Willapa Harbor Hospital

Minutes of the Governing Board

October 27, 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 5:36pm

Toni Williams made a motion to approve the September 22, 2020 regular meeting minutes as written. Jeffrey Nevitt 2nd, motion carried.

Agenda: Addition of Resolution 2020-6 WISH Additional 2020 Funding, Executive Session

Audience: None

II. Consent Agenda

Kathy Spoor made a motion to approve the consent agenda. Jeffrey Nevitt 2nd, motion carried.

Vouchers/Warrants:	September	$982,021.12
Payroll/Payable:	September	$646,890.90
Write-offs: Bad Debt	September	$120,836.83

III. Reports and Presentations:

Administration – Matthew Kempton, CEO

- There will be a press release in tomorrow's paper regarding the clinic combination and weekend clinic, also Facebook posts will be going out soon.
- Swing bed program - has consultant come on site, we are working on policies. Planning to go live in January, RehabVision hired their PT, who came onsite for a site visit. We had our first speech therapy consult.
- Employee engagement survey is in process, it was scheduled to close at the end of the week, but was extended a week due to technical errors from the vendor getting them out. We have exceeded our 60% goal already.
- 3D campaign is going well. We have raised $9,285.05 in the first 2 weeks, we have $30,000 in our capital campaign and a grant application has been submitted for a large portion of the $91,000 cost. The department managers purchased masks for all employees with $6 from each mask going into the fund, the foundation donated $2,000 as well as they will have 2 items from the virtual festival of trees proceeds go towards the fund. Grant will be awarded January 15th.

Patient Quality of Care –Chelsea MacIntyre, CNO

- To date in October we have tested 647 patients in drive-through testing and 3,323 since we started testing.
- I am working with the swing bed consultant, we are looking at current resources and what is needed, and we did a gap analysis. Targeting January go live.

- Case management consolidation, working on achieving better synergy, Jana has joined Renee and I in this work.
- COVID-19 and Flu planning – We are trying to make sure readiness is achieved. Received additional N-95s ahead of the curve. We ordered 4,000, which will be a fit for numerous staff. Keeping track of PPE. Working on non-aerosolizing procedures. Training on new equipment. Then will invite first responders get training here, to help with transport.
- DOH approved swabbing requirement - we were not compliant so we have been providing competences to meet compliance.
- 3D mammography campaign is live. On our website, there is a link to order garments and masks as well as a link to make a donation via PayPal.
- PT, OT, Speech moving forward. Had our first speech therapy service preformed. Went very well. Possible mobile swallow evaluation available, working to get a proposal.
- Cardiac rehab department for the first time has a full program (within COVID restrictions).

Financial – Scot Attridge, CFO, March 2020 Financial Statements

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

Operations – Renee Clements, COO

- RHC clinic combination will go live November 2nd, we had an all staff meeting to embrace this. This Friday all visits are cancelled in order to complete the upgrades to the combined clinic. Weekend care will start November 14th, there are some staffing concerns, some of the current staff have offered to work overtime until all positions are hired. DOT exams are on hold until our ARNP certifications are completed.
- Alder House board met, the fire panel upgrade is approved and the work is scheduled to happen in November. Insurance was renewed. The manager is trying to limit new residents to those who meet our scope of care abilities.
- Radiology is working to identify avenues for growth including 3D mammography.
- Lab – Biofire was purchased and has arrived. It includes a 22 panel test for respiratory. We want to offer this to the public, can offer COVID test only, a panel of the top five tests and the full scope of tests. We are working on how to notify patients if a different test is shows positive. We can do rapid COVID/flu through Sophia (non-PCR). Will roll out options to drive-through testing patients. Lab manager extended her contract until the end of February.
- WSHA came onsite and performed a mock survey, We are waiting for results for some take aways. They did not think the actuals surveys would take place in the near future.
- Barbie and Dr. Hill will move to CPSI on January 1st, training is happening now.
- DOH/WSHA has PNW Population health data for outpatient claims. This data will give us an idea of why type of services are going where. This will help identify which type of service lines are needed in our area.
- Studer trying to understand measures in quality goals. Want to make sure data is correct before it is entered into our LEM. Working on 90-day plans, database, tools and process improvements.
- Great reviews on our new ED providers, greatly improved patient experience. Peer review going on as usual. Great relationship with staffing group.

IV. New Business

- Resolution 2020-2A1 – Petty Cash Amendment – This is an update to the amount of cash in the safe of the business office. It is an increase from $100 to $200.
  Kathy Spoor made a motion to approve Resolution 2020-2A1 for the increase in cash in the business office safe. Toni Williams 2nd, motion carried.

- Resolution 2020-6 WISH Additional 2020 Funding – Resolution 2019-7 passed in December of 2019 approved funding in 2020 up to $130,000. Due to numerous issues as well as payroll and invoices due before the end of the year, we are requesting to increase that amount to $250,000. *Kathy Spoor made a motion to approve Resolution 2020-6 amendment to Resolution 2019-7 to increase WISH funding for 2020 from $130,000 to $250,000. Toni Williams 2nd, motion carried.*
- Hospital Engineering Study – As preparation for the new facility master plan, Matt Kempton reached out to our strategic plan partner to check on updated cost to have the engineering study completed prior to January so the Board has data and can make an educated decision on whether to move forward with a new facility master plan. Due to COVID-19 and reduced workload the new estimated costs for the engineering study would be $15,300 instead of the original $25,000 estimate.
  Kathy Spoor made a motion to have the engineering study completed at the $15,300 proposal. Toni Williams 2nd. Motion carried.
- 2021 Draft Budget Presentation – Scot Attridge shared the draft budget for 2021. He and Cindy Sherman met with all of the department managers as well as the executive team members to prepare for the budget calculation. The Board reviewed all of the calculations and asked several questions which Scot answered. Scot also shared the draft capital budget, which needs the final total updated, as it was incorrect. The Board commissioners were asked to reach out to Scot with any additional questions or join the Finance Committee meeting for more details. The final budget will be reviewed and voted upon at a Special Budget Meeting on November 10th at 5:30pm.

V. Appointments/Reappointments

- **Appointments:**
  - **Providence Telestroke**: Stephen R. Burton, MD, Aixa D. Espinosa Morales, MD, Rizwan Kalani, MD, George A. Lopez, MD and Ravi U. Pande, MD
  - **VRAD**: Laura K. Jacobson, MD, Peggy A. Rouleau, MD, John W. Van Tassel, MD and Gerald G. Yutzy, MD

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

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

- **Reappointments:**
  - **CHI Harrison Cardiology**: Justin D. Penn, MD
  - **Providence Telestroke**: Archit C. Bhatt, MD and Pawani Sachar, MD
  - **VRAD**: Dennis DeJesus, MD, James E. Faliszek, MD, Cathleen A. Ivy, MD, Joshua D. Morais, MD, John D. Pavlus, MD, Jaime K. Salvatore, DO, Robert E. Stone, MD, Kathleen Tobin, MD and Christian S. VanKirk, MD

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

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

VI. Adjournment: The meeting was adjourned at 8:13pm to Executive Session to discuss issues at the Alder House. It was expected to take 30 minutes. Executive Session opened at 8:14pm. After some discussion, the Executive Session was closed at 8:43pm and returned to regular session. With no further business, the meeting was adjourned at 8:44pm.

Submitted:

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Kathy Spoor, Secretary to the Board