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www.othellocommunityhospital.org

**Adams County Public Hospital District No. 3
Regular Meeting of the Board of Commissioners
Wednesday December 30, 2020 via webex due to the COVID-19 pandemic
Dial in using your phone: 1-646-749-3122
Access Code:
635-943-853
Board Meeting: 4:00 p.m.
Regular Board Meeting**

1. Call to Order
2. Comments from Audience
3. Auxiliary Report
4. Medical Staff Report
5. Department Report
6. Conflict of Interest Declarations
7. Consent Agenda
 - A. November 30, 2020 Regular Board; December 29, 2020 Finance Committee; December 29, 2020 Personnel Committee meeting minutes
 - B. Claims and payroll
 - C. Bad debts and charity care.
8. Patient Satisfaction Survey
9. Financial and Statistical Report
10. Old Business:
11. New Business:
 - A. Approval of Nomination Committee recommendations for Board Officers for 2021 **Resolution 20-12**
 - B. Approval of Department of Revenue Ordinance Hospital FY 2021 **Resolution 20-13**
 - C. Approval of Department Revenue Ordinance EMS FY 2021 **Resolution 20-14**
 - D. Approval of Increase FY 2020 Operating Expense Budget and Depreciation **Resolution 20-15**

F. CEO Contract – President McCullough may defer to executive session per RCW: 42.30.110 (g) to review and discuss the performance of a public employee

12. Administrative Report

Nursing Report

Patient Story

CEO Report

13. Articles

14. Process Feedback

15. Executive Session: The Board will meet in Executive Session per: RCW 42.30.110 (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140 (4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging an employee, that action shall be taken in a meeting open to the public.

The Executive Session is expected to last 45 minutes.

16. Adjournment



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**Adams County Public Hospital District No. 3
Board of Commissioners Meeting Minutes
Wednesday December 30, 2020 via webex due to the COVID-19 pandemic
<https://www.gotomeet.me/MaryGarza/board-meeting-3>
Dial in using your phone: 1-646-749-3112
Access Code:
635-943-853
Regular Board Meeting**

Call to Order: President McCullough called the meeting to order at 4:00 p.m. President McCullough announced that the meeting is being recorded. President McCullough asked if everyone could hear her. All present acknowledged they could hear her.

Present: President McCullough asked for a roll call for Commissioners present. All were present. Shirley McCullough, Bob Carlson, Gayle Bohannon, Sue Long-Hosek, and Lynda Bowers

Others Present: Connie Agenbroad, Tina Bernsen, Mary Garza, Mindy Gonzalez, and Mark Bunch

Comments from Audience: None

Auxiliary Report: None

Medical Staff: None

Department Report: None

Conflict of Interest Declarations: President McCullough asked for a roll call on conflict of interest. All stated they did not have a conflict of interest.

Approval Consent Agenda: Bob Carlson made a motion to approve the Consent Agenda comprised of the; 1) November 30, 2020 Regular Board Meeting; December 29, 2020 Finance Committee; and December 29, 2020 Personnel Committee Minutes. 2) Claims, Payroll, Payroll taxes, and Auxiliary in the amount of \$1,544,159.32. 3) Bad Debts and Charity in the amount of \$69,905.64 and \$19,868.89 respectively. Gayle Bohannon seconded the motion. President McCullough asked for a roll call for approval. The motion passed unanimously.

Patient Satisfaction Survey: None

President McCullough stated that she had an appointment at CBHA at 4:45 pm and she could not miss. Vice President Bowers will take over the meeting. President McCullough requested before going into executive session to take a break and then go into executive session about 5:15 p.m. President McCullough asked for a consensus from the Commissioners. All agreed.

Financial Report: For the month ending, November, 2020, OCH incurred an operating loss (including approximately \$47,058 in disproportionate share; \$55,588 in hospital levy; \$44,471 in EMS levy) in the amount of \$198,591,288 with investment gain of \$17,970 for a total net loss of \$180,621; year-to-date operating gain (including approximately \$517,644 in disproportionate share; \$611,478 in hospital levy; \$489,181 in EMS levy; and CARES ACT \$3,860,013) was \$541,439 with investment gain of \$224,435 for a year-to-date net gain of \$765,874.

President McCullough asked for a roll call if any of the Commissioners had a question for Mark Bunch. All stated no.

Old Business: None

New Business: Nominating Committee recommended Shirley McCullough as President, Lynda Bowers as Vice President and Bob Carlson as Secretary for 2021.

Approval for Board Officers for 2021 Resolution 20-12: Lynda Bowers made a motion to approve Resolution 20-12 electing Shirley McCullough, President, Lynda Bowers, Vice President, and Bob Carlson, Secretary. Gayle Bohannon seconded the motion. The motion passed unanimously.

President McCullough turned the meeting over to Vice President Bowers until President McCullough returns.

Approval of Department of Revenue Ordinance Hospital FY 2021 Resolution 20-13 and approval of Department of Revenue Ordinance EMS FY 2021 Resolution 20-14: Sue Long-Hosek made a motion to approve Resolution 20-13 and Resolution 20-14. Bob Carlson seconded the motion. The motion passed unanimously.

Approval of Increase FY 2020 Operating Expense Budget and Depreciation Resolution 20-15: Sue Long-Hosek made a motion to approve Resolution 20-15 authorizing the FY 2020 operating expense increase from \$18,461,850 to \$18,761,850 (an increase of \$300,000) and depreciation expense increase from \$1,500,000 to \$1,660,000 (an increase of \$160,000). Bob Carlson seconded the motion. The motion passed unanimously.

CEO Contract: Vice President Bowers deferred discussion of the CEO Contract to after executive session per RCW 42.30.110(g) to review and discuss the performance of a public employee.

Nursing Report: Tina Bernsen reported for November 2020, there were five (5) admission restriction(s) with three (3) diversions/transfers. One (1) due staffing shortage, one (1) for no surgeon available, and one (1) possible admission but after further assessment by primary care provider patient transferred.

Patient Story: None

Tina Bernsen announced that Jamie Lehman, RN has been working on a project called "Safe Sleep". For the past year and a half to two years, the nursing staff has been doing education and they changed their method of caring for a newborn when in the hospital, the newborns are laid flat on their back and wrapped in a swaddle instead of a blanket. Based on the education, swaddles the staff is using, and the hospital policies. Othello

Community Hospital has been awarded “National Certified Bronze Safe Sleep Hospital due to their commitment to reduce infant sleep-related deaths by establishing a hospital infant safe sleep policy, training the nursing staff, and educating patient families.”

Tina reported that Elaine Wade, one of our auxiliary members, donated a quilt and two newborn embroidered onesie with 2021 on them. Nursing donated a basket with various items that can be used for a newborn. This will be given to the first newborn for 2021.

CEO Report:

Connie Agenbroad reported that Governor Jay Inslee has extended the “Stay Safe – Stay Healthy” proclamation for certain businesses that still have to be closed until January 11, 2021. The Open Public Meeting proclamation is due to expire January 19, 2021, Connie does believe that Governor Inslee will extend this again. The Board meetings will continue to be “GoToMeetings” for 2021.

Connie Agenbroad reported that she received an email from Cassie Sauer, WSHA CEO, stating that the hospital will receive approximately \$418,000.00 as part of \$38 million CARES ACT that the State of Washington received from the Federal Government. The hospital should be receiving this week. The funding may be used for the following COVID-19 costs incurred between March and December 2020 for personal protective equipment for hospital staff, COVID-19 testing supplies, medical supplies and health care worker pay.

Connie Agenbroad gave an update on COVID-19 cases in Adams County as of December 29, 2020; there were 13 new confirmed COVID-19 cases for the county, out of the 13 new positives, 12 of them were in Othello, and 1 in Ritzville. Total positives for Adams County was 1702, 1507 recovered cases, 43 active cases, 2 currently hospitalized, 15 Covid related deaths, 8107 total test conducted, 6115 negative, and 129 pending test results. Running totals for Othello 1589, Ritzville 77, Lind 13, Washtucna 4, Hatton 17 and Benge 2. Out of the 1702 positive cases ages are; under 19: 309, 20-39: 637, 40-54: 491, 60-79: 221, 80+: 44. 836 are male and 866 are female.

Connie Agenbroad reported that on December 23, 2020, the hospital received the first shipment of COVID vaccine and as of December 29, 2020, the hospital has vaccinated 60 and have more scheduled to receive the vaccine. The first allotment was 100 doses and the hospital just received the 2nd allotment of 100 doses. We are using the Moderna vaccine. Both the Pfizer and Moderna require two injections This first round is essentially for healthcare workers/first responders and the hospital staff has reached out to the fire department, police department, and Coventry house. CBHA has received their allotment and will be doing vaccinations. It has been a whirlwind around the hospital, but Brandy Kissler, April Williamson and Ermila Saucedo have done an excellent job in getting things set up, getting people scheduled and contacting staff. We are vaccinating people in level A1 group, which is first responders, acute nursing, high-risk workers who are around COVID patients, and other healthcare workers that are not a high-risk such as business office staff, administration, etc. Once the hospital has the staff who wish to be vaccinated and first responders then the hospital would move to the next level that would be high-risk community members. Brandy Kissler informed me today that the state has adjusted level A1 to include volunteers and she is including the Commissioners in this group. If any Commissioner would like to have a vaccination, please let Connie Agenbroad know.

Articles: The Board reviewed articles regarding. "Othello physician had an impact on many lives", from columbiabasinherald.com, December 2, 2020; "Inside Olympia: Governor Inslee releases his 2021-23 budget", from WSHA Inside Olympia December 17, 2020.

Mary Garza gave an update on her father who contacted COVID-19 pneumonia on August 9, 2020 and finally got home on Monday, which was 140 days after three different hospitals and one nursing home. He still has to do rehab, using oxygen and a feeding tube but it is good to have him home.

Commissioner Sue Long-Hosek thanked Connie Agenbroad for everything that she has done this year. This has been a tough year and she has kept things going, adapted to all the changes, and has been a trooper through all of this. Connie Agenbroad thanked the Commissioners but she could not have done anything without the support of all the staff. They have really stepped up and are getting things done. Brandy Kissler has done an excellent job in spearheading the COVID-19 issues along with April Williamson and Ermila Saucedo. Commissioner Lynda Bowers also thanked Connie Agenbroad. Commissioner Sue Long-Hosek also thanked Mindy Gonzalez and Mary Garza.

Process Feedback: Vice President Bowers asked for a roll call if any of the Commissioners had any feedback. All stated no.

At 5:00 pm, Vice President Bowers stated the Commissioners would take approximately a 15 minute break before entering into the executive session.

President McCullough rejoined the meeting and took over the meeting from Vice President Bowers.

Executive Session: President McCullough announced that the Board will meet in Executive Session per: RCW 42.30.110 (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140 (4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging an employee, that action shall be taken in a meeting open to the public. The Executive Session is expected to last 45 minutes.

Connie Agenbroad reviewed the process of going into executive session. The Public GoToMeeting will stay open and each Commissioner will need to sign off the Public GoToMeeting and log into the Executive Session GoToMeeting at 5:30 p.m.

The Executive Session convened at 5:30 p.m. At 6:15 p.m., the executive was extended for 10 minutes.

Resumption of Open Session: The open session resumed at 6:25 p.m.

Approval of CEO Contract: Sue Long-Hosek made a motion to renew the CEO contract with Connie Agenbroad for one year extending the expiration of the agreement to January 1, 2022. Gayle Bohannon seconded the motion. The motion passed unanimously.

Adjournment: The meeting adjourned at 6:37 p.m.

Respectfully submitted,

Bob Carlson

Bob Carlson, Secretary