

Willapa Harbor Hospital
Minutes of the Governing Board
July 24, 2018

Board members Present: Dave Vetter, Tim Russ, Kathy Spoor and Jeffrey Nevitt

Others present: Carole Halsan, CEO, Terry Stone, CCO, Bobbi Hallberg, CNO and Marlynn Jenkins, minutes secretary.

I. Call to Order:

The meeting was called to order at 5:41pm

The Pledge of Allegiance was recited.

Jeff Nevitt made a motion to approve the June minutes. Tim Russ 2nd the motion. Minutes were approved as presented.

Agenda approved, additions for physicians, a request for letter of support and Executive Session

Audience: none

II. Consent Agenda

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

Vouchers/Warrants: June \$861,668.73

Payroll/Payable: June \$592,551.75

Write-offs: Bad Debt June \$ 62,669.03

III. Reports and Presentations:

Administration – Carole Halsan, CEO

Resolution No 2018-2 – Interlocal Agreement for the Collaborative (WRHC)

Resolution No 2018-3 – Check signing authorizations for hospital operating accounts and payroll.

WRHAP Project:

We have started Care Coordination for Medicaid clients from the ER and Inpatient units. Karri, who works in Clinical Documentation, will be making the phone calls to all ER Medicaid Patients and those Medicaid patients who are discharged from the Inpatient Units.

Oversight/Standard Committee:

I have started this committee to review various processes in several department, nursing being the largest, to help identify problems in day to day operations. What can we change and what we cannot. Address interaction between departments, communications, computer issues, nursing process and morale issues.

Members of this committee are: CNO, Quality & Risk Management, Clinical Informatics, Infection Control/Community Education and Surgery Manager. I will also be asking RN's and other clinical staff to come and share their concerns and/or problems about various issues with this committee.

At the first meeting, it was decided to begin the process of reminding everyone of the need to be focus on Professionalism – the components are: Be Respectful, Be Positive, Be a Team Player, Be Ethical, Be Dependable, Be the Best. One of the first areas that Renee will be working on through Quality will be the first element of Professionalism is that of RESPECT.

Budget:

We will be starting the Budget process in mid-August. Forms for Capital equipment have already been sent out to Department Managers.

Dr. D has been here for a year and told me he is very happy.

Patient Quality of Care – Bobbi Hallberg

We went live on the new Medication Administration Record. The transition went well. We are focusing using scanning technology. The skills fair is September 17th or the 20th. The bedside report process is going smoother. We continue to adapt depending patient preference. We will have two night RN positions open, with no candidates yet. I did fill a part-time RN position. We do have another traveler starting in early August. The travelers are to cover maternity leave and our night shift open position. As Carole mentioned, we are starting a new campaign on professionalism. Improve staff morale through a series of team building sessions at staff meetings and education offerings. Another goal is to consistently scan 80% of medication administered.

Financial – Terry Stone for Phil Hjembo, CFO, June 2018 Financial Statements

Most of the statistics were below May's volumes. Most of the volumes exceeded the month and prior year. July's volumes will be pretty low so we will not see the same numbers for July. The 340B program is below the May numbers and above budget.

Expenses are up including purchase services (agency staffing).

Net Income was at \$162,041 up \$140,000 above budget. We put another \$150,000 into the account to payback Medicare. The Cost Report will be done again in August to make sure we are not too far off. Year to Date was \$2.5M above budget and \$3.4M before last year. Net income \$774,014 is way above budget for the year.

Balance sheet Cash is going up now at 65 days of cash. Current Liability is set to pay back Medicare. The \$130,000 on the balance sheet was set for Capital Equipment years ago. We have spent more than that amount and should be moved with Resolution 2018-4; making our cash balance \$3.73M.

Kathy Spoor asked if we are still sending employees home if there is low census and Carole responded "yes".

Terry Stone, CCO – Compliance Update

Terry Stone reported on rural hospital closings over the last 7 years, Whatcom County seeks damages for Opioid epidemic, VA to spend \$10B on HER's from Cerner, Patient Satisfaction Surveys and Data Points.

IV. Willapa Harbor Health Foundation – Carole Halsan

We are on schedule for Breast Cancer Awareness and Festival of Trees.

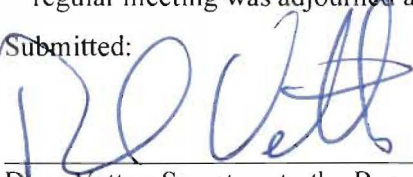
V. OLD BUSINESS**VI. New Business-**

- a. Resolution 2018- 2: Kathy Spoor made a motion to approve Resolution 2018-2. It was 2nd by Dave Vetter. Motion Carried.
- b. Resolution 2018-3: Kathy Spoor made a motion to approve Resolution 2018-3. It was 2nd by Jeff Nevitt. Motion Carried.
- c. Resolution 2018- 4: Kathy Spoor made a motion to approve Resolution 2018-4. It was 2nd by Jeff Nevitt. Motion Carried.
- d. Dave Vetter made a motion to approve as recommended by the Medical Staff Dr. Frank Hing, MD. It was 2nd by Jeff Nevitt. Motion carried.

- e. Jeff Nevitt made a motion to approve as recommended by Medical Staff Pathologist Dr. Elizabeth Kehr. It was 2nd by Dave Vetter. Motion carried.
- f. Dave Vetter made a motion to approve as recommended by Medical Staff Pathologist Dr. Eric Wepler. It was 2nd by Jeff Nevitt. Motion carried.
- g. Dave Vetter made a motion to approve as recommended by Medical Staff VRAD providers Dr. Duane Wilson, Dr. Michael Grant, and Dr. Jennifer Gutierrez. Jeff Nevitt 2nd the motion. Motion carried.
- h. Jeff Nevitt received a request for a Letter of Support from the hospital and board for the Rails to Trails. After some discussion, Tim asked Kathy if she would be willing to write the letter. Jeff Nevitt made a motion to write a letter of support and Dave Vetter 2nd the motion. Motion carried.

VII. Adjournment: Being no further business the meeting was adjourned at 6:43 pm to Executive Session to review performance issues with an employee. It is expected to take 15 minutes. Executive Session opened at 6:45 pm. After some discussion the Executive Session was closed with no action taken. Regular Meeting was reopened at 6:59 pm. With no further business the regular meeting was adjourned at 7pm.

Submitted:

A handwritten signature in blue ink, appearing to read 'Dave Vetter', is written over a horizontal line.

Dave Vetter, Secretary to the Board