

**Willapa Harbor Hospital**  
**Minutes of the Governing Board**  
**April 23, 2019**

Board members Present: Gary Schwiesow, Kathy Spoor, Jeffrey Nevitt, Toni Williams

Absent: Dave Vetter,

Others present: Emmett Schuster, Interim CEO, Eric Volk, Interim CFO, Cindy Sherman, Controller, Renee Clements, CCO, Bobbi Hallberg, CNO, Gail Genzel, Krisy Funkhouser and Marlynn Jenkins, minutes secretary.

Guest: Todd Strozyk

**I. Call to Order:**

The meeting was called to order at 5:40 pm

Todd Strozyk was introduced to the meeting and given some time to discuss the issues with EMS. The number of calls to Alder House for residents falling has increased. These residents are using a lot of the EMS services and do contribute to EMS making a budget shortfall. Kathy Spoor suggest that we have a conversation about how to help out with getting the calls for EMS services reduces. Emmett will look into this.

Gail Genzel gave a PowerPoint presentation on the Cardiac Rehab program and where we are.

The Pledge of Allegiance was not recited.

Jeff Nevitt made a motion to approve the March minutes. The motion was 2<sup>nd</sup> by Kathy Spoor. Motion carried.

Agenda approved with additions of physician and an Executive Session for salary development.

**II. Consent Agenda**

Gary Schwiesow had reviewed the financials with no questions. Kathy Spoor made a motion to approve the consent agenda and it was 2<sup>nd</sup> by Jeff Nevitt. Motion Carried.

Vouchers/Warrants: March \$871,395.48

Payroll/Payable: March \$876,284.01

Write-offs: Bad Debt March \$13,429.47

**III. Reports and Presentations:**

**Administration – Emmett Schuster, Interim CEO**

The Organization Chart was handed out and explained the changes that will be going into effect now that Renee is onboard.

Secure the Future: Cindy went through the PowerPoint presentation for the Board. \$136,247 has been contributed with a balance of \$32,568.17 remaining after purchases. The items for the cardiac rehab program came from the 340B program.

Behavioral Health: We have had a meeting with behavioral health and we will keep it going.

**Patient Quality of Care – Bobbi Hallberg**

We spent time last week working with WSHA to defeat a bill to limit nurses working 8 hours in 24. The bill was defeated in the house finally and will go into conference committee for revision. The bill covers meal brakes and limits the hours nurses can work in a 7 day work week. WSHA wrote an amendment and it was added to the bill, exempting CAH's from the meals and breaks coverage.

Dr. Hing, Dr. Bliss and I met with the behavioral health team and discussed issues. We came up with a few ideas, but we do not have enough inpatient BH beds.

A man made repeated phone calls to the hospital with lewd comments and threatening behavior. It seems to be resolved. I was not able to complete the process for filing a harassment order.

We continue to work on documentation improvement through chart review and had our second Medication Improvement Team meeting. Some simple changes seem to have made a difference with a decrease in errors. Nursing staff is encouraged to attend local and regional conferences and I will be working with Krisy and our Behavior Health partners on De-escalation Training for staff.

We have two RNs in orientation. When complete, we should be pretty well staffed. The travel nurses will be finished in June and July. The respiratory care manager position has been difficult to fill. Two candidates have been interviewed and a third may be interested. Barb Gonzalez has come back part time to help and we have a traveler that has been here before that will start May 6<sup>th</sup>.

The Nursing Goals are to reduce medication errors by 20% by the end of third quarter 2019 and consistently scan 80% of medications administered for patient safety.

**Financial – Eric Volk, Interim CFO, March 2019 Financial Statements**

Eric gave a PowerPoint presentation. The financials for the month of March showed total net patient revenue was above budget by \$52,030. Outpatient revenue was below budget, ER well above budget and clinics slightly above budget. Observations and Provider Based Clinic were below budget. Net Patient Services, X-Ray and PFHC were above budget. The expenses are about where they should be with salaries and wages below budget and purchase services above budget. The cash on hand was up for the month and we have funds for 45 days of operation.

**Renee Clements, CCO – Compliance Update:** Nothing to report with just two days on the job.

**IV. Willapa Harbor Health Foundation – Nothing to report**

**V. OLD BUSINESS: None**

**VI. New Business-**Mary McAllister would like to come to the board meeting in May. Kathy reported that she has received phone calls from the public stating how happy they were for their quality of care. Bobbi thanked her for the information and will pass along the message.

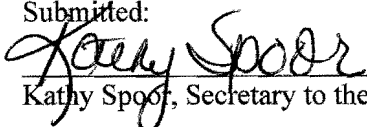
**VII. Adjournment:** The regular meeting was adjourned at 6:45 pm / to Executive Session to discuss salary development. It is expected to take 30 minutes. Executive Session opened at 6:46 pm. After some discussion the Executive Session was closed with no action taken. Regular Meeting was reopened at 7:16 pm.

**VIII. Appointments/Reappointments:**

Marlynn explained what her job detailed for Medical Staff Services to Toni Williams. After some explanation of the providers being appointed or reappointed, Kathy Spoor made a motion to approve as recommended by the Medical Staff the providers from vRad Scott Baginski, Delphia Clarke, Wendell Myers and Robert Stone. It was 2<sup>nd</sup> by Jeff Nevitt. Motion carried. Kathy Spoor made a motion to approve as recommended by the Medical Staff the Harrison Telemedicine providers Matthew Voorsanger, Melike Arslan and Warangkana Chokesuwattanaskul. It was 2<sup>nd</sup> by Toni Williams. Motion carried. Kathy Spoor made a motion to approve as recommended by the Medical Staff Dr. J. Stephen Bell. It was 2<sup>nd</sup> by Toni Williams. Motion carried. Kathy Spoor made a motion to approve as recommended by the Medical Staff the Providence Neurology-Telestroke providers Leo W. Kesting and Zhongzeng Li. It was 2<sup>nd</sup> by Jeff Nevitt. Motion carried.

**IX.** With no further business the regular meeting was adjourned at 7:30 pm.

Submitted:

  
Kathy Spoor, Secretary to the Board