Willapa Harbor Hospital

Minutes of the Governing Board – Via GoToMeeting

November 17, 2020

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

Board Members Absent:

Others Present: Matthew Kempton, CEO, Scot Attridge, CFO, Chelsea MacIntyre, CNO, Renee Clements, COO and Paula Lorenz, minute's secretary.

Others Absent:

I. Call to Order:

The meeting was called to order at 5:30pm

Jeffrey Nevitt made a motion to approve the October 27, 2020 regular meeting minutes as written. Toni Williams 2nd, motion carried.

Dave Vetter made a motion to approve the November 10, 2020 Special Budget meeting minutes as written. Jeffrey Nevitt 2nd, motion carried.

Agenda: No additions

Audience: None

II. Consent Agenda

Dave Vetter made a motion to approve the consent agenda. Toni Williams 2nd, motion carried.

Vouchers/Warrants:	October	$1,003,340.90
Payroll/Payable:	October	$ 625,081.51
Write-offs: Bad Debt	October	$ 124,783.09

III. Reports and Presentations:

Administration – Matthew Kempton, CEO

- I would like to recognize the COVID-19 screening crew for all of their hard work. Yesterday they screened 190 patients between 10am and 7pm, and then called them all with their results. We will be making a few changes. Starting tomorrow, we will limit the testing to the first 75 cars then notify the remaining patients that we are full for the day. After Thursdays screening, we will decide if that number is feasible going forward. We may need to reduce the number again. Dr Krieger announced today that if the antigen test is positive, there is no need for a PCR test as well.
- We have placed an order for the ultra-cold freezer needed for the COVID-19 vaccine. Once it arrives, we can store large volumes that we can use ourselves as well as be a distributer for other organizations that we have signed agreements with.
- Our HCAPS scores have increased since the first quarter, Matt shared the stats from many areas that had increases.
- Our employee engagement survey ended with over 90% participation. We will get the results on Friday.
- We received our revenue cycle assessment along with guidance and recommendations. We are starting to see momentum in this area.

- Union negotiations have wrapped up for one of the two unions, both sides were satisfied. We are starting negotiations with the nurse's union.
- 3D Mammography Campaign – To date we have raised $11,471.05 without the match nor the November clothing orders.
- Wi-Fi is being installed at the Alder House this week after a delay due to the COVID-19 possible exposure to some of the hospital staff.
- Matt has a meeting with PeaceHealth on November 30th for a potential Cardiologist onsite part-time and tele-visits in 2021.

Patient Quality of Care – Chelsea MacIntyre, CNO

- Wins
  - I would also like to recognize the COVID-19 team for doing so well and so much. It has been a positive outlook
  - Studer Nurse Leader Rounding on patients has been implemented and has been very successful. We can track on our computer as well
  - The skills fair took place the first week of November
  - COVID-19 Drive Thru Testing has screened almost 4,000 patients since it started. We had a record yesterday for the number of tests as well as positive results.
  - The medication improvement team has been working hard and errors are way down. We have implemented process improvements due to the WSHA mock survey results and recommendations.
- Friday I participated in a Washington and Oregon state call regarding work place violence mitigation.
- There is preparation being done in anticipation of COVID-19 rural surge where larger facilities are looking at decompression strategies to transfer COVID-19 patients to rural hospitals if appropriate and the hospitalist approves the transfer.

Financial – Scot Attridge, CFO, March 2020 Financial Statements

- Gave a financial presentation to the board.
- See Financials attached

Operations – Renee Clements, COO

- Willapa Medical Clinic North wing opened on Monday with Barbie returning today. The other wing will open on November 23rd with the weekend clinic opening November 28th.
- Lab – We received the rapid COVID/Flu tests, but have not rolled them out yet. BioFire was successfully used in the clinic outbreak. We have identified the Rhinovirus (Cold) being ramped now.
- Radiology – We have included Kate, mammography tech in the 3D Mammography campaign.
- Quality & Risk – We have been using the Consent for Treatment form during COVID per recommendation from our insurance provider.
- Mock Survey – There were many areas identified that can use improvement and resources.
- Alder House – Onboarding a CNA and reducing one agency staff member. Two residents have moved in. We have quarantined three residents and are restricting residents from having Thanksgiving with their families.

IV. New Business

- Willapa Medical Clinic Reopening Plan – The North side of the clinic was reopened yesterday and is going well. The other side of the clinic is scheduled to open on November 23rd. Weekend hours are scheduled to start on November 28th.
- Resolution 2020-6A WISH Additional 2020 Funding 2nd Amendment – At the October meeting Resolution 2020-6 was approved to increase 2020 funding to the Alder House from $130,000

to $250,000 to cover expenses for the remainder of 2020. Several unexpected expenses came in and there is a need for this second amendment to increase the funding from $250,000 to $350,000 to meet all expenses through December 31, 2020.

Dave Vetter made a motion to approve Resolution 2020-6A 2nd amendment to increase WISH funding for 2020 from $250,000 to $350,000. Toni Williams 2nd, motion carried.

- Alder House Financial Feasibility Study – Renee Clements and Scot Attridge presented the financial history of the Alder House as well as projections of several scenarios of what the financial future of the Alder House may be. The Board members reviewed all of this data and had a discussion of possible options to improve financial stability. This was a discussion only, no decisions were made.

V. Appointments/Reappointments

- **Appointments:** None

- **Reappointments:** None

VI. Adjournment: With no further business, the meeting was adjourned at 8:26pm.

Submitted:

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Kathy Spoor, Secretary to the Board