

**Willapa Harbor Hospital**  
**Minutes of the Governing Board**  
**December 18, 2018**

Board members Present: Dave Vetter, Tim Russ, Gary Schwiesow, Kathy Spoor and Jeffrey Nevitt

Others present: Carole Halsan, CEO, Terry Stone, CCO, Bobbi Hallberg, CNO and Marlynn Jenkins, minutes secretary.

**I. Call to Order:**

The meeting was called to order at 5:45 pm

The Pledge of Allegiance was recited.

Kathy Spoor made a motion to approve the November minutes. The motion was 2<sup>nd</sup> by Gary Schwiesow. Motion carried.

Agenda was approved, with additions of discussion on the board work session and Executive Session will be needed for personnel reasons and will take 20 minutes. There will be no action taken.

Audience: none

**II. Consent Agenda**

Tim has reviewed the financials. There was one question on the \$100,000 deduction. Terry reported it is the \$150 deductible for each employee for our health insurance program. After some discussion Gary Schwiesow made a motion to approve the consent agenda. It was 2<sup>nd</sup> by Dave Vetter. Motion Carried.

Vouchers/Warrants:	November	\$953,459.83
Payroll/Payable:	November	\$648,043.40
Write-offs: Bad Debt	November	\$60,089.65

**III. Reports and Presentations:**

**Administration – Carole Halsan, CEO**

The Critical Access Hospital (CAH) Program Evaluation Report for 2017 was handed out to the board members for review.

Chelsea MacIntyre has been hired as the Clinical Nurse Manager for Med/Surg. and ER. She will help manage the nursing staff during the nightshifts and some weekends.

I have received applications for the Quality Director position and most are from larger hospitals.

Kathy Spoor asked, “What happened with the Health Care Authority?” Carole responded, “There has been no decision yet on the multi-payer model.”

**Financial – Terry Stone for Phil Hjembo, CFO, November 2018 Financial Statements**

Statistics: All imaging exams were up except radiology exams. The Year to Date numbers were above budget. The acute care patient days were above budget. OB’s hour were above budget and last year totals. Surgery was below budget and Year to Date. Lab and EKG’s tests were up. RT, ER and WHH Clinic visits were below budget. PFHC visits were above budget for the month and prior year, but below budget on the Year to Date.

Income Statement: The current month was above budget \$350,000 in patient revenue, most in outpatient services. Contractual adjustments were up due to higher revenue and lower costs. The 340B revenue was at \$41,055 for the month and Year to Date was at \$184,231. Salaries and wages were above budget. PTO and EIB have been paid out for retiring employees. The tax

revenue was up for the year at \$165,000. Net income was up for the month at \$75,113 and contractual adjustments were up due to Medicare. We added another \$150,000 to contractals again this month. Net income Year to Date was \$898,714 and considerably above budget for the year. December days are down a little.

Balance Sheet: The cash went down. We made a payment on the bond and purchased equipment. Under current liabilities we have \$242,000 to pay back to Medicare.

**Terry Stone, CCO – Compliance Update**

A Compliance Report was handed out to the Board Members reporting on drug prices continue to rise, huge rise in overdose deaths in Washington State from Fentanyl, Radiology –vRad volumes by Modality report, and Data Points.

**IV. Willapa Harbor Health Foundation – Carole Halsan – no meeting this month**

**V. OLD BUSINESS - none**

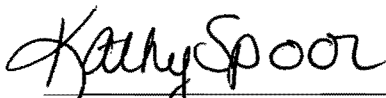
**VI. New Business-**

New clinic drawing from Architect: The drawings are not ready. The Board requested the drawings to be brought to the January meeting.

Gary Schwiesow requested that the budget information be ready for the Board to review in October.

**VII. Adjournment:** Being no further business the meeting was adjourned at 6:08 pm / to Executive Session to review a personnel issue. It is expected to take 20 minutes. Executive Session opened at 6:10 pm. After some discussion the Executive Session was closed with no action taken. Regular Meeting was reopened at 6:27 pm. With no further business the regular meeting was adjourned at 6:30 pm.

Submitted:



Kathy Spoor, Secretary to the Board