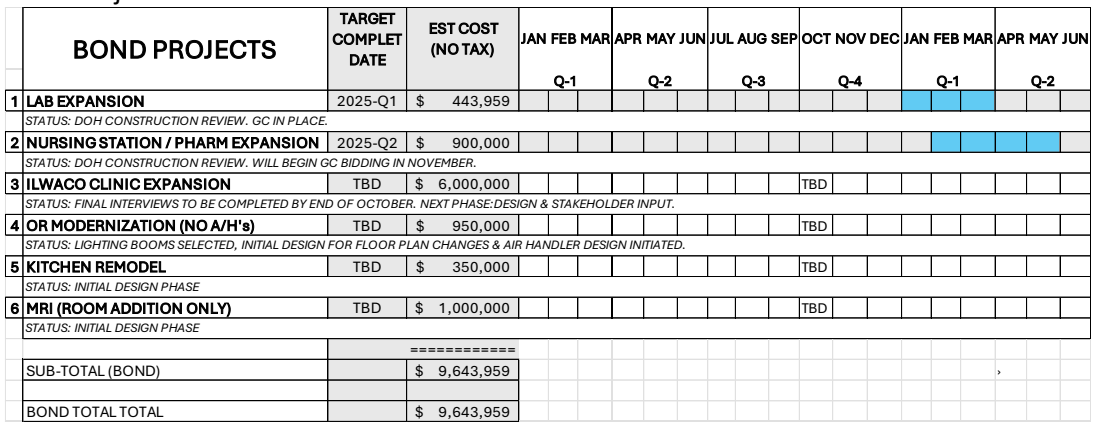
Public Hospital District 3 of Pacific County
Ocean Beach Hospital and Medical Clinics
BOARD OF COMMISSIONERS MEETING
November 21, 2024

AGENDA	DISUSSION / CONCLUSION	RECOMMENDATIONS / ACTION / FOLLOW-UP
CALL TO ORDER	The Public Hospital District 3 of Pacific County Board of Commissioners Meeting was called to order November 21, 2024, at 4:02pm by Nancy Gorshe. **Commissioner's present:** Nancy Gorshe, Chairperson Ariel Smith, Secretary, Commissioner Madeline Matson, Commissioner Sandy Stonebreaker, Commissioner Elise Chayet, Commissioner **Zoom/Conference Line**: **Also, Present** Merry-Ann Keane, CEO Brenda Sharkey, CNO Eric Volk, CFO Tammie Jefferies, Executive Assistant **Staff Audience:** Stacey Brown, Christine Bighaus, and Carol Zahorsky (Zoom)	
CONENT AGENDA Agenda October Leadership Communication	Nancy Gorshe added additional items to the agenda.	A motion to approve the Consent Agenda Sandra Stonebreaker; Elise Chayet seconded. The motion passed by unanimous vote.
Board Education	Katie Raebel from Wipfli presented on Urgent Care vs. Express Care	

	Nancy Gorshe asked for a motion to call the new clinic Express Care; Madeline Matson made the motion; Ariel Smith seconded. Discussion: on how to send the message to the community explaining it is not an Urgent Care. The motion passed by unanimous vote.	
Board Calendar	Board Meeting Schedule: Meetings will be held via Zoom and In-Person Ad-Hoc Bond Funds Utilization – Thursday 12/6/2024 at 10:00pm Foundation Meeting – 12/11/2024 Environment of Care – Tuesday 12/17/2024 at 2:00 pm Quality Committee – Wednesday, 12/18/2024 at 12:00pm Strategic Planning Committee – No meeting in December Finance Committee –No meeting in December Board Meeting -12/19/2024 – 4:00pm	
Medical Staff	Credentialing appointments: Re-Appointments: William Boylston, MD Emergency Medicine Shawn Jones, MD Tele-Radiology Stephanie Simonson, MD Tele-Radiology Amy Newton, MD Tele-Radiology Chet Hunter, MD Tele-Radiology Gergory Kujawski, MD Tele-Radiology Sean Koskinen, MD Tele-Radiology	
Quality Report	Quality Report: Elise reported they approved policy and procedures. Refer to the 3rd quarter quality review. The DOH made a visit unexpectedly for a possible EMTALA. There were no findings but there are some opportunities to put in place.	
Foundation	Madeline reported the foundation started off with sharing what they have done this past year. They had legacy training that was a joint meeting with the Pacific County Foundation. They have a new board member joining them in December. Reminder, the foundation board and the board of commissioners will be gathering for a luncheon on December 11th.	
EOC Report	Sandy reported.	
Strategic Planning	No meeting due to the all-day strategic planning retreat.	
Projects Sub Committee	Elise reported that they have come up with a spreadsheet to track all the projects.	
Finance Report October	Eric Volk presented the September Finance report. See attached. September Vouchers: 43313 thru 43590 & 63592-63633 Total Distribution Accounts Payable $2,594,837.13 General Account – including ACH Transactions & Wires 5991 thru 5992 & 1057	A motion to approve the October vouchers was made by Sandra Stonebreaker; Elise

	Net Wages including direct deposit transactions $1,484,971.40 Total General Account: $4,079,808.53 **Total: $**4,079,808.53 Unrestricted cash decreased approximately $700k. Net accounts receivable decreased approximatley $270k Prepaids and other increased approximately $47k as prepaid services were purchased. Capital assets decreased by $125kas capital assets were purchased and capitalized. Accrued payroll and liabilities decreased $524k due to increased days in the payroll accural. Accounts Payable decreased due to timing of the check run at month end. Resolution 2024-08 Levy 2025 Budget **September** Operating Margin -1.6% Total Margin 4.4% Unrestricted days cash on hand: 126 Inpatient Admissions: 23 Inpatient Length of Stay: 4.38 Swing Bed Admits: 1 Swing Bed Length of Stay: 4.03 Acute Patient Days: 161 Swing Bed Patient Days: 4.03 Days in Net A/R Days: 58 Debt Service Coverage: (.74) **Budget Process Details** <u>Engaged with Department Leaders:</u> Held meeting sessions to discuss departmental needs, anticipated changes, and challenges with each department leader. This was a new process started this year. Discussed staffing needs and overtime usage. <u>Utilized Prior Year Financial Data</u> Used prior year financial data as the baseline for projection. Adjusted for anomalies or one-time expenses <u>Incorporated Standard Increase Assumptions</u> Applied consistent assumptions for inflation, wage increases, and other expected cost escalations. Built in a standard budget of around $2,500 per department for continued staff training, development, and education. Merry-Ann presented a Purchasing Matrix. The matrix will provide authority and limitations for each manager and seniour leader to approve such items. (see attached) Discussion on COLA for 2025. 4% increase. The board requested to bring back the explanation at the next board meeting in December.	Chayet seconded. The motion passed by unanimous vote. A motion to approve the Resolution 2024-08 Levy 2025 Budget was made by Elise Chayet; Sandra Stonebreaker seconded. The motion passed by unanimous vote. A motion to approve the COLA increase to 4%

	Bond Projects:  	was made by Ariel Smith; Elise Chayet seconded. The motion passed by unanimous vote.
CEO Report	October has continued to be a month of learning and understanding for me as the new CEO of OBHMC. Understanding how we do things and the rationale for doing so has been my priority. The SLT and leadership team have been engaged and forward thinking. I look forward to our 2025 Strategic Planning session to understand Board priorities and chart our course for 2025. Financials: October showed a positive margin of $159,000. I continue to believe that the District has opportunities to optimize our financials going forward. We are now reviewing overtime utilization by pay period and have created a report for the leadership team to be analyzed. A purchasing Matrix is currently proposed for the Board's consideration and approval to help maintain financial controls. Staff Experience: A staff survey was completed in the spring of this year and results have been shared with frontline teams through staff meetings. Leaders are working with teams to work on opportunities identified during the survey. Patient Experience: Overall patient experience scores have been improving over the course of the year in almost all departments. There are opportunities in outpatient rehab related to access and we are actively exploring options. During Strategic planning, we will focus on how we will continue to improve patient experience and provide access and care for our community. Bond Projects: Larry has been working with Markus to prioritize and move projects forward. Currently the lab expansion has heard back from DOH with queries so we should be starting construction soon. The pharmacy and nurse station refresh are at the DOH for approval/review. The Express care expansion has had the RFQ interviews completed, and I am confident we will have our chosen firm by the Board meeting. DOH/CMS: OBH was visited by DOH representing CMS related to an EMTALA complaint. The complaint was closed without findings. The ED team did an excellent job of charting that showed compliance with the law. IV Fluid Shortage (Baxter): We continue with resource management to ensure we stay in a positive position but, because we have a different fluid provider, patient care has not been impacted. Key	

	Positions: OBHMC continues to recruit for a controller, a coder to assist with the ACO work, as well as MDs/DOs/NPs and PAs. We will be reviewing the CHNA at the strategic planning retreat tomorrow. It will need to be approved at the December board meeting. Discussion COLA increases for 2025.	
Public Participation	Nancy opened the meeting up to public participation. No discussion.	
Adjournment	Nancy asked for a motion to adjourn the general meeting; Elise Chayet made a motion; Sandy Stonebreaker seconded; all were in favor. Meeting adjourned at 4:53pm	

Submitted and signed by: Tammie Jefferies, Executive Assistant 11.21.2024