

CMF Board Meeting Minutes
10/15/21 on Zoom

Attending: Marlene Farrell, CMF Coordinator, Diane Blake, CM CEO, Hospital Commissioners: Helen Rayfield, Mary Helen Mayhew, Mike Worden, Leavenworth Rotary, Bob Mark, UV MEND, Sharon Waters, Leavenworth Chamber of Commerce.

Board Members Attending: Bob Jennings, Bob Adamson, Wade & Kathi Nash, Ted & Kathy Montgomery, Dana & Jeff Wilson, Ann McPherson, Bob & Shannon Keller, Scott Schimelfenig, Mogens Bach, Mark & Teri Judy

Absent: Strode Weaver, Vangie Schasse, Scott Bradshaw

Call to Order at 9:02

Kathy Montgomery read our Mission statement: To enhance and financially support Cascade Medical's ability to deliver quality healthcare to our community.

1. Consent agenda

- a. No September 2021 Minutes because we didn't have a quorum
- b. October 2021 Agenda* approval: Motion was made to approve October agenda by Wade, seconded by Mogens, all approved.

2. UV MEND presentation – Bob Mark, interim director: Meeting Each Need with Dignity; serving the Cascade School District; started at the basement of the Methodist Church; there is now a food bank, affordable home ownership, emergency financial assistant, Upper Valley free clinic - including dental and medical services, Cornerstone - a home for adults with disabilities, Jubilee Global Gifts and Das Thrift Shop which are both income producing entities; 7 various programs under the MEND umbrella; each has its own manager

Strategic Plan: Food, Housing, Wellness, Economic Security, Administrative Excellence

1. Food Bank - the City of Leavenworth has given MEND the space for the thrift store for 30+ years; Bob Mark is the food bank manager, a new facility is needed
 2. Housing Goal - through community land trust program - to add 15 more land trust homes; exploring the feasibility of long term rental assistance in the next 5 years
 3. Wellness Goal - focus is whole person care, trying to meet all the needs; assessment of the free clinic within the next 3 years
 4. Economic Security - goal is to get 40 case management clients enrolled to meet their needs, i.e. shelter, financial support for utilities, etc.
 5. Administrative Excellence - staffing, utilizing volunteers, data financial systems, marketing & outreach, find a facility that can house the organization and all the various outreaches under one roof.
- 3. Rotary presentation – Mike Worden:** There are 3 committees: 1. Hands-On/Skilled Labor - to help provide labor for active projects, 2. Small Projects under \$5K - providing funds for local organizations, 3. Large Projects over \$5K. Philosophy - let's be the best partner that any organization would need; The Rotary wants to partner with local community service organizations to help them meet their needs,

wants a part in the planning and execution of their projects; they need to be involved in the places they are investing money; membership is involved in making decisions; once a quarter the rotary takes the top priority from the list to commit to being a partner; there are 14 organizations that rotary has a relationship with; funding requirements - has to align with the purpose and mission “causes: such as Ending Polio, Serving Mothers and Babies, etc. ; a final requirement is that it will have a “lasting impact”; Rotary is plugged into CMF and is in close touch with Marlene to see if our campaigns align with and could be supported by the Rotary; could be a multi-year project; the Rotary gets matching grants from the national level and the local district level (up to the Canadian border); there are local funds available but often a project needs grant augmentation and this approval cycle takes several months; the Rotary has supported CMF in significant ways in the past and we are thankful for their partnership.

4. CM Update – Diane Blake: Value Story: “Commitment” which means we demand more of ourselves than others, there has been a work force shortage in the clinic including a lack of nurses and technicians, the clinic has been short staffed, the clinic continues to be focused on the health needs of the community, this includes the flu clinic effort at the Alpine Lakes Elementary which requires an extra time commitment, there was recently some feedback from the community regarding booster shots, a new employee at CM also shared appreciation for the structured approach to keep employees safe and healthy.

1. Vaccine Mandate: deadline for CM employees to be vaccinated is next Monday, Oct 18 and it is unknown how many staff members will resign, some employees are not willing to accept the accommodations for unvaccinated individuals, i.e. extra PPE; there were 15 requests for exemptions, 2 medical and 13 religious; she does not believe CM is in risk of having to reduce services
2. Mobile Clinic Provider: CM is starting over to recruit a provider for the mobile clinic, the provider who was chosen did not want to relocate to Leavenworth at this time, a bilingual candidate is in the interview process and the clinic is excited about this individual.
3. Pat Songer, COO, is moving mid-November to his dream job in Oregon, working for Mercy Flight; currently working on an interim COO to replace Pat, an individual has been interviewed and there is another one being interviewed tomorrow
4. Senior Director of Nursing is resigning as she has accepted a position closer to home in Chelan; there is a possible candidate within the CM staff for this position, nice to be able to promote from within; there is currently an interim director of nursing on staff, she will stay on to provide mentorship to the new director
5. HRS - the goal was to implement this new records system November 1, but that is being postponed possibly until February. The delay is due to the vendor who is also dealing with staffing shortages. CM will use the additional time for staff training.
6. Financial Position - CM is a good financial position currently and now offering a retention bonus of \$1K to all employees, \$500 initially and then another \$500 next year if they are still employed at that time.
7. Booster Shots - If you are eligible for a Pfizer booster, you can call the clinic and will be guided through that process. Moderna boosters are not yet available but should happen within the week.
8. Status of Ambulance Equipment - these items have been ordered but there are supply chain delays and there is currently no ETA, but she will let Marlene know when those items arrive.
9. Hiring of new employees - some roles such as medical assistants have a supply chain problem, both Cascade Medical and Confluence have a shortage of MAs. There are both certified and registered medical assistants.

Diane has met with state and federal legislators for funding of training nurses and MA. There are shortages in frontline staffing.

10. Diane will become a chair person on the Washington State Hospital Association board, starting next week.

5. Finances – Mark Judy

- a. Review September finances*, P&L vs. budget (3rd quarter)* and approval

Notes: First nine months: very positive year! Income this year \$267K, up from \$71K from last year; net ordinary income to \$226K this year; September - good income from our investments; checks have been written to the hospital for \$303K; net income is (\$51,774); \$70K checking and savings accounts; Endowment - \$297K at the end of September, end of July was valued at \$3K more. Grants - 3A: net income should be (\$51,774); income grants from Suicide Prevention; Paver money is really solid; income from employee donations is solid; undesignated donations are up about \$12K to \$28K. Grant revenue - \$136K is from three different grants - City of Leavenworth expenses grant \$1K, Murdock Grant and \$10K Dreyfus Foundation for the ambulance safety equipment, \$15K grant to go toward the AEDs. - will be on the books next month; Finance Committee meeting is on Thursday, November 4 in the administrative conference room. A proposed 2022 budget will be developed. Another question is should we move monies to the Endowment Funds. Wade moved and Bob seconded the motion to approve the financial report.

6. Governance – Scott Bradshaw & Wade Nash

- a. Student Intern program update, need a board member to serve as a mentor: Wade reported that there are 2 seniors interested in becoming involved in our organization. Marlene, Wade and Bob Adamson will be involved in interviewing these individuals via Zoom so they can learn about the Foundation and get to know them. These students are involved in a class called Career Connections. Meetings with them will need to take place during that class. Kathi Nash has also expressed interest in being involved with the program. Marlene believes it is important to have both students involved, rather than just one, for them to mutually support each other. The topic of requiring the students to be vaccinated arose.
- b. Early board retirement for Mark & Terri Judy: they are planning an “around the country” trip for next year; their terms end the last day of 2022 although they were gone 5-6 months of 2022. The Judy’s are proposing a sabbatical year during 2022 as they can only serve as volunteers when they are in town rather than taking any leadership positions. This will need to be taken up by the Governance Committee and decided upon at a later date. Everyone expressed interest in their sabbatical proposal with the idea that they would begin their new term January 1, 2023. A person to replace Mark Judy in the role of financial officer will need to be addressed. Wade will contact Scott Bradshaw to set up a Governance Committee meeting.

7. Retreat update – Bob Adamson

- a. Confirm retreat attendance; \$20 per person for lunch and coffee/tea service: There is a full schedule for the retreat. The morning will be devoted to our Strategic Plan with breakout groups; the afternoon will include a set of questions to be answered by all attendees. Lunch is included. Absent for the retreat: Scott S, Bob Jennings, Ted & Kathy Montgomery, Mary Helen Mayhew, Vangie Schasse; Marlene will send out an email to confirm the numbers for the day.

8. **BN & Donor Appreciation update – Ted & Kathy Montgomery:** The Colchuck BN brought in \$1100 and \$70 in cash; large donation of \$5000 came in during that night but will be categorized as “Planned Giving”. The Wildflour BN brought in \$2K. There were two other cash donors that collectively donated

\$400. The Montgomerys wrote thank you notes to the two cash donors. There was additionally another \$50 cash donation. There is an envelope with a credit card number for a \$500 that was given during the Wildflour BN. \$6,121 has been brought in for benevolent nights this year. Silvara Winery for the big donors - at the last committee meeting it was decided to have this type of donor appreciation every 2 years. Board members will be asked to help with providing food. CM Staff Appreciation: Thank you notes to employees who donate through payroll were sent out to include a \$10 Starbucks gift card. Marlene also writes birthday cards to these individuals. The Montgomerys secured some gift cards from local shops for a current staff appreciation effort. Staff members can write letters of appreciation to other staff.

9. **Ambassador program with the Chamber of Commerce – Ann MacPherson:** The Ambassador program brought in a total of \$4600 and CMF's part was \$1,543.33. Joanne Prussa and her husband, Dana Wilson and Mogens Bach worked on that project. A winter ambassador program is being developed. Dates in December and January are in place, but the hours required are less than the summer project. There is a possibility that CM could earn \$3,000 if they are involved. More information will be coming soon.

10. Coordinator Report – Marlene Farrell

- a. P2X update*: They have proposed their involvement for 2022. This includes videos, website redesign, retainer client option, ; the ideas will be put on the next executive committee meeting; side note - P2X put together a collage of photos for each garden owner
- b. Appeal Letter – volunteer to help Marlene: Kathi Nash offered to edit the appeal letter; Marlene is working with the CM graphic designer on the next newsletter,
- c. DEI training update: There will be 1x/month trainings through June 2022. Marlene and/or Strode will share information from the training. Marlene shared that the first theme was Racism/Anti-Racism. Racism on a structural level is the focus. It is an uncomfortable topic for everyone. Participants have homework. A podcast, Scene on Radio, through PRI, Season 2, goes through historical issues related to racism. There are 30 individuals involved.
- d. Other updates – grants, Think Pink, CM Appreciation Challenge, newsletter: Marlene does not yet know about the city grants for AEDs. Suicide Prevention grant - Marlene had to write a 3rd quarter update. Some school staff have been trained in suicide prevention who will also become trainers of other staff members. Community Foundation Regional Impact grant just opened today. Marlene will apply for it for our current project.
- e. Pavers: both pavers were etched yesterday and are in place - to the east of the entry way; Marlene will send photos to the recipients.
- f. Commissioners Meeting: next Tuesday, October 19, in person or Zoom; Ann will represent CMF in October; Mogens will represent CMF in November.

The meeting adjourned at: 1:54. It was moved and seconded to adjourn; all approved.

Upcoming Events

10/26 CM Commissioner Meeting at 9am; volunteer?
10/28 CMF Retreat, 8:30am-2:30pm at Mountain Springs Lodge
11/9 CMF Executive Committee meeting at 9am
11/16 CM Commissioners Meeting at 9am; volunteer?
11/18 CMF Board Meeting at 9am

Recent donors (not CMF, CM nor G&A attendees/sponsors/auction winners)

Karen Arnold, Lisa & Mike Bedard, William Bruders
Jean & John Dawson (Black Swan), Bill & Mary Jones, Tony Keyser, Carl Evans (Colchuck's),
Leavenworth Chamber of Commerce, Laura Hansen, Michael & Henrietta Morris,
JoAnn Ullstrom, Terry & Trudy Leverenz