



# Ferry County Health

## BOARD OF COMMISSIONERS' MEETING

June 18, 2020, 12:00 p.m. in the HUB Conference Room

### Mission Statement

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

### AGENDA

	Page(s)		
Call to Order		Nancy Giddings	
Quorum Established		Nancy Giddings	
Review, Amend, Accept Agenda		Nancy Giddings	
Introduction of Board, District Employees and Guests		Nancy Giddings	
DZA presentation			
<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 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	ACTION	Nancy Giddings	3-6
<ul style="list-style-type: none"> <li>• Minutes 5/26/20 Board Meeting</li> <li>• Minutes 6/4/20 Special Board Meeting</li> <li>• Approval of Warrants</li> <li>• Financial Write-Off Report</li> </ul>			
Correspondence		Nancy Giddings	
Public Comments			
CNO Report & Quality Improvement and Compliance/Risk Management		Cindy Chase	7-8
Clinic Report		JoAnn Ehlers	9-10
Medical Staff Report		Dr. Garcia	
Safety Report:		Brant Truman	
CFO/COO Report		Brant Truman	11
Financial Report – to be presented at the meeting		Brant Truman	
CEO Report		Aaron Edwards	12-13
Old Business		Nancy Giddings	
<ul style="list-style-type: none"> <li>• Board QI Project</li> <li>• Facility Update</li> <li>• Health Foundation</li> <li>• Board Succession planning</li> <li>• Strategic Planning</li> <li>• Pharmacy</li> <li>• Aaron's annual evaluation/contract</li> </ul>			
Board Representative Reports			

- Finance Ron Bacon/Sarah Krausse
  - Quality Improvement Jody Jannot/DiAnne Lundgren
  - Compliance/Risk Management Ron Bacon/Jody Jannot
  - Medical Staff Nancy Giddings/DiAnne Lundgren
  - Credentialing DiAnne Lundgren/Nancy Giddings
    1. Request for reappointment of Courtesy Medical Staff privileges by telemedicine proxy for Integra providers: Amit Habbu, MD; Dwane Brittain, MD; Timothy Gormley, MD; Pushpender Gupta, MD; Chet Hunter, MD; Edward Iuliano, MD; Sean Koskinen, MD; Matthew Mesick, MD; Richard Nguyen MD; Isaac Reeve, MD
  - EMS Nancy Giddings
- New Business Nancy Giddings
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- Executive Session Nancy Giddings
- Open Session – Action, if applicable regarding executive session Nancy Giddings
- Adjournment Nancy Giddings

**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.**

**Next regularly scheduled meeting is July 28, 2020 @ 10:30 a.m.**



## Ferry County Health

### BOARD OF COMMISSIONERS' MEETING

May 26, 2020

**CALL TO ORDER:** Chair Nancy Giddings called the meeting of the Board of Commissioners to order at 10:32 a.m. on May 26, 2020, via Zoom. Commissioners in attendance were Nancy Giddings, Ronald Bacon, DiAnne Lundgren, Sarah Krausse and Jody Jannot. Aaron Edwards, CEO; Brant Truman, CFO/COO; Cindy Chase, CNO; Joann Ehlers, Clinic Manager and Lacy Sharbono, Executive Assistant were 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.

**GUEST:** Troy, Mena Cassell, Controller, James Davidson, IT Manager

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

**CORRESPONDENCE:** None

**PUBLIC COMMENTS:** None

**CNO/QUALITY IMPROVEMENT AND COMPLIANCE/RISK MANAGEMENT:** Chase reviewed the attached report.

**CLINIC REPORT:** Ehlers reviewed the attached report.

**MEDICAL STAFF REPORT:** Nothing to report.

**SAFETY REPORT:** Truman noted the following:

- As of today we have 118 negative and 6 pending tests for COVID.
- Sneeze guards are up at all front desks in the District.
- Working through how to coordinate the testing trailer once SAR is done this week.

**CFO/COO REPORT:** Truman reviewed the attached report.

**FINANCIAL REPORT:** Truman reviewed the April financials and COVID funding.

**CEO REPORT:** Edwards reviewed the attached report.

**OLD BUSINESS:**

- Board QI Project: Tabled

- Facility Update: Maintenance has started the Lab office remodel. The hospital roof has a leak and we are looking into the cost to seal the entire roof. We have an updated Incident Action Plan on the website.
- Health Foundation: No update.
- Board Succession Planning: There are a lot of great webinars that WSHA has on their website.
- Strategic Planning: Tabled
- Pharmacy: Trying to see how we can move forward.
- Aaron's annual evaluation/contract: Will discuss in executive session.

**BOARD REPRESENTATIVE REPORTS:**

- Finance: Bacon noted we are doing a great job with the COVID funding.
- Quality Improvement: Meeting is tomorrow.
- Compliance/Risk Management: No Board concerns.
- Medical Staff: No Board concerns.
- Credentialing:
  1. A motion was made by Lundgren and seconded by Krausse to approve the appointment of Courtesy Medical Staff privileges for Sirikarn Napan, MD. The motion passed unanimously.
  2. A motion was made by Lundgren and seconded by Krausse to approve the reappointment of Courtesy Medical Staff privileges by telemedicine proxy for Integra Imaging provider Jeffery Clarke, MD The motion passed unanimously.
  3. A motion was made by Lundgren and seconded by Krausse to approve the appointment of Courtesy Medical Staff privileges by telemedicine proxy for Integra Imaging providers: Jason Roth, MD; Elizabeth Joiner, MD; Phillip Smith, MD. The motion passed unanimously.
- EMS: No Board concerns.

**EXECUTIVE SESSION:** Executive Session was called at 12:18 p.m. regarding RCW 42.30.110(1)(g).

Open session resumed at 1:19 p.m. No action taken.

A motion was made by Lundgren and seconded by Krausse to approve the reappointment of Courtesy Medical Staff privileges for Romeo Pavlic, MD. The motion passed unanimously.

**ADJOURNMENT:** As there was no further business the meeting was adjourned at 1:19 p.m.

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Nancy Giddings, Chair

Date

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DiAnne Lundgren, Secretary

Date

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Lacy Sharbono, Recording Secretary      Date



Ferry County Health

**BOARD OF COMMISSIONERS' SPECIAL MEETING  
June 4, 2020**

**CALL TO ORDER:** Chair Nancy Giddings called the meeting of the Board of Commissioners to order at 10:00 a.m. on June 4, 2020 in the HUB conference room at Ferry County Health. Commissioners in attendance were Nancy Giddings, Ronald Bacon, DiAnne Lundgren, Sarah Krausse and Jody Jannot. Brant Truman, CFO/COO was also present.

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

**EXECUTIVE SESSION:** Executive Session was called at 10:01 a.m. for 51 minutes regarding RCW 42.30.110(1)(g).

Open session resumed at 10:52 a.m. No action taken.

**ADJOURNMENT:** As there was no further business the meeting was adjourned at 10:52 a.m.

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Nancy Giddings, Chair

Date

DiAnne Lundgren, Secretary

Date



TO: Ferry County Health Board of Commissioners  
 FROM: Cindy Chase, CNO  
 Subject: CNO Report

MEETING DATE: June 18, 2020

As of June 5, 2020

People

To be the employer of choice. To develop and support a culturally diverse, competent, motivated and productive workforce. To recruit and retain highly competent staff to meet the District's patient and resident needs.

- Nurse Staffing We continue to get bit by the injury bug that will take out 2 of our nightshift nurses. Mike is doing the Mike Hustle to find agency help and we are on the verge of hiring 2 nurses. None of which really wants nightshift, but we will work it out.
- Workflow Evaluation We are learning to have life without SARS. The trailer has been moved to the clinic, but if there is a covid surge, it could be moved back to the original space and be manned by the hospital once again. We continue to segregate LTC which is really working out well and may very well have a separation of departments permanently. Staff is staying well except for injuries as we have had very few call outs. Of course the nightshift of Nurses is a worry, but so far we are managing.

Quality

To lead the community that improves community health status and access to care. To provide quality healthcare that can be defined, measured and published. To enforce and invest in a pervasive culture of safety.

- Infection Control/ Employee Health. Katy continues to monitor all the surrounding areas for more covid cases. We maintain our 1 positive case and keeping a good lookout for any further cases here in Ferry County. We continue to mask, and Katy continues to monitor the situation. Also, she is doing handwashing audits as the product use is lower than expected. We feel if the state were to pop in and check out what we are doing, we would pass any inspection.

Service

To provide an environment in which patients, families, providers and employees are highly satisfied. To provide an experience for patients that exceeds expectations in all areas of the District. To identify areas for improvement.

- Swing Beds. We do continue to have 1-2 SWBs consistently. Focus, that was interrupted by covid 19, on reaching out to the hospital, is back in the planning stages. Jordan has given her 2 weeks notice so Mike and Austin will be taking on the discharge planning role for now. Their hopes are to track patients that we transfer out and keep in touch with Social workers and discharge planners regarding the patients returning to FCH for swingbed and even out patient care.
- New Equipment. We are adding a high flow O2 system and returning a bipap machine. This will be better in the treatment of many conditions and not just respiratory distress. We are still waiting for our nursing communication phones to arrive and beginning to pursue new whiteboards for patient rooms. Also, thanks to a covid grant, we are able to add O2 and suction to all our acute rooms. This is outstanding progress for our hospital. Mike is always on the lookout for ANYTHING. I now look at him and see \$\$ signs....much how Brant used to see me I am sure.
- QI/RISK/QMM. QI met for the first time since January. Staff committed to restarting their projects. Mentioned was patient satisfaction and using NRC. Brant is going to give a refresher at the manager meeting on access. Compliance restarted again, No further updates

on lawsuits. Discussion on the necessity of an Ethics committee. Question up for the discussion with the board, do we really need?? Our QMMs continue to have medication situations that are not just errors but process issues. Mike and Patty addressing with the staff.

Financial

To be financially viable, to support advancing the mission and vision. To be operationally efficient. To offer value to payer and consumers.

- Staffing has led us use more agency staff due to staff injuries and surgeries. Reducing staff OT helps stave off burn out. Timecards are being scrutinized for early punch ins and other clocking issues resulting in OT. Careless staff are being reminded these behaviors need to change.

Growth

To be the healthcare provider choice for our community. To identify service growth areas. To market service programs to community and constituents.

Mike continues to lead the charge on the hospital greenhouse. He has flowers to plan. Also talks are underway regarding installing some outside PT equipment to enhance the swingbed experience.

CNO I have completed my Coverys Risk management course and feel I have learned several things that will be helpful to our hospital. The class spanned 6 months and it was challenging yet very worthwhile. The staff continues to tolerate the Covid 19 changes that have occurred. We have made several staffing changes in the last few months, and what I see now, is a very cohesive team that is working well together. Trauma continues to be a major focus. There are so many working parts that the progress has to remain slow but steady. I am doing auditing of charts beginning early March to report to the state by August. I have created new tools for teaching the staff and hoping documentation will improve. The care we provide is outstanding, our documentation not so much! I will keep plugging away. I have begun team meetings with my leads as communication between the team appeared to have some struggles. We had a great first meeting and identified issues they can work on together. Even on zoom! Looking forward to meeting in person when a space is available.





TO: Ferry County Health Board of Commissioners  
 FROM: JoAnn Ehlers  
 Subject: Clinic Report

MEETING DATE: May 26<sup>th</sup>, 2020

As of May 18<sup>th</sup>, 2020

People

To be the employer of choice. To develop and support a culturally diverse, competent, motivated and productive workforce. To recruit and retain highly competent staff to meet the District's patient and resident needs.

- Still working with one full time person short and waiting to see what happens with Central Supply before I move to do anything. Using PRN's while waiting.
- Moving to one main scheduler on the days that we can. This should reduce errors and keep us up with better control of each provider's day. It really should make a difference for the better to have one person doing this as much as possible. There is a lot we could avoid denial-wise to put more focus on the admit part of a patient's visit.

Quality

To lead the community that improves community health status and access to care. To provide quality healthcare that can be defined, measured and published. To enforce and invest in a pervasive culture of safety.

- We changed the nursing schedules to 5/8's for all full time staff and that has made a huge positive difference in the work that we are able to keep up with each day. It has been, and still is, a learning curve to get everyone on the same track but we are getting there. If you think of a Hot Wheels Car and those orange plastic tracks. We now have only two tracks for messages: Scheduling and Nurse Stream. The Nurse Stream goes to all front office, referral, and nurse staff. Any nurse free to grab the message is free to do so. This helps so that one nurse is not bogged down with the majority of messages, and it helps us to all have a bit of knowing what is happening in terms of being able to let a patient know that someone is working on them. This is a huge change but each day gets a little better. Back office coordinator has been tracking to be sure all messages are taken care of and there has only been one day that we missed some since we started this.
- There have been fewer complaints to me as the Clinic Manager regarding a lack of getting a message back or getting a refill sent in.

Service

To provide an environment in which patients, families, providers and employees are highly satisfied. To provide an experience for patients that exceeds expectations in all areas of the District. To identify areas for improvement.

- The COVID Triage Trailer is now in the Clinic Parking Lot and we are ready for business. The whole Clinic Staff would like to thank the SAR folks for all they do and did for us in the last months. We actually miss those little radio blips.
- All services have been returned and we can schedule for Dr. Garcia's injections again.
- We had a wait list of 29 still after the three procedures this month. Dr. Kelley aware.
- Dr. Kelley has a new schedule coming up where he will be in the Clinic for two full days every week except when that he has ER block during the week. He is available to us every day.
- Dr. Hsu's office has contacted us and will start back on her Telemed visits.
- Dr. Pavlic has indicated he is ready to return.
- Bill Hartman has scheduled the rest of the year with us.

Financial

To be financially viable, to support advancing the mission and vision. To be operationally efficient. To offer value to payer and consumers.

- In May we had 670 visits for the month, including a Holiday out. (May 2019= 900)
- We had 16 Walk-ins at 3% of our total. (May 2019 = 196)
- Phone visits = 49, ZOOM = 9, Drive-Up = 1 to equal 59. 8% of our total.

- Patients per provider per day came up to 11.
- Laura Karg increased from 10 visits in April to 23 in May.
- We did recently have a couple days of 30+ and up to 45 patients in one day. Like the good old days.

In June we will start some RN Home Visits as allowed by what I will call the COVID rules re Home Health shortage areas. At this time our RN will go out via direction from Dr. Kelley and mostly for those that leave our facility's Clinic, ER, or Hospital and need to be checked on. As time goes by we hope to expand this.

Dr. Kelley added a 3rd Endoscopy day and we were able to get some patients in with very short notice to fill the slots that we could fill.

I did also share with the team that one of the patients from the June 1<sup>st</sup> scope day called in to tell me what a great job was done. Patient said the visit went off like dominoes and there were not any problems at all. Patient felt they had excellent care.

We are adding to our Endoscope services by providing patients with the laxative medication and Gatorade (including sugar free).

Molina offered us \$1,000 to help us set up Laura's counseling office as a more comfortable and welcoming area. We still have a little under \$300 to spend and we are looking at some sound options to help drown out the Clinic noise for patients. So far we have a heated/vibrating chair that a patient may sit in. We have nice calm lighting from a new floor lamp and two nice calm photos on the walls. A tapestry for another wall is still to come. We did get a little sound machine but it is too small for the need but is being used for now. Will continue to cozy up the room.

Molina is also looking for some face shields for us and maybe some hand out sanitizers.

Amerigroup is offering funding for some type of event. We are checking on them helping us to get providers up to speed on Suicide Prevention. Otherwise, or along with, may offer a town hall type of presentation via video as has been done successfully already to keep the community up on what is happening.

## Growth

To be the healthcare provider choice for our community. To identify service growth areas. To market service programs to community and constituents.

My focus for growth will be to work on the Behavioral Health things we need to have up and ready for Laura such as the Policies and Procedures in Manuals and signed off. Also we will continue to let folks know that Laura is here.

The clinic does not turn patients away unless we find we cannot provide care for some with Pain Management needs. In that case, we do try to let patients know where they might be able to go for the care they require.

We have continued to gain new patients.

Thanks so much and have a great day.

JoAnn Ehlers



TO: Ferry County Public Hospital District #1 Board of Commissioners  
 FROM: Brant Truman  
 Subject: COO/CFO Report

MEETING DATE: June 18, 2020

As of June 5, 2020

People	<p>To be the employer of choice. To develop and support a culturally diverse, competent, motivated and productive workforce. To recruit and retain highly competent staff to meet the District's patient and resident needs.</p> <ul style="list-style-type: none"> <li>• Central Supply, Occupational Therapy currently looking for staff to help meet needs</li> <li>• Recruitment for additional providers</li> </ul>
Quality	<p>To lead the community that improves community health status and access to care. To provide quality healthcare that can be defined, measured and published. To enforce and invest in a pervasive culture of safety.</p> <ul style="list-style-type: none"> <li>• Working on potential solutions to improve our quality and safety of building from infection control. There is a potential to use COVID funds to do so.</li> <li>• Search and Rescue end their reign at Ferry County Health, we have minimal testing going on.</li> <li>• We maintain approx. 180 days of high use PPE</li> </ul>
Service	<p>To provide an environment in which patients, families, providers and employees are highly satisfied. To provide an experience for patients that exceeds expectations in all areas of the District. To identify areas for improvement.</p> <ul style="list-style-type: none"> <li>• Continue to offer a COVID clinic in our visiting provider area, while looking at potentially making walls permanent</li> <li>• Looking at replacing oxygen system within the hospital with COVID related funds.</li> <li>• All services are up and running</li> <li>• Project for Lab expansion 75% complete</li> </ul>
Financial	<p>To be financially viable, to support advancing the mission and vision. To be operationally efficient. To offer value to payer and consumers.</p> <ul style="list-style-type: none"> <li>• Review of ACO potential opportunity to see if it was/is a fit for Ferry County Health</li> <li>• Completed all required documents for review of insurance claim</li> <li>• FEMA continues to be an outside opportunity</li> <li>• Decrease of approx. 10% of revenue for the month of May</li> <li>• PPP Loan extended to 28 week payback, working on strategy around loan</li> <li>• Finalized 2019 Audit</li> <li>• Approx. \$62 net receivable from 2019 cost report</li> <li>• Total Fiscal Support from the Federal Government</li> <li>• CARES ACT: \$3,752,874 (Potential Grant) PPP LOAN: \$1,280,000 (Potential Grant) ACCELERATED PAYMENT: \$2,080,000 (LOAN MUST PAY BACK)</li> <li>• Money above can only be used for COVID-19 related expenses and revenues.</li> <li>• 26 week cash flow projection presented.</li> <li>• Financial Audit/Cost Report completed for June board meeting.</li> <li>• Review of Financials presented.</li> </ul>
Growth	<p>To be the healthcare provider choice for our community. To identify service growth areas. To market service programs to community and constituents.</p> <ul style="list-style-type: none"> <li>• I believe an expansion of Telehealth visits will provide a great opportunity in the long run for the community.</li> <li>• Looking at opportunities throughout our area to expand services</li> </ul>



TO: Ferry County Health Board of Commissioners    MEETING DATE: June 18, 2020  
 FROM: Aaron Edwards, CEO  
 Subject: CEO Report

June 8, 2020

People

To be the employer of choice. To develop and support a culturally diverse, competent, motivated and productive workforce. To recruit and retain highly competent staff to meet the District's patient and resident needs.

- Austin Gibbs, PT has been officially hired as a full time hospital PT.
- Visited with a physician from the west side of the state who would like to close his practice and move his family/practice either to Steven's or Ferry County.
- Area WSU med school professor reached out and would like work in our ED/hospital (will visit soon and see if we are a fit).
- Struggling with the State's pending demand to have all employees COVID19 tested without much exception. Several employees have indicated they will refuse. Med staff discussed and feel there is little value in "point of prevalence" testing at this time. More to come I'm sure. Hopefully soon we will be able to move to anterior nares swabs or a less painful method of swabbing and faster results (this could make asymptomatic testing more feasible).
- The SAR had their last day on 5/29, we have been very appreciative of their service to the District.
- Have an interview for a permanent OT this coming week.
- NAC classes coming in July as long as we can stay in phase 3 or move to phase 4.

Quality

To lead the community that improves community health status and access to care. To provide quality healthcare that can be defined, measured and published. To enforce and invest in a pervasive culture of safety.

- COVID testing trailer has been moved to the clinic and is also being manned by the clinic (very little demand for testing at this point). The lab is doing a significant amount of COVID testing for pre-op, travel and employment related testing (direct testing is \$85).
- Will begin periodic meeting with the DOH and Hermanson to wrap out our HVAC project hopefully very soon.
- Received DOH funding which will allow us to repair out oxygen and suction system in the hospital.
- Reviewing the possibility of using our federal CARES money for other applicable upgrades throughout the District.
- Will begin strict enforcement of staff requirements to get their 6 hours of suicide prevention training (or whatever their specific discipline requires).
- LabCorp will be bringing a new COVID lab online soon in Seattle which will cut our turnaround time to 24hours.
- Doing well with our PPE supplies, working to stockpile for a possible fall surge of COVID/Flu
- Looking into upgraded HVAC controls and monitoring to help with infection control + keep out exhaust smells from medivac and EMS vehicles.
- QI, Compliance, Risk meetings are back up and running. Admin will circle back and pick up provider feedback/peer review/admin review process and temporarily drop employee rounding until some IC standards can safely be lifted.

Service

To provide an environment in which patients, families, providers and employees are highly satisfied. To provide an experience for patients that exceeds expectations in all areas of the District. To identify areas for improvement.

Financial	<ul style="list-style-type: none"> <li>• We are pretty much at full capacity offering all services pretty much at pre-covid crisis levels with few exceptions.</li> <li>• The ALF has been working on sprucing up the garden. They will also be adding one new resident in June and another in July (after July we should be back to full).</li> <li>• Continue with duties with the Healthy Ferry County Coalition, NWRHN, Innovia, WSHA Rural Health Committee.</li> </ul>
	<p>To be financially viable, to support advancing the mission and vision. To be operationally efficient. To offer value to payer and consumers.</p> <ul style="list-style-type: none"> <li>• May gross revenue, while down year over year, appears to be similar or better than other area facilities.</li> <li>• Concerned about having to return federal monies given related to COVID. Little true COVID expenses here (just lost revenue).</li> <li>• Continue to work through the State's employee fraud issues which has impacted many of our teammates.</li> </ul>
Growth	<p>To be the healthcare provider choice for our community. To identify service growth areas. To market service programs to community and constituents.</p> <ul style="list-style-type: none"> <li>• We will be meeting with an area surgeon who reached out wanting to do minor procedures we don't already perform. More to come soon.</li> <li>• After two attempts we successfully met the requirements to move to phase 3 which I hope improves volume and our local economy.</li> </ul>