Willapa Harbor Hospital

Minutes of the Governing Board – Via GoToMeeting

December 15, 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 5:34pm

Toni Williams made a motion to approve the November 17, 2020 regular meeting minutes as written. Dave Vetter 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:	November	$1,000,083.95
Payroll/Payable:	November	$ 647,647.27
Write-offs: Bad Debt	November	$ 85,202.52

III. Reports and Presentations:

Administration – Matthew Kempton, CEO

- I would like to recognize Chelsea and the nursing team for their HCAHPS results. Their results have been trending upward and are now at 99% in communication with nurses compared to nationwide.
- We have been working our COVID vaccination plan and coordinating efforts with the county and Ocean Beach Hospital. Our Pharmacists is leading the effort and has put together a draft plan. Matt reviewed the draft plan with the Board members.
- Our contractors came out to plan how to get our new modular pharmacy building behind the hospital. There is some site prep required and should be covered in the budget.
- The two engineering studies happened for the strategic plan. We should have the reports by the beginning of January.
- 3D Mammography campaign – To date we have raised $11,471.05, have a pledge from the LV Raymond Foundation for $7,000 more and have submitted two grant requests.
- PeaceHealth Cardiology – I had an initial call with them regarding referring patients to them in 2021. There is a provider-to-provider introduction call scheduled for January 12th. If all goes well, we will move to telehealth with them.
- In the January meeting, I would like to share a provider dashboard in Executive Session. We will also review organizational goals. We will be working on these goals during the month and doing managers annual performance evaluations.

Patient Quality of Care – Chelsea MacIntyre, CNO

- Coordinating COVID vaccine process with the county and Ocean Beach Hospital
- In the governor's newest proclamation it included elective procedures, working with WSHA to dissect all parts needed to meet the requirements
- We have been holding bi-monthly meetings with the union regarding PPE requirements
- Working with WSHA to finalize the nurse staffing plan to the state as well as the nursing break law.
- Have been doing a lot of work on policies for the return to work for COVID guidelines. It is finalized and being signed this week.
- Held the nurse's union first contract meeting. It went better than expected. There are more meetings scheduled.
- Working on admission process improvements
- I am thrilled with the results of the employee engagement survey results.
- To date we have tested 5,167 patients

Financial – Scot Attridge, CFO, November 2020 Financial Statements

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

Operations – Renee Clements, COO

- Willapa Medical Clinic
  - The clinics combined on November 3rd. There is thought that the clinic COVID expose may have caused community transmission. The clinics were without providers for three weeks and the weekend clinic opening was postponed.
  - We are looking at new electronic health records for the clinic, currently reviewing vendors to see if it is what the providers want, is it feasible, and what options there are
  - We have implemented new safety practices due to the proclamation
  - On January 4th, Dr. Hill and Barbie will move over to CPSI
- Lab
  - Is getting Biofire tests for rapid PCR tests for appropriate patients. We have a few of the combines flu/COVID tests for use in the ER
  - Would love to retain the interim Lab manager but if we can't we will look harder for a permanent replacement.
- Our PACS system needs upgraded in 2021
- Our new GPO is effecting our freezer replacement for dietary
- Working with WSHA regarding restraint orders
- Alder House
  - We held an Alder House Board Meeting. Follow up meeting January 7th. Reviewing financials of Alder House and the Community Development Block-Housing Grant opportunity.
  - COVID situation with Alder House, DOH nurses, WHH IC nurse and myself with ongoing COVID 19 testing.
  - Increase in the resident census. We are at 22 at this time.

IV. New Business

- Employee Engagement Survey Results
  - The survey was open from October through mid-November. Matt shared the results with the Board. This year's results will be our baseline. We had a goal of 60% participation and had 90% participation. Each manager will work with their staff to identify areas to focus on for improvement. He also reviewed the next steps, which

include follow up at 90 days and again in six months. We will look at physician engagement in the near future.

- Medical Staff Rules & Regulations – Updated 12/2020
  - In November 2019, the Medical Staff Bylaws were updated. The Medical Staff Rules and Regulations were last updated in 2011 prior to the electronic health record. Paula worked with the Medical Staff members to update the Rules and Regulations to meet current standards. The Medical Executive Committee reviewed the updated Rules and Regulation and voted on December 10, 2020 to recommend approval to the Board. They asked for one small change from the version that was sent to the Board for review. Paula shared the requested change.
    Kathy Spoor made a motion to approve the updated Medical Staff Rules & Regulations with the recommended change. Toni Williams 2nd. Motion carried.

V. Appointments/Reappointments

- **Appointments:**
  - **Opys:** April L. DeGennaro, ARNP and Michelle L. Jones, ARNP
  - **Providence Telestroke**: James W. Jordan, MD and Maria V. Recio Restrepo, MD
  - **VRAD**: Megan W. Hellfeld, MD, Renata L. Kesala, DO, Nanci M. Mercer, MD and Elizabeth K. Tieman, MD

  The Medical Executive Committee has recommended appointment and privileges for the providers above. Education, experience and claims history were reviewed by the Board.

  Kathy Spoor made a motion to appoint all of the above providers as recommended by the Medical Executive Committee. Toni Williams 2nd. Motion carried.

- **Reappointments:**

  - **Providence Telestroke**: Minal H. Bhanushali, MD and Muhammad U. Farooq, MD
  - **VRAD**: john R. Bodehamer, MD, Steven W. Davis, MD and Blake Poleynard, MD
  - **WHH**: Theodore R. Gavel, CRNA

  The Medical Executive Committee has recommended reappointment and privileges for the providers above. Education, experience and claims history were reviewed by the Board.

  Kathy Spoor made a motion to reappoint all of the above providers as recommended by the Medical Executive Committee. Toni Williams 2nd. Motion carried.

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VI. Adjournment: With no further business, the meeting was adjourned at 7:49pm.

Submitted:

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Kathy Spoor, Secretary to the Board