

**Public Hospital District No. 4, King County**  
**Board of Commissioners**  
**Regular Meeting AGENDA**  
**Thursday, September 10, 2020 - 6:30 pm**  
**Dial-In: 1.800.434.5932 / Participant Code: 98477739#**

**CALL TO ORDER / ROLL CALL / APPROVAL OF AGENDA**

**COMMUNICATIONS**

Emma Herron, President  
Kim Witkop, M.D., Superintendent Report  
Skip Houser, General Counsel

**CONSENT AGENDA**

1. Approval of Minutes:
  - a. Affiliation Work Study – August 13, 2020
  - b. Regular Meeting – August 13, 2020
  - c. Special Meeting – August 24, 2020
  - d. Education Work Study – August 26, 2020
2. Physician Credentialing

**AUTHORIZATION – Action:** Verbal authorization from President Herron and Secretary Hauglie for CEO to sign minutes and Physician Credentialing on their behalf.

**COMMITTEE REPORTS – Action Requested as noted**

1. Finance Committee
  - a. Approval of warrants, payroll and payroll taxes – July 2020 – **Action**
  - b. **Authorization - Action:** Verbal authorization from Finance Chair for Treasurer to sign on their behalf
2. Medical Committee
3. Facilities Committee
4. Ad Hoc Bylaws Committee (pending to September)

**OLD BUSINESS – None**

**NEW BUSINESS – EXECUTIVE SESSION -** Pursuant to RCW 42.30.110(g) to evaluate the qualifications of an applicant for public employment. (Dial-in for Commissioners only)

1. CEO Interviews

**PUBLIC COMMENT – (Please limit comments to 3 minutes)**

**ACTION ITEMS – VOTE**

1. Offer of employment for CEO interim position

**GOOD OF THE ORDER/COMMISSIONER COMMENT (Limited to 3 minutes)**

**NEXT SCHEDULED MEETINGS:**

**Work / Study:** Wednesday, September 23, 2020, 6:30pm-8pm (via teleconference)  
**Affiliation Work / Study** – Thursday, October 8, 2020, 4:30-6:00 pm (location TBD)  
**Monthly Business Meeting** – Thursday, October 8, 2020, 6:30 pm (location TBD)

**ADJOURNMENT**



**PUBLIC HOSPITAL DISTRICT NO. 4, KING COUNTY**  
**Board of Commissioners**  
**August 13, 2020**  
**MINUTES**  
**AFFILIATION WORK/STUDY**  
**4:30 p.m.**  
**VIA Teleconference**

**COMMISSIONERS PRESENT:**

Emma Herron, President  
Dariel Norris, Vice President  
David Speikers, Commissioner  
Jen Carter, Commissioner

**Excused:** Kevin Hauglie, Secretary

**ALSO PRESENT:**

Kim Witkop, M.D., Interim Superintendent/CEO/CMO  
Karyn Denton, COO/CNO  
Patrick Ritter, Chief Financial Officer  
Skip Houser, General Counsel  
Sandra Stanger, Clerk

This meeting was held via teleconference pursuant to Proclamation 20-28 issued by Governor Inslee regarding the Open Public Meeting Act and Public Records Act. The dial-in information was provided on a Public Meeting Notice posted prior to the meeting.

The purpose of this meeting was to provide an update on affiliation.

**CALL TO ORDER:** The meeting was called to order by President Herron at 4:30pm followed by roll call.

**TOPICS OF DISCUSSION:**

1. Puget Sound Physicians Contract:

- Dr. Witkop presented an overview of the Puget Sound Physicians Engagement Agreement.

2. Overlake MSA Content.

3. LTGO Refinance Opportunity: To be discussed further in next Finance Committee scheduled for September 9, 2020.

**PUBLIC COMMENT:** None.

Minutes of this meeting, once approved, will be available on the District's website at [www.snoqualmiehospital.org](http://www.snoqualmiehospital.org) under the Governance page. Copies of any presentations and/or documents that are not work product are available upon request by contacting Administration at 425.831.2362.

**UPCOMING MEETINGS:**

**Work Study:** Wednesday, August 26, 2020, 6:30 pm (via teleconference)

**Affiliation Work Study:** Thursday, September 10, 2020, 4:30pm-6:00pm (location TBD)

**Regular Meeting:** Thursday, September 10, 2020, 6:30 pm (location TBD)

The meeting adjourned at 6:02pm.

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Emma Herron, President

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Daniel Norris, Vice President



**DRAFT**

**PUBLIC HOSPITAL DISTRICT NO. 4, KING COUNTY**

**Board of Commissioners**

**August 13, 2020, 6:30 pm**

**MINUTES**

**Snoqualmie Valley Hospital**

**VIA Teleconference**

**PRESENT:**

Emma Herron, President  
Dariel Norris, Vice President  
Kevin Hauglie, Secretary  
David Speikers, Commissioner  
Jen Carter, Commissioner

**ALSO PRESENT:**

Kim Witkop, M.D., Interim Superintendent/CEO, CMO  
Karyn Denton, COO/CNO  
Patrick Ritter, CFO  
Charles (Skip) Houser, General Counsel  
Sandra Stanger, Clerk

**CALL TO ORDER:** The meeting was called to order by Pres. Herron at 6:37 pm, followed by roll call. This meeting was held via teleconference pursuant to Proclamation 20-28-7 issued by Washington State Governor Inslee. The information to attend the meeting virtually was provided on a Public Meeting Notice posted prior to the meeting.

**APPROVAL OF AGENDA**

**A motion was made and seconded to approve the agenda as written. M/Speikers S/Carter**

**The motion passed by unanimous vote.**

**COMMUNICATIONS:**

Kim Witkop, M.D., Interim Superintendent/CEO/CMO verbally gave her report. Topics included:

- Organizational update: Pie picnic held for the staff in lieu of annual employee event. New leadership team members: HR Director Amy Frentzen, Director of Rehab Amala Joshi, and Executive Assistant Sandra Stanger.

- Volume: Experiencing continual recovery.
- COVID continues in local community. Non-compliance with wearing masks is an issue, especially with the youth. 60-80 people are being tested every day.

Skip Houser, General Counsel, provided an update on Proclamation 20-28.8 which again provides for extension to September 1, 2020 for board meetings to be remote until King County reaches Phase 3.

## **CONSENT AGENDA**

**A motion was made and seconded to approve the consent agenda as proposed, which includes approval of minutes and physician credentialing. M/Speikers S/Hauglie**

**There was no further discussion and the motion unanimously passed.**

**AUTHORIZATION – Action:** Verbal authorization from President Herron and Secretary Hauglie for Dr. Kim Witkop to sign minutes and Physician Credentialing on their behalf.

## **COMMITTEE REPORTS**

**1. Finance Committee Report - Approval of warrants, payroll and payroll taxes – June 1 thru June 30, 2020.** Commissioner Speikers, Finance Committee Chair, reported on the June 2020 finances that were reviewed at the Finance Committee meeting held on July 28, 2020 via teleconference.

Written minutes were also provided. The committee will next meet on September 9, 2020 to review July 2020 finances.

**1(a). Approval of Warrants, Payroll and Payroll taxes – June 2020.**

**A motion was made and seconded to approve total disbursements that includes payroll warrants, hospital and clinic payroll, auto deposits, hospital and clinic payroll taxes, retirement and matching plans, as well as all accounts payable warrants in the total amount of \$3,009,317.62 for June 1 thru June 30, 2020, as recommended by the Finance Committee. M/Speikers S/Carter**

**The motion carried by unanimous vote.**

**1(b). Authorization – Action: Verbal authorization from Secretary for Treasurer to sign on their behalf.**

**2. Medical Committee Report.** Written minutes from the August 4, 2020 meeting were provided as part of the board packet and reported by Commissioner Norris, Committee Chair. Both Commissioners Norris and Herron attended the meeting via teleconference. The committee is scheduled to next meet on September 1, 2020.

**3. Facilities Committee Report.** Written minutes from the July 27, 2020 meeting were provided as part of the board packet and reported by Commissioner Hauglie, Committee Chair. Commissioner Hauglie attended the meeting via teleconference. The committee is scheduled to next meet on August 24, 2020.

4. **Ad Hoc Bylaws Committee Report.** No report at this time as there has been no activity.

**NOTE:** Any documents presented at this meeting are available upon request. Minutes are posted on the District Website at [www.snoqualmiehospital.org](http://www.snoqualmiehospital.org) under the Governance Page. For questions or further information, please contact Administration at 425.831.2362 or email [sandras@snoqualmiehospital.org](mailto:sandras@snoqualmiehospital.org).

**OLD BUSINESS:** None.

**NEW BUSINESS:**

1. **Resolution No. 664-0820 – King County Search & Rescue Lease Addendum [Recommendation via Facilities Committee].**
2. **Participation with other Collaborative hospitals to join Physicians of SW Washington, Next Generation ACO.**
3. **Puget Sound Physicians Contract.**
4. **Resolution No. 665-0820 – Surplus Equipment.**

**PUBLIC COMMENT:** None

**ADJOURN TO EXECUTIVE SESSION at 7:30pm**

**RE-ADJOURN at 8:15pm**

**NEW BUSINESS – Action Items:**

1. **Resolution No. 664-0820 – King County Search & Rescue Lease Addendum.**

**A motion was made and seconded to adopt Resolution No. 664-0820 King County Search & Rescue Lease Addendum. M/Speikers S/Carter**

**The motion unanimously passed.**

2. **Support for participation in PSW NG ACO if application accepted and final terms are favorable.**

**A motion was made and seconded for support for participation in PSW NG ACO if application accepted and final terms are favorable. M/Carter S/Hauglie**

**The motion unanimously passed.**

3. Authorization for support to sign Puget Sound Physicians Contract. M/Carter  
S/Speikers

The motion unanimously passed.

4. Resolution No. 665-0820 – Surplus Equipment.

A motion was made and seconded to adopt Resolution No. 665-0820 Surplus Equipment.  
M/Norris S/Carter

The motion unanimously passed.

**GOOD OF THE ORDER/COMMISSIONER COMMENT:** Comments made by commissioners can be heard on the audio of this meeting posted on the District website.

**UPCOMING PUBLIC MEETINGS:**

**Education Work / Study** – Wednesday, August 26, 2020, 6:30 pm (via teleconference)

**Affiliation Work / Study** – Thursday, September 10, 2020, 4:30-6:00 pm (location TBD)

**Monthly Business Meeting** – Thursday, September 10, 2020, 6:30 pm (location TBD)

There being no further business the meeting was adjourned at 8:35pm.

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Emma Herron, President

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Dariel Norris, Vice President

**Public Hospital District No. 4, King County  
Board of Commissioners  
August 24, 2020, 4:30pm-6:30pm  
Special Meeting  
MINUTES  
Snoqualmie Valley Hospital  
Via Teleconference**

**PRESENT:**

Emma Herron, President  
Dariel Norris, Vice President  
Kevin Hauglie, Secretary (*joined at 5pm*)  
David Speikers, Commissioner  
Jen Carter, Commissioner

**ALSO PRESENT:**

Kim Witkop, M.D., Interim Superintendent/CEO, CMO  
Charles (Skip) Houser, General Counsel  
Sandra Stanger, Clerk

**ABSENT:**

Karyn Denton, COO/CNO (*excused*)  
Patrick Ritter, CFO (*excused*)

**CALL TO ORDER / ROLL CALL**

The meeting was called to order by President Herron at 4:34pm, followed by roll call. This meeting was held via teleconference pursuant to Proclamation 20-28-7 issued by Washington State Governor Inslee. The information to attend the meeting via teleconference was provided on a Public Meeting Notice posted prior to the meeting.

**APPROVAL OF AGENDA**

**A motion was made and seconded to approve the agenda as written.** M/Speikers S/Norris

**The motion passed by unanimous vote.**

**NEW BUSINESS**

**1. Transition Planning**

Interim CEO transition planning and discussion. President Herron suggested using 25% of the meeting time to discuss past history and dedicating the remaining 75% of the time to discuss any issues and best



practices in setting the future direction for SVH. The CEO Recruitment Guide provided by Dr. Witkop used to guide discussion.

Commissioner Speikers explained that 1) potential candidates may be dissuaded from applying and relocating to the area if the position is interim; 2) time is of the essence because the budget process begins mid-September and the new CEO should be involved. One concerning item is trying to finalize an agreement with Overlake by the end of the year or earlier. A requirement should be that the candidate has affiliation type of experience, the more in depth the better.

Summation of multiple thoughts expressed in the course of conversation throughout the meeting:

Desired attributes for the CEO applicant -

Characteristics:

- Integrity in consideration of Public Hospital District public nature
- Trustworthy
- Collaborative with the board
- Willing to work under authority of the BOC
- Bold
- Confident and Effective decision maker
- Able to articulate learning occurred thru prior experiences
- Patient and Tolerant of different opinions and approaches
- Driven for performance by metrics
- Personable—they are the face of the organization
- Strategic, Organized, Tactical

Skills:

- Budget development and maintaining adherence to approved budget
- Relationship building
- Affiliation experience
- Excellent verbal and written communications
- Capable of difficult conversations
- Good time management
- Insightful and sensitive to matters of compliance and risk management
- Mentor and Team development
- Creative approach to finding solutions

Experiences:

- Rural
- Led thru a major change
- At least 4 years as a CEO or COO or Sr VP

Educational Background:

- Masters in Healthcare or MBA

Approach:

Position is a permanent CEO/Superintendent position. Fill under interim title with plan to observe performance for 6 months before awarding permanent position. Necessity for complete transparency regarding potential for full affiliation with OHMC to impact the CEO position.

**PUBLIC COMMENT – (Please limit comments to 3 minutes)**

Member of the public asked if there is a length of term expected for the interim position, or if the position will end once certain goals are accomplished. Commissioner Herron stated that this is not yet determined.

**NEW BUSINESS – Next Steps:**

1. Dr. Witkop will review CEO role description, powers and duties in the bylaws for missing or additional items based on her experience in the role. Counselor Houser clarified that the statute change in 2018 allows for expansion beyond powers and duties listed in the bylaws.
2. Dr. Witkop will construct an up-to-date job description to include performance expectations.
3. Executive team will create criteria for candidate score sheet for ranking by September 3, 2020.
4. The Commissioners plan to interview candidates at September 10, 2020 regular board meeting.

**NEXT SCHEDULED MEETINGS:**

**Work / Study:** Wednesday, August 26, 2020, 6:30 pm (via virtual join.me meeting)

**Affiliation Work / Study** – Thursday, September 10, 2020, 4:30-6:00 pm (location TBD)

**Monthly Business Meeting** – Thursday, September 10, 2020, 6:30 pm (location TBD)

There being no further business the meeting was adjourned at 6:05pm.

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Emma Herron, President

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Dariel Norris, Vice President



**DRAFT**

**PUBLIC HOSPITAL DISTRICT NO. 4, KING COUNTY**  
**Board of Commissioners**  
**August 26, 2020**  
**MINUTES**  
**WORK/STUDY**  
**6:30 p.m.**  
**Via Virtual Meeting and Teleconference**

**PRESENT:**

Emma Herron, President  
Dariel Norris, Vice President  
Kevin Hauglie, Secretary  
Jen Carter, Commissioner

**ABSENT:** David Speikers, Commissioner (*excused*)

**ALSO PRESENT:**

Kim Witkop, M.D., Interim Superintendent/CEO, CMO  
Karyn Denton, COO/CNO  
Patrick Ritter, CFO  
Charles (Skip) Houser, General Counsel  
Sandra Stanger, Clerk

**CALL TO ORDER:** The meeting was called to order by Pres. Herron at 6:36 pm followed by roll call. This meeting was held via conference call only pursuant to Proclamation 20-28 issued by Washington State Governor Inslee. All parties listed above were on the call. For public attendance the call-in number was provided on a posted Public Meeting Notice.

**APPROVAL OF AGENDA:**

**A motion was made and seconded to approve the agenda as written. M/Carter S/Herron**

**The motion unanimously passed.**

**TOPIC OF DISCUSSION:** Board Education Session – Eric Jensen, Presenter

1. EvergreenHealth Affiliation –
  - a. Affiliations and Mergers Generally
  - b. Financial challenges as a driver
  - c. Lessons Learned

2. Risks and Financial Challenges Facing Rural Hospitals
  - a. Regulatory Models
3. Critical Success Factors for CAHs
  - a. Strategic Planning and Service Diversification
  - b. Evidenced-based leadership and culture
4. Legislative Advocacy

**PUBLIC COMMENT:** None.

Minutes of this meeting, once approved, are available on the District's website at [www.snoqualmiehospital.org](http://www.snoqualmiehospital.org) under the Governance page. Copies of any presentations and/or documents are available upon request by contacting Administration at 425.831.2362.

**UPCOMING PUBLIC MEETINGS:** Locations TBD

**Affiliation Work/Study:** Thursday, September 10, 2020, 4:30pm-6:00pm

**Regular Business Meeting:** Thursday, September 10, 2020, 6:30pm

**Work/Study:** Wednesday, September 23, 2020, 6:30pm-8:00pm

The meeting adjourned at 8:03 pm.

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Emma Herron, President

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Kevin Hauglie, Secretary

## PUBLIC HOSPITAL DISTRICT NO. 4, KING COUNTY

Snoqualmie Valley Hospital

9801 Frontier Ave. S.E. Snoqualmie, WA 98065

Phone: 425-831-2300, FAX: 425-831-1994

### Cash Disbursements for the period July 1 to July 31, 2020

#### Northwest Bank Accounts Payable Warrants

\$1,662,466.66 Accounts Payable Warrants  
Warrants #73134 to #73464

\$1,662,466.66

#### Northwest Bank Payroll Warrants & EFT

Note: Three Payrolls in July

\$4,054.07 Payroll Warrants #14025 to #14031  
1,553,409.42 Hospital & Clinic Payroll Auto Deposits  
554,580.97 Hospital & Clinic Payroll Tax  
137,999.27 Hospital & Clinic Retirement 457, 403B, & 403B Match Plans

\$2,250,043.73

#### GRAND TOTAL

\$3,912,510.39

I hereby certify that the described supplies have been received or services rendered in behalf of Public Hospital District No. 4 of King County.

\_\_\_\_\_  
Kim Witkop, M.D., Interim District Superintendent

\_\_\_\_\_  
Kevin Hauglie, Commissioner, Secretary

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just, due and paid obligation against Public Hospital District #4, King County and that I am authorized to authenticate and certify to said claim.

  
\_\_\_\_\_  
Carolyn Marks, Assistant Director Finance

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# Snoqualmie Valley Hospital

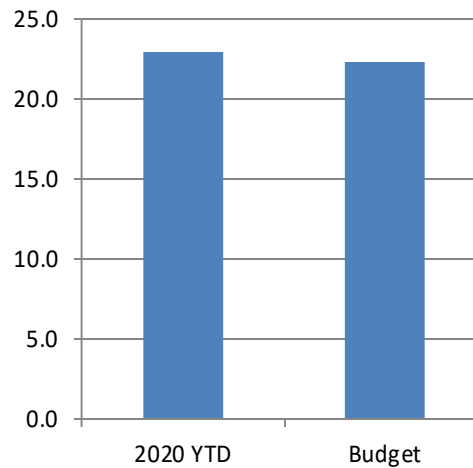
## Statistics Summary Display



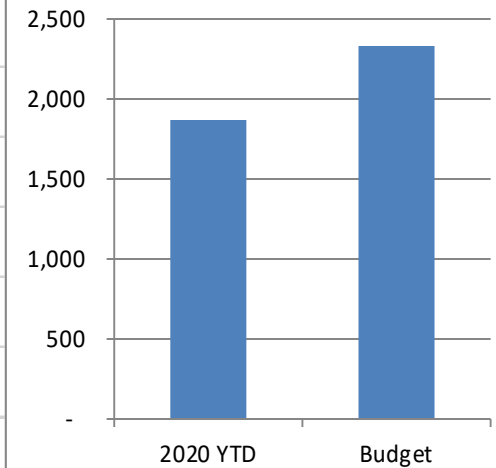
### July YTD Statistics Summary

	2020 YTD	Budget	Var	%Var
Ave Daily Census	22.9	22.3	0.6	2.7%
Emergency	1,863	2,325	(462)	-19.9%
Laboratory	55,037	25,896	29,141	112.5%
Imaging	2,274	2,523	(249)	-9.9%
Clinics	9,508	10,692	(1,184)	-11.1%
OP Rehab	4,177	5,661	(1,484)	-26.2%

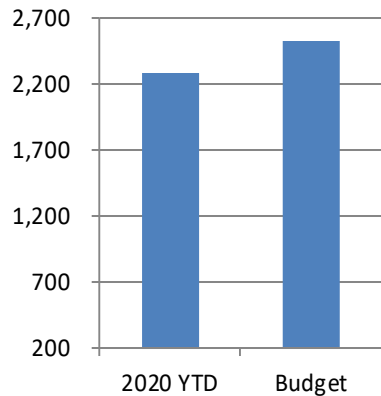
### Ave Daily Census



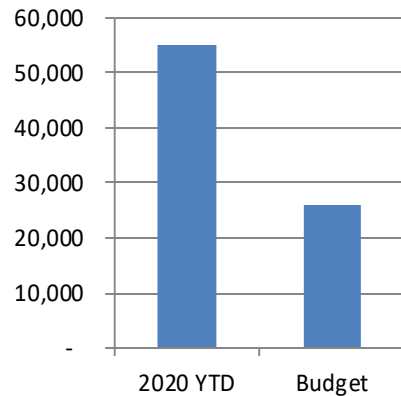
### Emergency



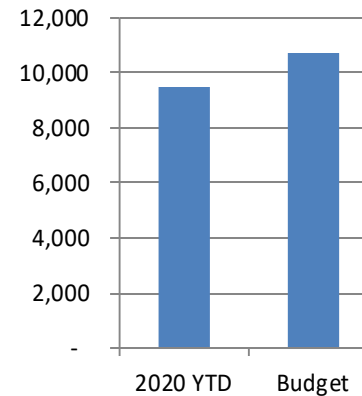
### Imaging



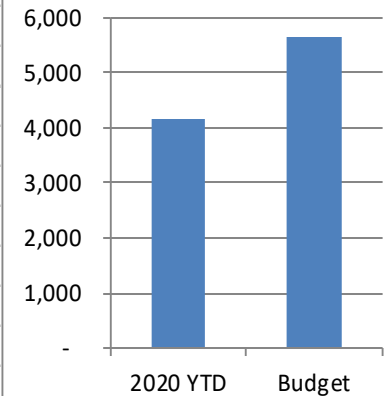
### Laboratory



### Clinics



### OP Rehab



				KING COUNTY HOSPITAL DISTRICT # 4 HOSPITAL & CLINICS COMBINED STATEMENT OF OPERATIONS ACTUAL vs BUDGET JULY 2020				
CURRENT MONTH					YEAR TO DATE			
ACTUAL	BUDGET	VARIANCE	% VARIANCE		ACTUAL	BUDGET	VARIANCE	% VARIANCE
\$ 3,005,807	\$ 3,186,939	\$ (181,132)	-6%	NET PATIENT SERVICE REVENUE	\$ 19,940,987	\$ 21,888,820	\$ (1,947,833)	-9%
49,556	52,461	(2,905)	-6%	TAXATION FOR OPERATIONS	358,921	358,769	152	0%
34,708	33,414	1,294	4%	OTHER	298,570	234,244	64,326	27%
3,090,071	3,272,814	(182,743)	-6%	TOTAL OPERATING REVENUE	20,598,478	22,481,833	(1,883,355)	-8%
				OPERATING EXPENSES				
1,609,221	1,623,577	14,356	1%	SALARIES	10,894,885	11,365,477	470,592	4%
306,094	362,571	56,477	16%	EMPLOYEE BENEFITS	2,583,132	2,538,082	(45,050)	-2%
261,012	57,199	(203,813)	-356%	PROFESSIONAL FEES	1,005,793	399,025	(606,768)	-152%
290,374	241,714	(48,660)	-20%	SUPPLIES	1,725,253	1,691,998	(33,255)	-2%
36,118	15,618	(20,500)	-131%	REPAIRS AND MAINTENANCE	148,374	109,326	(39,048)	-36%
41,952	36,220	(5,732)	-16%	UTILITIES	280,958	253,540	(27,418)	-11%
359,692	209,692	(150,000)	-72%	PURCHASED SERVICES	2,093,642	1,463,044	(630,598)	-43%
13,819	10,431	(3,388)	-32%	INSURANCE	102,262	73,017	(29,245)	-40%
64,879	62,898	(1,981)	-3%	LEASE AND RENTALS	444,544	440,286	(4,258)	-1%
324,030	356,990	32,960	9%	DEPRECIATION	2,351,785	2,498,930	147,145	6%
38,077	44,117	6,040	14%	OTHER	307,324	311,736	4,412	1%
3,345,269	3,021,027	(324,242)	-11%	TOTAL OPERATING EXPENSES	21,937,951	21,144,461	(793,490)	-4%
(255,198)	251,787	(506,985)	-201%	OPERATING INCOME	(1,339,472)	1,337,372	(2,676,844)	-200%
9,838	14,040	(4,202)	-30%	INVESTMENT INCOME, NET OF AMOUNT CAPITALIZED	78,641	96,015	(17,374)	-18%
281,714	285,719	(4,005)	-1%	TAXATION FOR BOND PRINCIPAL & INTEREST	1,965,534	1,953,949	11,585	1%
(464,445)	(465,138)	693	0%	INTEREST EXPENSE, NET OF AMOUNT CAPITALIZED	(3,286,753)	(3,254,133)	(32,620)	-1%
(9,096)	(9,096)	(0)	0%	BOND ISSUANCE AND FINANCING COSTS	(63,675)	(63,672)	(3)	0%
458,952				NON OPERATING REV - STIMULUS	2,763,814			
(11,931)	10,590	(22,521)	-213%	OTHER NET	46,212	72,424	(26,212)	-36%
265,031	(163,885)	(30,036)	-18%	NON OPERATING, NET	1,503,773	(1,195,417)	(64,624)	-5%
9,833	87,902	(78,069)	89%	CHANGE IN NET POSITION	164,301	141,955	22,346	16%

09/01/20

## BALANCE SHEET

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11:01

Snoqualmie Valley Hospital

Application Code : GL

User Login Name:carolynm

## Consolidated Balance Sheet

JULY 2020

DESCRIPTION	Current Year	Prior Year
	Actual	Actual
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
UNRESTRICTED CASH	13,193,961.60	5,817,325.81
RESERVE FUND LTGO 2011	3,125,286.28	2,435,586.18
RESERVE FUND LTGO	2,499,992.56	2,451,362.93
RESERVE FUND 2015 REVENUE BOND	3,675,187.50	3,675,187.50
CMS ADVANCED PAYMENT	11,001,273.01	0.00
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RESTRICTED FUNDS	20,301,739.35	8,562,136.61
BOARD RESTRICTED FUNDS	102,276.62	102,276.62
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TOTAL CASH	33,597,977.57	14,481,739.04
ACCOUNTS RECEIVABLE	9,830,683.12	8,965,843.46
LESS A/R ALLOWANCES	3,028,776.43	2,701,926.54
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NET PATIENT A/R	6,801,906.69	6,263,916.92
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COST REPORT RECEIVABLE	264,571.00	497,000.00
EMR MEANINGFUL USE RCVBL	197,176.84	197,176.84
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TOTAL NET RECEIVABLE	7,263,654.53	6,958,093.76
TAX RECEIVABLE	1,971,489.86	1,884,011.21
INVENTORY	235,306.65	77,010.01
PREPAID EXPENSES	135,936.65	77,777.07
INTANGIBLE ASSETS	2,170,799.74	2,279,956.66
OTHER RECEIVABLES	28,531.81	31,415.63
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TOTAL CURRENT ASSETS	45,403,696.81	25,790,003.38
<b>FIXED ASSETS</b>		
LAND AND IMPROVEMENTS	26,604,969.22	26,587,059.86
BUILDINGS	32,084,606.30	32,029,211.04
EQUIPMENT	12,433,871.05	12,405,549.05
RIGHT TO USE ASSET	1,623,572.80	0.00
ACCUMULATED DEPRECIATION	21,083,195.45	17,866,219.51
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NET FIXED ASSETS	51,663,823.92	53,155,600.44
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TOTAL ASSETS	97,067,520.73	78,945,603.82
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09/01/20

## BALANCE SHEET

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11:01

Snoqualmie Valley Hospital

Application Code : GL

User Login Name:carolynm

## Consolidated Balance Sheet

JULY 2020

DESCRIPTION	Current Year	Prior Year
	Actual	Actual
LIABILITIES AND FUND BALANCES		
CURRENT LIABILITIES		
NOTES PAYABLE	0.00	0.00
COST REPORT PAYABLE	0.00	0.00
ACCOUNTS PAYABLE	533,616.49	522,209.38
ACCRUED PAYROLL & TAXES	1,954,479.75	2,220,664.18
ACCRUED INTEREST	561,409.63	418,714.35
OTHER CURRENT LIABILITIES	-40,901.27	-3,509.48
CURRENT PORTION LONG TERM DEBT	1,102,916.64	1,546,250.00
CMS ADVANCED PAYMENT PAYABLE	11,001,273.01	0.00
DEFERRED STIMULUS REVENUE	6,609,201.34	0.00
DEFERRED TAX REVENUE	1,598,015.16	1,527,032.25
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TOTAL CURRENT LIABILITIES	23,320,010.75	6,231,360.68
LONG TERM LIABILITIES		
LTGO BONDS	45,600,000.00	45,805,000.00
REVENUE BONDS	46,333,321.10	47,163,321.10
LIABILITY RIGHT TO USE ASSET	1,649,046.03	0.00
-----		
TOTAL LONG TERM LIABILITIES	93,582,367.13	92,968,321.10
-----		
TOTAL LIABILITIES	116,902,377.88	99,199,681.78
NET INCOME/LOSS	164,300.58	118,573.05
EQUITY FUND BALANCE	-19,999,143.65	-20,372,651.01
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TOTAL EQUITY AND FUND BALANCE	97,067,534.81	78,945,603.82
=====		



**Public Hospital District No. 4, King County  
Finance Committee Minutes  
September 9, 2020  
Snoqualmie Valley Hospital  
Via Teleconference**

**Present:**

David Speikers, Commissioner, Chair  
Emma Herron, Commissioner  
Patrick Ritter, CFO  
Kim Witkop, MD, Interim CEO/CMO  
Karyn Denton, COO/CNO  
Jim Baldauf, Director of Finance  
Keith Klevin, Piper Sandler

**July 2020 Finances:**

**Stats:**

- Average Daily Census is up 2.7% for July; 22.9 YTD
- ER down 20%
- Lab up 112%
- Imaging down 10%
- Clinics down 11%
- Outpatient Rehab down 26%
- Total patient days above budget at 712; admissions for July total 17
- Outpatient increases are gradually increasing; Increases over June include:
  - 34 more ER Visits
  - 34 more Rehab procedures
  - 24 more Hospital Clinic Visits
  - 124 more Ridge Clinic Visits

**Income Statement:**

**Revenue:**

- Net Position in July Gain of \$9,833, YTD \$164,301
  - Applied \$458,952 of Stimulus Funds for Lost Revenues and COVID Expenses.

- July Net Revenues \$-182,743 to Budget
  - Inpatient/Swing Avg Daily Census of 22.9 right at budget
  - Outpatient Services and Clinics 5% under budget for July ~\$245,000 under budget
  - 6.6MM available in Deferred Stimulus Funds

Commissioner Speikers had question about timing on when to stop deferring funds and claim them as revenues. Jim and Patrick are meeting with auditors to discuss this timing.

### **Expenses:**

- Offsets
  - Salaries 1% under budget for July, 4% under YTD
    - Continue furlough in departments Therapy and Endo,
- Additions
  - Pro Fees are above budget COVID Related and nursing staffing, ER
  - Purchased Services
    - Lab Revenues up 71% purchased services are up in correlation.
    - Registration expense for Lab services increase
    - COVID related expenses \$208,944

### **Balance Sheet:**

- Assets
  - Cash Decrease by \$719,469
    - Paid Accrued Payroll, prepaid some expenses.
- Liabilities
  - Short Term Liabilities Decrease
    - Deferred Stimulus funds applied to offset Revenue
    - Accrued payroll decrease from payment

### **Cash Flow:**

- Cash down \$719,469
  - For reasons above

### **AR Days:**

- July AR days decreased 1 day to 68
  - Trubridge working accounts
    - Medicare payment in late August
    - September payments of Commercial accounts from June-July
  - Patient payments increasing.

**Bond Covenants: (Snapshot forecast)**

- Debt Coverage 1.85 requirement 1.20
- Reserve Requirement is at \$3,675,188 as required
- Days cash is 145 bond requirement is 60

**PAYOR Mix:**

	July	YTD 2020	Budget
Medicare	68%	67%	73%
Medicare HMO	17%	17%	14%
TriWest / L&I	0%	2%	1%
Commercial	7%	8%	6%
Medicaid	8%	6%	5%
Self-Pay	0%	1%	1%

**2011 LTGO Bond Refinance Update:**

Presentation given by Keith Klevin. Bond call date is 12/1/21. Historically the district has borrowed on a tax exempt basis. Current taxable rate is actually low enough for a pretty significant opportunity to save money. Reviewed three different types of funding for 20 yearlong transaction:

1. Taxable advance refunding
2. Cinderella refunding
3. Forward delivery refunding

Cost of fees for execution of this transaction discussed. Interest rate proposal is 3.99% for Cinderella refunding. Keith explained interest rates might not be at historic low rates if the district waits until the call date in December 2021. Timeline discussed.

**Action:** Keith will send to Patrick and Finance Committee: 1) bond summary statistics not included in the presentation; 2) Western Alliance comparison proposal if interest rises 1.5-2%; 3) 18 year set up like shortening amortization.

**2021 NextGen ACO:** Discussed the escrow amount required for the ACO. Joining with 6 other collaborative hospitals to NW Momentum ACO based in Olympia. SVH financial commitment is significantly less than presented at works study and last board meeting. The ACO is favorable and is designed to help SVH to meet the shared savings goals. NW Momentum has met goals 5 of past 6 years. Signed the ACO contract this week. Final 2021 target spend per patient will be given in December. Will have work study with board in December to share the final numbers.

**2021 Budget Preliminary Conversations with Managers:** Ongoing conversations about revenues and expenses.

**NEW CEO COMPENSATION:**

We participated in a 2019 survey from Gallagher for compensation survey. Commissioner Speikers would like to see a base salary plus additional 15-20% achievable bonus. Dr. Witkop and Patrick will put together a proposal for board to start conversation about compensation plan.

**NEXT MEETING:** Tuesday, September 27, 2020 – 11:30am-1pm – Location TBD

Approved:

# MEDICAL COMMITTEE OF THE BOARD

[by teleconference]

Date: September 1, 2020 4:00 – 4:45 pm



**PARTICIPANTS:** Commissioner Dariel Norris-chair; Commissioner Emma Herron, Kim Witkop, MD, CEO-int/CMO; Karyn Denton, COO/CNO; Patrick Ritter, CFO

**ABSENT:**

Community		<ul style="list-style-type: none"><li>COVID drive-thru testing site remains busy—building of new site to begin late in September. Updated Kathy Lambert on test site. Will soon add flu-testing and flu immunization to list of services offered in drive-thru site.</li><li>Trail Youth mobile coffee cart will come on-site weekly beginning September 3rd for staff to purchase drinks and support the mission of Trail Youth</li><li>Calls incoming to coordinate flu immunizations for local businesses</li></ul>						
Hospital	System-wide	<ul style="list-style-type: none"><li>No COVID HAI to date among patients or staff</li><li>Corona Virus External Triage Emergency Incidence Response team remains activated with weekly meetings: staff safety &amp; surge planning</li><li>Readying for start of flu immunizations season end of this month</li><li>Moving screening processes for outpatients to the main lobby entrance, and away from registration desk.</li></ul>						
	Inpatient/ Swing	<ul style="list-style-type: none"><li>Average Daily Census:<table><tr><td>2020 Budget (pts/day and % Occup)</td><td>Aug 2020 (pts/day and % Occup)</td><td>Aug 2020 YTD (pts/day and % Occup)</td></tr><tr><td>22.8 (91%)</td><td>23.5 (94%)</td><td>23.0 (92%)</td></tr></table></li><li>Construction on MedSurg for additional negative pressure rooms underway—safety and infection control prep work this week with contractor. Construction begins September 8<sup>th</sup>.</li><li>Window visitation policy implemented for family visits in addition to visits from the deck. Reviewing options for adding shaded area to accommodate visitors for deck visits and encouraging distancing from drive-thru test site.</li><li>In process of establishing contract under WRHC for specialty consultation services via telemedicine; anticipate extending to outpatients as well once established</li></ul>	2020 Budget (pts/day and % Occup)	Aug 2020 (pts/day and % Occup)	Aug 2020 YTD (pts/day and % Occup)	22.8 (91%)	23.5 (94%)	23.0 (92%)
	2020 Budget (pts/day and % Occup)	Aug 2020 (pts/day and % Occup)	Aug 2020 YTD (pts/day and % Occup)					
22.8 (91%)	23.5 (94%)	23.0 (92%)						
Emergency	<p>Visit Volumes for month: volumes steadily returning</p> <table><tr><td>2020 Budget (visits/day)</td><td>Aug 2020 (visits/day)</td><td>Aug 2020 YTD (visits/day)</td></tr><tr><td>10.8</td><td>10.5</td><td>9.0</td></tr></table> <ul style="list-style-type: none"><li>EPIC planning sessions in full swing to accommodate current workflows into the design</li><li>Transition planning to PSP provider staff begins this week</li><li>Trauma re-certification application in process</li><li>Helipad moved to lawn on North/South in order to relocate the drive through testing site. Drill with Airlift Northwest was a success using new landing site.</li><li>In 2020 we have already seen 4x the number of strokes and STEMI than we have in the prior two years combined—processes well-tuned for maximal efficiencies</li></ul>	2020 Budget (visits/day)	Aug 2020 (visits/day)	Aug 2020 YTD (visits/day)	10.8	10.5	9.0	
2020 Budget (visits/day)	Aug 2020 (visits/day)	Aug 2020 YTD (visits/day)						
10.8	10.5	9.0						

Approved: \_09/\_03/\_2020\_

	Lab	<ul style="list-style-type: none"> <li>• COVID testing: volumes have positioned us to receive preference for testing of our samples in Seattle; current TAT 24-36 hours</li> <li>• New in-house COVID testing went live on Friday—results in less than one hour; use restricted to ED and inpatient where information needed for patient disposition—not enough supplies to support drive thru site</li> <li>• Addition of 8 new analytes to in-house menu—verification work continues ahead of go-live</li> </ul>
	Imaging	<ul style="list-style-type: none"> <li>• Body Composition Analysis new service offering in process—currently working through alignment with nutritionists before going live</li> <li>• Ultrasound nearing end of life—beginning research on replacement unit as part of 2021 Capital planning</li> </ul>
	Off-line Services	<ul style="list-style-type: none"> <li>• Endo: Targeting October for reopening [return to service after inpatient room upgrades completed]</li> </ul>
Clinics		<ul style="list-style-type: none"> <li>• Clinic volumes back to 94% of budget</li> <li>• Still providing tele-medicine and car visits as well as in-office visits; schedules modified to better support social distancing</li> <li>• Sleep lab open at only 50% volume (one bed non-accessible due to COVID unit)</li> <li>• COVID testing site moving under Occupational Medicine</li> <li>• Preparing for ACO success</li> <li>• Planning site modifications, staffing, and processes for Women’s Clinic to expedite this work when contracts eventually signed</li> <li>• Preparing to open a walk-in clinic to increase availability in evenings and on weekends—anticipated launch Dec/Jan</li> </ul>
Medical Staff	MEC & Med Cmmte Recommend -ations:	<ul style="list-style-type: none"> <li>• <u>Initial Privileging to Provisional Status:</u> <ul style="list-style-type: none"> <li>◦ Colyn Nouv, DPM - Podiatry</li> </ul> </li> <li>• <u>Extend Provisional Status 6 months :</u> <ul style="list-style-type: none"> <li>◦ Hassan Ahmad, MD – Teleradiology</li> </ul> </li> <li>• <u>Transition from Provisional to Active:</u> <ul style="list-style-type: none"> <li>◦ David Bronstein, MD – Emergency Medicine</li> </ul> </li> <li>• <u>Transition from Provisional to Courtesy:</u></li> <li>• <u>Transition from Provisional to Telemedicine:</u> <ul style="list-style-type: none"> <li>◦ Mahesh Atluri, DO – Teleradiology</li> </ul> </li> <li>• <u>Transition from Provisional to Affiliate:</u> <ul style="list-style-type: none"> <li>◦ Carlene Chung, RPh – Pharmacy</li> </ul> </li> <li>• <u>Renewal to Active Staff:</u></li> <li>• <u>Renewal to Courtesy Staff:</u></li> <li>• <u>Renewal to Telemedicine:</u> <ul style="list-style-type: none"> <li>◦ Alice Josafat, MD – Teleradiology</li> <li>◦ Alfonso R. Urdaneta-Moncada-Teleradiology</li> <li>◦ Brandt C. Mohr, MD – Teleradiology</li> <li>◦ Christopher Krol, MD – Teleradiology</li> <li>◦ Robert Hawkins, MD – Teleradiology</li> </ul> </li> <li>• <u>Renewal to Affiliate Staff:</u> <ul style="list-style-type: none"> <li>◦ Brian Duvall, OD – Optometry</li> </ul> </li> </ul>
Other/ Education		<ul style="list-style-type: none"> <li>• None</li> </ul>
Next Meeting		<ul style="list-style-type: none"> <li>• Oct 6<sup>th</sup></li> </ul>



## **FACILITIES COMMITTEE MEETING MINUTES**

August 24, 2020

3:30 pm – 4:30 pm

Snoqualmie Valley Hospital

Via Teleconference

**DIAL IN - 800.434.5932 | Participant Code: 98477739#**

### **Committee Members:**

Commissioner Kevin Hauglie, Chair

Commissioner Jen Carter

Karyn Denton, COO/CNO, Executive Chair

Kim Witkop, MD, Interim CEO/CMO

Patrick Ritter, CFO

Scott Nohavec, Facilities Director

**Old Business:** King County Search and Rescue extension of leased space: Approved by Board of Commissioners on August 17, 2020. Concluded

**New Business:** We are starting the planning for a women's clinic in the space that is currently used for the Finance offices at the Ridge. There is 5 years left on lease. A walk-thru of the space is scheduled for Thursday, August 27<sup>th</sup>.

1. **Maintenance Issues** – Chiller inspection is done twice a year; summer inspection is scheduled for later this week.
2. **Facility Usage – As of August 2020**
  - a. Due to COVID-19 all external uses of the community room are cancelled until further notice
3. **Environment of Care:** Agenda format reflects categories covered in the EOC Management Plan

**Emergency Management** – Continue in external triage due to pandemic.

**Fire Safety Management** – Drills completed as scheduled. All survey ready, also done on all shifts and departments.

**Hazardous Materials Waste Management:** No report.

**Medical Equipment Management** – We have completed the fit testing for N95 masks and established our requirements for a 14 day surge supply. We are low on some of the more common mask sizes and working to establish the supply level needed. WSHA is launching a mask exchange program which will assist hospitals in securing the necessary equipment needed.



**Physical Plant** – COVID testing center volumes remain steady. Now developing plans and receiving bids for relocating drive through test site to the front of the Facilities building. We participated in a collaborative drill with Airlift Northwest, EMS, and Snoqualmie Fire to test the functionality of the newly proposed helipad space on the North/South lawn. Drill was a success and the new helipad location deemed safe and acceptable by ALNW. Question about Fire Department's function. Site security is the function of the Fire Dept.

MedSurg Remodel: Equipment arrives on 8<sup>th</sup> of September. Construction will begin on MedSurg September 15<sup>th</sup>, with date of completion September 30.

**Safe Patient Handling** – No report.

**Safety Management** - Adherence to CDC and DOH guidelines regarding visitors, staff and patients. We are establishing a process that will move outpatient and visitor screening to the main entrance of the hospital, thus preventing anyone who fails the screening questions from reaching the registration desk where screening currently takes place.

**Security Management** – Security camera software in need of upgrade. Server has been found to be adequate at this time thus eliminating the need for a new server. Installing door software upgrades and service agreement for 2020.

No patient information will be compromised.

**Utilities management** – No report.

**East Campus:** 1. Awaiting decking quote. 2. There are many items currently being stored on East Campus that are no longer serviceable such as old chairs, desks and computer items that cannot be put into use due to age and functionality. We will perform an inventory of these items so they can be surplused. These are currently stored and taking up space. Items will be taken to the dump or given to other sources.

## **OTHER:**

1. **Certificate of Occupancy update-** The lift station project is completed and inspection signed off by the city. The pond work was completed on 7-23 and is awaiting final inspection. The city and Perteet are reviewing the final drawings of work on the ADA ramps, and that is expected to be completed by 8-21. A work planning meeting is scheduled for 8-26 with construction of the ramps anticipated to begin shortly after the meeting. Work anticipated to take 2-3 days and will then be ready for final inspection by the city. Certificate of Occupancy will be awarded upon successful final inspection.

Meeting adjourned at 3:52pm.

**Next meeting: September 28, 2020 – 12:00pm– 1:00 pm – Location Teleconference**

**Approved: August 26, 2020**