

## **CMF Board Meeting, 11/20/20 over Zoom**

Present: Linda & Scott Bradshaw, Ted & Kathy Montgomery, Vangie Schasse, Mark & Terri Judy, Linda Kinder, Mogens Bach, Bob Adamson, Bob Jennings, Scott Schimelfenig, Marlene Farrell

CM and other present: Diane Blake, CEO, Mary Helen Mayhew, Commissioner, and Sharon Waters, City of Leavenworth Council Member

Absent: Dana & Jeff Wilson, Wade & Kathi Nash, Ann MacPherson, Helen Rayfield, Commissioner

1. Scott Schimelfenig read the mission.
2. **Consent agenda:** motion by Mogens Bach. Seconded by Bob Jennings. All approved.
3. **CM update: Diane Blake**

Shared a note from the son of a patient who died. Part of staff's work is to "shepherd person and family at the end of life." The team did this very well, showing kindness, love, respect and empathy. It's hard right now because the whole family can't be there with their loved one. Staff have to stand in, helping with comfort.

Parking: The smart meters (not in service yet) in the CM parking lot is part of the agreement with the city. Meters will go live sometime in 2021. They can be used by public in the evening and weekend. There will be a mechanism to make sure patients and staff do not have to pay in CM's parking areas. Due to all this, CM has also gained a few more street parking spaces (near the Post Hotel). CM will educate patients so they don't worry about parking fees.

The new CT scanner is installed and in service as of 11/16. There is less radiation used, which is good for the patient.

CM has picked a new EMR system – Meditech. 100% of CM providers preferred it, and 75% of other staff. Hope to approve contract in December and start the change over in March. It will be great to no longer have to use multiple systems. Meditech interfaces well with Confluence's EPIC system, which was cost-prohibitive and not made for small hospitals. The initial fee of Meditech is under \$150K plus a monthly fee.

COVID – CM has been doing a great number of tests, over 100 per week as compared to 10-15 beforehand. Now the positives are not just locals but part-time residents. Our local infection rate over a 14-day period has spiked to over 600. Leavenworth is a hotspot. There's concern that CM might not be able to keep up with the number of needed test kits. Thus, they aren't going to do testing for those who just want to gather or travel. CM has become involved in contact tracing, which helps understand exposure and risk. All the WA state hospitals are collaborating well in terms of transferring patients with a process in place and one phone number to call. This is important to not negatively impact the other care services.

Linda B asked who is being COVID tested right now. Diane said: 1) those who have symptoms; 2) those with high exposure risk; 3) those having certain procedures, like a colonoscopy.

Linda B asked about drive-through testing, will there be more at Christmas? Diane said CM is not involved in that because of supplies. The National Guard is done in this area but the CDHD is doing more, and they have info on their website.

Terri Judy asked about what the City is doing. Diane mentioned there's the concerns of the City and the Chamber. One idea of opening the Festhalle for visitors to eat a packed lunch, spread out, was rejected. There will still be portable toilets available. Marlene sat in on the Chamber meeting and noted they stressed a need for caution, to not promote people to visit, but to help them appreciate Leavenworth virtually and not forget Leavenworth. Linda B said the main streets are still closed and restaurants can get permits for outdoor dining, with space heaters and tents.

Good news – CM staff raised \$5152 to donate to Upper Valley MEND for needs/food for the holidays. Mark wanted to emphasize that this is on top of the generous support of staff to CMF, so asked Diane to thank CM staff on the behalf of CMF.

Bob A asked how CM is doing financially. Diane said pretty good, in part because of federal funding, including PP loan which should be forgiven. This helped keep staff employed when things were slow. Still a bit slow in clinic and rehab, but ED is busy. CM has a positive margin. And has some CARES Act funds that they may or may not be able to spend, maybe use in 2021.

#### **4. Finances: Mark Judy**

October finances – refer to Mark's summary and comments. Net ordinary income only down \$1800 compared to 2019. More solid financials than we expected. The Endowment/Agency funds are up \$16K. Good to note that eventually we will draw down our income by the \$58K that we've committed to the mobile clinic, though that will be on a timeline set by grants, etc.

Bob Jennings made a motion to approve the October finances. Nancy Lellelid seconded it. All approved.

Once a year CMF can transfer a small allowed percentage from the Endowment to the Agency account (the Agency account can be used for discretionary purposes but the Endowment cannot). Mark Judy made a motion to transfer \$7850. Linda Kinder seconded it. All approved.

The CMF Board discussed last spring about maybe not doing a financial review with DZA for the sake of saving some expense. Now, Mark recommends still doing it because of complexity with possible grants and the equity accounts and because the CMF finances are in an okay position. Also, DZA reduced the total fees a bit (for the 990) to \$4300 (was \$4800 last year). Mark made a motion to approve the engagement letter with DZA for financial review and 990. Scott Schimelfenig seconded it. All approved.

Budget: This is a draft, to be edited and then approved in December. The Finance committee presented this by event to put down approximate numbers for revenue and expenses. The finance committee needs input from the event heads about the numbers (Bob A for Golf, Terri and Dana for Garden Tour, Linda B for Charm Walk – Linda B agreed to still be involved with Charm Walk, along with volunteers, even though she won't be on the board).

- 5. Governance – Nancy Lellelid** – The election of CMF officers will occur with an online anonymous survey – Marlene will send it out on 12/1. Nancy updated that she checked with a few possible board members who all are unable to join (one becoming a volunteer and another busy with schools' PTO). With a stronger volunteer pool, maybe we don't need a board up to 21, but new people are still needed. Governance will meet on 12/8 and will think about more potential board members, maybe even drawing from volunteer pool.

## **6. Fundraising Events:**

**Garden Tour – Terri Judy** – Occur on 8/7/21. 8-10 homes, ticket price probably \$20. We have a first draft list of potential sponsors – companies involved with landscaping, irrigation, other home and garden, etc. Dana Wilson is the co-chair. Hope to have local artists display their wares at one or two houses. Also have a coffee truck at one house (Wilson's). Also Silvara is on board, thanks to the Montgomerys. Maybe Taste of Plain truck at Silvara's and also involve Icicle Ridge Winery.

**Golf – Bob Adamson** – hold at Kahler Glen because we can probably save \$1000. Considering the 2<sup>nd</sup> weekend in September (or Fri/Mon) or maybe July or June, COVID depending. Keep tickets at \$100, but no dinner, just a hearty lunch. Awards outside at the end. Online preregistration, with a simple check-in with social distancing. No beverage cart, but there can be a cooler in each cart. Need to figure out different sponsors (no drink cart sponsor, no dinner sponsor, but hopefully Naming sponsor and maybe advantage hole sponsors). Plenty of parking and carts there. Putting and chipping contests can occur. Karen at Kahler Glen can get prizes and help with rules.

Linda K said, as for sponsorship – need to update the sponsor packet (depending on levels). Marlene will work with Diane and others to double check CM vendors who might be good sponsors. Then Marlene will send list to everyone, with assignments for each business. People can come up with new ideas of sponsors – just tell Marlene. Update her regularly about sponsorship status and changes in contact info.

Mogens said he could help with a food service near 9<sup>th</sup> hole, working with Wildflour. There was also discussion of Mystery Wine, as long as it's allowed (special license) to be on a table right outside. Wine might also be involved in a separate virtual auction (specify local pick up), will be determined later.

**Other events – Virtual Auction, Concert and Ladies Night Out** – it was determined the best way to decide about these is for Marlene to send everyone a survey through email. They will answer questions about each of these events – Yes or no? Would you be a chair or on a

committee? When should this event occur? Results will be tabulated for the CMF Executive Committee to look at.

Vangie mentioned she was concerned about Ladies Night Out, and promoting people, in groups of friends, to shop, when COVID might still make it unsafe. Linda B mentioned if we think outside the box, this event and/or Charm Walk can be done in a way that puts safety first, just need to brainstorm.

## **7. Coordinator's Report – Marlene Farrell**

CHI grant was submitted in October, will know by mid-December. Murdock grant was submitted in November. Site visit is next – over Zoom on 12/4 – Murdock representative, Marlene, Diane, Pat Songer and Mall Boyd. A CMF board member is welcome too.

Baby Betty's Heart fundraiser – 2 staff at CM will have a baby in about 2 weeks who might need a heart transplant. They are in Seattle for many weeks. They have good leave through work, and also a gofundme fundraising. Marlene wanted to share it with the CMF board in case they want to donate, but we won't put it on Facebook at this time.

Fall newsletter went out, including in Spanish for the first time. The Montgomerys helped distribute Spanish ones to Peshastin and Dryden. Volunteers help with labeling. The winter appeal will go out very soon, Marlene had Scott B and then Dana and Bob A review drafts. Hoping to get it out right before Thanksgiving. Nancy, Ted and Kathy M and Vangie all agreed to help with letter stuffing, if needed beyond volunteers.

COVID Response and Relief fund totalled \$2100. We used \$420 for a bill for respirators. Some of remainder can also be used for a morale booster for staff. Marlene, getting the idea from Jill, proposed the coffee truck come and visit CM for 2-3 hours and let staff go and order drinks. Exactly when, where and for how long needs to be determined. Marlene can work with Jill. Nancy Lellelid made a motion to do this appreciation for CM staff with a limit set on \$700. Vangie seconded it. All approved.

Give NCW – Will run from Thanksgiving until 12/31. Marlene wants all board members to like the Community Foundation (on FB and Instagram) and like and share posts. Donations have big impact during this time because people can “give to all” and there are matching funds days and raffles for extra donations. Marlene will send out more reminders once it's underway. Marlene will speak on KOHO about Give NCW and CMF on 12/1 at 9:30am. She invites a board member to also be involved.

For the good of the order: Kathy M mentioned the generosity of Vito Fedor, owner of Squirrel Tree. He said he'd donate a proceed from coffee sales at Safeway and gave her a check for \$85 and plans to keep doing so.

At about 11am, Mogen Bach made a motion to adjourn. Bob Jennings seconded it. All approved.

Minutes submitted by Marlene Farrell.