



# Ferry County Health

## BOARD OF COMMISSIONERS' MEETING

March 26, 2024 @ 10:30 AM in the HUB

<https://us06web.zoom.us/j/89584329356?pwd=Y0dZT1VldmNkV2JMZ09MRVROalZvQT09>

Meeting ID: 895 8432 9356

Passcode: 260559

One tap mobile

+12532158782, 89584329356# US (Tacoma)

Mission Statement:

*"To strengthen the health and well-being of our community through partnership and trust."*

### AGENDA

		Page(s)
Call to Order	DiAnne Lundgren	
Quorum Established	DiAnne Lundgren	
Executive Session – <i>Performance of a Public Employee pursuant to RCW § 42.30.100(1)(g)</i>	DiAnne Lundgren	
Open Session - Action, if applicable regarding executive session		
Review, Amend, Accept Agenda	DiAnne Lundgren	
Introduction of Board, District Employees, and Guests	DiAnne Lundgren	
<i>Items listed under the consent agenda are considered routine board matters and will be approved by a single motion of the Board without separate discussion. If a separate discussion is desired, that item will be removed from the consent agenda and placed on the regular business agenda.</i>		
Approval of Consent Agenda	<b>ACTION</b>	DiAnne Lundgren
<ul style="list-style-type: none"> <li>• Corrected Minutes 01.23.24 Board Meeting</li> <li>• Minutes 02.20.23 Board Meeting</li> <li>• Approval of Warrants</li> <li>• Financial Write-Off Report</li> <li>• Surplus Resolution 2024 #2</li> </ul>		
Correspondence	DiAnne Lundgren	
Public Comments	DiAnne Lundgren	
Environment of Care/ Safety Update	Adam Volluz	
Compliance Report	Spencer Hargett	
Department Spotlight – Rehabilitation	Chi Pak	
CNO Report/ Quality Improvement	Mike Martinoli	18-24
COO Report	Debbie DeCorde	25-30

Medical Staff Report	Richard Garcia, MD	31
CEO/CFO Report	Jennifer Reed	32-40
Revenue Cycle Report	Jennifer Reed	41
On-going Business	DiAnne Lundgren	
<ul style="list-style-type: none"> <li>• Board QI Project</li> <li>• Health Foundation</li> <li>• Republic Drug Store - Reader Board</li> <li>• Board Introduction Project -</li> <li>• Facility Update/Master Plan</li> <li>• Rural Resources Building</li> <li>• New Hire Orientation Schedule <ul style="list-style-type: none"> <li>○ 04/08 -</li> <li>○ 04/18 -</li> </ul> </li> </ul>		
Board Representative Reports		
<ul style="list-style-type: none"> <li>• Finance</li> <li>• Quality Improvement</li> <li>• Compliance/Risk Management</li> <li>• Medical Staff</li> <li>• EMS</li> <li>• PFAC</li> <li>• Credentialing</li> </ul>	Ron Bacon/Sarah Krausse DiAnne Lundgren/Nancy Giddings Ron Bacon/Sarah Krausse DiAnne Lundgren/Solomon-Hopkins Nancy Giddings Sarah Krausse/Nancy Giddings DiAnne Lundgren/Nancy Giddings	
New Business	DiAnne Lundgren	
<ul style="list-style-type: none"> <li>• Resolution 2024 #3 – Tort Form</li> <li>• Foundation MOU</li> <li>• Decision Matrix</li> </ul>		
Executive Session – <i>Performance of a Public Employee pursuant to RCW § 42.30.100(1)(g)</i>	DiAnne Lundgren	
Open Session - Action, if applicable regarding executive session		
Adjournment	DiAnne Lundgren	

Board meetings are usually the fourth Tuesday of each month at 10:30 a.m. unless otherwise posted.

The Public is encouraged to attend; Handicap access is available.

**The next regularly scheduled meeting is April 23, 2023 @ 10:30 am in the HUB Conference Room**



## Ferry County Health

### BOARD OF COMMISSIONERS' MEETING January 23, 2024

**CALL TO ORDER:** Board Chair Nancy Giddings called the meeting of the Board of Commissioners to order at 10:30 am, on January 23, 2024 in the HUB and via Zoom.

Commissioners in attendance were Nancy Giddings, Sarah Krausse, DiAnne Lundgren, Susan Solomon-Hopkins and Ron Bacon (via zoom). Jennifer Reed, CEO/CFO; Debbie DeCorde, COO; Mike Martinoli, CNO; Spencer Hargett, Compliance (zoom); Amber Gangon, Executive Coordinator; Adam Volluz, Facilities Manager; James Davidson, IT Manager (zoom); Lacy Sharbono, HR Coordinator (zoom); Dawn Fritts, Nurse Manager (zoom); and Candace Perrin (zoom) were also present.

**GUESTS:** Candace Perrin (zoom) was present.

**QUORUM ESTABLISHED:** A quorum was present.

**REVIEW, AMEND, ACCEPT AGENDA:** A motion was made by Lundgren and seconded by Krausse to accept the agenda as written. The motion passed unanimously.

**INTRODUCTION OF THE BOARD AND GUESTS:** No introductions.

**APPROVAL OF CONSENT AGENDA:** A motion was made by Krausse and was seconded by Lundgren to accept the consent agenda. The motion passed unanimously.

**CORRESPONDENCE:** No correspondence read.

**PUBLIC COMMENTS:** No public comments.

**EHR REPORT:** No concerns to report

**ENVIROMENT OF CARE/ SAFETY UPDATE:** Volluz gave his report.

**COMPLIANCE REPORT:** Hargett gave his report.

**REVENUE INTEGRITY REPORT:** Reed gave report on behalf of Revenue Cycle Manager.

**DEPARTMENT SPOTLIGHT:** The ALF was selected as the department spotlight for February.

**CNO REPORT:** Martinoli gave his report

**Giddings called for a break in session at 11:33 am. Open session resumed at 11:51 am.**

**COO:** DeCorde gave her report.

**MEDICAL STAFF REPORT:** Dr. Garcia provided his report via PowerPoint slide.

**CEO REPORT:** Reed gave her CEO report.

**CFO FINANCIAL REPORT:** Reed gave her CFO financial report.

**Giddings called for a break in session at 1:49 pm. Open session resumed at 1:54 pm.**

#### **ON-GOING BUSINESS:**

- **Board QI Project:** Completed ALF QI visit.
- **Health Foundation:** Nothing to report.
- **Republic Drug Store-Readerboard:** Volluz will investigate possibility of putting up the reader board as a stand-alone unit, closer to the hospital. Will report back.
- **Facility Update/Master Plan:** David Johnson reported they are close to finalizing the initial debt capacity analysis and will reach out to schedule a time to present to the board during a special meeting.
- **Orientation Schedule:**
  - 2/13 – Dianne Lundgren
  - 2/28 – Susan Solomon-Hopkins

**BOARD REPRESENTATIVE REPORTS:**

- **Finance:** Nothing to report
- **Quality Improvement:** Nothing to report.
- **Compliance/Risk Management:** Nothing to report.
- **Medical Staff:** Nothing to report.
- **EMS:** Hammer Mountain Construction was awarded the contract. They are on track to begin this spring.
- **Credentialing:**
  - A motion was made by Lundgren and was seconded by Krausse to approve the request for Re-Appointment of Active Advanced Practice Practitioner for **Mari Hunter, ARNP**. The motion passed unanimously.
  - A motion was made by Lundgren and was seconded by Solomon-Hopkins to approve the request for Re-Appointment of Active Advanced Practice Practitioner for **Laura Karg, LICSW**. The motion passed unanimously.
  - A motion was made by Lundgren and was seconded by Krausse to approve the request for New Appointment of Courtesy Medical Staff privileges by Proxy for Integra Imaging provider, **Anne Marie McLellan, DO**. The motion passed unanimously.
  - A motion was made by Lundgren and was seconded by Solomon-Hopkins to approve the request for Reappointment of Courtesy Medical Staff privileges by Proxy for Integra providers; **Jordan Castle, MD; Richard Kennard, MD; Michael Posch, MD; Allison Tillack, MD; Scott Zelasko, MD; Jason Vergnani, MD; and Jade Regan, DO**. The motion passed unanimously.

**NEW BUSINESS:**

- **Updated Board Photo:** New photo taken with in-person members.

**Giddings called for a break in session at 2:34 pm. Open session resumed at 2:38 pm.**

- **Library Letter of Support:** Letter drafted and presented for approval. **A motion was made by Krausse and was seconded by Solomon-Hopkins to approve and sign the letter.** The motion passed unanimously.
- **Elections of Officers and Committee assignments:**
  - **Chair – Lundgren** was nominated. The nomination was approved unanimously.
  - **Vice President – Krausse** was nominated. The nomination was approved unanimously.
  - **Secretary – Giddings** was nominated. The nomination was approved unanimously.
  - **Committee Assignments:**
    - **Finance:** Bacon and Krausse
    - **Quality Improvement:** Giddings and Lundgren
    - **Compliance/Risk Management:** Bacon and Krausse
    - **Medical Staffing:** Solomon-Hopkins and Lundgren
    - **EMS:** Giddings
    - **Credentialing:** Giddings and Lundgren
    - **PFAC:** Krausse and Giddings

**EXECUTIVE SESSION:** The Chair called an executive session pursuant to RCW §42.30.110(1)(g) - Performance of a Public Employee at 2:57pm. The Chair invited the CEO/CFO to join and requested 48 minutes.

**OPEN SESSION:** Open session resumed at 3:45 p.m. No action was taken.

**ADJOURNMENT:** As there was no further business, the meeting was adjourned at 3:46 p.m.

\_\_\_\_\_  
Nancy Giddings, Chair

Date

\_\_\_\_\_  
DiAnne Lundgren, Secretary

Date

\_\_\_\_\_  
Amber Gangon, Recording Secretary

Date



## Ferry County Health

### BOARD OF COMMISSIONERS' MEETING February 20, 2024

**CALL TO ORDER:** Board Chair DiAnne Lundgren called the meeting of the Board of Commissioners to order at 10:30 a.m., on February 20, 2024 in the HUB and via Zoom.

Commissioners in attendance were Nancy Giddings, DiAnne Lundgren, Susan Solomon-Hopkins and Ron Bacon (via zoom). Jennifer Reed, CEO/CFO; Debbie DeCorde, COO; Mike Martinoli, CNO; Spencer Hargett, Compliance (zoom); Amber Gangon, Executive Coordinator; Adam Volluz, Facilities Manager; Karen Quinnell (zoom), Informaticist; James Davidson, IT Manager (zoom); Lacy Sharbono, HR Coordinator (zoom); Dawn Fritts, Nurse Manager (zoom); Melinda Payton, Revenue Cycle Manager; Mena Cassell, Controller (zoom); Darra Large, RCC (zoom); Katy Ricard, Employee Health (zoom); Justin Ricard, Diagnostic Imaging Manager (zoom); and Josh Connor, Materials Manager (zoom) were also present.

**GUESTS:** Rob Slagle, Citizen; Brennan Pendleton, DZA Auditor (zoom); Shar Sheaffer, DZA Auditor (zoom); Travis Beyerl, WA State Auditor (zoom); and Dave Iverson, Healthy Ferry County Coalition (zoom) were also present.

**QUORUM ESTABLISHED:** A quorum was present.

**REVIEW, AMEND, ACCEPT AGENDA:** A motion was made by Giddings and seconded by Solomon-Hopkins to accept the agenda with the addition of CFO Discussion. The motion passed unanimously.

**INTRODUCTION OF THE BOARD AND GUESTS:** Introductions were made.

**APPROVAL OF CONSENT AGENDA:** A motion was made by Giddings and was seconded by Solomon-Hopkins to accept the consent agenda. The motion passed unanimously.

**CORRESPONDENCE:** Correspondence read.

**PUBLIC COMMENTS:** Rob Slagle asked the CEO and the board if the hospital was doing well financially.

**ENVIRONMENT OF CARE/ SAFETY UPDATE:** Volluz gave his report.

**COMPLIANCE REPORT:** Hargett gave his report.

**DEPARTMENT SPOTLIGHT:** The Republic Rehab department was selected for the March department spotlight.

**Lundgren called for a break in session at 11:48 a.m. Open session resumed at 12:11 p.m.**

**CNO REPORT:** Martinoli gave his report

**COO:** DeCorde gave her report.

**MEDICAL STAFF REPORT:** Dr. Garcia provided his report via PowerPoint slide.

**CEO REPORT:** Reed gave her CEO report.

**REVENUE INTEGRITY REPORT:** Revenue Cycle Manager gave her report.

**CFO FINANCIAL REPORT:** Reed gave her CFO financial report.

**ON-GOING BUSINESS:**

- **Board QI Project:** Board to determine the project for April during the next meeting.
- **Health Foundation:** Nothing to report.
- **Republic Drug Store-Readerboard:** Chair wondered if a reader like Grace Academy could be installed at RDS. Request an update regarding the plan to place one on Klondike next month.
- **Board Introduction Project:** Board has agreed to move forward with publishing a monthly article to introduce the community to each board member now that the election cycle is over.
- **Facility Update/Master Plan:** Debt capacity analysis completed. The team would like to come on April 9 to present to the board in person. A Special Board Meeting will be set to hear the presentation and proposal.





Asset Disposal Sheet (Quarterly Report)  
 Disposal of Surplus Property other than Real Estate (Policy 25.01.001 - Exhibit A)  
 For 1st Quarter, 2024

DATE OF ACQUISITION	DESCRIPTION (Model/Serial #/ Quantity/Current Location)	REASON FOR DISPOSAL	DISPOSITION PROCESS	DISPOSAL TIMELINE	COMMENTS
unknown (90s)	Extended Care Unit Medication Cart	ergonomic issues, drawers are malfunctioning, and there is a need for a new drawer design to hold a different design of medication cards to better prevent med errors.	Staff donation for repurpose or to the dump	asap	

APPROVED BY:

Facilities Mgr \_\_\_\_\_ Date: \_\_\_\_\_

CFO/CEO \_\_\_\_\_ Date: \_\_\_\_\_

BOD \_\_\_\_\_ Date: \_\_\_\_\_

Resolution 2024 #2  
 Date Approved by BOC: 03/26/24



Ferry County Health

FERRY COUNTY PUBLIC HOSPITAL DISTRICT NO. 1  
REPUBLIC, WASHINGTON

RESOLUTION APPOINTING AGENT  
TO RECEIVE TORT CLAIMS FOR  
DAMAGES  
(RCW 4.96.020)

RESOLUTION NO. 2024-003

**WHEREAS**, the Ferry County Public Hospital District No. 1 is a municipal corporation that owns and operates Ferry County Health, a Critical Access Hospital located in Republic, Washington, and;

**WHEREAS**, pursuant to the provisions of RCW 4.96.020 the governing body of each local governmental entity shall appoint an agent to receive any claim for damages made under Chapter 4.96 RCW; and

**WHEREAS**, the identity of the agent and the address where he or she may be reached during the normal business hours of the local governmental entity are public records and shall be recorded with the auditor of the county in which the entity is located; and

**WHEREAS**, all claims for damages against a local governmental entity or against any local governmental entity's officers, employees, or volunteers, acting in such capacity shall be presented to the agent within the applicable period of limitations within which an action must be commenced; and

**WHEREAS**, the failure of a local governmental entity to comply with the requirements of this section precludes that local governmental entity from raising a defense under Chapter 4.96 RCW.

**NOW, THEREFORE, BE IT RESOLVED** by the Commissioners of Ferry County Public Hospital District No. 1 as follows:

The Board of Commissioners appoints the below-listed agent and deputy agent to receive any claims for damages made under RCW Chapter 4.96:

Agent Appointed: Jennifer Reed, CEO  
Deputy Agent Appointed: Amber Gangon, EC  
Hospital District Address: 36 N Klondike Rd.  
Republic, WA 99166  
Business Hours: Monday – Friday 8:00 AM – 4:30 PM

*Board of Commissioners*

36 Klondike Rd, Republic, WA 99166  
P. (509) 775-8242 F. (509) 775-3866



Ferry County Health

**BE IT FURTHER RESOLVED**, by the Board of Commissioners of Ferry County Public Hospital District No.1 that the District shall record this document with the Ferry County Auditor.

**ADOPTED and APPROVED** by the Commissioners of Ferry County Public Hospital District No.1 in an open public meeting thereof held in compliance with the requirements of the Open Public Meetings Act this 26th day of March 2024, the following commissioners being present and voting in favor of this resolution.

\_\_\_\_\_  
DiAnne Lundgren, Board Chair      Date

\_\_\_\_\_  
Nancy Giddings, Secretary      Date

\_\_\_\_\_  
Sarah Krause, Vice Chair      Date

\_\_\_\_\_  
Ron Bacon, Commissioner      Date

\_\_\_\_\_  
Susan Solomon-Hopkins, Commissioner      Date

*Board of Commissioners*

*36 Klondike Rd, Republic, WA 99166  
P. (509) 775-8242 F. (509) 775-3866*



Memorandum of Understanding Between Ferry County Public Hospital District, a Critical Access Hospital District and the Ferry County Health Foundation.

THIS AGREEMENT was entered into as of this 1<sup>st</sup> day of January, 2024, by and between Ferry County Public Hospital District (Ferry County Health) and the Ferry County Health Foundation (The Foundation).

- The Foundation was organized and incorporated in \_\_\_\_\_ for the purpose of stimulating voluntary private support from friends, corporations, foundations, and others for the benefit Ferry County Health.
- The Foundation exists to raise and manage private resources supporting the mission and priorities of the District, provide opportunities for students, and contribute to organizational excellence.
- The Foundation is dedicated to assisting the District by fostering a culture of philanthropy, and providing financial and other support for long-term priorities.
- As stated in its articles of incorporation, the Foundation is a separately incorporated 501 c (3) organization and is responsible for identifying and nurturing relationships with potential donors and other friends of the District; soliciting cash, securities, real and intellectual property, and other private resources for the support of the District; and acknowledging and stewarding such gifts in accordance with donor intent and fiduciary responsibilities.
- The District designates the Foundation as the repository of private gifts made in support of the District unless otherwise specified by the donor.
- In connection with its fundraising and other activities, the Foundation retains volunteers and/or personnel with expertise in fundraising, gift planning, and other capacities necessary for the fulfillment of its mission, and works with the District to assist and advise in such activities.
- The Foundation and the District will jointly establish gift-acceptance policies, granting policies, and provisions for the establishment of scholarships, chairs, and other endowed purposes.

*Ferry County Health Board of Commissioners*

36 Klondike Rd, Republic, WA 99166  
P. (509) 775-8242 F. (509) 775-3804



- Consistent with its mission to help to advance the plans and objectives of the District, the Foundation is allowed to associate the name “Ferry County Health” in connection with the operations of the Foundation; however, the Foundation will operate under its own seal and logotype and shall not use the District seal or other identifying marks in the promotion of its business and activities, unless specifically agreed upon.
- In consideration of the mutual commitments herein contained, and other good and valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

#### DISTRICT RESPONSIBILITIES

- The Governing Board of the District is responsible for overseeing the mission, leadership, and operations of the District.
- The Governing Board of the District is responsible for determining philanthropic and strategic priorities.
- The Governing Board of the District is legally responsible for the performance and oversight of all aspects of District operations.
- The Governing Board of the District is responsible for the employment, compensation, and evaluation of the Chief Executive Officer (CEO).
- The District CEO is responsible for communicating on a regular basis the priorities and long-term plans of the District, as approved by the Governing Board, to the Foundation.
- The District recognizes that the Foundation is a separate, private corporation with the authority to keep all records and data confidential, consistent with the law.
- The CEO of the District shall serve as an ex-officio member of the Foundation Board and shall assume a prominent role in fundraising activities.
- The District shall establish and enforce policies that support the Foundations’ ability to respect the privacy and confidentiality of donor records.
- The District shall ensure that gift funds and other privately contributed resources are used in compliance with donor intent.

### *Ferry County Health Board of Commissioners*

36 Klondike Rd, Republic, WA 99166  
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## FOUNDATION RESPONSIBILITIES

- The Foundation shall maintain its status as a separately incorporated 501 (c) 3 nonprofit organization created to raise, manage, distribute, and steward private resources to support the various priorities of the District.
- The Foundation Board of Directors is responsible for the control and management of all assets of the Foundation, including the prudent management of all gifts, consistent with donor intent.
- The Foundation is responsible for the performance and oversight of all aspects of its operations based on a comprehensive set of bylaws that clearly addresses the board's fiduciary responsibilities, including expectations of individual board members based upon ethical guidelines and policies. The Foundation will apprise the District of significant changes made to the bylaws.
- The Foundation is responsible for the employment, compensation, and evaluation of all its employees, including the Foundation Chief Executive should they opt to employ such individuals.

## FINANCES AND ADMINISTRATION

### **Transfer of Funds**

- The Foundation will transfer funds to the designated entity within the District in compliance with applicable laws, District and Foundation policies, and gift agreements.
- The Foundation will disclose any terms, conditions, or limitations imposed by donor or legal determination on the gift. The District will abide by such restrictions and provide appropriate documentation.
- The Foundation's disbursements on behalf of the District must be reasonable business expenses that support the District, are consistent with donor intent, and do not conflict with the law.
- All requests for Foundation funds other than regular disbursements and expense reimbursements must be submitted to the Foundation by the District CEO or his or her designee.

### **Funding**

- The Foundation, in collaboration with the District, is responsible for establishing a financial plan to underwrite the cost of Foundation programs, operations, and services.

## *Ferry County Health Board of Commissioners*

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- In consideration for Foundation services including, but not limited, to those enumerated in this agreement, the District will provide the Foundation with fair and reasonable compensation or payment for services. The amount of compensation will be negotiated on an annual basis by \_\_\_\_ [date] of the preceding year.
- In consideration of Foundation services, the District will also provide in-kind support including: [list major in-kind support such as staff, office space, and technology].

#### **Asset Management**

- The Foundation will receive, hold, manage, invest, and disburse contributions of cash, securities, patents, copyrights, and other forms of property, including immediately vesting gifts and deferred gifts that are contributed in the form of planned and deferred-gift instruments.

#### **TERMS OF THE MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding, made this \_\_\_\_ [day] of \_\_\_\_\_ [month], 20\_\_ [year], by and between the Board of Commissioners (The District) and the Foundation (an Internal Revenue Code 501(c)(3) nonprofit corporation), is intended to set forth policies and procedures that will contribute to the coordination of their mutual activities.

To ensure effective achievement of the items of the agreement, the District and Foundation officers and board representatives shall hold periodic meetings to foster and maintain productive relationships and to ensure open and continuing communications and alignment of priorities. The District and Foundation will review and amend this agreement at least every five years.

Either party may, upon 90 days prior written notice, terminate this agreement. The party initiating termination of the agreement must act in good faith to provide an opportunity for a meeting to include District and Foundation executives and Board Chairs (or the Board Chairs' designees) of both parties within 30 days of initial written notice of intention to terminate the agreement.

Notwithstanding the foregoing, either party may terminate this MOU in the event the other party defaults in the performance of its obligations and fails to cure the default within a reasonable time after receiving written show cause notice to the Chief Executive and Board Chair of the defaulting party.

*Ferry County Health Board of Commissioners*

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Type of Decision	Board	Chair	Task Forces	CEO	Note	Source
<b>Board of Directors - District Policies</b>						
1 Bylaw Changes	D		A	A	Board required decision	
2 Evaluation of Board Performance	D	A		A	Board required decision	
3 Develop and Approve Board Policies	D		A	A		
4 Finance Policy	I		A	D		
5 Operations Policies	I			D		
6 Board Meeting Agenda	A	D		A		
7 Regular Meeting Schedule	D	A		A		
8 Special Board Meetings (ET or Compliance call?)	D	D		A		
9 Provider appointment and credentials	D		A	A	Board required decision	
10 Approve Formation of volunteer groups	D			A		
11 Acquire Construction, maintain, operate, sell real property	D		A	A	Board required decision	
12 Contracts with US and State	D		A	A		
13 Unbudgeted Equipment Lease over \$25,000	D			A	Emergency Exception	
14 Unbudgeted Capital Equipment over \$25,000	D			A	Emergency Exception	
<b>Administrative Processes</b>						
15 Organizational Chart (executive Postions)	D			A		
16 Strategic plan	D		A	A		
17 Appoint Auditors	D		A	A		
18 Approve Annual budget	D		A	A	Board required decision	
19 Corporate Indebtedness and borrowing	D		A	A	Board required decision	
20 Physician hire/contract if compensation over budget	D			A		
21 Unbudgeted compensation increases	D		A	A		
22 Pay legal claims over policy limits	D			A		
<b>Board Specific Processes</b>						
25 Approve Quality Plan	D		A	A		
26 Develop, implement and evaluate quality plan			A	D		
27 Annual Operational and Capital Budget	D		A	A		
28 CEO Title/job description	D		A	A	Board required decision	
29 CEO appointment/contract/compensation	D			A	Board required decision	
30 Board Officer Election	D					
31 CEO performance evaluation	D		A	A		
32 Board self evaluation/performance improvement plan	D		A			
33 Board-level committee/task force assignments	D					
34 Select candidates to fill vacant board positions	D		A			
<b>Board Committees</b>						
35 Approve Board committee/task force charters	D		A	A		
36 Approve Recommendations from committee	D		A	A		
<b>Staff Processes</b>						
37 Develop the strategic plan objectives	I		A	D		
38 Implement the strategic plan	I			D		
39 Development, imlement and evaluate quality plan			A	D		
40 Develop operating and capital budgets	I			D		
41 Hire and manage Executive Team, managers, staff	I			D		
42 Regulator relationships	I			D		
43 Legal issues	D			D		
44 Facilities maintenance issues	I		A	D		
45 Establishing culture	D		A	D		

**LEGEND:**

D - Decision Making authority/responsibility to act

A - Advisor to the decision maker, advice from this group/individual may be sought prior to making decision

I - Will be informed of the decision, perhaps after the decision is made



# Board Report

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March 26, 2024



# CNO Report

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Mike Martinoli

March 26, 2024



# CNO

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## ➤ Follow Up

- **RNEP (Rural Nursing Education Program)** - Legislative funding was unsuccessful this session yet progress for the RONE development continues. Mike will be meeting with the RNEP team at the Spokane Rural Health conference and will continue to express interest about FCH to be considered as a future pilot site. A local community college may soon confirm the interest to manage the online RN didactic program initiation. There is still no fully online RN program state-wide.
- **Community Engagement**—Republic School first-grade class hospital visit and hospital tour. Great team effort to make the hospital experience less fearful for children.
- **Transitional Care**—Leadership CNO rounding is expanding to support skilled swing bed patients. Recent patient who was about to discharge gave wonderful feedback about the quality of care between nursing staff and his Physical Therapist.
- **Care Coordination**—Team visit to Colville nursing home for a tour and meeting. Administrative networking also continues. This will help to eliminate barriers for patient discharge and facility placement.
- **MIH**—Recap of the shadow experience with Bellingham EMS. Nursing team has started conversations with New Alliance about the future need for home medication injection support. The New Alliance nurse commuting from Stevens County is planning retirement.



# CNO

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## ➤ Coming Up

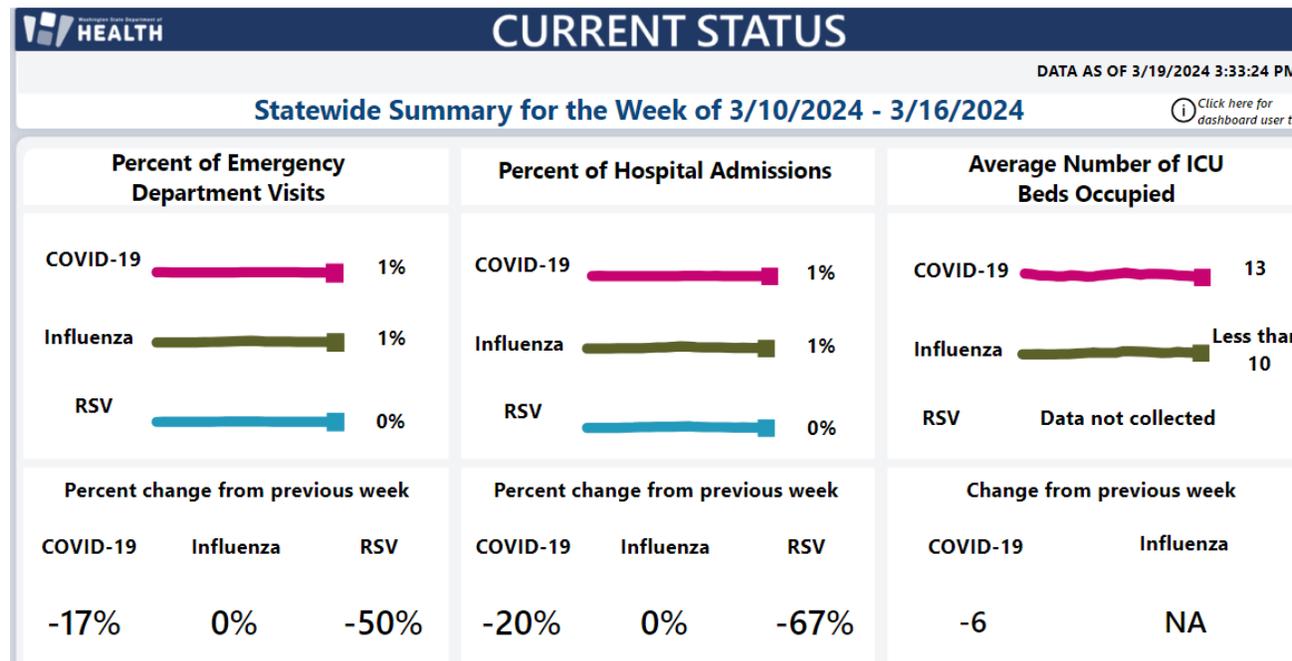
- **SOFR (Suicide and Overdose Fatality Review Board)** - FCH will host the first in-person meeting next month. Focused projects in addition to team case reviews will continue.
  - ❖ **Internal Priorities:** NAC sitter observation training, suicide ideology ER policy growth, continued collaboration with New Alliance crisis responders.
- **Republic School Wellness Day** - Planned for May 13th – Mike is communicating with partners to consider tables for information sharing, back to school vaccinations, and the NEW Health Optometry van is confirmed to attend so far for exams. Will announce the opportunity to Managers this coming week.
- **Nursing Education** – Hospital Medical Director and care staff will present at the May Nursing department meeting. Final NRP (neonatal resuscitation program) course to be completed by long time instructor, Joanna, this month before her retirement. Mike and Dawn both have leads on future instructors to continue this certification course training on-site. Management team is finding contacts to support our simulation training program education. Instructor education is the next need to expand the program.



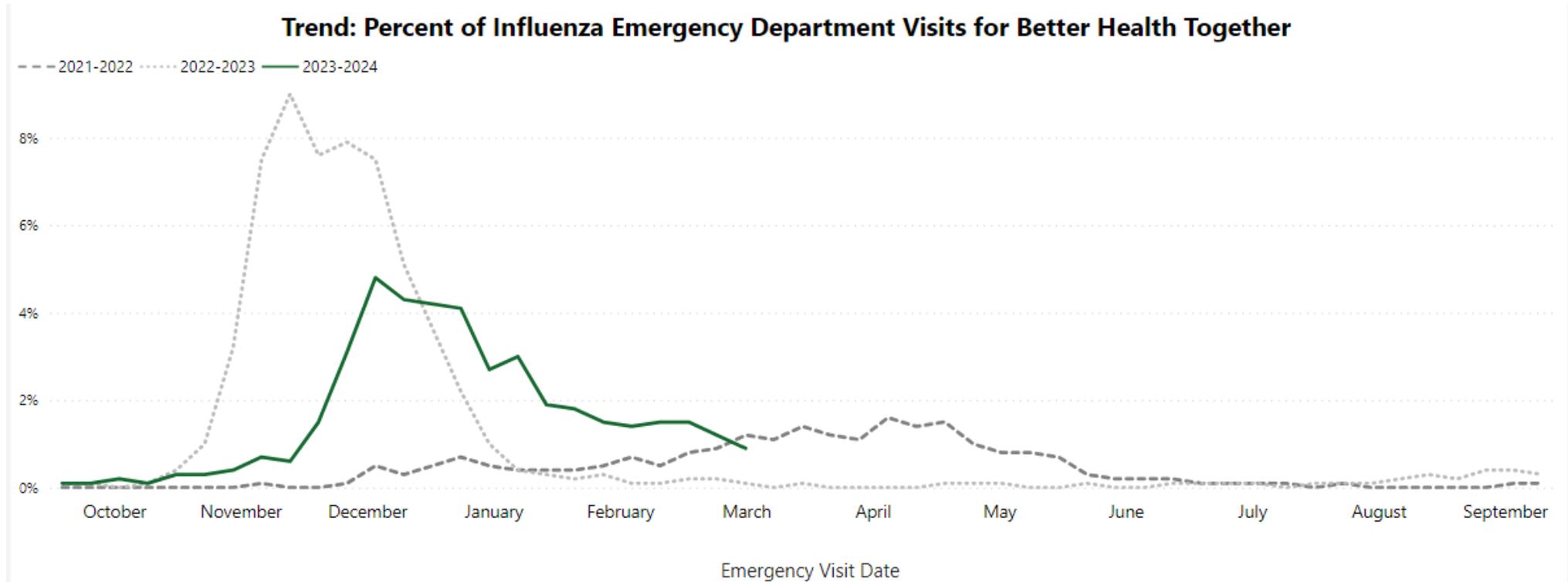
# CNO

## ➤ Need to Know

- Covid-19 Updates - CDC guidance for community level isolation has changed to a symptom-based approach. No longer isolating for 5 days. No change for healthcare workers though. New guidance for adults over age 65 years to receive a second vaccine dose at least 4 months after the previous. Collaborating with NETCHD to create a community communication plan.



# Regional Influenza Trends



<https://doh.wa.gov/data-and-statistical-reports/diseases-and-chronic-conditions/communicable-disease-surveillance-data/respiratory-illness-data-dashboard#DiseaseActivity>



# CNO-Volumes

Inpatient and Emergency Department		Jan	Feb	YTD	YTD Target	Var	23-Jan
Acute Care Patient Days	●	22	16	38	42	7	10
Acute Care Admissions	●	7	10	17	14	3	4
Average Length of Stay	●	3	2	2	3	1	4
Skilled Swingbed patient days	●	112	144	256	246	10	117
Admissions	●	9	4	13	8	5	5
Average SSB Census	●	4	5	4	5	1	4
Average Length of Stay	●	12	36	20	14	2	23
ED Visits	●	179	199	378	389	(11)	152
ED Transfers	●	-	9	9	8	1	
Left Against Medical Advice	●	-	1	1	0	1	
Admitted to Inpatient	●	1	9	10	12	2	
Same Day Surgery	●	13	14	27	28	(1)	11
Outpatient Procedures	●	70	71	141	68	73	
OBS Patients	●	2	3	5	4	1	
<b>Key</b>							
●	Meets or exceeds budget/target						
●	Does not meet budget/target expectations						
●	Does not meet budget/target expectations						



# QI Committee Report

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- **2024 Quality Plan**—Review, Q&A, and approval requested
- **Provider Peer Review**—The first review meeting with our new external Provider was a success. All FCH ER Providers attended and were very engaged. Our peer review provider is an MD at SHMC. The virtual review process is well-received so far and assisting with consistent attendance
- **2023 Q4 and 2024 Q1 Board Report** —April meeting
- **CAH Program Evaluation**—Management team is finalizing the document. Planned review at April meeting



# COO Report

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Debbie DeCorde

March 26, 2024



# COO

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## ➤ Follow Up

- Medical Clinic

- ❖ Manager of Clinical Practices Announcement – Chi Pak
- ❖ Provider Panel progress and waitlist reductions.
- ❖ Medical Clinic in Curlew on Wednesday's
  - Prior 3-month census weekly average compared to last 5 weeks reflects 172% increase
  - Current Curlew provider is Annette Byrd, ARNP
- ❖ Front desk met their goal of 30 consecutive days without guarantor mistakes.



# COO

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## ➤ Coming Up

- Laboratory Staffing
  - ❖ Welcoming MLT traveler to replace the previous traveler (a false start due to family emergency)
- Radiology
  - ❖ Justin's research regarding MRIs brings potential cost savings and better equipment
  - ❖ Mammography -considering a mobile bus or permanent in-house to begin the fundraising efforts
- Curlew Medical Clinic
  - ❖ Third Anniversary Celebration – April 24<sup>th</sup>
- HR
  - ❖ New Interview guides
  - ❖ Updating Policies
  - ❖ Benefits review with potential new options for 2025



# COO

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## ➤ Need to Know

- Assisted Living Facility (ALF)
  - ❖ DSHS Survey concluded March 14, results anticipated by March 28
  - ❖ Noreen Taylor – Ombudsman meeting
- Across Ferry County Health
  - ❖ New patient survey questions have been implemented
- Laboratory
  - ❖ 84 COVID tests with zero positive
  - ❖ 5 positive cases in February and is still present
  - ❖ Strep cases remain high



# COO - Dashboard

**FINANCE DASHBOARD**  
**Ferry County Public Hospital District #1**  
**January 31, 2024**

Outpatient and Ancillary Services		Jan	Feb	Mar	YTD	Target	YTD Target	2023
11 Medical Clinic #Visits	●	800	833		1,633	9,220	645	796
12 Physical Therapy Visits	●	393	404		797	5,780	405	506
13 Imaging Exams	●	334	371		705	4,825	338	321
14 Lab # Billable Tests	●	2703	3053		5,756	27,216	1,905	2,628
15 Drugstore Prescriptions	●	4501	4213		8,714	53,000	3,710	4,526

**Key**

- Meets or exceeds budget/target
- Does not meet budget/target expectations by 5% or less
- Does not meet budget/target expectations by greater than 5%



# COO – Turnover Report YTD



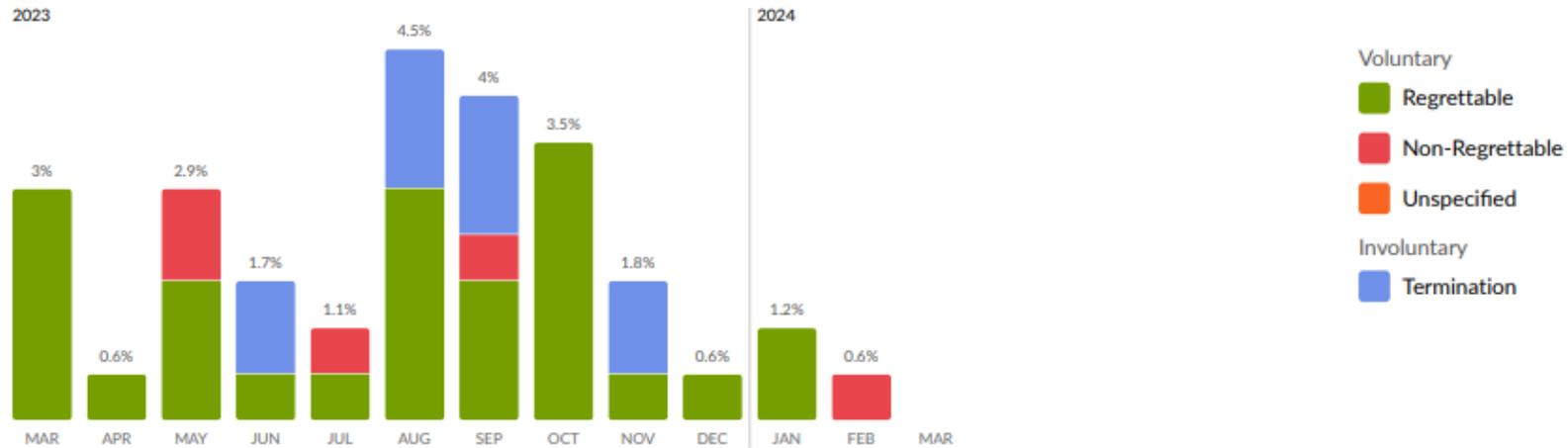
**1.7%** 3 people  
Total Turnover Jan 2024 - Mar 2024



**0.6%** 1 person  
Average Monthly Turnover



**0.6%** 1 person  
Total Turnover - 30 days



# Medical Staff Report

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- Transfers still difficult with limited beds with patients needing higher level of care being held at our hospital
- WMCC is helpful and assists in finding beds
- Excited for new bed side ultrasound
- First quarterly peer review with new provider went well



# CEO/CFO Report

**Quality/Safety:** by constantly holding ourselves to a higher standard.

**Integrity:** through honesty and respect.

**Compassion:** by providing a nurturing and caring environment

**Stewardship:** by utilizing our resources to their highest and best purpose.

**Teamwork:** by working together in a culture that promotes excellence.

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Jennifer Reed

March 26, 2024



# CEO/CFO

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## ➤ Follow Up

- MIH – Pilot going full swing and well received. Colton and John are at a conference this week, paid by the planning grant. Colton reports "life changing" so I look forward to an update. We continue to work with billing codes and information to optimize reimbursement opportunities
- Rural Resources update – Talked with Brian Dinsel
- Decision Matrix – New Business
- MOU with Foundation - New Business
- Awarded the Workforce grant, working with both WSU and Skagit
- Presented 2024 Workplan to managers, they will put together their individual goals that align with plan
- CFO



# CEO/CFO

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## ➤ Coming Up

- Grant opportunity – Recommended us, Sue Ing-Moody, Dept of Health

## ➤ Welcome

- Cindy McLain – RN in Republic Medical Clinic
- Jennifer Norman – Cash Poster in HIM



# CEO/CFO

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## ➤ Need to Know

- No new news on reproductive rights issue
- HRG -
- Partner Updates:
  - ❖ Collaborative contract for provider consults coming to ease burden
  - ❖ Dermatology
- Payer Updates:
  - ❖ Many hospitals are threatening withdrawal from Med Advantage plans. Getting federal attention
  - ❖ New Healthy Options plan for undocumented persons coming. Seriously unorganized, unlimited funds, we are talking with Molina on this one as they are playing nice here

## ➤ Q&As



# CEO/CFO - Financials

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➤ Financial Statements

➤ Ratios



Ferry County Public Hospital District  
**Consolidated Income Statement**  
Year to Date February 29, 2024

Actuals	Budget		Actuals	Budget	Var\$
2,398,310	1,997,147	Operating revenue:			
		Gross patient service revenue	4,502,087	4,104,092	397,995
(893,529)	(738,944)	Contractual allowances and provisions for uncollectible accounts	(1,671,926)	(1,518,513)	(153,413) a.
1,504,781	1,258,203	Patient service revenue - (Net contractual allowances)	2,830,161	2,585,578	
259,018	276,725	Drug Store gross revenue	529,744	526,457	3,287
64,068	75,052	Other operating revenue	137,236	151,527	(14,291)
\$ 1,827,867	\$ 1,609,980	Total operating revenue	\$ 3,497,141	\$ 3,263,562	\$ 233,579
		Operating expenses:			
1,037,856	1,016,950	Salaries and wages	2,046,416	1,996,139	(50,277)
233,857	218,295	Employee benefits	476,823	426,675	(50,148)
168,679	82,958	Professional fees	221,361	181,718	(39,643)
298,148	265,435	Supplies	541,137	587,604	46,467
26,490	21,327	Purchased services - Utilities	53,984	41,288	(12,696)
144,904	85,564	Purchased services - Other	255,800	181,953	(73,847)
13,375	12,360	Insurance	34,503	24,720	(9,783)
93,125	41,662	Other	132,201	83,016	(49,185)
17,236	2,475	Rent	21,155	4,557	(16,597)
81,676	83,070	Depreciation	164,379	159,573	(4,806)
\$ 2,115,346	\$ 1,830,096	Total operating expenses	\$ 3,947,759	\$ 3,687,244	\$ (260,515)
(287,479)	(220,116)	Gain (loss) from operations	(450,618)	(423,682)	(26,937)
		Nonoperating revenues (expenses):			
30,636	32,560	Property taxes	61,840	65,121	(3,281)
		Interest earnings			
(2,384)	(2,178)	Interest expense	(4,562)	(4,356)	(206)
86,484	-	Grants and donations	86,684	-	
25,240	23,116	Other	48,356	46,232	2,124
\$ 139,976	\$ 53,498	Total nonoperating revenues (expenses) - Net	\$ 192,318	\$ 106,997	\$ 85,321
(147,503)	(166,618)	Increase (decrease) in net position	(258,300)	(316,685)	58,384
(0.08)	(0.10)		(0.07)	(0.10)	0.25

Notes to Financials:  
Monthly budget adjusted to reflect trend in 2 year actuals at 7% of annual budget



# Ferry County Public Hospital District No. 1

Consolidated Balance Sheet

Year to Date February 29, 2024

<i>Assets</i>	February	January	Prior Year	Variance
<b>Current assets:</b>				
Cash and cash equivalents	\$ 3,465,154	\$ 3,596,009	\$ 5,880,511	\$ (2,415,357)
<b>Receivables:</b>				
Centriq Gross Accounts Receivable				
Gross AR	\$ 9,241,301	8,932,332	\$ 6,993,722	\$ 2,247,579
Contractual allowance	(2,505,290)	(2,653,405)	(2,646,739)	141,449
Patient AR - Net	6,736,011	6,278,927	4,346,983	2,389,028
Taxes	360,915	391,064	355,008	5,907
Estimated third-party payor settlements	-	7,174	47,144	(47,144)
Other	12,400	33,211	64,549	(52,149)
Inventories	539,834	539,668	541,480	(1,646)
Prepaid expenses	270,340	276,998	146,962	123,378
<b>Total current assets</b>	<b>\$ 11,384,654</b>	<b>\$ 11,123,051</b>	<b>\$ 11,382,637</b>	<b>\$ 2,017</b>
<b>Capital assets:</b>				
Nondepreciable capital assets	\$ 47,282	\$ 47,282	\$ 47,282	\$ -
Depreciable capital assets - Net of accumulated depreciation	5,614,672	5,643,927	6,340,869	(726,197)
Construction in Progress	602,340	602,340	202,178	400,162
<b>Total capital assets</b>	<b>\$ 6,264,294</b>	<b>\$ 6,293,549</b>	<b>\$ 6,590,329</b>	<b>\$ (326,035)</b>
<b>TOTAL ASSETS</b>	<b>\$ 17,648,948</b>	<b>\$ 17,416,600</b>	<b>\$ 17,972,966</b>	<b>\$ (324,018)</b>



# Ferry County Public Hospital District No. 1

Consolidated Balance Sheet  
Year to Date February 29, 2024

<i>Liabilities and Net Position</i>	February	January	February	Variance
<b>Current liabilities:</b>				
Accounts payable	542,235	483,696	133,829	58,539
Payroll and related expenses	807,333	714,804	750,717	92,529
Other Current Liabilities	1,018,708	937,375	846,043	81,333
<b>Total current liabilities</b>	<b>\$ 2,368,276</b>	<b>\$ 2,135,875</b>	<b>\$ 1,730,589</b>	<b>\$ 232,401</b>
<b>Noncurrent liabilities:</b>				
Long term debt	\$ 1,930,534	\$ 1,930,587	\$ 2,562,512	\$ (53)
Capital lease obligations - Less current portion	-	-	8,806	
<b>Total noncurrent liabilities</b>	<b>1,930,534</b>	<b>1,930,587</b>	<b>2,571,318</b>	<b>(53)</b>
<b>Total liabilities</b>	<b>\$ 4,298,810</b>	<b>\$ 4,066,462</b>	<b>\$ 4,301,907</b>	<b>\$ 232,348</b>
<b>Net position:</b>				
Current Year Earnings	(258,300)	(110,797)	198,725	(147,503)
Equity Accounts	13,608,438	13,608,438	13,472,334	-
<b>Total net position</b>	<b>\$ 13,350,138</b>	<b>\$ 13,497,641</b>	<b>\$ 13,671,059</b>	<b>\$ (147,503)</b>
<b>TOTAL LIABILITIES AND NET POSITION</b>	<b>\$ 17,648,948</b>	<b>\$ 17,416,600</b>	<b>\$ 17,972,966</b>	<b>\$ 84,845</b>



Ferry County Health

# CEO/CFO – Key Performance Indicators

Profitability		Jan	Feb	YTD	Target	Variance	2023
Revenue Deductions % of Gross Revenue	●	37%	37%	37%	37%	0%	36%
Salaries % Gross Patient Revenue	●	46%	43%	45%	39%	-6%	36%
Benefits % of Salary Expense	●	21%	23%	22%	21%	-1%	21%
<b>Net Income</b>							
Operating Margin	●	-7%	-8%	-8%	-10%	3%	3%
<b>Cash and Liquidity</b>							
Days Cash on Hand	●	59.9	57.4	57.0	85.0	(28.0)	65.0
Days Cash in AR	●	107.1	105.7	107.0	53.0	(54.0)	89.0
Current Ratio	●	5.3	4.8	5.0	1.0	4.0	4.5
Debt to Equity	●	0.2	0.3	0.2	1.0	0.8	0.2
<b>Claims Processing and Coding</b>							
# Accounts on Hold	●	237	174	174	200	26	650
Net AR Days	●	61		61	45	(74)	85
Unbilled AR	●	722,229	817,382	817,382	1,000,000	182,618	524,307
GROSS AR - MEDITECH	●	7,004,996	6,384,449	6,384,449	4,500,000	(1,884,449)	5,637,360
<b>Key</b>							
●	Meets or exceeds budget/target						
●	Does not meet budget/target expectations by 5% or less						
●	Does not meet budget/target expectations by greater than 5%						



# Revenue Cycle Update

