



**Chelan County Public Hospital District No. 2  
Special Meeting of the Board of Commissioners  
Meeting Minutes 03/11/2022 2:30 pm via Zoom**

<b>Commission Attendance:</b>	
<i>( <input type="checkbox"/> not present <input checked="" type="checkbox"/> present )</i>	
<input checked="" type="checkbox"/> Mary Murphy, Chair	<input checked="" type="checkbox"/> Jeremy Jaech
<input checked="" type="checkbox"/> Jordana LaPorte, Vice Chair	<input checked="" type="checkbox"/> Mary Signorelli
<input checked="" type="checkbox"/> Lori Withrow	
<b>Participants:</b> Elya Prystowsky, PhD, Rural Collaborative Executive Director, Josh Martin, CEO Summit Pacific Medical Center and Rural Collaborative Board Chair, Paul Kennelly, Rural Collaborative Senior Director, Shawn Ottley, Ross Hurd, Joe Thompson, Kenneth Peters, Aaron Edwards, Emmett Schuster.	
<b>Recorder:</b> Toni Willis	
<b>Agenda Item</b>	<b>Topic/Action</b>
1. Call to Order	M. Murphy called the meeting to order at 2:32pm and read the mission. Purpose of today's meeting is to review Adams Management Services Corporation Contract and other Board business.
2. Adams Contract	<p>Joe provided update on bid process for hospital move. He has received vendor responses noting Adams Management Services best met bid requirements. Other vendors did not have the ability to meet the scope of work outlined in bid request. He also informed the Commissioners that Adams proposal was updated and noted a \$45K decrease in costs. He opened the floor for questions from the Board. In response to projected costs, it was stated the hospital would need to take on some costs of move but added we have a \$150K contingency set aside for move/movers that would be separate cost from contract.</p> <p>Emmett answered questions regarding how Phase 3 completion date of build may affect move, and additional questions regarding travel expenses and other charges stated in Terms of Agreement in proposal. Emmett will mark out wording regarding "Clinic" and initial these changes to proposal.</p> <p>Adams Management is suggesting hiring more staff to take on move as they are not providing planning or move of Express Clinic.</p> <p>Rough budget of overall project will be sent to Board. Team will meet with Kelly from Adams to discuss details of project and cost. Emmett shared that the team would work hard to try submitting data to Board by 22 March Board meeting.</p> <p>Shawn shared those additional costs would be associated with education, orientation, and marketing however he does not have numbers as costs will be depending on what staffing needs will be if overtime is needed.</p> <ul style="list-style-type: none"> <li>• <i>M. Signorelli moved to accept Adams Management Contract with correction of taking out verbiage about Express Clinic and adding legal review. J. Jaech seconded, motion carried.</i></li> </ul>
3. Quality Plan	Shawn presented the Annual Quality Plan. Minor changes to titles and other amendments to work plan were discussed. J. Jaech suggested going forward with

	<p>changes and asked staff to redline version changes in the future.</p> <p>J. LaPorte voiced concerns regarding confidential information in Quality meeting minutes. Emmett responded that a Quality Executive Session can take place to discuss confidential items, as necessary.</p> <p>Board voiced interest in learning more about ISO and DNV requirements; Shawn will work with L. Regan to deliver presentation to the Board. Commissioner Signorelli expressed her appreciation of Emmett's presentation and staffs' work.</p> <ul style="list-style-type: none"> <li>• <i>J. Jaech moved to approve Quality Plan, J. LaPorte seconded, motion carried.</i></li> </ul>
<p>4. Board Policy</p>	<p>Commissioner Murphy presented the Board of Commissioners Policy Review Guidelines and Board of Commissioners Policy and Procedure regarding Ethical and Legal Matters documents.</p> <p>Board will collaborate with Executive Assistant and CEO on timeline of policy approvals as the reviews take place every 2-3 years. Ross will be working on Cyber Security Policy as it needs updating and will submit to Executive Assistant to follow up with Board review and approval.</p> <ul style="list-style-type: none"> <li>• <i>J. LaPorte moved to approve Board of Commissioners Policy Review Guidelines, M. Signorelli seconded, motion carried.</i></li> </ul> <p>Board of Commissioners Policy and Procedure regarding Ethical and Legal Matters was discussed. Mary M. will add wording that matters may be reported directly to the Compliance Office if CEO or Board Chair are implicated.</p> <ul style="list-style-type: none"> <li>• <i>LaPorte moved to approve Board of Commissioners Policy regarding Ethical and Legal Matters, with revisions, M. Signorelli seconded, motion carried.</i></li> </ul>
<p>5. Rural Collaborative Membership</p>	<p>Emmett spoke very highly of Elya and the others from the Rural Collaborative (RC) then introduced them to the Board.</p> <p>Elya Prystowsky, Executive Director opened PowerPoint presentation giving a general overview of the Rural Collaborative organization and its members; defining 3 main goals of the Collaborative; offering products and services, helping members benefit financially. The RC helps identify rural hospital needs, provides networking opportunities, peer to peer discussions and members share best practices with each other.</p> <p>Josh Martin, CEO who has worked in 3 public hospital districts stated rural hospitals have limited resources and the collaborative helps these organizations succeed by bringing great insight, value, networking and buying power to its members. Josh stated membership in RC provides members with a good line of expertise that comes with networking together. A review of the 2021-2023 objectives for the Rural Collaborative was presented.</p> <p>Paul Kennelly, Senior Director works to provide financial benefits, shared services such as volume buying, value based contracting and revenue cycle expertise.</p>

<p>Kitchen Update</p>	<p>Through the Revenue Integrity Committee, they have had almost 2.5 million in savings for members. When asked about their connection to WSHA Paul stated WSHA deals more with areas of legislation However, the RC will take questions from Boards and passed on to delegates.</p> <p>Elya shared there are 2 membership options noting differences in services and cost which run \$20K or \$27K annually. She then answered questions from the Board about newly established Rural Health Clinics Committee which covers topics such as annual wellness and diabetes and physician engagement. In response to Commissioner Jaech question about Rural Collaborative meeting minutes and ability to access, Elya stated the minutes are published in the Collaborative Resource Center that permissions are usually granted to Executive Assistant of each organization to access.</p> <p>Aaron Edwards stated the Rural Collaborative has been a valuable resource for Ferry County Public Hospital and that his staff are able to discuss and share information without feeling they are being watched or heard by their bosses, and they welcome the feedback they receive from their peers.</p> <p>M. Murphy opened the floor for comments from Commissioners and staff regarding their thoughts on becoming members of the Rural Collaborative. Commissioners and staff provided positive feedback noting benefits of membership to all. Emmett was tasked with follow-up in getting cost comparisons, and plan cost options for membership.</p> <p>In closing Elya thanked the Board for time given for the presentation, stating she looks forward to speaking with the Board at the March 22<sup>nd</sup> Regular Board meeting.</p> <p>Brief update and discussion took place regarding kitchen equipment for new hospital. Board was informed of a potential lengthy delay with current source, however staff found an alternate source thru new vendor that can have equipment delivered within 12-14 weeks which put us at a July timeframe. Joe Thompson stated we may have a break in cost with this change. Ken stated current shop drawings with cost will be compared against previous plans and drawings. He hopes to have cost comparison numbers to the Board by March 22<sup>nd</sup> Board meeting.</p>
<p>6. Adjournment</p>	<p>The meeting was adjourned at 4:30pm.</p>

Attest:

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Jeremy Jaech, Board Secretary

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Emmett Schuster, Interim CEO