

CMF Board Meeting, Minutes
Date: 5/15/2020

Attendees:

CMF Board Coordinator: Marlene Farrell

CMF Board Members: Linda Bradshaw, Scott Bradshaw, Nancy Lellelid, Mark Judy, Teri Judy, Wade Nash, Kathi Nash, Dana Wilson, Jeff Wilson, Ted Montgomery, Kathy Montgomery, Bob Adamson, Robert Jennings, Mogens Bach, Ann McPherson, Vangie Schasse, Linda Kinder

Absent: Scott Schimelfenig

CM Staff: Dr. Karl Kranz, Shawn Ottley C.C.O.

CM Commissioner: Helen Rayfield

1. The call to order was made at 9:00. Linda Kinder read the mission statement. Linda Kinder made a motion to accept the consent agenda. The motion was seconded and passed.
2. Board Education: Dr. Karl Kranz shared his perspective on the history of Cascade Medical. Jim Adamson helped found the clinic. Jim Ward, who also owned the funeral home, helped grow the ambulance service. Rural medicine was practiced here including surgery and O.B. In the 1990s the clinic had been downsized. Dr. Kranz was hired in 1993. There was a “revolving door” of doctors. Once there was a stable staff of family physicians, the clinic began to prosper. The administrator, Doug Williams, made sweeping changes at that time. He was hired to close the clinic, but did just the opposite. It was clear that the community wanted a clinic here. The clinic has grown greatly, and the Foundation has supported the clinic in big and important ways. Linda Bradshaw thanked Dr. Kranz for his time. Questions were asked about financials and the non-profit status of the clinic.
3. Cascade Medical Update, Shawn Ottley: Diane Blake was unable to attend as she was involved at a different meeting. Shawn started with a “value” story. He complimented the dedication of the staff. The following feedback was shared with the board - A patient came in on May 1. This patient felt comfortable and safe while in the ED. He offered a rental on his property for free for any of the medical staff, as needed. COVID Updates: 149 tests have been conducted: 135 were negative, 7 tests are pending, 3 tests were positive and 4 were recalled. The clinic is at a point that more tests can be conducted although patients that are asymptomatic are not being tested. However, staff members and long-term care patients who are asymptomatic are being tested. There is a definite spike in cases in Chelan County. This is not necessarily due to an easing of restrictions in the county, but due to people not being willing to follow established guidelines. Shawn reminds us all to be vigilant. Service lines: CM is trying to get things back to normal. There is a respiratory clinic that is separate from the rest of

the departments. All employees are being screened before they start their shift. Screening will be moved to the front desk. In-person and Telehealth PT appointments are in place. Telehealth is for the more vulnerable population. Mammographies and colonoscopies are still not being conducted. He reports that people are reluctant to come to the clinic. CM is trying to get the word out that people should contact the clinic in the interest of their health. Rachel is working with WSHA to develop advertising to communicate the need to seek medical care. ER volumes have increased that are anxiety related. A lot can be taken care of over the phone. Shawn has been working the with the city of Leavenworth on the “reopening” of the town. This is happening despite the governor’s current “Stay home, stay healthy” order. Front Street is now closed to allow for more area for people to spread out and maintain social distancing. There is a broader push for a more aggressive use of masks. Antibody testing is popular in the media, but its efficacy is in question. It is not yet known if antibodies protect individuals from the virus. Financials: Shawn reports that things are going well. Federal loans, CARES Act, P.P.P. loans, i.e., have allowed the clinic to maintain their staff and will allow them to operate into the fall without accessing their cash reserves. No furloughs or staff layoffs are currently being considered. Cash reserves are being held for big capital expenditures including a CT Scanner and Electronic Medical Records system. Strategic planning is continuing. Questions from board members: Linda Kinder asked about the 15-minute test. The clinic does not yet have the ability to use this test. Tests are in demand around the country and he does not anticipate getting these kind of tests for months, although it would be helpful. Only symptomatic people are being tested and there is a broad range of symptoms: shortness of breath, malaise, fever, GI issues, etc. Questions about Telehealth arose. Wade Nash brought up a financial question. Rates for Telehealth are lower than in-person visits. During COVID CM has been able to bill for Telehealth. CM is unsure how billing will look in the future but it's part of the strategy to "go beyond the walls" of the hospital, bringing healthcare directly to patients. The clinic is looking at all possible options for enhancing revenue. Ted Montgomery and Nancy Lellelid have been to the clinic recently and felt very safe and noticed that everyone was social distancing and following all necessary protocols for patient safety.

4. Finances, Mark Judy: Mark first responded to the question about the financial status of the clinic. He reported that historically the clinic was physician-owned. It is now considered a “district hospital”. He is sure that it is not a 503b designated facility. Foundation finances: The first four months show a \$10,000 decrease in revenue from 2019. This is due to the cancellation of all our events. Other income is off \$25K and that is the net loss of our investments. You can see the affect of COVID on our finances. Our other income (investments) is down \$20K for the year, compared to up \$17K in 2019, but end of April was "better" than end of March (the unrealized loss was calculated much smaller by the end of April). Revenue

on the golf sponsorships and the expenses for the golf tournament are now on the balance sheet. Our undesignated donations are up significantly by \$11,500. Undesignated donations are up for 2 reasons. People have been generous in these COVID times (to our campaign and the COVID RR fund) and several golf and Charm walk sponsorships became outright donations. Mark believes similar reports will follow through the year based on the cancellation of events for this calendar year. A motion was made by Mogens Bach to approve the financials, Kathy Montgomery seconded and the motion passed.

5. Governance, Nancy Lelleid: Nancy brought up the idea that we should tread carefully when it comes time to send out a fall appeal, asking for money. The question of the number of board meetings arose. Nancy confirmed that we are required to have a minimum of 10 meetings per year. She suggested that we skip the June meeting but reconvene in July. Nancy moved that we skip the meeting in June. Kathi Nash seconded the motion. Discussion: Nancy wondered if we should have an executive meeting in June. A decision was made to cancel the June Executive Committee meeting. Linda Bradshaw said we will still send out the finances in June to the board. Marlene can also send out a report on any Foundation activity. The motion passed.
6. Ladies Night Out Update: Broken Barrel and the Bubbly are the founders of this event. It has been decided to cancel the event due to the current COVID situation and not wanting to put anyone in danger. The event could be postponed to the end of the summer or the fall should conditions warrant it. Our social media reflects this change.
7. Coordinator Report, Marlene Farrell:
 1. Summer newsletter: The newsletter schedule is to have three newsletters per year. The executive committee felt it was a good opportunity to reach out to our supporters. It would cost about \$600 which includes graphic design, printing and postage. Sending the newsletter by email was suggested, which would be a significant cost saving. There is enough news to create a newsletter. Marlene shared several ideas of what could be included. Discussion among the board about doing a newsletter was conducted. Getting the news out to the community to utilize the services of the clinic could be a good public service message. Nancy Lelleid felt it was important to keep our Foundation in the public eye, i.e. we are still doing fund raising for our 2020 projects. Marlene estimates that two thirds of the mailing could go by email. Robert Jennings believes that a hard-copy would be better read and would justify the additional expense of printing and postage. Vangie felt that the safety of the hospital should be the focus of the newsletter. Everyone agreed that a

hard-copy was the best idea for the newsletter. Ideas included: a physician report about the safety of visiting the clinic and not delaying care. Shawn Ottley shared that Rachel would be a good resource for information about this. A patient interview might be included based on the positive experiences of Nancy Lellelid and Ted Montgomery visiting the clinic. Highlighting a board member was mentioned. Marlene will talk to Rachel, the clinic's PR facilitator. Perhaps there is a portion of the newsletter that could be used to thank our donors of in-kind donations.

2. Grant Update: Marlene has been working with Pat Songer and Jim Hopkins and Joyce Lynn Garrett, a grant writer at the college. Two grants are being written on behalf of the hospital (not the Foundation). Murdock reported that the grant has reached the 2nd level which is a very important step and represents significant work. \$250,000 is the startup cost of the Mobile Health Clinic. Shawn Ottley reported that the mobile clinic would serve the Peshastin/Dryden and Plain/Lake Wenatchee areas, both of which are currently underserved. The other grant through the Department of Agriculture is on the first step which she hopes to turn in next week.
3. Trainings: Marlene will be attending a training sponsored by Washington Nonprofits on Tuesday and Wednesday of next week. She will send out a report of what she has learned. She will attend another training in June on the topic of digital fundraising.

8. Other Topics: Marlene continues to coordinate the donation of important P.P.E. supplies at the clinic. Homemade masks are not being used in the clinic and are being distributed out to the community. Shawn reported that a supply chain disruption of P.P.E. continues to exist. Shawn mentioned CM has a 6 month supply of procedural masks and the sterilization is for N95 masks.

9. Linda Kinder complimented Marlene on her work on the Murdock Grant. Linda Bradshaw encouraged Marlene to continue to do trainings at this time to learn as much as possible for the good of the Foundation. Mogens Bach sent a shout out to the Cheesemonger for their donations.

A motion was made by Ted Montgomery to adjourn the meeting, seconded by Nancy Lellelid. The motion passed. The meeting was adjourned at 10:11.

Respectfully submitted,

Dana Wilson
CMF Board Member