

Willapa Harbor Hospital
Minutes of the Governing Board
December 17, 2019

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

Board Members Absent: None

Others Present: Matthew Kempton, CEO, Eric Volk, Interim CFO, Cindy Sherman, Controller, Renee Clements, CCO, Chelsea MacIntyre, Nursing and Paula Lorenz, minute's secretary.

Absent: Bobbi Hallberg, CNO

I. Call to Order:

The meeting was called to order at 5:30 pm

Pledge of Allegiance

Toni Williams made a motion to approve the November 26, 2019 regular meeting minutes, Kathy Spoor 2nd. Motion Carried.

Agenda approved, additions, Executive Session

Audience: None

II. Consent Agenda

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

Vouchers/Warrants:	November	\$873,069.84
Payroll/Payable:	November	\$602,630.39
Write-offs: Bad Debt	November	\$81,551.78

III. Reports and Presentations:

Administration – Matthew Kempton, CEO

- Physician recruitment – we have hired an ARNP, Barbara Alford to potentially start the beginning of February. She will start working in Dr. Hing's clinic. She can also work in the ER and move to Urgent Care if we open one. Today we received a signed offer letter from Dr. Thaller for the clinic position. We hope to have her start the beginning of March. She came from Ocean Beach Hospital and left due to a miscommunication regarding her student loan repayment. We will enroll in that program in 2020.
- A CFO candidate from eastern WA will be onsite Thursday to interview. We have other candidates who may be considered.
- Alder House – Kelly is the interim manager. Essentially she is managing RNs who are in a higher position. We may need to change that going forward. The operational assessment onsite visit has been completed. Wipfli is going over all the data and will provide official recommendations soon. *Kathy previously sent Emmett a grant application and information. She has not heard back that the grant was submitted, she asked that someone to find that email and documents and get them completed and submitted. She can help if needed.*
- Pharmacy – waiting for DOH to move forward

- I have reached out to all staff to start identifying organization values from the ground up. We will use those during the strategic planning sessions.
- Kathy asked about outcome of collecting data for Management salary ranges. Matt met with Krisy today who is compiling that data. We will need to develop goals from the strategic plan to be able to move forward with management goals that will be merit based.
- Gary shared that during his meeting with Matt today, they would like to see something in the paper for our upcoming bond needs (written by us) to the public letting them know what we have done and what we need going forward. The bond is up in 2021.

Patient Quality of Care – Chelsea MacIntyre, Nursing

- Staff evaluations are 70% complete
- We continue to work on documentation improvement. Our goal is to reduce duplication and provide a clear accurate picture of the patient's care.
- The new-year brings more changes to Behavioral Health care. We are reviewing the changes at our staff meeting this week.
- We have one CNA position to post for part-time, otherwise our positions are filled.
- One of our nursing goals for 2019 was to reduce medication errors by 20% by the end of 3Q2019. We did not reduce, in fact, they increased from 83 in 2018 to 103 in 2019. We have done lots of education this year and added safety checks to the MAR, but will continue our medication improvement team to work on processes.
- Our other goal was to consistently scan 80% of medications administered for patient safety. We continue to hover at 79-80% to end the year. We will close this as a goal, but continue to hold this as the standard for documentation.
- Our three nursing goals for 2020 are:
 - Patient centered care – doing the right thing at the right time for each patient
 - Pain management – consistently reassess and document pain management scores 90% of the time by end of 2Q2020
 - Educate staff on pain management techniques for patients with opioid addiction or Suboxone treatment by end of 3Q2020.

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

- Gave a financial presentation to the board.
- See Financials attached
- We received a clean state audit report during our exit interview today.

Compliance – Renee Clements, CCO

- **Compliance**
 - We had one public records request last month that has been filled by the finance department. It was from Smart Procedure, a government database to determine market trends and opportunities. This request seems to come up every 3-5 months.
 - Handed out the Annual Compliance Work Plan for review
 - I completed the following online trainings; Public Records Request, Open Public Records Act/Public Meetings/Records and Retention RCW 40.14, RCW 42.30, RCW 42.30 via Office of Civil Rights/HHS/OIG Compliance webpage.
- **Risk**
 - Shared event reports, trying to determine why they happen and how to prevent it.
 - Implemented a Subcommittee of Medication Safety Improvement, to look into documentation errors vs administration errors.
 - Half of the nursing staff recently stopped courtesy public blood pressure checks. Spoke with legal and there is a risk. Drs. Hill and Hing met with Renee and

determined that we will continue providing that service with patient signed documentation. We may try to get a blood pressure machine so that the public can take the test themselves without nurse involvement.

➤ **Quality** (handout)

- We have had an increase in Behavior Health patients, this has caused more restraint utilization. We are below the 0.5% benchmark, however there has been one restraint a month for the last 5 months.
- There has been a decrease in patient falls. *Kathy Spoor would like to know in the future if our staffing levels are like other CAHs.*

IV. OLD BUSINESS

- Kathy Spoor reported that the WHH Foundation's Festival of Trees event was a huge success. They sold out earlier and generated more revenue than any of the previous years.

V. New Business

- Proposed Organization Chart Changes – Matthew Kempton made a recommendation to move some departments around to make the reporting of departments under the correct leadership. Once we hire a permanent CFO there may be some slight modifications. A couple of the departments may be restructuring their process and may move under CFO.
 - Jeffrey Nevitt made a motion to approve the proposed changes with final changes to come back to the board for review and approval during the January meeting. Dave Vetter 2nd. Motion carried.
- Resolution 2019-5A WISH Additional Funding 2019 – Resolution 2019-5 was approved on January 22, 2019 allowing funding for up to \$125,000 during 2019. This amendment would increase the total funds to \$155,000 during 2019.
- Resolution 2019-7 WISH Funding 2020 – This resolution is to approve funding for 2020 that was approved during the budget meeting. It would allow 2020 funding up to \$130,000.
 - Dave Vetter made a motion to approve Resolution 2019-5A and Resolution 2019-7 as written, Toni Williams 2nd. Motion carried.

VI. Appointments/Reappointments

A. Appointments:

- None

B. Reappointments:

- None

- VII. **Adjournment:** The meeting was adjourned at 6:35pm to Executive Session to review a personnel issue. It is expected to take 10 minutes. Executive Session opened at 6:36pm. After some discussion the Executive Session was closed at 6:45pm and returned to regular session at 6:46pm. With no further business the meeting was adjourned at 6:48pm

Submitted:

Kathy Spoor, Secretary to the Board