

Willapa Harbor Hospital
Minutes of the Governing Board
Cedar Room
January 23, 2024

Board Members Present in Person: Kathy Spoor, Jeffrey Nevitt, Toni Williams, Gary Schwiesow, and Steve Holland

Others Present: Matthew Kempton, CEO, Chelsea MacIntyre, CNO, Renee Clements, COO and Courtney Campbell, taking minutes.

Board Members Absent:

Others Absent: Kimberly Polanco, CFO,

Guests: Sherri McDonald - Consultant

I. Call to Order:

The meeting was called to order at 5:30 pm by Kathy Spoor, Board Chair

December 19, 2023, minutes will be reviewed at the next Board meeting on February 27, 2024.

Additions to the Agenda: Capital Request iii

Executive Session: Held Start time: 6:42 P.M. End Time: 6:50 P.M.

Audience: None

II. Consent Agenda

Jeff Nevitt made a motion to approve the consent agenda. Gary Schwiesow 2nd, motion carried.

Vouchers/Warrants:	December	\$ 1,069,995.56
Payroll/Payable:	December	\$ 1,134,225.61
Write-offs: Bad Debt	December	\$ 310,688.04

III. Reports and Presentations:

Administration – Matthew Kempton, CEO

- Multiple building repairs are needed after freezing temperatures.
- Reviewed Community Meetings and feedback from the public regarding the new hospital.
- Inspection by the Pharmacy Quality Assurance Committee scheduled for the new Pharmacy Clean Room is set for March 22, 2024.

Financial – Kimberly Polanco, CFO, December 2023 (Report read by Matthew Kempton, CEO) Financial Statements

- Financial audits for January 1, 2021, thru December 31, 2022, and Accountability audits for January 1, 2020, thru December 31, 2022, were completed by the Washington State Auditor’s office verifying Willapa Harbor Hospital is in compliance, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.
- Gave a financial presentation to the Board.
- See Financials attached.

Patient Quality of Care – Chelsea MacIntyre, CNO

- Wins – Panelist at State of Reform and had a nice experience.
- Recognition – James Roth for keeping everyone on campus safe by recognizing and responding appropriately to a potential safety issue.
- Department Updates:
 - Respiratory virus season is improving.
 - Annual evaluations continue.
- Projects:
 - Nursing Fair at Grays Harbor Community College.
 - Project Community Connect.
 - Union negotiations.
 - Hospital Staffing Committee.
 - DEI (Diversity, Equity, and Inclusion).
- Quality
 - Implementation and adherence to DNV CAP.
- Service
 - Will be working on BSSR in the ED and M/S in Q1

Operations – Renee Clements, COO

- Recognition: Phyllis Anderson – Cook, and the Surgery and Med Surg teams.
- Alder House/W.I.S.H.
 - PSAs expired at the end of December, working with Foster Garvey to update the PSAs to re-execute with May 2024 expiration.
- Rural Health Clinic – Willapa Medical Clinic
 - WMC—RHC Clinic volumes for the year hit 14, 176 falling just shy of 15,000/yr. goal with the two provider shortages! Outstanding to end the year at budget being down (2) providers over the year. Recruitment search continues for providers.
 - Olympia Health- Cardiology contract finalized, starting the credentialing/privileging process.
 - Procedural pain mx Proforma still pending; Contract received.
 - Weekend Clinic has maintained volumes and have grown Q4, during Respiratory season.
- Radiology/Lab
 - MRIs for December exceeded the budget at 56.
 - U/S exceeded budget. New Ultrasound machine arrived. New search for 2nd sonographer and possible Echo Tech for preparation for Cardiology the second part of 2024. PT posting for U/S tech.
- Quality / Risk / Clinical Informatics

WHH Leadership Quality Goals as follows for the month:

- ED Throughput Exceeding @169 minutes.
- My Chart Utilization Activation rate up to 40% up from 27%=goal 40%.
- CPOE-Computer Physician Order Entry- Remains=94%.
- CAHPS-Opportunity to IMPROVE below: overall year over year graphs included.
- Epic Volume Dashboard as well as Provider Dashboards for Clinic & Surgery.
- Public Records Requests=0
- Complaints/Grievances=1 resolved complaint same day
- DNV and Quality Compliance in pursuit. All leaders updating policies and procedures aligning to the DNV and are accountable to educate own departments and staff on the changes to policies and sustaining the new works.
- Dietary Department Update
 - Dietary Exceeded Budget Operating Expense budget under at 90%-Goal 100%
 - Dietary Exceeded Budget Revenue outlined increase by end of year to 12% above Proposed Budget @ EOY total \$105,552
 - Tactics deployed to increase Intradepartmental survey results Q4

IV. New Business

None

V. Continued Business

A. Capital Requests –

i. Surgery: Endoscopy Reprocessing Sink

Jeff Nevitt made a motion to approve new Surgery Reprocessing Sink not to exceed \$44,355. Gary Schwiesow 2nd, motion carried.

ii. Surgery: Vascular Access Ultrasound – No motion, will return to this item in the future

iii. Surgery: Head lamp for Dr. Oatfield - No motion, will return to this item in the future.

B. Sherri McDonald (Consultant) gave updates on the New Hospital Community Education and Engagement.

VI. Appointments/Reappointments

A. Appointments:

- **Providence Telestroke** – The following providers are requesting 6-month provisional privileges: Meghana Kinariwala and MD, and Amin Rabiei, MD
- **CellNetix** – The following provider is requesting 2-year initial Courtesy privileges: Jane Yin, MD

Gary Schwiesow made a motion to approve the Reappointments above as recommended by the Medical Executive Committee. Steve Holland 2nd, motion carried.

B. Reappointments:

- **Cellnetix** – The following providers are requesting 2-year reappointments: Saron Smith, MD, and Mingkui Chen, MD

- **Providence Telestroke** – The following providers are requesting 2-year reappointments: James Jordan, MD, Mimi Lee, MD, Michael Chen, MD, and William Lou, MD
- **VRAD** – The following providers are requesting 2-year reappointments: Marwah Helmy, MD, Christine Lamoreux, MD, James Manwill, MD, Shaden Mohammad, MD, Mark Reckson, MD, Robert Ruef, MD, and John VanTassel
- **Willapa Harbor Clinic** – The following providers are requesting 2-year reappointments: Pawel Dutkiewicz, MD and Sherry Franks PA-C

Gary Schwiesow made a motion to approve the Reappointments above as recommended by the Medical Executive Committee. Steve Holland 2nd, motion carried.

VII. Adjournment: The meeting was adjourned at 6:40 P.M. The Executive Session was opened at 6:42 P.M. After some discussion, the Executive Session was closed at 6:50 P.M.

Submitted:

Toni Williams, Secretary to the Board