

**Willapa Harbor Hospital**  
**Minutes of the Governing Board**  
**July 23, 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 and Paula Lorenz, minute's secretary.

**I. Call to Order:**

The meeting was called to order at 5:43 pm

The Pledge of Allegiance was recited.

Dave Vetter made a motion to approve the June 18, 2019 minutes. The motion was 2<sup>nd</sup> by Jeff Nevitt. Motion carried.

Agenda approved, additions, Executive Session

Audience

**II. Consent Agenda**

Kathy Spoor made a motion to approve the consent agenda pending the Chair's review of details, it was 2<sup>nd</sup> by Dave Vetter. Motion Carried.

Vouchers/Warrants:	June	\$615,004.42
Payroll/Payable:	June	\$598,928.26
Write-offs: Bad Debt	June	\$76,538.48

**III. Reports and Presentations:**

**Administration – Emmett Schuster, Interim CEO**

- We currently have 3 CRNAs, 2 have resigned. We have coverage until November. We have an applicant coming in next week for interview. There are two people from Florida who have agreed to do temp work until positions filled permanently. I have discussed with Drs. Hing and Oatfield, both are okay with the situation.
- Community Needs Assessment – We have most of the interviews done. I will meet with Executive Team next week to discuss next steps.
- Strategic Plan – Handed out the slides that Virginia Mason gave us for prep for what they want to do with Strategic Plan. Will discuss strategic planning partnership option more during the Executive session.
- This week I met with Jim Sayce of the Pacific County Economic Development Council, they have \$15k for lean healthcare training. (Explained what LEAN is and how it saves money).
- Studor is holding a “What’s Right in Health Care” Conference in Dallas August 13 – 15. They have given us two complimentary registrations for Renee and myself, the hospital will pay for airfare and hotel. Gary approved earlier this week. This conference will enhance LEAN process training.
- I am looking at EPIC in case CPSI fails down the road. I am working with a larger company that would put the hospital under their license. I will let you know when I have more information.
- I will send out an email later tomorrow regarding physician recruitment from Merritt Hawkins.

- Rehab Visions is looking to work together as part of continuity of care.
- The CMS State survey was here two weeks ago, then the fire marshal came in last week. We are working on fixing findings and waiting for final report.

#### **Patient Quality of Care – Bobbi Hallberg**

- The CMS survey was July 8 – 10<sup>th</sup>, we are waiting for final findings. Working on corrections. Nothing too major.
- We continue to work with Evident and clinical documentation to optimize use specifically in nursing and to reduce duplication.
- We continue planning for our Skill Fair this fall. Two staff have volunteered to help Skills assessments have been sent out.
- Staffing – Census is down a little bit. We still have 1 RN night position that has been open for almost a year. We have a nursing student that is interested and is taking boards next week. If she applies we will bring her aboard.
- The RT Manager candidate declined the position due to lack of housing for her family. I have another candidate I am waiting to hear back from. We have extended our traveler into November.
- Nursing Goals for 2019:
  - Reduce medical errors by 20% by the end of third quarter, 2019.
  - Consistently scan 80% of medications administered for patient safety.
- Medical students from a school in Yakima came for site visit and some are following Dr. Hill. Emmett sent emails to Grays Harbor Community College to see how we can support CNA classes.
- Harbor Home Health & Hospice approached us to start negotiation as they have no hospital in the district and they need one to operate. Emmett will meet with Eric to discuss financial feasibility.

#### **Financial – Eric Volk, Interim CFO, June 2019 Financial Statements**

- Swingbed update – We thought we lost our Medicaid number, but it has been found and we are good to use the number.
- See Financials attached

#### **Renee Clements, CCO – Compliance Update**

- Compliance – During the CMS survey, they looked strongly at our emergency preparedness plan. Part of the citation is to make our water management plan more robust. We are not accredited, only licensed.
- Compliance meeting will happen next month. Compliance reports are going out at every meeting.
- Quality and Risk (handouts) critical performance measure below 15 points are the same as last month. Surveyor addressed how we measure those in red. Looked at goals for the year.
- Next week a 12-hour hazmat training will take place, so I will reschedule the Hospital Quality Counsel meeting.

#### **IV. OLD BUSINESS**

- Alder House subsidy – discussed in financial section
- CEO Search is moving forward. BE Smith hopes to have some candidates to us in a few weeks. They have 105 candidates to narrow down for us.

#### **V. Appointments/Reappointments**

Paula provided a summary of all the appointment and reappointment physicians, recommendations from the Medical Staff Team and Medical Executive Committee. After discussion Dave Vetter made a motion to approve as recommended to appointment; David J Corwin, MD with CellNetix, Pawani Sachar, MD with Providence Telestroke and the following vRAD providers: Dennis DeJesus, MD, Lawrence S Liebman, MD, Timothy J Neher, MD, Michael H Parker, MD, John D Pavlus, MD, Christian S VanKirk, MD and Penny J Vroman, MD. Kathy Spoor 2<sup>nd</sup>, motion carried. Dave Vetter made a motion to approve as recommended to reappointment; Jennifer A Brown, CRNA and John BN Shaw, MD, Kathy Spoor 2<sup>nd</sup>, motion carried.

**VI. Adjournment:** Being no further business the meeting was adjourned at 7:05 pm to Executive Session to review personnel issues and strategic planning partnership. It is expected to take 10 minutes. Executive Session opened at 7:13 pm. After some discussion the Executive Session was closed at 7:28 pm with no action taken. Regular meeting was reopened at 7:29 pm.

Kathy Spoor made a motion to engage Wipfli as a strategic planning partner, Jeff Nevitt 2<sup>nd</sup>. Motion carried.

With no further business the regular meeting was adjourned at 7:35 pm.

Submitted:

---

Kathy Spoor, Secretary to the Board