

SPECIAL MEETING AGENDA

- 1. 6:30pm – CALL TO ORDER/ROLL CALL**
- 2. 6:32pm – APPROVAL OF THE SPECIAL MEETING AGENDA – *Action (vote)***
- 3. 6:35pm – BUSINESS FROM AUDIENCE – *Information***
 - a. Public Comment (please limit comments to 3 minutes)
- 4. 6:38pm – CONSENT AGENDA – *Action (vote)***
- 5. 6:40pm – COMMUNICATIONS – *Information***
 - a. Emma Herron, President
 - b. Skip Houser, General Legal Counsel
 - 1) RCW 42.17A.555 – Use of Public Office or Agency Facilities in Campaigns
 - 2) WAC 390-05-271 – General Application of RCW 42.17A.555
 - 3) King County COVID-19 Updates
 - c. CEO Report – Renée K. Jensen, CEO
- 6. 7:15pm – COMMITTEE REPORTS - *Information/Discussion***
 - a. **7:15pm – Finance Committee** – Commissioners Speikers/Herron
 - b. **7:30pm – Approval of Warrants** (September 1-30, 2021) - *vote*
 - c. **7:40pm – Medical Committee** – Commissioners Norris/Herron
 - d. **7:50pm – Facilities Committee** – Commissioners Hauglie/Carter
- 7. 7:50pm – NEW BUSINESS – *(vote/discussion)***
 - a. **RESOLUTION #676-1121 – Approval of Legal Holidays 2022** (*vote*)
 - b. **RESOLUTION #677-1121 – Approval of Budget 2022** (*vote*)
 - c. **RESOLUTION #678-1121 – Approval of Tax Levy 2022** (*vote*)
 - d. **CEO Evaluation** (*discussion*)
- 8. 7:55pm – GOOD OF THE ORDER/COMMISSIONER COMMENT**
- 9. 8:00pm – EXECUTIVE SESSION – *(Discussion)***

Executive Session is convened to discuss the following topic, as permitted by the cited sections of the Revised Code of Washington (RCW 42.30.110)
- 10. 8:15 - ADJOURNMENT**

Upcoming Meetings - Information

- Medical Committee Meeting – Tuesday November 2, 2021- 4:00pm
- Budget Hearing Meeting – Thursday November 11, 2021 4:30-6:00pm
- Monthly Business Meeting – Thursday November 11, 2021 6:30pm
- Facilities Committee Meeting – Wednesday November 24, 2021 12:00pm
- Finance Committee Meeting – Tuesday November 30, 2021 11:30pm
- Medical Committee Meeting – Tuesday November 30, 2021 4:00pm
- Regular Work Study Session - Thursday December 9, 2021 4:30pm
- Regular Board of Commissioners Meeting - Thursday December 9, 2021 6:30pm
- Quality Steering Committee Meeting – Thursday December 16, 2021 3:00pm
- Facilities Committee Meeting – Wednesday December 22, 2021 12:00pm
- Finance Committee Meeting – Tuesday December 28, 2021 11:30pm

1. **Work Study Minutes** – October 14, 2021
2. **Regular Board Meeting Minutes** – October 14, 2021
3. **Physician Credentialing for the month of October, 2021:**

Initial Privileging to Provisional Status:

- *Arash Babaki, MD – Tele-Hospitalist*
- *Linda Milhoan, ARNP – Hospitalist*

Transition from Provisional to Active:

- *Rachel Thompson, MD – Internal Medicine*

Transition from Provisional to Courtesy:

- *David Peters, MD – Emergency Medicine*

Renewal to Telemedicine:

- *Dawn Hastreiter, MD – Tele Radiology*
- *Ruben Krishnananthan, MD – Tele Radiology*
- *Ross Ondersma, MD – Tele Radiology*
- *Harold Prow, MD – Tele Radiology*

4. **Authorization:** Verbal authorization from Commissioners for CEO to sign all documents electronically on their behalf which were approved during the business meetings.

COMMISSIONERS PRESENT:

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

DRAFT

ALSO PRESENT:

Renée Jensen, CEO
Karyn Denton, COO/CNO
Patrick Ritter, CFO
Rachel Thompson, MD, CMO
Tammy Moore, DNP
Charles (Skip) Houser, General Counsel
Jamie Palermo, Recording Clerk

CALL TO ORDER: The meeting was called to order by President Herron at 4:32pm, followed by roll call. This meeting was held via Zoom virtual meeting 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 posted prior to the meeting

APPROVAL OF AGENDA: There were no objections or changes to the Agenda.

PUBLIC COMMENT: None.

COMPLIANCE REPORT: CFO Ritter reviewed the compliance dashboard with the committee; report is attached.

STRATEGIC TRANSFORMATION: CEO Jensen discussed how SVH went through the Strategic Plan, and how we are now implementing some of those changes that were discussed. Renée walked the committee through the Strategic Transformation PPT, and referenced that change is positive and necessary when going through the process of transforming.

Board of Commissioners Work Study Meeting

Minutes

Public Hospital District No. 4, King County

Snoqualmie Valley Hospital

October 14, 2021 – 4:30-6:00pm

Via Zoom

Minutes of this meeting, once approved, are available on the District's website at 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 Meetings -

- Budget Hearing – Thursday, November 11, 2021, 4:30pm
- Special Board Meeting – Thursday, November 11, 2021, 6:30pm

The meeting adjourned at 5:25 pm.

Kevin Hauglie, Secretary

Jamie Palermo, Recording Clerk

COMMISSIONERS PRESENT:

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

DRAFT

ALSO PRESENT:

Renée Jensen, CEO
Karyn Denton, COO/CNO
Patrick Ritter, CFO
Rachel Thompson, MD, CMO
Tammy Moore, DNP
Charles (Skip) Houser, General Counsel
Jamie Palermo, Recording Clerk

CALL TO ORDER: The meeting was called to order by Pres. Herron at 6:32pm, followed by roll call. This meeting was held via Zoom, pursuant to Proclamation 20-28 issued by Washington State Governor Inslee. The information to attend the meeting was posted prior to the meeting.

APPROVAL OF THE AGENDA: Under Item #6, Approval of Warrants, Payroll, and Payroll taxes for August 1-31, 2021 needs to be added. A motion was made and seconded to approve the agenda as amended: **M/Hauglie S/Speikers Motion carried by unanimous vote.**

BUSINESS FROM AUDIENCE:

- a. Public Comment – None

CONSENT AGENDA: A motion was made and seconded to approve the consent agenda, which included the approval of minutes of the work study, regular meeting minutes, and the physician credentialing. **M/Carter S/Hauglie Motion carried by unanimous vote.**

COMMUNICATIONS:

- a. **Emma Herron, President** – Read email from constituents
- b. **Skip Houser, General Counsel**
 - 1. RCW 70.44.320 Disposal of Personal Property – reviewed and discussed this RCW
 - 2. RCW 70.44.300 Sale of Surplus Real Property – reviewed and discussed this RCW
- c. **Renée Jensen, CEO – CEO Report:** CEO Jensen shared two patient stories. CEO Report was shared and discussed.

COMMITTEE REPORTS:

- a. **Finance Committee** – Commissioners Speikers/Herron: The September, 2021 finances were provided as part of the board packet and reported by Commissioner Speikers, Committee Chair. Next meeting will be held October 26, 2021.
- b. **Approval of Warrants (August 1-31, 2021)** – 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 \$3,443,431.26, as recommended by the Finance Committee. **M/Speikers S/Carter Motion carried by unanimous vote**
- c. **Medical Committee** – Commissioners Herron/Norris: Written minutes from the October 5, 2021 were provided as part of the board packet and reported by Commissioner Norris. Both Commissioners Norris and Herron attended this meeting via Zoom. The committee is scheduled to meet next on November 2, 2021 via Zoom.
- d. **Facilities Committee** – Commissioners Hauglie/Carter: Written minutes from the September 22, 2021 were provided as part of the board packet and reported by Commissioner Hauglie. Both Commissioners Hauglie and Carter attended this meeting via Zoom. The committee is scheduled to meet next on October 27, 2021 via Zoom.

NEW BUSINESS: None.

GOOD OF THE ORDER/COMMISSIONER COMMENT:

The Board of Commissioners provided comments welcoming Dr. Moore and how they are looking forward to the projects she will be working on. Additional comments were provided in regards to all the hard work Dr. Rubin and his team have been putting with contact patients after hours, and all the many follow ups in the days after. All the commissioners thanked the Leadership team for all their hard work and momentum they have helped SVH to be on and moving forward, and building a high level team.

EXECUTIVE SESSION:

Executive Session convened at 7:47pm to discuss the following topics, as permitted by the cited sections of the Revised Code of Washington (RCW 42.30.110):

- (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

REGULAR SESSION RECONVENED: at 7:57pm

MEETING ADJOURNED: at 8:00pm

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

UPCOMING PUBLIC MEETINGS:

- Budget Hearing Meeting – Thursday November 11, 2021 4:30-6:00pm
- Monthly Business Meeting – Thursday November 11, 2021 6:30pm

Kevin Hauglie, Board Secretary

Jamie Palermo, Recording Clerk

RCW 42.17A.555**Use of public office or agency facilities in campaigns—Prohibition—Exceptions.**

No elective official nor any employee of his or her office nor any person appointed to or employed by any public office or agency may use or authorize the use of any of the facilities of a public office or agency, directly or indirectly, for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition. Facilities of a public office or agency include, but are not limited to, use of stationery, postage, machines, and equipment, use of employees of the office or agency during working hours, vehicles, office space, publications of the office or agency, and clientele lists of persons served by the office or agency. However, this does not apply to the following activities:

(1) Action taken at an open public meeting by members of an elected legislative body or by an elected board, council, or commission of a special purpose district including, but not limited to, fire districts, public hospital districts, library districts, park districts, port districts, public utility districts, school districts, sewer districts, and water districts, to express a collective decision, or to actually vote upon a motion, proposal, resolution, order, or ordinance, or to support or oppose a ballot proposition so long as (a) any required notice of the meeting includes the title and number of the ballot proposition, and (b) members of the legislative body, members of the board, council, or commission of the special purpose district, or members of the public are afforded an approximately equal opportunity for the expression of an opposing view;

(2) A statement by an elected official in support of or in opposition to any ballot proposition at an open press conference or in response to a specific inquiry;

(3) Activities which are part of the normal and regular conduct of the office or agency.

(4) This section does not apply to any person who is a state officer or state employee as defined in RCW 42.52.010.

[2010 c 204 § 701; 2006 c 215 § 2; 1979 ex.s. c 265 § 2; 1975-'76 2nd ex.s. c 112 § 6; 1973 c 1 § 13 (Initiative Measure No. 276, approved November 7, 1972). Formerly RCW 42.17.130.]

NOTES:

Finding—Intent—2006 c 215: "(1) The legislature finds that the public benefits from an open and inclusive discussion of proposed ballot measures by local elected leaders, and that for twenty-five years these discussions have included the opportunity for elected boards, councils, and commissions of special purpose districts to vote in open public meetings in order to express their support of, or opposition to, ballot propositions affecting their jurisdictions.

(2) The legislature intends to affirm and clarify the state's long-standing policy of promoting informed public discussion and understanding of ballot propositions by allowing elected boards, councils, and commissions of special purpose districts to adopt resolutions supporting or opposing ballot propositions." [2006 c 215 § 1.]

Disposition of violations before January 1, 1995: "Any violations occurring prior to January 1, 1995, of any of the following laws shall be disposed of as if chapter 154, Laws of 1994 were not enacted and such laws continued in full force and effect: *RCW 42.17.130, chapter 42.18 RCW, chapter 42.21 RCW, and chapter 42.22 RCW." [1994 c 154 § 226.]

***Reviser's note:** RCW 42.17.130 was recodified as RCW 42.17A.555 pursuant to 2010 c 204 § 1102, effective January 1, 2012.

HTML has links - PDF has Authentication

PDF WAC 390-05-271

General applications of RCW 42.17A.555.

(1) RCW **42.17A.555** does not restrict the right of any individual to express their own personal views concerning, supporting, or opposing any candidate or ballot proposition, if such expression does not involve a use of the facilities of a public office or agency.

(2) RCW **42.17A.555** does not prevent a public office or agency from (a) making facilities available on a nondiscriminatory, equal access basis for political uses or (b) making an objective and fair presentation of facts relevant to a ballot proposition, if such action is part of the normal and regular conduct of the office or agency.

[Statutory Authority: RCW **42.17A.110**(1) and 2018 c 304. WSR 18-24-074, § 390-05-271, filed 11/30/18, effective 12/31/18. Statutory Authority: RCW **42.17A.110**. WSR 12-03-002, § 390-05-271, filed 1/4/12, effective 2/4/12. Statutory Authority: RCW **42.17.370**(1). WSR 80-02-055 (Order 80-01), § 390-05-271, filed 1/17/80; WSR 79-02-056 (Order 79-01), § 390-05-271, filed 1/31/79.]

Gratitude helps us see what is there instead of what isn't.

Foundational Elements

Building essential infrastructure to support a healthy future.

- **Electronic Medical Record (EMR)** – The content experts have been identified across the organization and the initial kick off meeting has occurred! We are officially full speed ahead on an Epic implementation. Go live date is still tentative but targeted to be after Labor Day. There will be a vacation freeze for staff during this time to ensure all hands are on deck for go live and post go live troubleshooting. Overall the staff and providers are very excited and supportive of this implementation. The Overlake team has been fantastic to work with and very responsive.
- **Hospitalist Coverage** – We are still in the process of recruiting for additional ARNP and/or DNP providers to support our medical floor. We have had many interviews but no successful candidates to date.
- **Team building** – An important part of our strategic plan is to build strong teams at all levels. We continue to focus on this with activities and learnings at all leadership levels. Items include activities, book club, team activities and educational learning sessions. CMO Thompson hosted a quarterly after hours social for the providers. It was well attended with approximately 15 in attendance.

Health System of Choice

Develop a brand of the future and define the “New SVH”.

- **East King County Job Fair** – The SVH team will be represented at the East KC job fair being held this month at the Snoqualmie Casino.
- **Fall Celebration** – As part of our community outreach we invited families to drive by our front entrance and pick up a goodie bag for kids on Halloween. We hosted about 50 families and enjoyed celebrating Halloween with the kids.
- **Ridge Clinic Expansion/Urgent Care** – There were some challenges this month with adequate power supply to provide enough power to the planned x-ray equipment. After careful review, consideration and working closely with the DOH we will be adjusting the type of equipment to a model that will have less demand for power during use. Due to this delay in the power plan and final inspections, it is likely to continue to delay the final opening of the clinic into the New Year.
- **Trail Youth Coffee Partnership** – Through a series of grants, donations and creativity we have been able to design a new space for the trail youth coffee stand. This will replace the old gift shop area and create an engaging and inviting space for our guests. Hoping to get the small amount of construction underway which will require a small amount of plumbing and flooring.

- **SOLV & Community Feedback** – ratings from the SOLV users (urgent care and COVID services) continues to be extremely high with most users providing 5 out of 5 star reviews. Occasionally we are afforded the opportunity for improvement with the feedback we receive but we are using this feedback and effectively making changes and improvements. Some of the SOLV feedback links to Google and we are seeing improvement in our Google ratings as well.
- **WSHA participation** – CEO Jensen is engaged with the Washington State Hospital Association. It was recently time to do new assignments for committees. CEO Jensen was assigned and will be representing SVH on the Governance & Education committee as well as the Policy Committee. It is an honor to serve on these committees and provides awareness to the work that is happening at SVH.

Community and Outreach Meetings

- Monthly Parent Education Alignment Collaboration (E. KingCo) Was able to accept book donations from the Carnation Library to SVH pediatrics. (“Brain Rules for Baby”)
- Attended Fall City Community Assoc. Meeting
- Met with Bellewood directors/managers to strengthen our relationship and find educational opportunities
- Worked with COVID Team and SVSD to coordinate SVSD pediatric vaccine events
- Met as part of the SVH team with Pineapple Yoga to talk about potential partnership moving forward
- Met with Sno-Valley Senior Center to find ways to partner on upcoming educational opportunities
- Coordinating SVH involvement in upcoming Fall City Vaccination Event with FCFD and Discovery Health

Local events

- Bellewood Pfizer Booster Clinic and Flu Vax
- Coordinated SVH sponsorship of Encompass and SVSC annual galas.
- Coordinated the SVH Fall Harvest Fest with multiple team members. Included Pumpkin Carving and Goody Bag Giveaway.

Additional Presence

- Placed ads in Snoqualmie Valley Residents Guide (Sound Publishing/SV Record), SVSC Newsletter, Snoqualmie Ridge ROA and Encompass Gala Guide. All promote convenient care close to home.
- Promoted Trail Youth Coffee Home and garnered increased engagement through social media.

People

Recruit and retain the highest caliber SVH team to successfully execute the vision of the “New SVH”.

- **Staff Benefits Package** – A key element in the People section of the strategic plan is improving employee benefits. We have completed our review and budgeting process and identified several areas of improvement that we are able to make in the upcoming year. Most notably will be providing extremely affordable family medical coverage and improvements in the PTO system. Details on these changes will be shared with staff very soon during the open enrollment process.
- **Staff Appreciation** – we continue to look for creative and new ways to recognize our staff. This past month we introduced “soup for the soul” which is free soup for all employees every the café is open. This has been a tremendously successful program and much appreciated by staff. We also hosted an employee pumpkin carving contest which was supported by a donation of pumpkins from our local Safeway.
- **Staff Vaccination** – We are in the process of offering boosters to all staff members that meet the qualifications to receive a booster shot. Weekly clinics are being offered for both the COVID booster and influenza vaccines.
- **Facilities Leadership** – Active recruitment for a new Director of facilities is underway. We are down to our final candidates and hoping to make a final offer very soon.
- **Staffing Challenges** – Healthcare organizations across the state and country are experiencing drastic workforce shortages and challenges. SVH is no exception. We are working hard to fill our open positions but still remain understaffed in many areas. We will be working with the HR team to implement some incentive programs as well as retention programs.
- **Outpatient pediatric rehab** – We have begun to provide support to local families by offering pediatric physical therapy appointments! We are beginning to see our first patients now and it is going very well.
- **DNP Capstone Student** – CMO Thompson will be hosting a DNP student that is completing a capstone project. The student will be assisting Dr. Thompson and focusing on quality program development.

Community Health Needs

Develop our programs and infrastructure to meet and support the needs of our community.

- **COVID Testing** – A huge congratulations to the Lab team! In house PCR testing is underway and going well. Supplies for testing reagent are sparse across the country however, we have worked closely with our rep and we have been able to obtain an adequate testing supply. By doing the testing in house we are providing faster turnaround times to the community as well as being able to test our own staff and get them back to work more quickly.
- **COVID Vaccines** – Pfizer has been approved for administration of vaccine ages 5-11. We will begin giving shots to kids in our drive through on 11/5/21. There are several evening and

weekend events planned on site at Snoqualmie Valley Schools and our clinics are prepared to do nurse only visits for parents that would prefer a clinic setting for shot administration. Included after my report is a summary of our COVID vaccination rates as reported by King County Public Health.

- **Outreach event** – SVH will be supporting the Fall City Fire Department by providing Flu vaccinations at their COVID vaccination event the first weekend in November.
- **Acute Care Services** – We are seeing increased admissions in acute care patients with our newly designed care team. This is partly due to removing barriers to admissions but also having an improved provider staffing model that is easier to navigate for admissions. We are still in need of additional improvements to support higher acuity in the long term but for now we are able to manage a few more acute patients that were not able to be transferred to other beds in the area due to capacity constraints.

Financial Stewardship

Ensuring we have comfortable financial resources to support our ability to provide excellent care and service to our community.

- **See finance summary prepared by CFO Ritter for more details on financial performance.**
- **FEMA Funding** – We are partnering with King County Public Health and DOH to explore an additional FEMA contract that would provide support and funding for our testing activities. Currently we only receive FEMA funding for our vaccination efforts. An on-site inspection and submission of a budget and work plan are next steps.
- **CHNA** – CEO Jensen has secured a grant to fund an update of the Community Health Needs Assessment. Not only is this required work but the timing will be fantastic and provide insight to the post COVID recovery plan for our organization. CEO Jensen will engage Health Facility's Planning based out of Olympia to perform this work. They are familiar with our organization as they provided market data that informed our strategic plan this past spring.
- **Budget** – CFO Ritter and the finance team have done an outstanding job with the 2022 budget. We have had more participation at all levels of the organization, including the board, than ever before. In addition to the regular operating expenses, the team has been able to include assumptions and planning that will support the strategic plan. This budget is fully aligned and integrated with the strategic plan thanks to the hard work of CFO and his team!!

Board Education Opportunities

WSHA Annual Meeting - eSeries (10:00 – 11:00AM PST)

- **November 11** - Phil Gwoke, Multi-Generational Workforce Expert
- **December 9** - Dr. Abdul El-Sayed, America Dissected Podcast Host

Respectfully Submitted, Renée K. Jensen

Snoqualmie Valley Hospital District

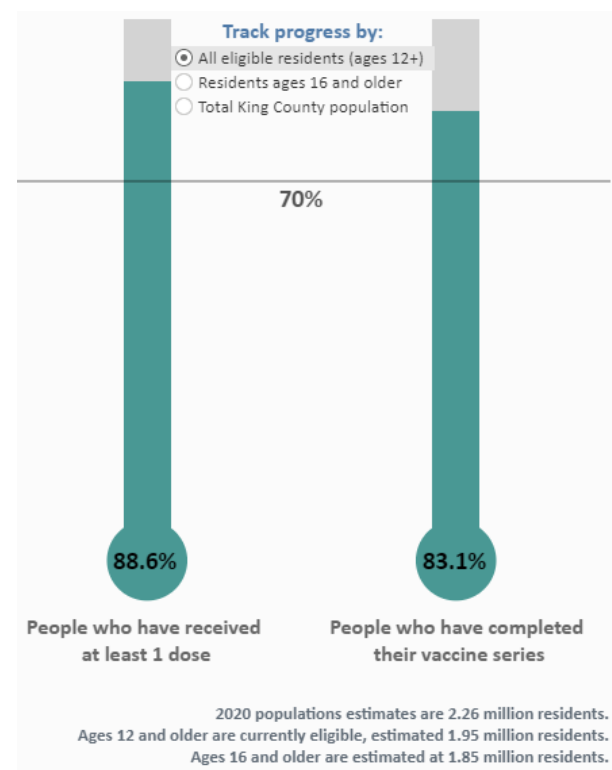
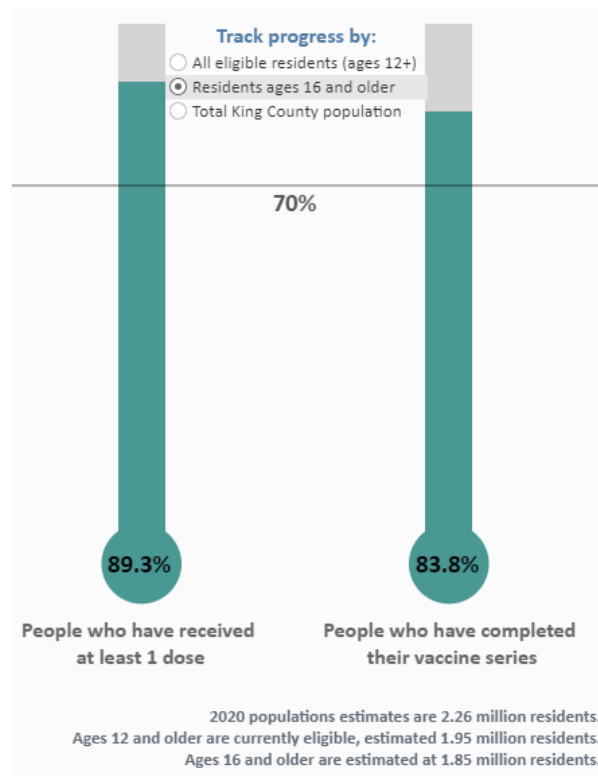
COVID Vaccine Update & Strategy Report

Public Health – Seattle and King County

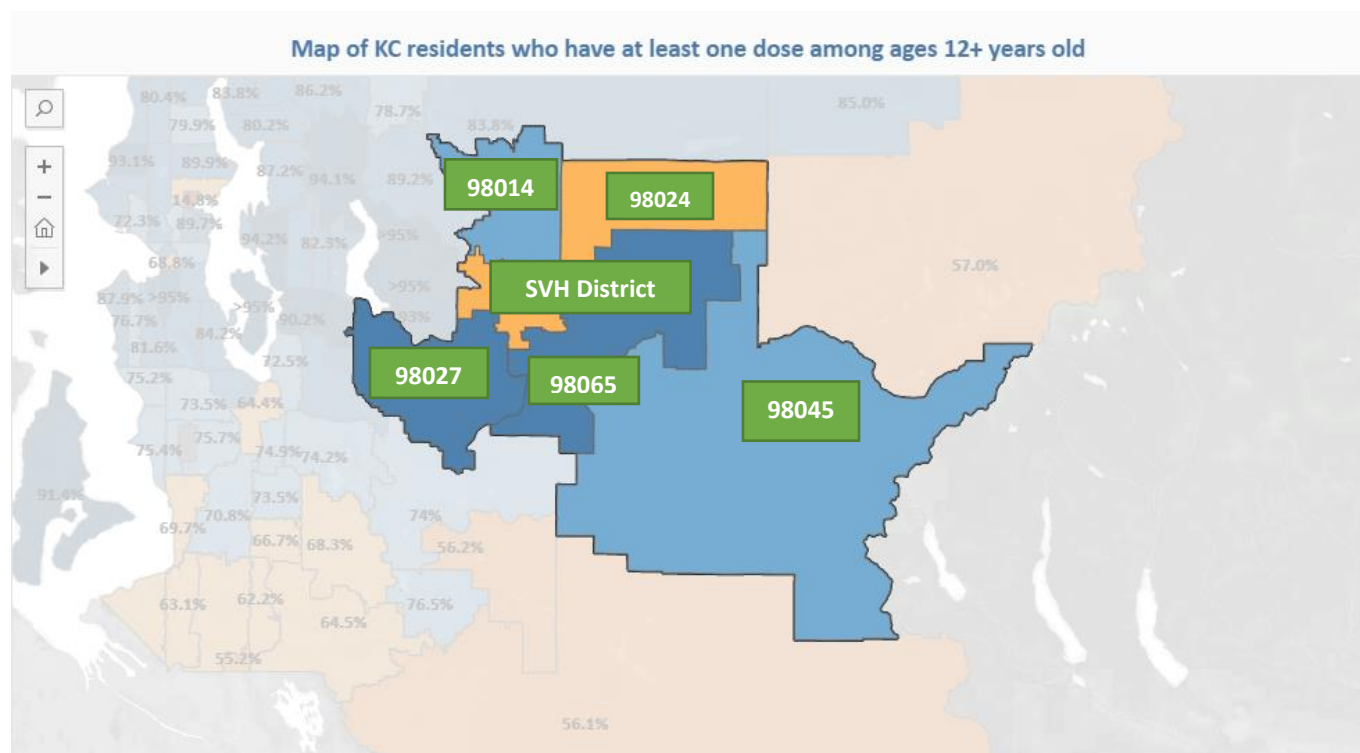
November 3rd, 2021

Progress toward critical indicators

As of 11/03/2021, we have **83.1% of residents age 12+** in King County have completed the vaccination series. **88.6% of the population age 12+ have received at least one dose.**

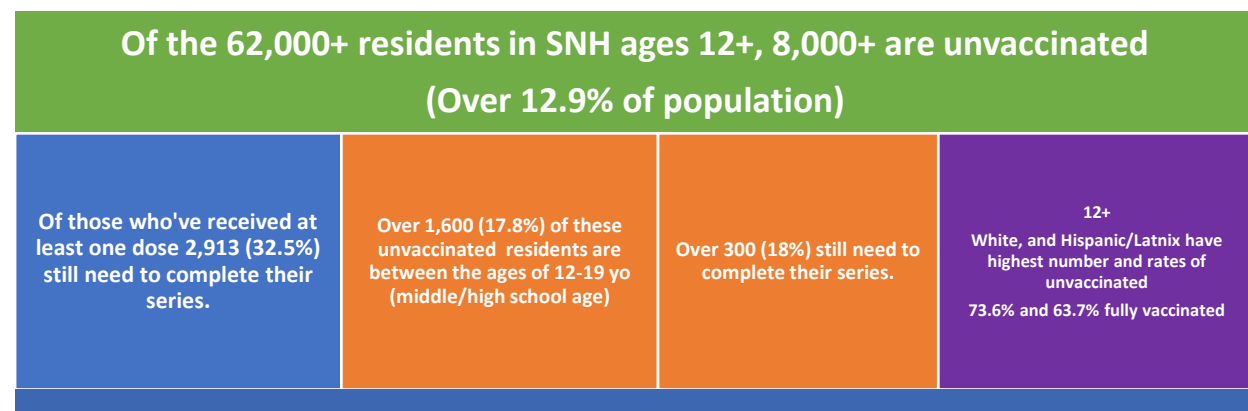


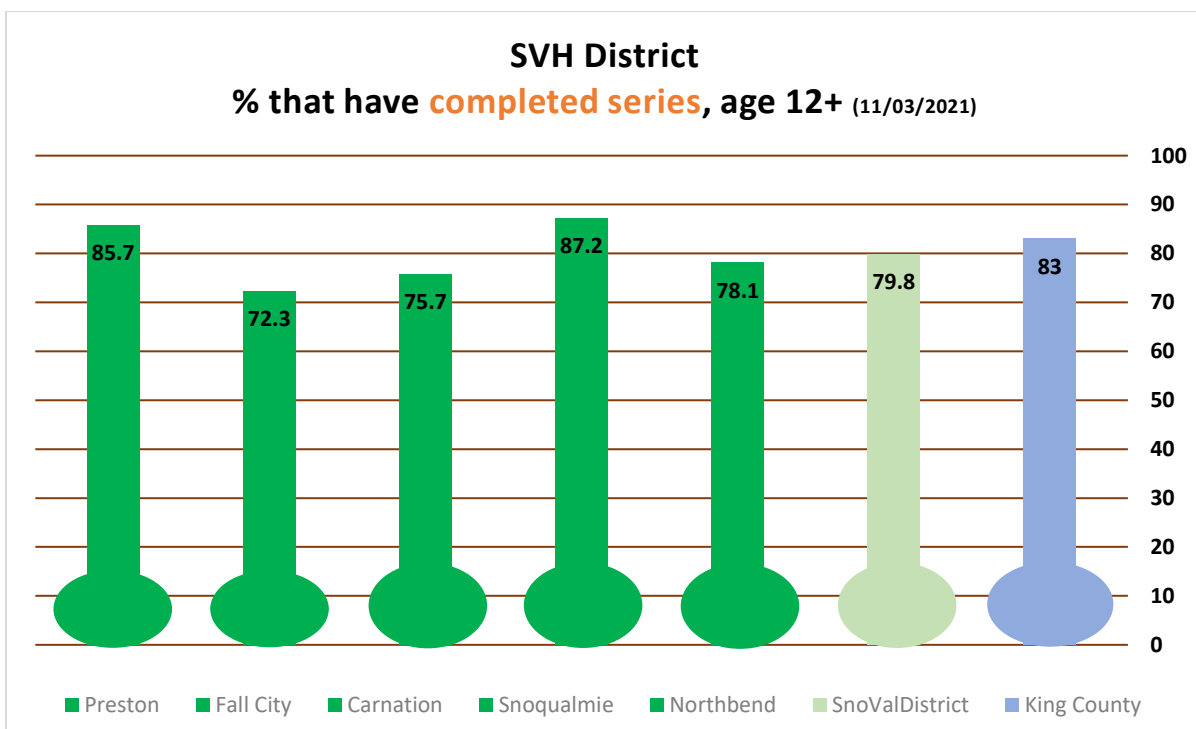
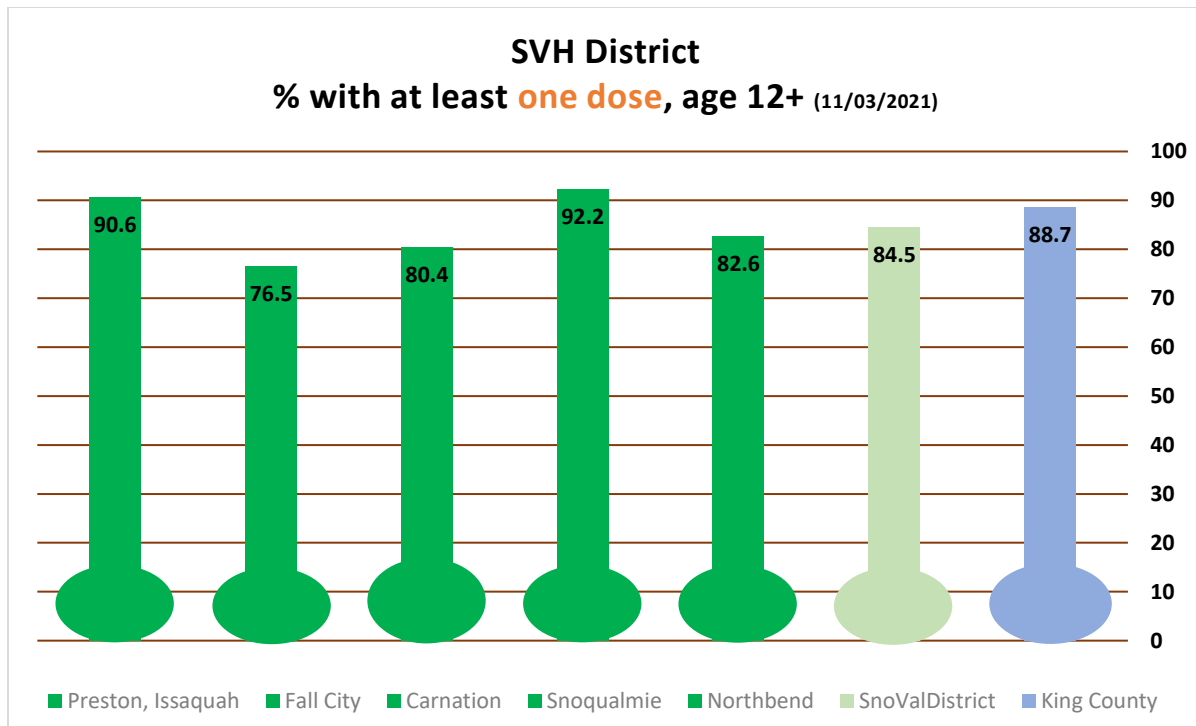
Map of Snoqualmie Valley Hospital District by Zip Code



Snoqualmie Valley District Zip Codes	
Carnation	98014
Fall City	98024
Issaquah, Preston	98027, 98050
North Bend	98045
Snoqualmie	98065

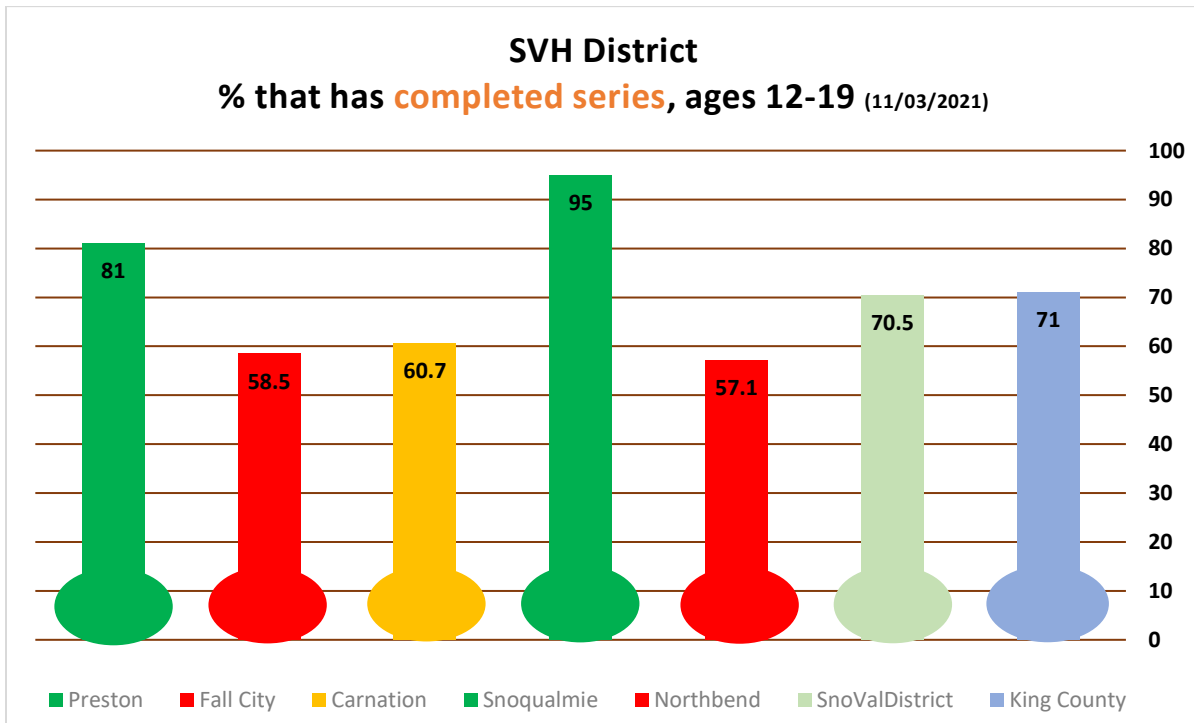
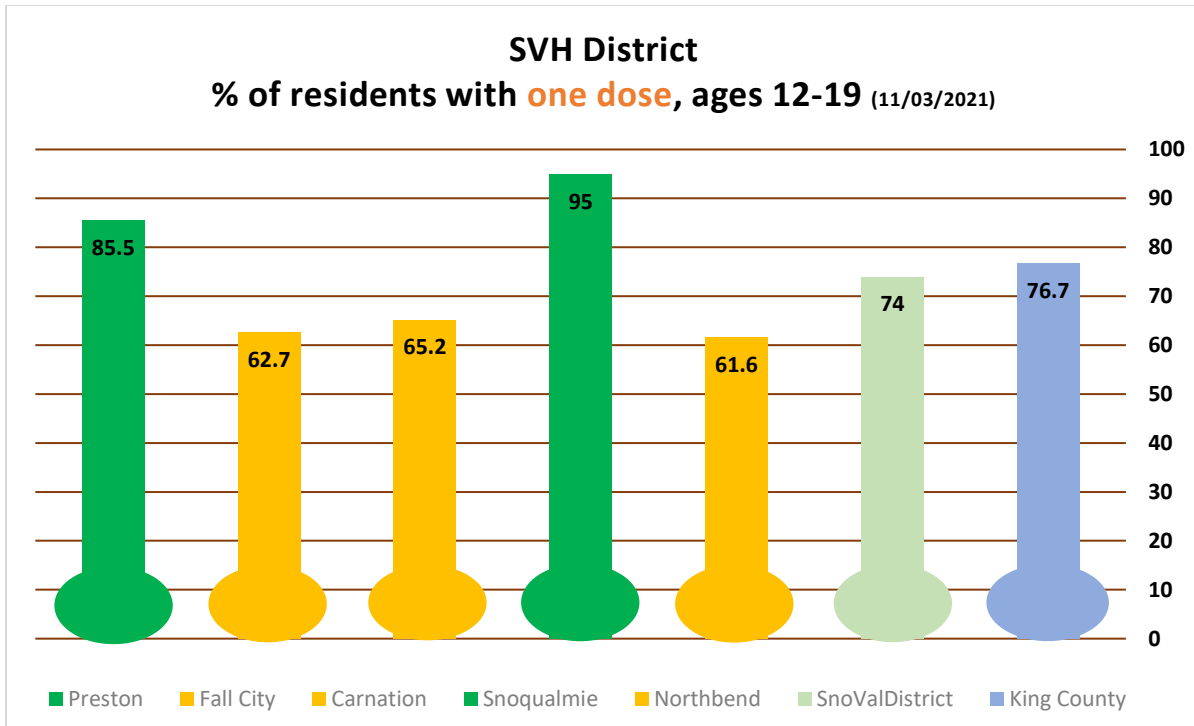
Summary of findings:



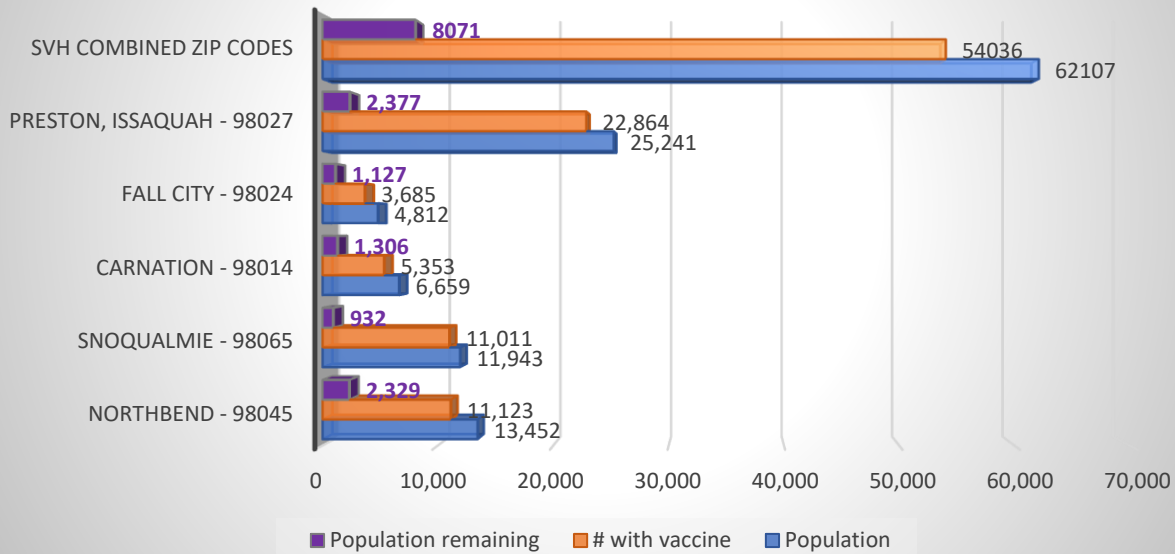


Snoqualmie Valley Hospital District by Zip Codes. **At least 93.1% of residents in Snoqualmie Valley Hospital District age 50+ have completed their series.**

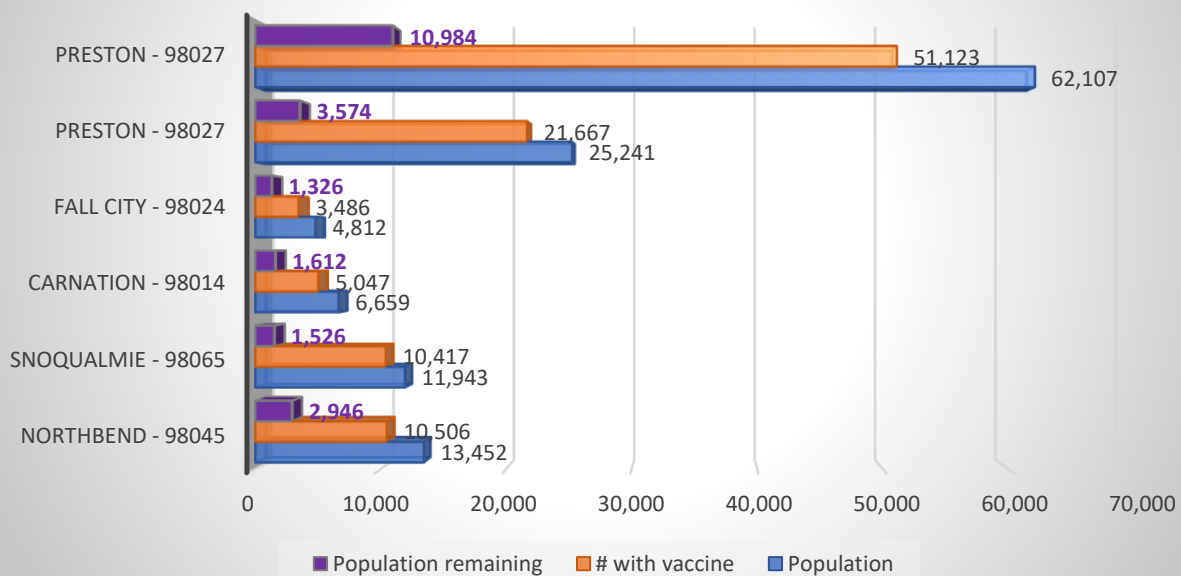
The least vaccinated Snoqualmie Valley Hospital District are within the age group of 12-19. We have 70.5% of residents ages 12-19 have completed the vaccination series. 74% of the population age 12 have received at least one dose.



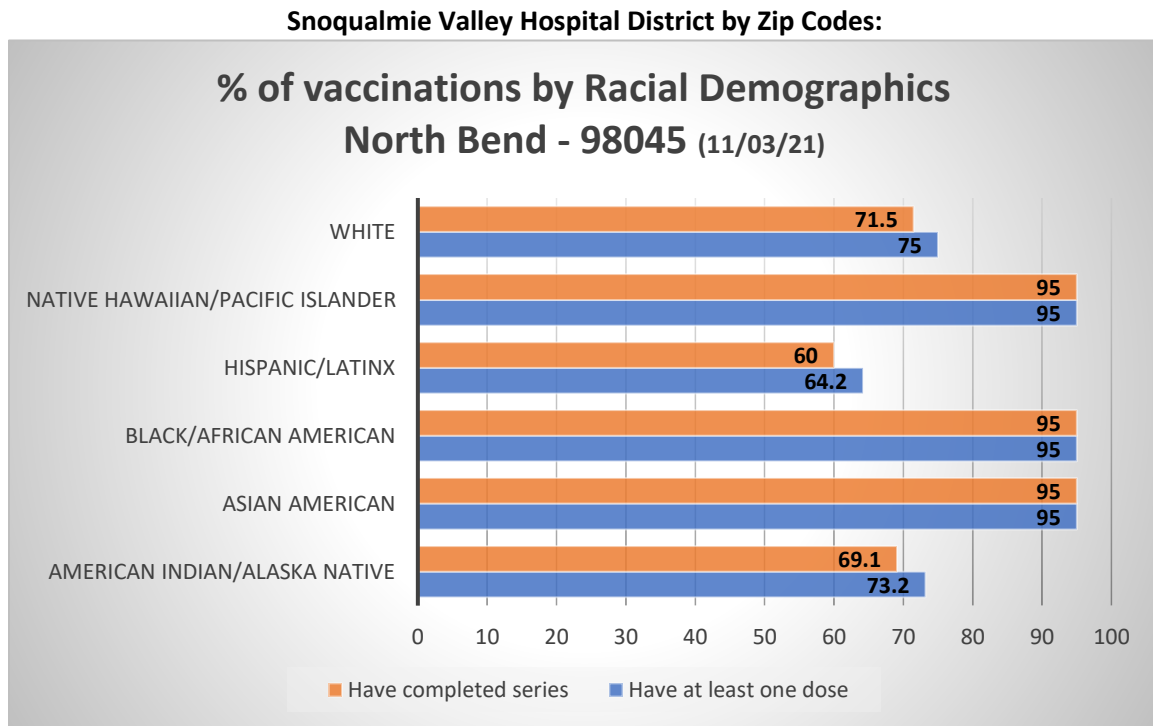
SVH Zip Codes by Population residents with at least **one dose**, age 12+ (11/03/2021)

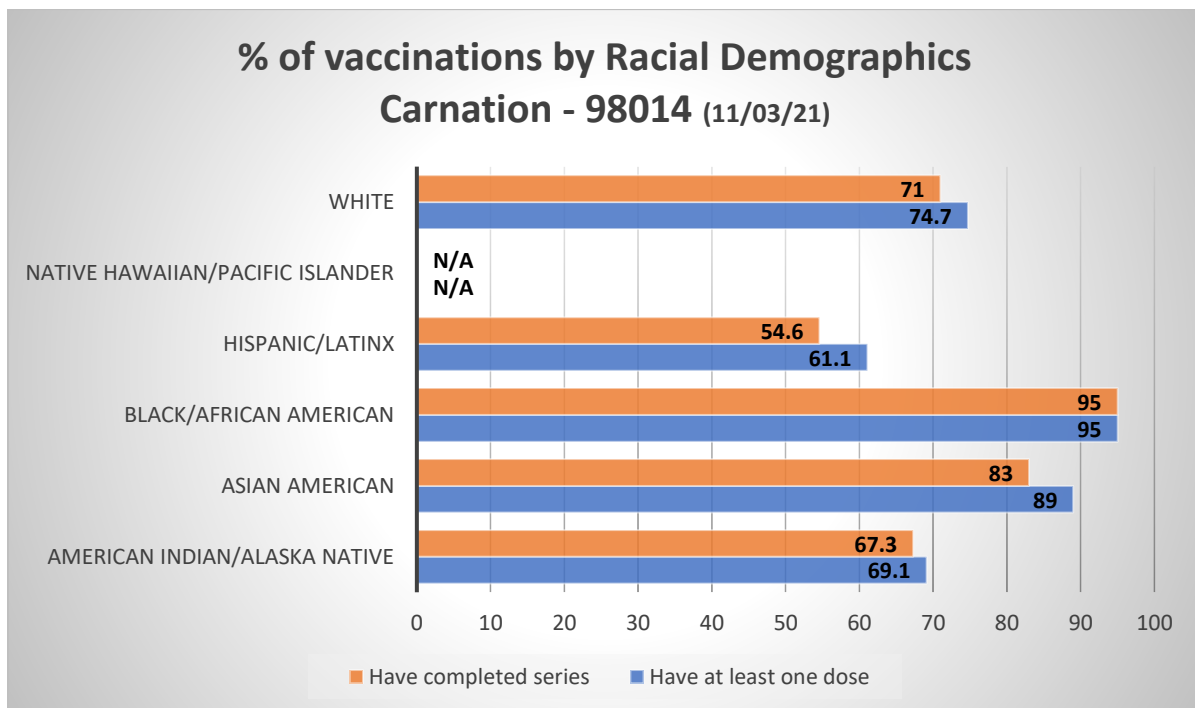
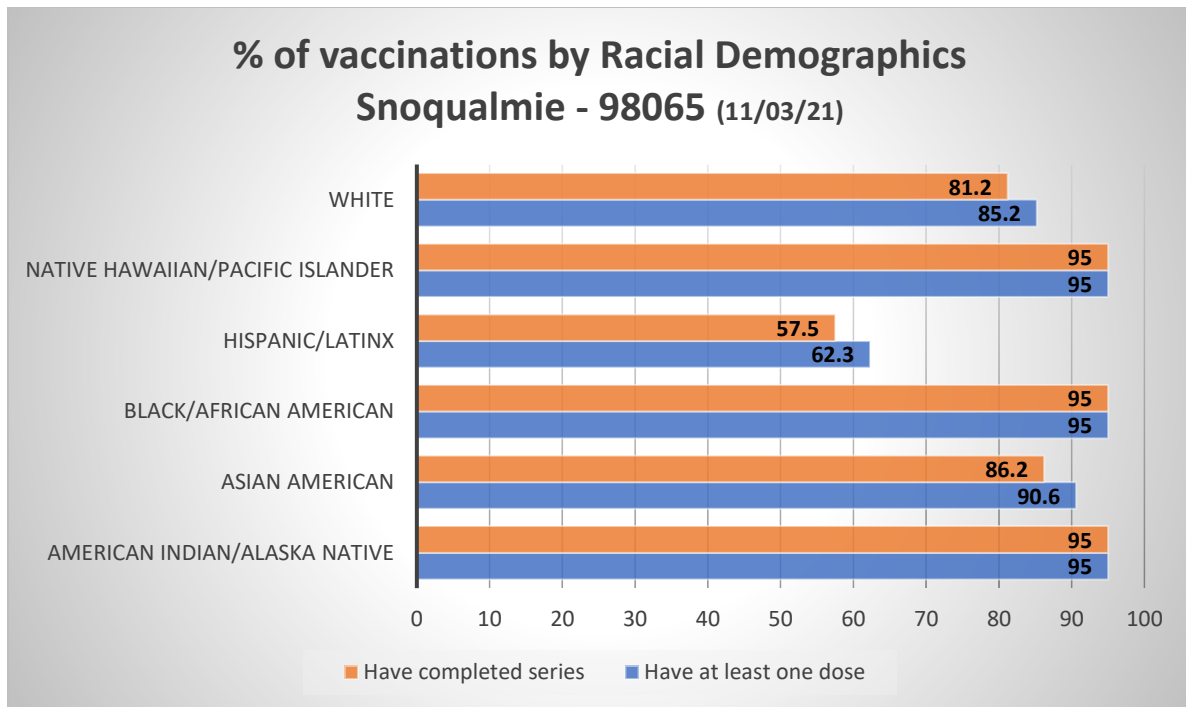


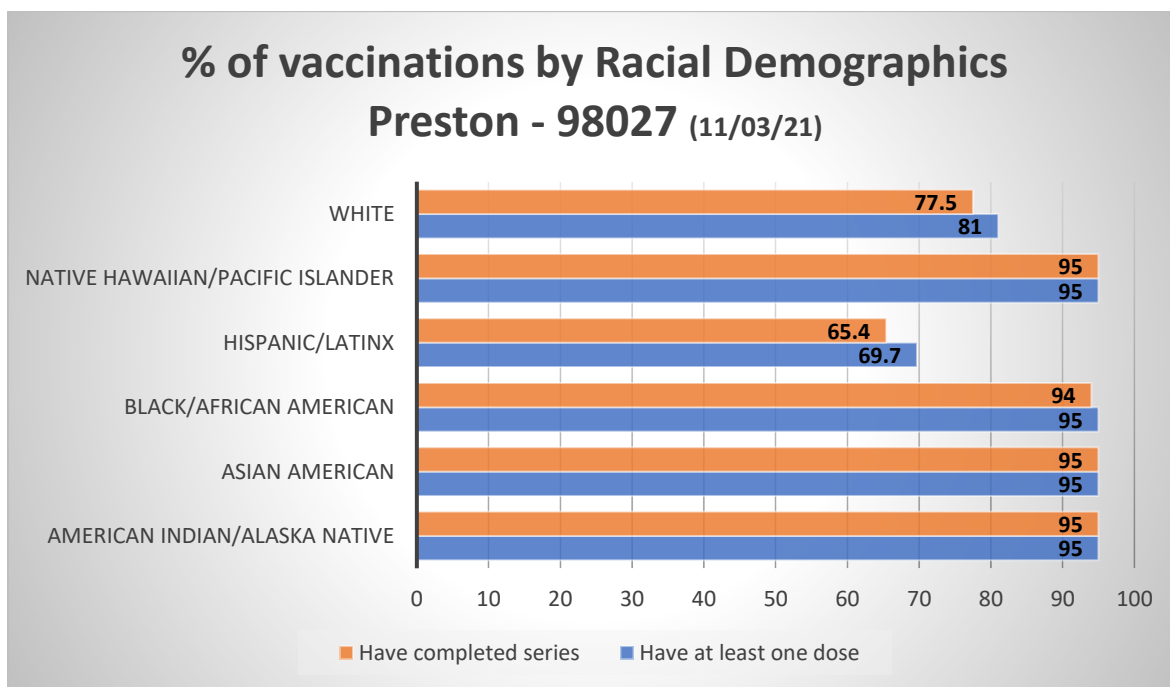
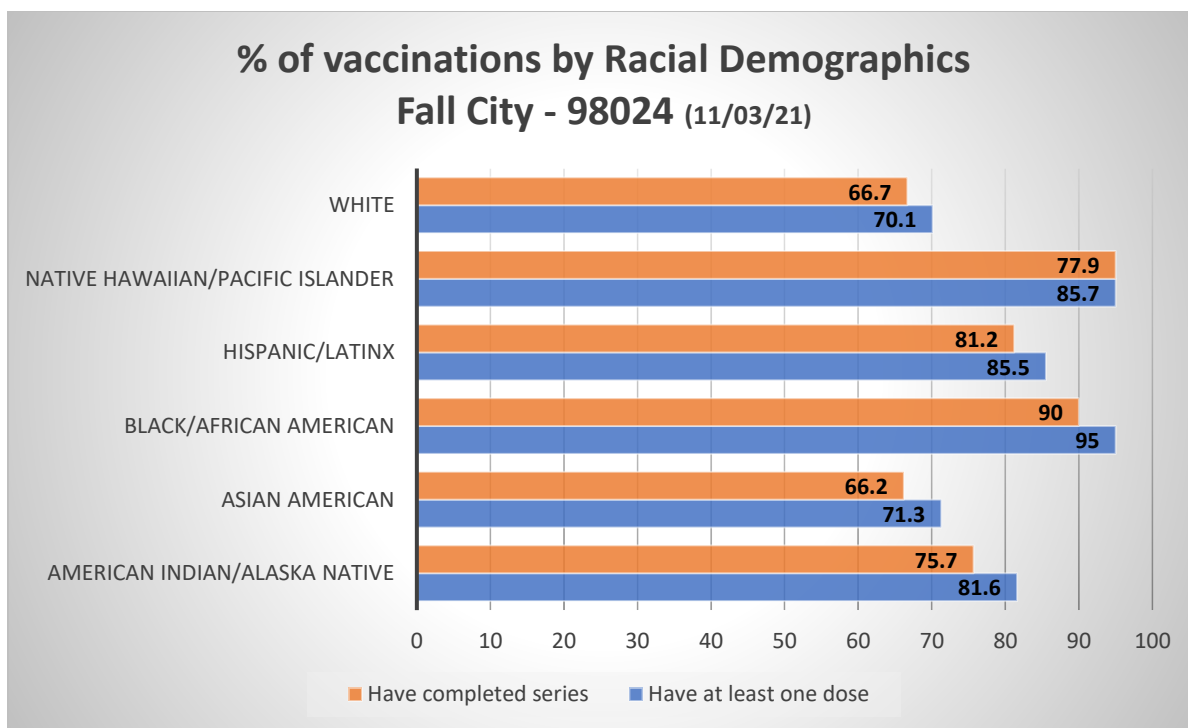
SVH Zip Codes by Population residents who **completed series**, age 12+ (11/03/2021)



As of 11/03/2021, gaps remain across racial/ethnic groups within Snoqualmie Valley zip codes, with **Hispanic/Latinx and White residents at 63.7% and 73.6% fully vaccinated**, respectively. We continue to implement additional vaccination efforts in order to reach these residents. *City populations may or may not exceed the zip code population







*City populations may or may not exceed the zip code population

For more information, see our data dashboard: <https://kingcounty.gov/depts/health/covid-19/data/vaccination.aspx>

Present:

David Speikers – Commissioner, Chair of Finance
Emma Herron – Commissioner, President of Board
Renée Jensen – CEO
Patrick Ritter – CFO
Jim Baldauf – Finance Director
Dr. Rachel Thomson - CMO

Income Statement Narrative:

Income exceeded budgeted levels by 7% in September. The increase in revenue came from the following:

- 23.6 Average Daily Census vs 23.0 Budget
 - ~\$100,000 in Swing Bed Revenue over Budget
- ED Volumes (12/day) were down but revenue still ~\$222,000 above budget
- Outpatient and Clinic revenues were slightly above budget 3% each totaling ~\$40,000

Operating Expenses were 5% above budgeted projections for September out gaining the revenues. The expense variances are described below.

September had a net loss of \$(162,058)

Expense Variances

Salary Expense were \$162000 over budget. Severance payments to physicians and nursing staff for reorganization of Med Surge. Nursing/CAN increases required for increased inpatient census. The ongoing unbudgeted clerical staff for need for COVID vaccine and COVID testing.

Professional Fees were \$40,000 above budget. The increase in pro fees is due to continued lab staff shortages. Late invoices of \$33,000 for June, July, and August Med Surge pro fees.

Supplies were \$57000 above budget. — Purchase of flu vaccine for flu season.

Repairs and Maintenance were \$7000 above budget. MRI and Snoqualmie Ridge repairs.

Utilities were \$4200 above budget. – Due to electricity usage. Rates went up 5.8% in May 2022.

Purchased Services were \$50,000 above budget. – \$30000 increase in Patient Accounting due to increased collection of net revenues from Trubridge. \$29,000 ER management services

Balance Sheet Highlights:

- **Assets Decrease**
 - Cash Down ~204,721
 - Net Loss and Lease expenditures
- **Current Liabilities Decrease**
 - AP Decrease
 - Current payment for CMS Advances
- **Long Term Liabilities Increase**
 - Equipment leases renewed.
- **Decrease in Equity**
 - Net Loss \$162,000

Cash Flow Statement Highlights:

- **Operating Activities Decrease** ~\$130,000
 - Accounts Payable payments
 - Reduction in AR Days
- **Investing Activities Decrease**
 - Renewal of Equipment Leases

AR Days Goal 55

- 49.7 Days
 - AR decrease in September

Bond Covenants: (Snapshot forecast)

- Debt Coverage 3.69 requirement 1.20
- Reserve Requirement is at \$3,675,188 as required.
- Days cash is 201. The bond requirement is 60

2022 PRELIM BUDGET SLIDES - Reviewed

Discussed highlights regarding the preliminary budget:

- Patient Revenues – Increase
- Expenses – Flat right now
- Salary – COVID incentives?
- Marketing – how to recruit and retain good providers – possible sign-on bonus, etc.
- Benefits enhancements- Floating Holiday, Increasing contribution to family health insurance and changing match percentage for retirement.

Next Meeting

- Tuesday, November 30, 2021 – 11:30-1:00pm

Approved:

David Speikers, Commissioner, Chair of Finance

Date

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 September 1 to September 30, 2021

Northwest Bank Accounts Payable Warrants

\$2,009,446.20	Accounts Payable Warrants
	Warrants #76914 to #77185
<u>\$2,009,446.20</u>	

Northwest Bank Payroll Warrants & EFT

\$0.00	Payroll Warrants #
1,247,063.55	Hospital & Clinic Payroll Auto Deposits
429,410.31	Hospital & Clinic Payroll Tax
84,605.92	Hospital & Clinic Retirement 457, 403B, & 403B Match Plans
<u>\$1,761,079.78</u>	

GRAND TOTAL

<u>\$3,770,525.98</u>

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

Renee Jensen, Chief Executive Officer

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

PARTICIPANTS: **Dariel Norris** – Commissioner, Chair; **Emma Herron** – Commissioner; **Rachel Thompson** – MD, CMO; **Karyn Denton** – COO/CNO; **Renée Jensen** – CEO; **Patrick Ritter** – CFO

COMMUNITY												
COVID	<ul style="list-style-type: none">FDA approved Pfizer administration for age group 5-11. CDC scheduled to make final decision this week. The final decision could produce an influx of vaccine requests.Current vaccination administration continues to increase; 159 were administered on Friday 10/29Positivity rate for COVID tests is at 4% in the last week; down from previous 7% rate.											
HOSPITAL												
System Wide	<ul style="list-style-type: none">Employee influenza vaccine ran 4 drop-in days. Reconciling vaccination rates in upcoming week.Dashboard locations for Emergency Department and MedSurg has been finalized.											
Inpatient/Swing	Average Daily Census:											
	2021 Budget (pts/day and % Occup)			October 2021 (pts/day and % Occup)			October 2021 YTD (pts/day and % Occup)					
	23 (92%)			22.1 (88.4%)			23.5 (94%)					
	<ul style="list-style-type: none">Bed-occupancy waiver remains in effect December 2021.Number of acute days was 40.0, compared with average per month this year of 19.5.											
Emergency	Visit Volumes for month:											
	2021 Budget (visits/Day)			October 2021 (visits/day)			October 2021 YTD (visits/day)					
	12			11.7			11.4					
	<ul style="list-style-type: none">October ED volumes averaged 11.7, ranged 6 to 20.											
Endoscopy	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	14	11	32	8	14	14	17	23	15	28		
	<ul style="list-style-type: none">Continue outreach efforts for colonoscopy gaps.											
CLINICS												
Volumes		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
	Number of Visits	1601	1439	1592	1542	1582	1588	2119				
	Average per Day	66.7	64.0	66.3	62.9	51.0	72.3	68.4				
Updates	<ul style="list-style-type: none">Significant staffing shortages especially with MA, referrals and scheduling.Rachel Robison will be out on leave through end of year.											
MEDICAL STAFF – MEC and Med Committee Recommendations:												
Initial Privileging to Provisional Status: <ul style="list-style-type: none">Arash Babaki, MD – Tele-HospitalistLinda Milhoan, ARNP – Hospitalist Transition from Provisional to Active: <ul style="list-style-type: none">Rachel Thompson, MD – Internal Medicine Transition from Provisional to Courtesy: <ul style="list-style-type: none">David Peters, MD – Emergency Medicine						Renewal to Telemedicine: <ul style="list-style-type: none">Dawn Hastreiter, MD – Tele RadiologyRuben Krishnananthan, MD – Tele RadiologyRoss Ondersma, MD – Tele RadiologyHarold Prow, MD – Tele Radiology						

NEXT MEETING: November 30, 2021; 4:00-5:00pm

Approved:



FACILITIES COMMITTEE MEETING MINUTES

Snoqualmie Valley Hospital

October 27, 2021

12:00 pm – 1:00 pm

Via Zoom

Committee Members:

Commissioner Kevin Hauglie, Chair
Commissioner Jen Carter
Karyn Denton, COO/CNO, Executive Chair
Renee Jensen, CEO
Patrick Ritter, CFO

Old Business:

SRMC TI project: Construction is underway. The proposed X-ray equipment for the space may require a greater amplification than previously identified. PSE will perform a site visit to evaluate. This may delay the use of x-ray but not the opening of the clinic.

New Business: Continuing to recruit and interview for Director of Facilities position. As the interim plan, Juan Buenrostro, Facilities Lead, is handing the daily oversight of Housekeeping and Facilities teams.

Maintenance Issues – No report

Facility Usage – As of April 2020

- a. Due to COVID-19, all external uses of the community room are cancelled until further notice

Environment of Care:

Emergency Management – Leadership team is going to participate in more detailed training for activities related to the Emergency Operations Plan. This will expand the type and content of drills and practice to all aspects of the plan including preparedness, incident command, evacuation, fire/life/safety, as well as joining in county and stated tabletop drills.

Fire Safety Management – No report

Hazardous Materials Waste Management – No report

Medical Equipment Management – No report

Physical Plant – The new COVID drive through is operational although pending completed electrical work. The contractor of record could not complete the project due to an unvaccinated work team. An alternate contractor is identified and submitting a bid.

Safe Patient Handling – No report

Safety Management – Revamping Safety Committee starting with new charter and developing new membership and scope. This plan was reviewed in the first Quality Committee meeting in October and approved to continue to work within the new structure of Quality.

Security Management – Issues remain with the security guard observation of patients who are in the designated waiting area post vaccination. This is an issue where the lack of qualified and available staff is impactful. Daily reminders and huddle have been implemented to assure there is clear understanding of expectations.

Utilities management – No report

Workplace Harm - No report

East Campus – No report

OTHER: Commissioner Carter reported there is a new daycare at Church on the Ridge, which could be a possible resource to SVH employees. She will follow up with a contact for CEO Jensen.

Next meeting:

- **November 24, 2021 – 12:00pm– 1:00 pm – Location Teleconference**

Approved:

Public Hospital District No. 4, King County
KING COUNTY, WASHINGTON
RESOLUTION NO. 668-1121
Legal Holidays - 2022

A RESOLUTION of the Commission of Public Hospital District No. 4, King County, Washington, approving legal holidays for all District personnel for calendar year 2022

WHEREAS, Public Hospital District No. 4, King County, Washington (the “District”) is a public hospital district duly organized and existing under the laws of the State of Washington; and

WHEREAS, under RCW 1.16.050, the State of Washington has adopted a listing of “Legal Holiday” for calendar year 2022; and,

WHEREAS, the District, as a political subdivision of the State of Washington, may add or remove holidays from the list provided in RCW 1.16.050 by resolution of the Board of Commissioners of the District;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Public Hospital District No. 4, King County, as follows:

SECTION 1: The District hereby adopts and approves of the following “Legal Holidays” for calendar year 2022:

New Year’s Day (Observed Friday, December 31, 2021)

Memorial Day (Monday, May 30, 2022)

Independence Day (Monday, July 4, 2022)

Labor Day (Monday, September 5, 2022)

Thanksgiving Day (Thursday, November 24, 2022)

Christmas Day (Observed Monday, December 26, 2022)

APPROVED AND ADOPTED by the Board of Commissioners of Public Hospital District No. 4, King County, at a special meeting thereof, on the 11th day of November, 2021.

President and Commissioner

Commissioner

Commissioner

Commissioner

Secretary and Commissioner

**PUBLIC HOSPITAL DISTRICT NO. 4
KING COUNTY, WASHINGTON
RESOLUTION NO. 669-1121**

2022 Budget Resolution

WHEREAS, RCW 70.44.060 requires the Superintendent of the District to prepare a proposed budget of the contemplated financial transactions of the District for the ensuing year and to file the budget in the records of the Commission on or before the first day in November; and

WHEREAS, RCW 70.44.060 further requires the District to publish public notice of the proposed budget and the date and place of a hearing on the budget, which is required to be held on or before the fifteenth day of November, for two consecutive weeks in a newspaper printed and of general circulation in King County; and

WHEREAS, in compliance with the requirements of RCW 70.44.060, the Superintendent has prepared, filed and provided notice of the District's proposed 2022 budget, which proposed budget is attached hereto as Exhibit A (the "2022 Legal Budget"); and

WHEREAS, the Commission held a public hearing on the 2022 Legal Budget on November 11, 2021, in compliance with the requirements of RCW 70.44.060 and RCW 84.55.120; and

WHEREAS, RCW 84.55.010 and RCW 84.55.092 provide that the levy for a taxing district in any year must be set so that the regular property taxes payable in the following year do not exceed the "limit factor" multiplied by the amount of regular property taxes lawfully levied for such district in the highest of the three most recent years in which such taxes were levied for such district, or the highest amount that could have been levied in any year since 1985, plus an additional dollar amount calculated by multiplying the regular property tax levy rate of that district for the preceding year by the increase in assessed value in that district resulting from: (i) new construction; (ii) increases in assessed value due to construction of wind turbine, solar, biomass, and geothermal facilities, if such facilities generate electricity and the property is not included elsewhere; (iii) improvements to property; and (iv) any increase in the assessed value of state-assessed property; and

WHEREAS, RCW 84.55.005 provides that the limit factor for taxing districts with a population equal to or greater than 10,000 is the lesser of 101% or the amount authorized under RCW 84.55.0101; and

WHEREAS, the Board of Commissioners of the District attests that the population of the District is more than 10,000; and

WHEREAS, the Washington State Department of Revenue has determined that the limit factor for property taxes to be collected in 2022 is one hundred and one percent (101%);

WHEREAS, RCW 84.55.0101 provides that, upon finding substantial need, the legislative authority of a taxing district may provide for a “limit factor” of 101% or less and requires that any resolution approving such limit factor be approved by a majority of the Board of Commissioners plus one; and

WHEREAS, RCW 84.69.180 and RCW 84.68.040 authorize taxing districts to levy a tax on the taxable property of the district for the purpose of: (i) funding property tax refunds, including interest, as ordered by the county treasurer or county legislative authority within the preceding twelve months; and (ii) reimbursing the taxing district for taxes abated or cancelled within the preceding twelve months; and

WHEREAS, the office of the Finance and Business Operations Division of King County, Washington, has reported to the District that the amount of the refunds for the District in the last twelve months with respect to the District’s regular levy is an amount equal to \$6,692; and

WHEREAS, the Board of Commissioners of the District, in the course of considering the budget for calendar year 2022, reviewed all sources of revenues and examined all anticipated expenses and obligations; and

WHEREAS, the Board of Commissioners of the District has met and considered all relevant evidence and testimony presented with respect to its budget for the calendar year 2022; and

WHEREAS, the Board of Commissioners of the District has determined that there is substantial need to increase the regular property tax in order to provide sufficient funds to carry out its budget for 2022; NOW, THEREFORE,

BE IT RESOLVED by the Commission of Public Hospital District No. 4, King County, Washington, that:

Section 1. The Commission hereby approves and adopts the 2022 Legal Budget as the budget for the District for calendar year 2022, which budget provides for collection in calendar year 2022 of a regular property tax levy in the amount of \$4,209,044 and a refund levy relating to the regular levy in the amount of \$6,692.

Section 2. “Section 2. The Board of Commissioners of the district does hereby establish a finding of substantial need under RCW 84.55.0101 and authorizes the use of a limit factor of one hundred one percent (101%) for the property tax levy for 2022 (exclusive of additional revenue resulting from multiplying the regular property tax levy rate of the District for 2021 by the increase in assessed value in the District resulting from: (i) new construction; (ii) increases in assessed value due to construction of wind turbine, solar, biomass, and geothermal facilities, if such facilities generate electricity and the property is not included elsewhere; (iii) improvements to property; and (iv) any increase

in the assessed value of state-assessed property) and to set the levy limit at the maximum allowable under RCW 84.55.0101

Section 3. The office of the Finance and Business Operations Division of King County, Washington, is hereby authorized and directed to collect and deliver on or before the fifteenth day of each month to the Treasurer of the District the sum of all taxes collected on behalf of the District during the preceding month together with a proper accounting therefor.

Section 4. The Superintendent is further directed to certify to the County Assessor, no later than November 30, 2021, a copy of this Resolution showing its adoption.

ADOPTED AND APPROVED by the Commission of Public Hospital District No. 4, King County, Washington, at a special open public meeting thereof this 11th day of November, 2021, and the following Commissioners being present and voting in favor of the adoption of the resolution.

President and Commissioner

Commissioner

Commissioner

Commissioner

Secretary and Commissioner

EXHIBIT A

Public Hospital District No. 4, King County, Washington Final Legal Budget - FY 2022

	2022. BUDGET
Patient Revenue	\$ 68,322,949
Less: Contractual Adjustment	(21,337,961)
Less: Bad Debt & Charity Care	(1,380,016)
Net Patient Revenue	45,604,972
Other Revenue	466,982
LTGO Property Taxes For Operations	1,170,422
Interest Revenue	83,323
Other Operating Revenue	1,720,727
Total Revenue	47,325,700
Expenses:	
Salaries	20,627,223
Benefits	4,361,003
Professional Fees	5,378,441
Supplies	4,004,688
Repairs and Maintenance	428,884
Utilities	600,744
Purchased Services	4,313,637
Leases and Rentals	588,576
Insurance	182,616
Advertising	30,288
Other Expenses	769,190
Depreciation	3,734,424
Interest	5,113,443
Total Department Expenses	50,133,157
Operating Income	(2,807,458)
Non Operating - Provider Relief Funds	
LTGO Property Taxes For Bond P&I	3,082,413
Non Operating Revenue	73,144
Total Non Operating	3,155,557
Total Net Income	\$ 348,099

CERTIFICATION

I, the undersigned, Secretary of the Commission of Public Hospital District No. 4, King County, Washington (the "District"), hereby certify as follows:

1. The attached copy of Resolution No. 669-1121 (the "Resolution") is a full, true and correct copy of a resolution duly adopted at a regular open public meeting of the Commission of the District held on November 11, 2021, as that resolution appears on the minute book of the District; and

2. A quorum of the members of the Commission was present throughout the meeting and a majority of those members present voted in the proper manner for the adoption of the Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand this 11th day of November, 2021.

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

Secretary of the Commission

**PUBLIC HOSPITAL DISTRICT NO. 4
KING COUNTY, WASHINGTON
RESOLUTION NO. 670.1121**

2022 Tax Levy Resolution

RCW 84.55.120

WHEREAS, the Board of Commissioners of Public Hospital District No. 4, King County, Washington (the "District"), has met and considered its budget for the calendar year 2022; and

WHEREAS, the District's actual levy amount from the previous year was \$3,970,847; and,

WHEREAS, the population of this District is more than 10,000; NOW, THEREFORE,

BE IT RESOLVED by the Board of Commissioners of Public Hospital District No. 4, King County, Washington that an increase in the District's regular property tax levy is hereby authorized for the levy to be collected in the 2022 tax year and that the dollar amount of the increase over the actual levy amount from the previous year shall be \$160,677, which is a percentage increase of 4.05% from the previous year. This increase is exclusive of additional revenue resulting from: (i) new construction; (ii) increases in assessed value due to construction of wind turbine, solar, biomass, and geothermal facilities, if such facilities generate electricity and the property is not included elsewhere; (iii) improvements to property; (iv) any increase in the assessed value of state-assessed property; and (v) any refunds made.

ADOPTED this 11th day of November, 2021.

President and Commissioner

Commissioner

Commissioner

Commissioner

Secretary and Commissioner

CERTIFICATION

I, the undersigned, Secretary of the Commission of Public Hospital District No. 4, King County, Washington (the "District"), hereby certify as follows:

1. The attached copy of Resolution No. 670-1121 (the "Resolution") is a full, true and correct copy of a resolution duly adopted at a special open public meeting of the Commission of the District on November 11, 2021, as that resolution appears on the minute book of the District; and

2. A quorum of the members of the Commission was present throughout the meeting and a majority of those members present voted in the proper manner for the adoption of the Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand this 11th day of November, 2021.

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

Secretary of the Commission