

Willapa Harbor Hospital
Minutes of the Governing Board
February 26, 2019

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

Others present: CEO, Terry Stone, CCO, Bobbi Hallberg, CNO, Cindy Sherman, Controller and Marlynn Jenkins, minutes secretary.

I. Call to Order:

The meeting was called to order at 5:34 pm

The Pledge of Allegiance was recited.

Dave Vetter made a motion to approve the January 22, 2019 minutes. The motion was 2nd by Jeffrey Nevitt. Motion carried.

Agenda approved with additions: Motion for authority to sign loan documents and advances on the line of credit, Interviews for the interim CEO position, no need for Executive Session

Audience: Barbara Hannah and Paul Delau, Ken Olson and Trisha Kiliany

II. Consent Agenda

Dave Vetter made a motion to approve the consent agenda. It was 2nd by Jeffrey Nevitt. Motion Carried.

Vouchers/Warrants:	January	\$909,617.14
Payroll/Payable:	January	\$586,104.49
Write-offs: Bad Debt	January	\$54,146.47

III. Reports and Presentations:

Financial - Cindy Sherman-Controller January, 2019 Financial Statements

The December 2018 Financial Statements were revised to include an adjustment for "Other Post Employee Benefits (OPEB) expense of \$1,991,135 recognized on the income statement. The offsetting entries were accrued to the Balance Sheet by increasing the pension liability for the amount of \$1,996,224, and increasing the deferred outflow asset for the amount of \$5,089.

This adjustment was made in accordance with Generally Accepted Accounting Principles (GAAP) prescribed by Government Accounting Standards Board (GASB) 75, "*Accounting and Financial Reporting for Post-Employment Benefits Other Than Pensions.*" This is an accrual entry only and does not have a direct impact on cash flows. In comparison, this entry is similar to PTO earned by employees on a monthly basis and paid out when vacation is taken; however, this is the actuarially estimated amount the State will pay for future health insurance premiums regarding those retirees receiving poste employee benefits.

Statistics-Acute Discharges, Patient Day and Length of Stay were close or just over budget. OBs were well under budget. Surgery was close to budget. Radiology, Lab, ER and the Clinics were over budget with CT and Ultrasounds the highest. EKGs and RT were both below budget.

Revenue was above budget and deductions were over budget. 340b is on budget. Salaries and wages were over budget at the beginning of the year due to the 64 hours, RN's 8 holidays and 16 hours personal, being banked at the beginning of the year. Purchased Services was over budget due to travelers and the Quality/Risk Agency coverage. Total cash operating expenses was \$92,401 over budget

Tax revenue was under budget. Net Income was a loss for the month at (\$31,992). Balance Sheet: Cash went down and receivable went up for three week in January due to Medicare with holding payments in order to reset their rates for 2019.

The results for 2016 and 2017 Financial and Compliance Audits conducted by the State Auditor's Office were distributed to the Board members with no findings.

Patient Quality of Care – Bobbi Hallberg

Our first Medication Improvement team meeting is scheduled for Wednesday March 6th. The E-Forms and Flow Chart documentation team has yet to be created. Chelsea MacIntyre is doing very well. She is through orientation and has attended a leadership conference last week. Between the two of us, we will be managing the quality team. I would like to post for an abstractor position. Krisy is having trouble finding a traveler data abstractor. If we could post now, we might find someone that we can train. I doubt we will find someone locally with experience, but are asking for basic computer skills and medical terminology.

I've been encouraging staff to plan ahead and sign up for a seminar and use their education dollars. We also have staff training for a new web-based nursing reference tool beginning Feb6th.

I tentatively filled 1 RN nightshift position. He is moving from Arizona and will be here around March 28th. We have a short term RN traveler her until early April. I also have a Respiratory Care Manager interview next week. She is from Longview and has been working in a leadership position there.

Our Goals for 2018 is to reduce medication errors by 20% by the end of the third quarter, 2019 and consistently scan 80% of medications administered for patient safety.

Terry Stone, CCO – Compliance Update

A Compliance Report was distributed to the Board including information on opioid use in rural areas, Medicare Part D plans and Access/Data Points.

IV. Willapa Harbor Health Foundation – Nothing reported

V. OLD BUSINESS:

Kathy Spoor made a motion and then amended the motion that the signers for the hospital loan and line of credit with Security State Bank to be the Interim CEO/CEO and/or Interim CFO/CFO and Krisy Funkhouser as a signer on the line of credit in case of an emergency. It was 2nd by Jeffrey Nevitt. Motion carried.

VI. New Business-CEO Phone Interviews

A phone conference call was made to Noel Rea with Networx Health. Kathy Spoor asked, "If the Interim CEO was not a good fit, would we be able to make a change?" Noel did reply, "Yes, we can work with you to make changes if needed." Gary Schwiesow commented about the contract that was signed and Kathy Spoor mentioned and area about the CEO working 40 hours a week. Noel agreed but thought it would not be a good idea to set them at 90 hours a week.

Interim CEO Interviews were set for 6:00 pm for Wayne B. Griffith, 6:30 pm for Emmett Schuster, and 7:00 pm for Gregg Davidson.

After the interviews, a discussion on who had CAH experience, what would happen if we open a separate urgent care center, extending the hours at the rule health clinic, and swingbeds.

Terry Stone stated he had appointed Trisha Kilian as the manager of the Anesthesia Department. Rick Brown has been the manager when he started a few years ago, but Trisha has more experience and should be the manager. He also mentioned that today was the exit interview with the State Auditors with no finding for 2016-2017.

After some discussion, Dave Vetter made a motion to accept Emmett C. Schuster, MHSA, ACHE as the Interim CEO and Jeff Nevitt 2nd the motion. Motion carried.

Adjournment: Being no further business the regular meeting was adjourned at 8:15 pm.

Submitted:



Kathy Spoor, Secretary to the Board