1/17/2025	V00030--A-L COMPRESSED GASES		68182	1,514.74	Medical Supplies Expense
1/17/2025	V00012--Access Information Protected		68183	718.68	Billing Expense
1/17/2025	V00040--ALSCO		68184	1,429.54	Laundry Expense
1/17/2025	V00074--Automated Accounts Inc		68185	315.09	Contract Services
1/17/2025	V00077--AVISTA UTILITIES		68186	11,869.24	Utilities Expense
1/17/2025	V00108--Brownlowe, Joshua		68187	818.88	Employee Reimbursement Expense
1/17/2025	V00116--Canon Medical Systems		68188	6,324.75	Imaging Expense
1/17/2025	V00123--CAREFUSION		68189	3,309.12	Pharmaceuticals Expense
1/17/2025	V00131--CENTURYLINK		68190	73.75	Telecommunications Expense
1/17/2025	V00133--Change Healthcare		68191	473.38	Billing Expense
1/17/2025	V00778--Circe Solutions		68192	232.50	Contract Services
1/17/2025	V00137--Clearwater Springs		68193	131.84	Water Expense
1/17/2025	V00855--Comcast Business		68194	2,180.00	Telecommunications Expense
1/17/2025	V00149--Connell Oil		68195	4,241.21	Plant Operations Expense
1/17/2025	V00928--Culton Consulting LLC		68196	20,000.00	Grant Lobbying
1/17/2025	V00203--EMPLOYEE FUND		68197	173.00	Employee Benefit Expense
1/17/2025	V00206--Evco Sound and Electronics		68198	2,091.04	Systems Testing
1/17/2025	V00904--Everon		68199	5,475.96	Fire Inspection

1/17/2025	V00221--FISHER HEALTHCARE		68200	19,700.98	Medical Supplies Expense
1/17/2025	V00848--Free Press Publishing, Inc		68201	2,465.00	Advertising Expense
1/17/2025	V00226--GARNER, BRUCE		68202	129.50	Employee Reimbursement Expense
1/17/2025	V00996--Grace Fedie Photography		68203	243.00	Provider Photos
1/17/2025	V01007--Graham, Cooper		68204	226.00	Employee Reimbursement Expense
1/17/2025	V01008--Harness, Michael		68205	131.32	Employee Reimbursement Expense
1/17/2025	V00595--Health Carouse		68206	42,870.84	Contracting Staff Expenses
1/17/2025	V00242--HEALTH FACILITIES PLANNING		68207	2,500.00	Contract Services
1/17/2025	V00345--Heritage Imaging		68208	21,608.55	Imaging Expense
1/17/2025	V00251--Holistic Pain Management of Colorado LLC		68209	46,085.00	Pain Management Services Expense
1/17/2025	V00784--Home Depot Credit Services		68210	1,161.87	Maintenance Supplies
1/17/2025	V00253--Hospital Services Corporation		68211	455.82	Credentialing/Enrollment Expense
1/17/2025	V00794--Hunt, Danielle		68212	97.02	Employee Reimbursement Expense
1/17/2025	V00679--Idaho State Tax Commission		68213	2,435.59	Payroll Tax Expense
1/17/2025	V00264--INLAND IMAGING BUSINESS Associates, LLC		68214	1,904.13	Imaging Expense
1/17/2025	V00718--Intermax Networks		68215	1,187.65	Contract Services
1/17/2025	V00968--Intrinium/TorchLight		68216	31,828.16	IT Server Maintenance
1/17/2025	V00744--iSpyFire		68217	702.00	Fire Tracking Service
1/17/2025	V00750--Patient.		68218	138.69	Patient Refund Expense
1/17/2025	V00289--KD Consulting, LLC		68219	700.00	Contract Services
1/17/2025	V00597--Kevin Osborne		68220	24.12	Employee Reimbursement Expense
1/17/2025	V00698--KNB Fire		68221	3,555.61	Maintenance Expense
1/17/2025	V00320--M&M HARRISON ELECTRIC CO.		68222	899.06	Maintenance Expense
1/17/2025	V00332--MEDICATION REVIEW		68223	10,082.00	Pharmaceuticals Expense
1/17/2025	V00517--Nida, Todd		68224	687.89	Employee Reimbursement Expense
1/17/2025	V00381--OWENS & MINOR		68225	133.10	Medical Supplies Expense
1/17/2025	V00621--Pacific Office Automation		68226	234.30	Information Technology Expense

1/17/2025	V00383--Pacific Office Automation INC	68227	5,179.09	Information Technology Expense
1/17/2025	V00646--PARAREV	68228	4,860.00	Revenue Cycle Expense
1/17/2025	V00993--Post Lake Lending	68229	572.24	Garnishment
1/17/2025	V00716--Remedi8	68230	3,302.63	Plant Operations Expense
1/17/2025	V00599--Ricoh	68231	239.76	Copier/Fax Expense
1/17/2025	V00430--RICOH USA INC	68232	213.37	Copier/Fax Expense
1/17/2025	V00443--RITZVILLE PARTS HOUSE INC	68233	49.51	Maintenance Expense
1/17/2025	V00445--RITZVILLE TIRE COMPANY	68234	114.32	Maintenance Expense
1/17/2025	V00446--RITZVILLE, CITY OF	68235	2,368.93	Utilities Expense
1/17/2025	V00940--Shields, Michael	68236	18.50	Employee Reimbursement Expense
1/17/2025	V00999--Smith & Nephew, Inc	68237	1,078.61	Legal Expense
1/17/2025	V01010--Sprague High School	68238	60.00	Marketing Expense
1/17/2025	V00487--STAPLES	68239	796.69	Office Supplies Expense
1/17/2025	V00632--Tech Direct Imaging	68240	362.88	Imaging Expense
1/17/2025	V00507--Teleflex LLC	68241	2,130.50	Ambulance Supplies
1/17/2025	V00913--Transamerica Life Ins Co	68242	350.21	Insurance Expense
1/17/2025	V00534--US Bank Community Card	68243	27.78	Corporate Card - various
1/17/2025	V00626--US Bank Equipment Finance	68244	170.13	Leasing Expense
1/17/2025	V00536--US Foods	68245	1,128.62	Dietary Expense
1/17/2025	V00550--WALKER, ERIC	68246	62.62	Employee Reimbursement Expense
1/17/2025	V00557--WASHINGTON POISON CENTER	68247	500.00	Donation
1/17/2025	V00984--Weave and Whimsy	68248	250.00	Medical Table Repair
1/17/2025	V00957--Wendel	68249	154.00	Strategic Planning
1/17/2025	V00573--Werfen USA LLC	68250	6,010.90	Medical Supplies Expense
1/17/2025	V00582--WIPFLI	68251	30,000.00	Contract Services
1/27/2025	V00005--3M Health Information Systems	68252	32,154.56	Software Expense
1/27/2025	V00615--Akins	68253	660.37	Dietary Expense

1/27/2025	V00100--BOYER, MARNIE		68254	419.00	Employee Reimbursement Expense
1/27/2025	V00911--Brown, Nathan		68255	1,600.00	V00750--Patient
1/27/2025	V00153--Cooper Graham		68256	350.00	Medical Supplies Expense
1/27/2025	V00194--EAP Consulting L.L.C.		68257	4,550.00	IT Management Expense
1/27/2025	V00199--ECOLAB		68258	102.58	Equipment Lease Expense
1/27/2025	V00203--EMPLOYEE FUND		68259	84.00	Employee Benefit Expense
1/27/2025	V00215--Fasthealth		68260	375.00	Employee Benefit Expense
1/27/2025	V00231--GRAINGER		68261	680.66	Plant Operations
1/27/2025	V00869--Greg Galbreath		68262	1,500.00	Rent
1/27/2025	V00750--Patient		68263	600.00	Patient Refund Expense
1/27/2025	V00750--Patient		68264	21.37	Patient Refund Expense
1/27/2025	V00236--Grove Menus Inc		68265	30.00	Advertising Expense
1/27/2025	V00747--Healthcare Consulting Services		68266	1,300.00	Contract Expense
1/27/2025	V00690--Jamey Bitton		68267	282.68	Employee Reimbursement Expense
1/27/2025	V00277--Johnson Law Group		68268	5,000.00	Legal Expense
1/27/2025	V00340--MILLIMAN USA		68269	1,182.60	Training Expense
1/27/2025	V00880--MRI Contract Staffing		68270	6,387.00	Contract Employee
1/27/2025	V00621--Pacific Office Automation		68271	102.11	Information Technology Expense
1/27/2025	V00383--Pacific Office Automation INC		68272	130.68	Information Technology Expense
1/27/2025	V00422--Quadient Finance USA, Inc		68273	123.79	Postage Expense
1/27/2025	V00631--Quadient Leasing USA, Inc		68274	1,292.31	Postage Machine Expense
1/27/2025	V00423--QuadraMed		68275	18,316.80	Harris EMR
1/27/2025	V00447--RLDatix		68276	2,068.40	Administration Expense
1/27/2025	V00458--Sage Intact		68277	2,138.40	Accounting System Annual Renewal
1/27/2025	V00742--SaltBridge Medical Laboratory		68278	510.60	Laboratory Expense
1/27/2025	V00980--Smathers, Tyler		68279	2,557.64	Employee Reimbursement Expense
1/27/2025	V00737--Tyler Dennis		68280	73.08	Employee Reimbursement Expense

1/27/2025	V00563--WASHINGTON STATE SUPPORT REGISTRY	68281	750.00	Dues Expense
1/27/2025	V00579--WHIT	68282	8,154.74	Contract Services
1/29/2025	V01012--Airift Northwest	68283	960.00	Employee Insurance
1/29/2025	V00221--FISHER HEALTHCARE	68284	12,473.87	Medical Supplies Expense
1/29/2025	V00305--Life Flight Network Foundation	68285	2,250.00	Contract Services
1/29/2025	V00375--OMNI STAFFING SERVICES, INC.	68286	12,209.42	Contracting Staffing Expense
1/29/2025	V00381--OWENS & MINOR	68287	3,549.95	Medical Supplies Expense
1/29/2025	V00536--US Foods	68288	7,452.26	Dietary Expense
			776,274.82	

Finance Committee

Meeting Minutes

January 21, 2025

I. Call to order

Matt Gosman called the meeting of the Finance Committee for Adams County Public Hospital District #2 to order at 11:04 AM.

II. In Attendance

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

III. Review/Approve Meeting Minutes: December 17, 2024

- a) Dan D made a motion to approve the December 17th finance meeting minutes. Matt K seconded the motion, motion passed.

IV. Review Warrants and Vouchers: December 2024

- a) Dan D moves to approve, Matt K seconds the motion, motion passes.

V. Financial Statements:

- a) Matt G discusses the financial statements, noting that December was a tough month but also the highest revenue year compared to 2023.
- b) The inpatient department is struggling, with a shortfall of 150 patients compared to 2023, particularly in Medicare patients.
- c) Adjustments in November and December are highlighted, emphasizing the importance of write-offs to maintain accurate financial reporting.
- d) Multi Care is mentioned as a significant help with revenue cycle management, providing expertise in Epic system and critical access hospital billing.

VI. Revenue Cycle and AR Days

- a) Matt G reports a significant decrease in AR days from 119 to 108, which is considered a positive trend.
- b) The team's preparation for Multi Care's arrival is credited for the improvement in AR days.
- c) A loss of \$166,000 in December and a total loss of \$1.2 million for the year is noted, with most of the loss being non-cash due to write-offs.
- d) The impact of increased contract staffing costs in 2024 and the reduction of these costs toward the end of the year and going forward.
- e) Corey F expresses optimism about the financial situation, noting that if contract staffing costs are kept under control, the organization could return to profitability.
- f) The importance of maintaining focus on cost control to avoid slipping back into financial trouble is emphasized.
- g) Matt G mentions the positive impact of MultiCare and the potential for improved cash collections in January.

- h) The possibility of receiving a distressed hospital grant in April and the increase in tax levy are discussed as potential positive developments.

Matt Kubik moved to adjourn, Dan Duff seconded. The meeting adjourned at 11:20 AM.

Respcctfully 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
February 25th, 2025

January was a strong month for revenue and collections. MultiCare is playing an important role in improving the effectiveness of the EARH revenue cycle, EMS is operating at nearly 2.5x 2023-2024 volumes, and though it is a small percentage of the whole, behavioral health is growing rapidly and delivering innovative and effective treatment to our community. This letter outlines a financial situation that needs continued attention and effort. It also outlines an increasingly positive outlook.

January Financial Status

Financial Statements

Revenue Performance

- Total Operating Revenue: \$1.31 million, surpassing the budgeted \$1.26 million by 4%.
- Work in the revenue cycle has resulted in an influx of claim posting which provided a temporary boost to total charges in January.
- Unusually strong January volumes in EMS, Lab, and Imaging were the primary reason for the positive variance.
- Though not as significant, January inpatient care saw an increase over the 2024 average.

Expense Management

- Total Operating Expenses: \$1.43 million, which is 4% below the budgeted \$1.49 million.
- Notable variances:
 - Salaries and Wages continue to trend higher, reflecting ongoing labor cost pressures seen across the industry, which has seen a 16% increase in labor cost since 2023. January labor costs were unusually high as a result of a temporary provider staffing issue and several contractual payments that are not ongoing.
 - Purchased Services were unusually low in January (\$120K, 54% under budget), helping offset the impact of higher labor costs. These costs are expected to align roughly with budget expectations in future months.

Operating Income & Margins

- Operating Margin: -10%, aligning with national CAH benchmarks where margins typically range between -10% and 0% due to rural hospital constraints.
- Total Profit Margin: 1%, an improvement over previous months and a positive sign of financial stabilization.

Revenue Cycle and Collections

- Days in Accounts Receivable (A/R): 98 days, which remains significantly above the industry benchmark of approximately 60-75 days. AR Days have trended downward consistently for three months, and as of February 25th, AR days are at 93.3, reflecting a 47 day decrease since the jump in October. These decreases can be attributed to improvements to the revenue cycle and increases in average daily revenue.
- Patient Accounts Receivable: \$4.06 million, reflecting a slight decline from December but still requiring focused collection efforts.
- Cash collections continue to be strong into February, with \$1.67 million collected in January, and \$1.2 million collected as of February 25th.

Conclusion:

Cash flow continues to be a primary focus. Sustainable financial planning, exploring additional grant funding, optimizing tax levy income, and identifying alternative revenue streams will contribute to long-term financial health.

Overall, our January 2025 financial results show positive revenue trends and improved cost control, leading to a smaller-than-expected operating loss.

Days cash on hand on January 31st was 28.47.

Respectfully submitted,
Matthew Gosman, CFO

East Adams Rural Healthcare
Adams County Public Hospital District No. 2 Balance Sheet
As of January 31, 2025

Reporting Book: ACCRUAL
As of Date: 01/31/2025

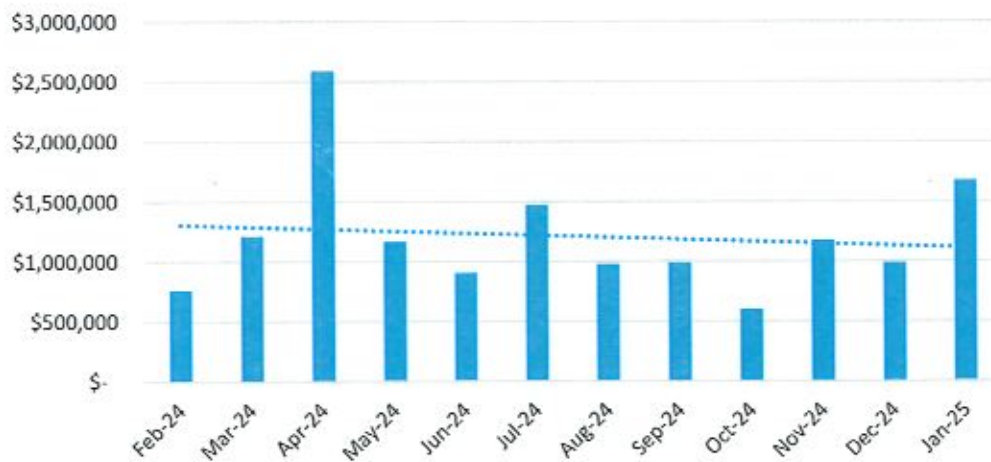
	Month To Date 11/30/2024 Actual	Month To Date 12/31/2024 Actual	Month To Date 01/31/2025 Actual
Current Assets			
Operating Cash	1,097,985	805,433	1,138,902
Patient Accounts Receivable	4,393,716	4,474,239	4,056,343
Allowance for Doubtful Accounts	1,883,568	1,325,357	1,868,805
Third Party Receivables	32,737	56,273	51,363
Taxes Receivable	(131,709)	0	128,339
Inventory	825,235	834,654	863,337
Reserve for Funded Depreciation	2,348	2,356	2,364
Prepaid Expenses	116,730	19,730	178,149
Total Current Assets	8,220,610	7,518,042	8,287,602
Other Assets			
Property, Buildings, & Equipment	18,830,142	18,830,142	18,830,142
Accumulated Depreciation	(10,135,183)	(10,199,907)	(10,264,630)
Other Assets	8,694,959	8,630,235	8,565,512
Total Assets	\$ 16,915,569	\$ 16,148,277	\$ 16,853,114
Current Liabilities			
Accounts Payable	1,739,893	1,211,859	1,807,227
Payroll & Related Liabilities	498,456	823,592	174,523
Current Portion of Long Term Debt	260,000	260,000	260,000
Other Accrued Expenses	942,471	957,504	988,561
Total Current Liabilities	(3,440,820)	(3,252,955)	(3,230,311)
Long Term Debt	(7,087,225)	(7,116,068)	(7,116,068)
Equity from Operations	(6,652,068)	(5,779,254)	(6,506,735)
Total Liabilities & Fund Balance	\$ (16,915,569)	\$ (16,148,277)	\$ (16,853,114)



EARH Revenue Collections 12 Month Trend

Month/Year	Total Deposits	Grants/Other	Patient Care Collections
Feb-24	\$ 763,077	\$ -	\$ 763,077
Mar-24	\$ 1,216,896	\$ -	\$ 1,216,896
Apr-24	\$ 2,592,152	\$ 766	\$ 2,591,386
May-24	\$ 1,915,179	\$ 747,541	\$ 1,167,638
Jun-24	\$ 908,466	\$ -	\$ 908,466
Jul-24	\$ 1,518,793	\$ 41,985	\$ 1,476,808
Aug-24	\$ 1,040,229	\$ 61,313	\$ 978,916
Sep-24	\$ 1,154,336	\$ 160,917	\$ 993,419
Oct-24	\$ 734,834	\$ 136,840	\$ 597,994
Nov-24	\$ 3,180,831	\$ 2,000,000	\$ 1,180,831
Dec-24	\$ 994,083	\$ 5,000	\$ 989,083
Jan-25	\$ 2,175,243	\$ 498,188	\$ 1,677,055

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 #68093 THROUGH #68288 IN THE AMOUNT OF \$776,274.82

SIGNED THIS 26TH DAY OF FEBRUARY 2025.

JOHN KRAGT, CHAIRMAN

ERIC WALKER, VICE-CHAIRMAN

RILEY HILLE, SECRETARY/COMMISSIONER

MATT KUBIK, COMMISSIONER

DAN DUFF, COMMISSIONER

**ADAMS COUNTY PUBLIC HOSPITAL DISTRICT #2
ADAMS COUNTY, WA**

RESOLUTION NO. 25-02

RESOLUTION OF THE BOARD OF COMMISSIONERS OF ADAMS COUNTY PUBLIC HOSPITAL DISTRICT NO. 2 (the "Board") for the following purposes: to amend the District's Bylaws to clarify procedures for electing Board officers, AND,

WHEREAS the Board desires to amend the District's Bylaws in various ways,

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Adams County Public Hospital District No. 2 that the revised text of District Bylaws as attached hereto shall replace all prior Bylaws and become the District's Bylaws effective on passage of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 26th DAY OF February 2025, at a regular open meeting of the Board of Adams County Public Hospital District No. 2 with the following Commissioners being present and voting:

Riley Hille, Board Chair and Commissioner

Eric Walker, Vice Chair and Commissioner

Matt Kubik, Board Secretary and Commissioner

John Kragt, Commissioner

Dan Duff, Commissioner



Professional Services: Solving your technology needs

Statement of Work

Prepared for: **East Adams Rural Hospital**

TorchLight

23505 E Appleway, Suite 200 #100
Liberty Lake, WA 99019

www.torchlight.io

This Proposal is Valid for 60 Days



January 17, 2024

East Adams Rural Hospital

Thank you for the opportunity to propose TorchLight professional support services. We have reviewed your needs and have identified a solution that we believe will best serve your organization.

TorchLight is a premier provider of combined cybersecurity and managed IT services, serving the needs of small to medium size organizations. We deploy a highly secure IT and cybersecurity platform combined with our management capabilities we have honed over more than 15 years in business. We believe that high quality information technology capabilities must be built on a foundation of strong cyber resilience.

The partnership we are proposing is focused on providing **East Adams Rural Hospital** resources to address your cyber security needs.

Our commitment to you is outstanding customer service in terms of response time, quality, and prevention of/resolution of issues.

Our team will work with you to keep you informed of the progress of your project along the way. We will also formalize the end of our project with a meeting to review the work we've completed.

Please feel free to contact me with further questions or clarification items. My contact information is provided below for your convenience. Once again, thank you for the opportunity to submit this proposal for your consideration.

Warmest Regards,

Nolan Garrett

Nolan Garrett

Nolan.garrett@torchlight.io



Our Partnership

HOW WE WORK TOGETHER TO COMPLETE THIS PROJECT

Partnership Responsibilities for the Project

Our Partnership can only be successful if we work together. We will need to work closely with your team to ensure we can provide our greatest value and complete this project on schedule.

- **Communication** – We will keep you informed of our progress on this project, inform you of hurdles, and request support as needed to ensure completion.
- **Proactivity** – We will take the necessary actions to keep this project on schedule. We will provide advanced notice of requests and timelines upon which to complete those tasks so we can continue making progress.
- **Access** – Client will provide TorchLight and representatives with proper site access to complete work.
- **Contact List** – For relevant parties necessary to complete this project
- **Timely Responses** – This project requires the client to provide documentation, artifacts, responses, and other materials in a reasonable time period to complete this work on schedule.



PROFESSIONAL SUPPORT SERVICES

SCOPE OF WORK

TorchLight will replace the existing aging firewall with two Fortinet firewalls in High-Availability mode.

The project will accomplish the following outcomes:

- New firewalls procured, configured, and installed.
- SD WAN configuration for WAN/ISP failover.
- 2 IPSec VPN tunnels, along with any NAT and routes
- High-Availability configuration (Passive-Active)
- Enable and configure all UTM security services
- New Access Points procured and configured (if applicable)
- Access Point(s) adoption into a "single pane of glass"
- SSID creation with proper security configured.

FIREWALL UPGRADE

Review Firewall Configuration

- This task includes reviewing the current configuration of the firewalls being replaced to understand the current needs and usage of the organization. This involves reviewing core applications, policies, interfaces, NAT rules, security filtering, IPSec tunnels, usage, address objects, custom port objects, and routing configuration. This review will decrease configuration complexity and recovery time, while increasing our ability to understand the configuration.

Configuration

- During the configuration process, our Systems Engineers will utilize the original configurations and all improvements identified during the review process to create a template. They will then configure all the interfaces, policies, profiles, networking, objects, and routing.

Implementation planning with external vendors

- This step coordinates the deployment with external IPSec tunnel vendors to ensure the connections are functioning as intended. This process requires



the configuration and testing of the new connection with the vendor on both sides, which is especially important in environments where service interruptions are unacceptable or if clients have connections that are complicated.

Deployment and Documentation Updates

- During the final cutover, we will disconnect the existing connections and move them to the new firewall. This will involve some downtime, which can be scheduled after-hours according to client needs. This will also include the physical installation of the firewall which will consist of cable management and organization. Once we complete the physical installation and the network connections move, we will begin testing all of the identified core applications and services over the IPsec tunnel, as well as testing network connectivity. We will also test and adjust security filtering to ensure the appropriate level of security matches and improves upon the previous configuration. Finally, we will provide updated network documentation to include all of the changes that have been made.

ASSUMPTIONS:

- Client IT staff will be available to work with TorchLight and provide access to relevant data and information, to facilitate the timely completion of this task.
- Sufficient rack space, power supplies, and network cabling are available to support the proposed solution.
- All applications are sufficiently licensed and under vendor support contracts in good standing.
- Existing equipment (workstations, printers, peripherals, etc.) is compatible with the proposed solution.
- Client will be responsible for keeping firewall hardware licensed and under manufacturer support.
- Client will be installing the Access Points during the cutover (if applicable)



FEE/PRICING ARRANGEMENTS: Firewall Upgrade/Replacement

Product

Description	Qty	Unit Price	Estimated Price
FortiGate 100F with FortiConverter Service and 3 Year FortiCare Premium Support	2	\$4,739.24	\$9,478.48
Forti-AP 431F Indoor Wireless FortiAP and 3 Year FortiCare Premium Support	11	\$555.03	\$6,105.33
<i>10% Discount</i>			<i>-\$1,558.38</i>
Total:			\$14,025.43¹

¹Plus tax and shipping.

Time & Materials (T&M)

Service	Hourly Rate	Estimated Hours	Estimated Price
Professional Services (T&M) ³	\$195	38	\$7,410.00 ^{1,2,4}

¹Pricing in this Statement of Work is based on current rates with TorchLight vendors and partners.

²Includes 6 hours of project management.

³Services quoted must be performed within six (6) months of the execution date of this Agreement by the Client.

⁴ Pricing is plus any mileage, applicable tax, shipping and reasonable expenses, which include but are not limited to out-of-town travel, meals and lodging, photocopies, and printing, per diem based on GSA schedules and applicable taxes. Mileage will be calculated from the technical resource's last stop upon dispatch and will include the mileage back to dispatch.



PAYMENT DETAILS:

Fifty percent (50%) of the total estimated balance shall be invoiced upon acceptance of this agreement, due before the engagement starts. The engagement shall not begin until payment is received. The remaining balance may be invoiced upon the completion date stated by TorchLight.

Payment in full for all hardware, software, and/or licensing will be required before ordering, while labor used will be rounded up to the nearest hour, charged as accrued, and billed monthly to **East Adams Rural Hospital** under the terms of their contract. All hardware, software, and/or licensing sales are final and cannot be returned.

Please note, these estimates are for budgetary purposes only and are subject to change depending upon client needs and/or revisions to the statement of work. Any tasks not specifically noted in the Project Scope above are not included as part of this statement of work and any additional services outside the scope of this engagement will require a separate Statement of Work.

Pricing is plus any applicable tax, shipping and reasonable expenses, which include but are not limited to out-of-town travel, meals and lodging, photocopies, and printing, per diem based on GSA schedules and applicable taxes.

Pricing in this Statement of Work is based on current rates with TorchLight vendors and partners. TorchLight reserves the right to pass any increase in underlying costs to the client and will make every effort to communicate such increases proactively.

Payment for the service described above shall be in accordance with Section 2 of the MASTER SERVICES AGREEMENT between **East Adams Rural Hospital** and Intrinium, Inc. dba TorchLight and using the stated rates for services. Additional services outside the scope of this engagement will require a separate Statement of Work.



AGREEMENT

The above Statement of Work ("SOW") is authorized under the MASTER SERVICES AGREEMENT between **East Adams Rural Hospital**, ("Client") and Intrinium, Inc., dba TorchLight ("TorchLight").

IN APPROVAL, authorized representatives of the Parties to this Statement of Work have signed below. The client acknowledges that electronic signatures are binding with regard to this agreement's subsequent exhibits, quotes, and/or orders.

Client:	East Adams Rural Hospital	Intrinium, Inc., dba TorchLight
Signature:	_____	Signature: _____
Name:	_____	Name: _____
E-mail:	_____	E-mail: _____
Phone:	_____	Phone: _____
Title:	_____	Title: _____
Date:	_____	Date: _____