

**Willapa Harbor Hospital**  
**Minutes of the Governing Board**  
**May 28, 2019**

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

Others present: Emmett Schuster Interim CEO, Eric Volk, Interim CFO, Cindy Sherman, Comptroller, Bobbi Hallberg, CNO, Renee Clements, CCO and Marlynn Jenkins, minute's secretary.

**I. Call to Order:**

The meeting was called to order at 5:35 pm

The Pledge of Allegiance was recited.

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

Agenda approved, with Executive Session for potential litigation

Audience: none

**II. Consent Agenda**

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

Vouchers/Warrants: April \$723,368.48

Payroll/Payable: April \$605,466.18

Write-offs: Bad Debt April \$57,078.66

**III. Reports and Presentations:**

**Administration – Emmett Schuster, Interim CEO**

We will have a meet and greet for the new Executive Assistant/Medical Staff Coordinator Paula Lorenz on June 5<sup>th</sup> at 3:00pm if the board would like to attend.

A Strategic Planning training has been set up for the Board at the Chelan Conference in June.

**Renee Clements, CCO – Compliance Update**

The Quality Improvement Goals were distributed to the Board for approval. Kathy Spoor made a motion to approve and it was 2<sup>nd</sup> by Dave Vetter. Motion carried.

Ship Grants funds have been received in the amount of \$9,730 which supports Action Cue and the 340B program. We also received \$5,000 from the Flex Grant program that is used to support the Cardiac Rehab program.

**Patient Quality of Care – Bobbi Hallberg**

Our behavioral health issues continue. I have a phone meeting schedule with the Crisis Support Team Director this week to discuss the two most receipt cases.

We continue to work on documentation improvement through chart review and review of errors. The medication improvement team met again today to look at root causes and define processes to eliminate errors.

I continue to encourage nursing staff to attend local and regional conferences.

Staffing has been good despite a busy ED and M/S Floor. I am looking at idea for help in the ED during the busiest hours.

The Respiratory Care Manager applicant is coming June 3<sup>rd</sup> for her third and in-person interview. She is from Colorado and seems quite interested in moving here. We have a traveler here to help provide direct care and complete charges. Barb Gonzalez continues to provide backup on Tuesdays and will be helping with Fit Testing during the Safety Fair.

Our nursing goals for 2018 are to reduce medication errors by 20% by the end of the third quarter of 2019 and consistently scan 80% of medications administered for patient safety.

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

See financial report for April 2019

**IV. Willapa Harbor Health Foundation – No report**

**V. OLD BUSINESS – None**

**VI. New Business**

- Gary Schwiesow reported there will be a Board CEO Workshop June 11<sup>th</sup> at 5:30
- Mary McAllister gave a PowerPoint presentation on the Pacific Family Health Center - Rural Health Clinic. Her presentation included information on hours of operation, physician plan and environment, staffing, provisions of service, policy and procedure manual, medical records, annual evaluation and review of all policies. Also, in 2017 was the clinic review by DOH and we had no deficiencies. Revenue has increased and we have remodeled the lab which took over room six to expand into a larger space. Thank you to Megan for all her hard work.

VII. **Adjournment:** Being no further business the meeting was adjourned at 6:30 pm to Executive Session to review potential litigation. It is expected to take 15 minutes. Executive Session opened at 6:32 pm. After some discussion the Executive Session was closed with no action taken at 6:47 pm.

VIII. Submitted:

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Kathy Spoor, Secretary to the Board