

**Willapa Harbor Hospital**  
**Minutes of the Governing Board**  
**June 18, 2019**

Board members Present: Dave Vetter, Gary Schwiesow, 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 Marlynn Jenkins, minute's secretary.

**I. Call to Order:**

The meeting was called to order at 5:07 pm

The Pledge of Allegiance was recited.

Dave Vetter made a motion to approve the May minutes. The motion was 2<sup>nd</sup> by Toni Williams. Motion carried.

Agenda approved, Kathy would like to talk about Alder House and Mammography, and there will be an Executive Session on a personnel issues

Audience Trisha Kiliany, CRNA

**II. Consent Agenda**

Gary Schwiesow reviewed the financials and all was in order. Jeff Nevitt made a motion to approve the consent agenda, it was 2<sup>nd</sup> by Dave Vetter. Motion Carried.

Vouchers/Warrants:            May     \$1,147,326.43

Payroll/Payable:                May     \$605,528.71

Write-offs: Bad Debt            May     \$94,063.11

**III. Reports and Presentations:**

**Administration – Emmett Schuster, Interim CEO**

One of our employees from the business office passed away and we will be planting a shrub in her memory.

Pharmacy reported on what we need to do for requirements from the Pharmacy Board. We will send the requirements to the architect. We have 180 days to complete corrections. We had a meet and greet for Paula Lorenz who is replacing Marlynn.

June 5<sup>th</sup> was the Coalition Surge Test, Washington state wide test of the emergency preparedness communication system.

I received permission at the Medical Staff Peer Review to have our risk manager in the process to give them what we can do to improve communications and tracking.

On June 6<sup>th</sup> I met with Betty Porter from McDonalds Collections and Brett Simbe from Grimm Collections. Grimm Collections is taking over Betty's collection agency and portfolio.

Apartment Rental for 4 units went up \$75.00 each. Reviewed new contract formats and language. The hospital is now responsible for trash.

Jim Rush, Administrator of Willapa Harbor Health and Rehabilitation is interested in a joint activity for Swingbed. He will come back to meet with Bobbi and I to strategize what we could do together.

Great Rivers BH, Marc Bollinger and Catherine Roberson met with Dr. Hing, Chelsea, Renee, Leife Klusman, myself and others at WHH to discuss issues on both sides of the process. Everyone felt they were able to take something away from the meeting useful to

improve the patient experience. A clinical/operational review of a recent case would be reviewed together in the next 30 days.

Last June the ventilator for the Raymond Fire Department burned up and they are being trained to use our portable ventilator by our temp RT Tish. She has spoken with Todd and provided a video for training, plus volunteered to go to the fire station. We are working with them to get the most training for the time spent and the ventilator stays at the hospital until needed.

Met with OPYS ER Contract Company to see what they can do for ER coverage.

Safety Fair was at 90% attendance this year.

Working with staffing companies to get coverage for Alder House.

Kathy asked if we can get the amount of support to Alder House on a monthly basis.

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

Census has been a little lighter. We continue to work on documentation processes and improving documentation while decreasing duplication. We started planning for our Skills Fair this fall. Two of our staff have volunteered to help. Skills assessments have been sent out. Staffing has been good despite a busy ED and M/S Floor. I am looking at an idea for help in the ED during the busiest hours. I have made a contingency offer with the respiratory care manager from Colorado. We should hear something by Friday. Barb has officially retired again and our respiratory traveler will do orientation for her replacement. The nursing goals for 2019 are to reduce medication errors by 20% by the end of the third quarter 2019 and consistently scan 80% of medications administered for patient safety. We are working on process issues to prevent errors.

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

See attached financial report for May 31, 2019

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

We received an IRS 501(c) 3 letter about the issues with documents on the website. We need to upload the financial assistance policy and application and the new collection billing policy to the website. After review of the policies, Dave Vetter made a motion to approve as written. It was 2<sup>nd</sup> by Jeff Nevitt. Motion carried.

Performance measures through the facility that are not meeting are our benchmark goals. We have 156 with 6 that need work. We reviewed Action Cue ED Charge accuracy rate by nursing. Kathy asked what is the process and Bobbi stated they need to check.

ED charge documentation rate has improved; but hasn't met the benchmark.

Reconciliation measures for nursing and doctor and falls were reviewed.

### **IV. OLD BUSINESS**

Gary Schwiesow talked about the meeting at Chelan next Monday.

### **V. New Business-Appointments**

Kathy stated there was mention of an update to the mammography system. We need to look into if this if this would be worth the expense.

Kathy has been talking with an investor that may be interested in opening an assistant living facility. She will talk to him more to see if he is really interested before discussing further.

Emmett Schuster mentioned that BE Smith is working on the CEO search. We met last week. He requested a motion to move forward for the CEO Search. Toni Williams made a motion to move forward with the CEO search. It was 2<sup>nd</sup> by Jeff Nevitt. Kathy Spoor abstained from the vote. Motion carried.

- VI. **Adjournment:** Being no further business the meeting was adjourned at 6:10 pm to Executive Session to review a personnel issue. It is expected to take 15 minutes. Executive Session opened at 6:11pm. After some discussion the Executive Session was closed with no action taken at 6:25 pm.

Submitted:

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Kathy Spoor, Secretary to the Board