

Willapa Harbor Hospital
Minutes of the Governing Board
August 27, 2019

Board Members Present: Gary Schwiesow, Dave Vetter, Kathy Spoor, Jeffrey Nevitt and Toni Williams

Others Present: Emmett Schuster, Interim CEO, Eric Volk, Interim CFO, Cindy Sherman, Controller, Bobbi Hallberg, CNO, Renee Clements, CCO, Dr. Frank Hing, Mary McAllister, Sherri McDonald and Paula Lorenz, minute's secretary.

I. Call to Order:

The meeting was called to order at 5:29 pm

The meeting went directly into Executive Session at 5:30 pm to discuss CEO Candidates. Executive Session was closed at 5:52 pm and returned to regular session at 5:53 pm.

Dave Vetter made a motion to approve the July 23, 2019 minutes. The motion was 2nd by Jeff Nevitt. Motion carried.

Agenda approved, additions, Executive Session

Audience

II. Consent Agenda

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

Vouchers/Warrants:	July	\$934,691.71
Payroll/Payable:	July	\$614,476.71
Write-offs: Bad Debt	July	\$60,046.23

Toni Williams made a motion to approve the consent agenda that the Chairman reviewed from the July 23, 2019 meeting. Dave Vetter 2nd, motion was carried.

III. Reports and Presentations:

Administration – Emmett Schuster, Interim CEO

- Strategic Plan – Wipfli would like to come on site for a two day visit to do interview. They gave us three date ranges. The board selected September 24th & 25th.
- We had our booth at the Pacific County Fair, we won three ribbons; Best of Theme, Best Non-Commercial & Fair Manager's Choice.
- We held a Hazmat Training where staff members volunteered to learn the process as well as be covered in mustard to simulate contamination. The instructors said that we did very well.
- Community Health Needs Assessment report came back and was handed out to the board for review. We have selected three of the recommended items that we think we can complete and make a difference in the community. Emmett asked for approval to move forward with those three items and start making plans that he will bring back for approval before implementing. Kathy Spoor made a motion to accept the proposal and those three items, providing that the grammar is corrected. Dave Vetter 2nd. The motion carried.

- Emmett met with the new CEO from Valley View, he wants to work with our hospital to help the community. We are setting up another meeting to work out the details. We are also working on determining how we can provide laboratory support for them.
- Grays Harbor Community College has a seven year focus group that will be meeting shortly. Emmett will be in that meeting to see how we can support the college.
- The CMS State survey showed some fairly serious issues found. We have corrected approximately 98% of those. We submitted a corrective action plan and we just found out it was accepted by the state.
- The Laboratory had their annual inspections and zero deficiencies were found.
- Dr. Hill has been interning students. In 2018 he had eight students, so for in 2019 he has had nine. There are approximately seven more this year and two more are lined up for 2020.
- A grant has been made available for Workplace violence. We are sending three employees to this training to learn how to de-escalate situations on the campus.
- I received four tickets to the Master's Classic in Snoqualmie and took Dr. Hing and two of his associates.
- I had three CEO / Employee forums last Friday to give all staff updates and hold a question and answer session in each session. Sent the board the topics that were discussed, asked the staff for feedback. This will be typed up and sent to all employees so we can provide feedback to all.

Patient Quality of Care – Bobbi Hallberg

- The CMS plan of corrections was accepted. They will be back sometime in the near future (90 days or less) as a follow up.
- Documentation – We have a monthly meeting with Informatics looking at the optimization study that was sent to us from Evident last fall.
- Education – the Skills Fair is scheduled for September. Topics have been chosen and assigned. Staff have also attended outside seminars on cardiac and stroke. The annual Trauma seminar is also coming up the end of September.
- Staffing
 - Census continues to fluctuate, but has been up the last two weeks. We have had a census of up to eight with five patients for 4-5 days while we are staffed for a census of two. We have had our first positive case of Influenza. We still have one night RN position to fill that has been posted since last summer.
 - The RT manager position remains difficult to fill. I have another candidate that we will interview. I just found out that our traveler is now interested in the position. The staff like her and she is skilled and will be a good fit here.
- Physicians Insurance provided the collaborative hospitals with a simulation offer. We went to Snoqualmie Hospital to watch them handle a sepsis patient simulation. On October 25th we will go to Snoqualmie Valley Hospital to observe an OB in the ER simulation. Dr. Hill and four frontline staff will attend. It usually costs \$12-14k and we are getting these for free.

Financial – Eric Volk, Interim CFO, July 2019 Financial Statements

- Gave a financial presentation to the board.
- See Financials attached

Renee Clements, CCO – Compliance Update

- Compliance – CMS Survey plan approved. Working with managers to make sure we have written audits to prove we are complying.
- Risk – We are robusting compliance in risk. We did not have formal HIPAA audits. Met with several departments to ensure internal audits, what type of charts, run electronic reports. Those will start. Education to staff after we finalize that. Informatics streaming roles, tightened down

access. IT we needed more risk assessments on our systems. Al showed me we had this done 2-3 years ago. We are due for another one. Will schedule with next administration and find Funding. Handed out performance reports.

- Quality – Following up with patients that come in and leave without being seen. Following up on patients that return within 3 days of discharge from hospital or ER.
- Emmett asked me to attend the Studor conference with him in Dallas. (handout) Went over handout to explain what Studor is and how it helps hospitals to become a Highly Reliable Organization.

IV. OLD BUSINESS

- CEO Search is moving forward. CEO Selection Committee have narrowed the candidates down to the top three choices and requested approval to bring these candidates and their spouses onsite for in-person interviews next month. Jeff made a motion to bring the top three CEO candidates in for in-person interviews. Toni 2nd, motion was carried.
- Pharmacy construction. Received diagrams and estimates for stand-alone structure as well as to upgrade existing building. There is an organization coming in within a few weeks regarding specific costs. Per Eric we can fund this with a bond. Emmett, Kathy and Eric will meet about Alder House to determine what we can and can't do to maintain our CAH status.

V. New Business

- Gary was contacted by Frank Majeski from Edwards Jones in Raymond who would like to have a chance to speak with the hospital regarding its retirement plans. Emmett shared that the former CEO looked at his plan and rejected it. Emmett will reach out to Frank and follow up on what he is asking to do.

VI. Appointments/Reappointments

Nothing at this time.

VII. Adjournment: Being no further business the meeting was adjourned at 7:13 pm to an additional Executive Session to review personnel issues. It is expected to take 30 minutes. Executive Session opened at 7:14 pm. After some discussion the Executive Session was closed at 7:47 pm with no action taken. Regular meeting was reopened at 7:48 pm.

With no further business the regular meeting was adjourned at 7:50 pm.

Submitted:

Kathy Spoor, Secretary to the Board