

*Cascade Medical Center Board Minutes*

**May 28, 2024**

**CMC Conference Room/Zoom**

**12:00 pm – 2:00 pm**

**Trustees present in person:** Rachel Smith, Lesa Becker, George Greenfield, and Jacque Zemlicka

**Trustees attending remotely via Zoom:** David Gough

**Members absent and excused:** Michael Drury and David Croshaw

**Others present:** Tom Reinhardt, Randy Kyrias, Sarah Hasbrouck, Teri Coombs, Ronald Ellsworth and Katie Camarata.

**Call to Order:** Meeting called to order by Rachel Smith at 12:00PM.

**Mission Moment:**

Rachel Smith shared a mission moment relating to a bad MVA that was close to their home, where she and her husband responded. She shared her experience with both the EMT's and the CMC staff, all of with whom she was very impressed.

**Approval of Agenda:**

Rachel Smith asked if there were any updates to the agenda. Hearing none, she requested a motion to accept the agenda as posted. George Greenfield made a motion to approve the agenda as posted, Jacque Zemlicka seconded. All members were in favor; motion passes.

**2. Public Comment**

There was no public comments at the May 2024 meeting of the Board.

**3. Consent Agenda:**

- a) Approval of Minutes from the April 2024 BOT meeting.
- b) May Medical Staff Minutes & April Utilization Report.

The members of the board reviewed the Consent Agenda items for additional discussion. Hearing no items needing to be discussed, Rachel Smith adopted the Consent Agenda.

**4. Provider Privileges:**

Sarah Hasbrouck presented the Medical Staff application from Peter Riz, PA-C who has been hired to work in the Cascade and Donnelly Clinics. She notes that the Medical Staff did approve his application at their May meeting, and she recommends approving the application for a term of two years. George Greenfield made a motion to accept Peter Riz's application as an Active member of the Medical Staff for a term of two years, Lesa Becker seconded this motion. All members were in favor; motion passes.

## **5. Leadership Updates**

### **April Financial Review**

Tom gave an update to volumes providing background to Randy's presentation of the April Financial review. He shared some contributing factors that accounted for the increased volumes within the month of April, including the increase in average daily car count on Hwy55 in April, as well as the increased marketing associated with promoting the Donnelly clinic, as well as general marketing.

Randy shared the contributing factors for the April Financials, speaking to some changes made to the Income Statements so that previously recognized tax revenue has been split between all the months, instead of booking it in large amounts on one or two months. He spoke to this methodology being used on the expense side as well for insurance premiums, and for benefit and salary budgets to account for and smooth out expenses accounting for the two months that have 3 pay periods instead of the typical 2. Randy will include footnotes within future financial statements, to point out and explain where this change impacts the current budget when it occurs.

He reviewed the KPI performance metrics, showing days cash on hand at 264 and days in AR at 77. Contributing factors for the decrease to DAR included the tools gained from the previous Revenue Cycle analysis and the efficiency of the Billing Office staff to clean up older AR.

### **Rural Emergency Hospital Designation**

Tom shared the SBAR relating to the decision to remain as a Critical Access Hospital versus convert to a Rural Emergency Hospital. He shared key learning from other hospital CEO's who have already converted, stating that messaging to the public can be challenging. Most importantly, he shared that both the federal and state governments must designate the new REH license, so working with both agencies will be critical. While no other Idaho hospitals have converted, the Idaho Department of Health and Welfare does acknowledge the designation on its website. The final take away was to make sure cash reserves are strong heading into the conversion, as payments will be delayed from CMS during the transition.

Upon review of the SBAR, Tom shared that it was CMC Leadership's recommendation that the Board approve conversion from a Critical Access Hospital to a Rural Emergency Hospital. Rachel Smith asked the members of the Board if they had any further questions prior to voting on this. Hearing no further questions, Lesa Becker made a motion for CMC to convert its license from that of a Critical Access Hospital to that of a Rural Emergency Hospital. Jacque Zemlicka seconded this motion. All members were in favor; motion passes.

### **Donnelly Clinic**

Sarah gave an update on the Donnelly Clinic, including that the clinic is now open 7 day a week. She shared marketing being done to promote Donnelly, in addition to personalized letters sent to established patients. She answered questions about staffing back up plans relating to ill employees, and shared the positive feedback received from both patients and businesses within the Donnelly community.

### **General Updates**

Tom shared the updated Organization chart.

## **6. Committee Reports:**

### **Quality Assurance, Performance Improvement and Compliance Committee:**

Members:

Lesa Becker, Chairperson  
David Gough  
George Greenfield  
Aline Lee  
Tom Reinhardt  
Teri Coombs  
Sarah Hasbrouck  
Dr.Katie Camarata

The Quality Assurance, Performance Improvement and Compliance Committee did not meet.

### **Finance Committee:**

Members:

Michael Drury, Chairperson  
David Croshaw  
Jacque Zemlicka  
David Donnahoo  
Tom Reinhardt

The Finance Committee did meet, but had no further updates other than what was provided previously during the April Financial update and REH conversion presentation.

### **Strategic Planning Committee:**

Members:

David Gough  
George Greenfield  
David Croshaw  
Tom Reinhardt  
Jack Knoblock  
Karolyn Plehal  
Mike Saunders  
Charlie Gowing  
Ann Young

The Strategic Planning Committee did not meet.

## **7. Executive Session:**

There was no executive session.

## **8. Other/Next Steps:**

### **Agenda Topics for Next Meeting:**

- Education from meeting with Valley County on how new property improvements are calculated towards CMC's payments.
- Status Update and recommendation regarding EMR conversion to Epic

- Update on Cultural Health of CMC – Sylvia
- Donnelly Clinic Update – Sarah

**Meeting Evaluation:**

The members of the Board felt they were very prepared for this meeting today, adding to its efficiency

**Adjournment:** David Gough made a motion to adjourn the meeting, Lesa Becker seconded this motion. All members are in favor, motion passes. Rachel Smith adjourned the meeting at 1:07pm.

DRAFT