

Willapa Harbor Hospital
Minutes of the Governing Board
March 26, 2019

Board members Present: Dave Vetter, Gary Schwiesow, Kathy Spoor and Jeffrey Nevitt

Others present: Emmett Schuster, Interim CEO, Cindy Sherman, Controller, Chelsey McIntyre, Clinic and ER Nurse Manager, Eric Volk, Interim CFO, Trish Kiliany, Anesthesia Department Manager, Noel Rae, Networx Health, and Marlynn Jenkins, minutes secretary.

Guest Speaker: Nicole Frank, Manager of Alder House

I. Call to Order:

The meeting was called to order at 5:40 pm

The Pledge of Allegiance was recited.

Dave Vetter made a motion to approve the February 26, 2019 and March 12, 2019 minutes. The motion was 2nd by Jeff Nevitt. Motion carried.

Agenda approved as presented with no Executive Session

Audience: none

II. Consent Agenda

Kathy Spoor made a motion to approve the consent agenda as present. It was 2nd by Dave Vetter. Motion Carried.

Vouchers/Warrants:	February	\$798,696.42
Payroll/Payable:	February	\$604,106.28
Write-offs: Bad Debt	February	\$36,692.80

III. Reports and Presentations:

Administration – Emmett Schuster, Interim CEO

Emmett reviewed items provided to the Board in a read-ahead report emailed to the Board on March 24, 2019.

Alder House-Nicole Frank will be joining a little later in meeting to provide an overview of Alder House operations. Completed state inspection last week. Inspection went very well with only minor “consultations” which have all been responded to.

Anesthesia Department-As new manager, Trish is making some changes and updates to policies and procedures. In the process of transitioning to full integration of electronic charting.

Emmett met with the hospital insurance provider. They have ability to perform on-site assessments of departments as a tool for identifying areas for quality improvement. They will be conducting an assessment of the anesthesia department to assist with ongoing quality improvement efforts.

CPSI-Continue to work with providers and staff to improve utilization of CPSI. Company rep was onsite this week. It was reported there was a full assessment of utilization completed in October, including suggestions for areas of improvement. Emmett will be obtaining a copy of that assessment, reviewing it, and putting together a plan to address ongoing improvement.

QA/Risk/Compliance Position-Revised job description completed and posted. Have received one application from Renee Clements. Plan to keep position posted at least through the end

of this week. Kathy Spoor asked what changes will be made to the organization structure. Emmett commented he is still in the process of review. Has been working with HR to begin review of job descriptions, etc. Kathy also asked what the salary range was for the new position. Emmett did not have that information with him. HR worked to do a salary survey of similar positions and they established a range. Stated that information was available from Krisy.

Wellness Program-explained there was a need to make slight modification to the wellness program involving paying of taxes for the membership to the health club and for the weight watchers program. Staff have been informed. He has not received any negative feedback. Most staff still consider this to be excellent, affordable wellness options.

Mangers meeting scheduled tomorrow. Plans to schedule those at least monthly on the day after the Board meeting to allow for sharing of information, concerns, etc.

Dave Vetter shared that he had received very positive feedback from staff. Expressed their excitement about moving forward and positive environment.

Kathy Spoor asked about urgent care feasibility study. Asked whether we were considering establishing a second provider based rural health clinic site, etc. Emmett and Eric explained they were looking at a number of options. They will be following up to inquire about a Master of Facility Planning options.

Guest Speaker-Nichole Frank, Manager Alder House

Nichole provided an overview of her education and experience that has led to her appointment to her current position at Alder House. She provided information about the recent state survey in which there were three “consultations noted”. These concerns needed to be addressed immediately and will be reviewed again during the next survey. All were fairly minor and have been addressed and documentation provided to the state. The three consultations included; assessment of need for standing pole for residents, safe smoking area designations, and development of primary and alternate plan for residents receiving family medication assistance. The Alder House Board meeting is scheduled for tomorrow evening. Dave Vetter will be representing the Board of Commissioners on the Alder House Board. Plan is to have Nichole meet again with the Board at a future meeting to provide additional information about Alder House operations, staffing, etc.

Nursing Update-Chelsey McIntyre, ER and Clinic Nurse Manger

Chelsey provided an overview of her background. She came to Willapa as a traveler. Loved the community and wanted to stay. When new position was posted, she applied and felt fortunate to be selected to fill the position.

Serves in a number of different roles, including stemi/stroke program coordinator. Primary focus recently has been on education. Currently working on annual competency training for all staff and providers regarding stroke assessment guidelines.

Held nursing staff meeting recently. Great turnout. Very positive and enthusiastic. Staff shared a lot of good ideas for ongoing quality improvement. Discussed specific quality improvement initiatives including reduction of medication errors, and AIMDET to improve overall patient satisfaction which impacts the hospital’s HCAHP rating. Working with pharmacy and therapeutics committee on identifying areas for improvement with medication administration.

Gary mentioned that there has been discussion of the addition of a module in the CPSI system to allow for transition of patients from ER to being admitted to the floor. Currently the system does not allow for the data to be transmitted. Emmett and others will be working

with CPSI to evaluate this module, as well as any others to determine the need and financial feasibility of expanding the current system.

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

Statistics: Acute patient days were above budget for the month and year-to-date which is reflected in the higher length of stay. Observation hours were at budget for the month and 76.67% of budget year-to-date. CT scans and Mammography were above budget. Lab was slightly above budget. ER visits of 324 were at budget and WHH Clinic visits were below budget at 142. PFHC clinic visits were 74.1% of budget due to Dr. Petter's medical leave.

Income Statement: Current gross charges were below budget by \$115,908, ~~in~~ mainly in outpatient revenue. Contractual adjustments were below budget due to lower charges. The net 340B revenue was \$22,059 for the month and Year to Date was \$46,430. Salaries and wages were below budget by \$59k. Employee benefits are slightly above budget by \$15k. Operating expenses overall are \$120k above budget. The tax revenue for March is \$117,529 and \$164,844 year-to-date. Net income was \$14,936 for March and -\$17,053 year-to-date.

Balance Sheet: The cash increased \$180k and A/R decreased \$176k, recognizing that Medicare is no longer holding payments while they re-set 2019 rates. Under current liabilities we still have \$242,000 reserved to pay back to Medicare for 2018.

IV. Willapa Harbor Health Foundation – none to report

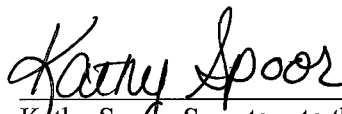
V. OLD BUSINESS – none to report

VI. New Business-Open Board Position

The Board members reviewed all of the letters of interested for the open Board position. After some discussion Dave Vetter made a motion to appoint Toni Williams to the open position. Jeffrey Nevitt second the motion. Dave Vetter, Jeffrey Nevitt and Gary Schwiesow all voted to approve the appointment and Kathy Spoor abstained from the vote. Motion carried.

VII. Adjournment: Being no further business the meeting was adjourned at 6:40 pm

Submitted:


Kathy Spoor, Secretary to the Board