Willapa Harbor Hospital

Minutes of the Governing Board

January 28, 2020

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

Board Members Absent: None

Others Present: Matthew Kempton, CEO, Eric Volk, Interim CFO, Cindy Sherman, Controller, Renee Clements, CCO, Bobbi Hallberg, CNO and Paula Lorenz, minute's secretary.

I. Call to Order:

The meeting was called to order at 5:35 pm

Jeffrey Nevitt made a motion to approve the December 17, 2019 regular meeting minutes. Dave Vetter 2nd, motion carried.

Agenda approved, additions, Executive Session

Audience: Trisha Kiliany, CRNA

II. Consent Agenda

Kathy Spoor made a motion to approve the consent agenda. Toni Williams 2nd, motion carried.

Vouchers/Warrants:	December	$756,869.77
Payroll/Payable:	December	$608,317.47
Write-offs: Bad Debt	December	$21,471.30

III. Reports and Presentations:

Administration – Matthew Kempton, CEO

- Defers until Executive Session

Patient Quality of Care – Bobbi Hallberg, CNO

- We continue to work on nursing goals for the year and education process changes. February is heart month and Gail will have a display on heart health and cardiac rehab in the lobby.
- We continue to work on documentation, especially around medications.
- All RNs have been assigned a triage course from the Emergency Nurses Association to be completed by March 1st. We have also started a new process of monthly education topics for all staff.
- We hired a part-time CNA, he is in orientation and doing a great job.
- We have submitted our staffing plan to the DOH.
- 2020 Nursing Goals include:
    - Patient centered care. Mission: Consistently doing the right thing for the patient at the right time.
    - Pain management – Consistently re-assess and document pain assessment scores 90% of the time by end of 2Q2020.
    - Create a policy / protocol for pain management techniques for patients with opioid addiction or Suboxone treatment by the end of 3Q2020.

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

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

Compliance – Renee Clements, CCO

- **Compliance**
  - Thanked the board members for all signing the annual compliance attestations.
  - Matt has asked that in the next few weeks, I look at cultural transformation options. I am working with Studer, Kauffman Hall and Press Ganey to get comparable information and will bring that to the next board meeting for review and approval.
  - We will start doing more standard CAHPS surveys for our patients. We will be changing from phone surveys to mail surveys and standardized ER surveys. The cost of making these changes will be comparable to what we currently spend on paper, postage, etc. There were no public records requests this month.
- **Risk**
  - There were no formal patient complaints.
- **Quality**
  - Our fall count went down to zero and is now in green status.
  - Submitted the normal QA metrics to the board members.

IV. Old Business

- Strategic Plan Review & Approval
  - The board reviewed the Strategic Plan that came from the Strategic Planning Session in January. The executive team is discussing options regarding when to roll out the new website, we are working with two companies to find the best option.
    - Kathy Spoor made a motion to approve the Strategic Plan as written. Dave Vetter 2nd, motion carried.
- Community Health Needs Assessment Implementation Plan Review & Approval
  - The board reviewed the CHNA Implementation Plan that came from the Strategic Planning Session in January.
    - Dave Vetter made a motion to approve the CHNA Implementation Plan as written. Jeffrey Nevitt 2nd, motions carried.

V. New Business

- Resolution 2020-1 Check Signers
  - A resolution was presented to the board to remove Pam Ekman and Mary McAllister as hospital check signers and add Matt Kempton, CEO and Scot Attridge, CFO, effective February 10, 2020.
    - Kathy Spoor made a motion to approve Resolution 2020-1 as written. Toni Williams 2nd, motion carried.
- Building Committee
  - Gary Schwiesow spoke to Matt Kempton earlier and has requested that a Building Committee be formed that would include a couple of managers, employees and board members.

VI. Appointments/Reappointments

- **Appointments:**
  - Paula provided summary information for the appointment of WHH provider Barbara A Alford, ARNP. The Medical Staff/Executive Committee have recommended appointment and privileges for this provider. Education, experience and claims history were reviewed by the board.
  - She also provided summary information for the appointment of Providence Tele stroke providers Bruce R Geryk, MD, Sheila D Smith, MD & Lindsey Frischmann, DO. Education, experience and claims history were reviewed by the board.
  - She also provided summary information for the appointment of VRAD providers Christina Geatrakas, MD & Kingsley Orraca-Tetteh, MD. Education, experience and claims history were reviewed by the board.
    - Toni Williams made a motion to appoint all of the above providers with the exception of VRAD provider Orraca-Tetteh due to the number of previous claims. Kathy Spoor 2nd, motion carried.
- **Reappointments:**
  - Paula provided summary information for the reappointment of Providence Tele stroke provider Margarita Oveian, MD. Education, experience and claims history were reviewed by the board.
  - She also provided summary information for the reappointment of VRAD providers Brian Burgoyne, MD, Charles Henry, MD, Thomas Hudson MD, Christine Lamoureux, MD, Barbara McCorvey, MD, Karen Phillips, MD, Mark Reckson, MD, Michael Rethy, MD, Richard Rossin, MD &N Krishnan Kartha, MD. Education, experience and claims history were reviewed by the board.
    - Toni Williams made a motion to reappoint all of the above providers. Jeffrey Nevitt 2nd, motion carried.

VII. Adjournment:

The meeting was adjourned at 6:30pm to Executive Session to review several proprietary issues. It is expected to take 60 minutes. Executive Session opened at 6:35pm. After some discussion the Executive Session was closed at 8:06pm and returned to regular session at 8:07pm.

VIII. Practice Acquisition / RHC / Urgent Care Plan

- Matt Kempton presented a recommendation to acquire Willapa Family Medicine & Urgent Care "Dr. Steven Hill's Clinic" an on campus currently independent clinic (although WHH currently owns the building), employing the physician and staff, adding the recently recruited Barbie Alford, ARNP and turning into an RHC (takes 6-8 months). The hospital could then bill as provider based until RHC transition is finalized. Matt recommended that Dr. Hill and Barbie Alford work different shifts with extended hours into evening to provide urgent care needs. After 3-6 months, the hospital could then use a staffing agency to staff the clinic on the weekends for urgent care needs. First the hospital would need to acquire the practice. An asset buyout agreement is currently recommended as we already own the clinic and we plan to employ Dr. Hill as well as his staff. Matt, Paula and Dr. Hill have already begun working on an asset list with costs and pictures.
    - Jeffrey Nevitt made a motion to move forward with the clinic acquisition within the cost discussed during the executive session to include the purchase of assets and employment of physician and current staff. Dave Vetter 2nd. Motion carried.

IX. Management Salary Increases

- As a follow up request from the board during the November 5, 2019 special budget meeting, Matt Kempton shared a presentation in the Executive Session regarding management salary comparisons.
    - Following the presentation and returning to regular session, Kathy Spoor made a motion to implement the following COLA increases to the department managers, effective this current pay period:
      Based on the most recent Milliman Northwest Management & Professional Survey comparing hospital management salaries across 13 rural critical access hospitals within Washington State; managers currently making under the 25th percentile will receive a 4% COLA, managers making between the 25th & 50th percentile would receive a 2.5% COLA, managers making between the 50th & 75th percentile would receive a 1.5% COLA and those above the 75th percentile would be capped with the potential of a bonus based on their performance evaluation at the end of the year. Dave Vetter 2nd, motion carried.

X. Adjournment: With no further business the meeting was adjourned at 8:10pm

Submitted:

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Kathy Spoor, Secretary to the Board