Willapa Harbor Hospital

Minutes of the Governing Board

September 22, 2020

Board Members Present: In Person - Gary Schwiesow, Kathy Spoor, Jeffrey Nevitt and Toni Williams & Via GoToMeeting - Dave Vetter

Board Members Absent: None

Others Present: In Person - 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 5:35pm

Toni Williams made a motion to approve the August 25, 2020 regular meeting minutes as written. Jeffrey Nevitt 2nd, motion carried.

Agenda approved, executive session

Audience: None

II. Consent Agenda

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

Vouchers/Warrants:	August	$931,915.31
Payroll/Payable:	August	$635,027.61
Write-offs: Bad Debt	August	$ 65,356.64

III. Reports and Presentations:

Administration – Matthew Kempton, CEO

- Employee Satisfaction Survey will open October 16th and close October 31st with results a couple weeks afterwards. Survey is completely confidential.
- Inter-departmental satisfaction surveys went out for non-clinical departments to be completed by all department managers. Result have been compiled and will be shared with those department managers for review and follow up as needed. This survey was not confidential.
- We had our first physical therapy order and service on a hospital patient, it went well.
- The clinic combination is going great. They are scheduled to be completed by end of October. By next year, we will want to paint the outside all the same color.
- New weekend clinic will start November 14th. We have three mid-levels that will rotate weekends. The clinic will be open on Saturdays and Sundays 9am to 9pm. If a holiday falls on a weekend, they will be open.
- We have kicked off the fund raising campaign to upgrade to 3D mammography technology. We have been working on advertising as well. Internal campaign name is 3D, We See. Externally will be Detect It, Treat It, Defeat It. I met with Zoe from the Foundation, they will hold a virtual Festival of Trees this year and it will be scaled back in size and they asked that we send donation letters to FOT donators. (Kathy Spoor shared that Pacific County will offer grants to non-profits and will speak to Zoe to see about the Foundation submitting a request for $10K). The hospital and foundation will partner together to fundraise, submit grant requests

and the hospital capital committee will match donations to try and reach the total funding needed.

- The hospital made the first payment on the new pharmacy unit through GE financing to start the 120-day window for the new unit.
- Union negotiations start weekly in October for Local 8 Union. In November, we will start negotiations with UFCW.
- Win – our insurance brokers came back with a rate for our benefit plan. The increase for benefits was only 1.7%. They are offering same plan as well as a new plan with a higher deductible.
- Master Facility Plan (MFP) was postponed until January. I ask that the board consider moving forward with an Engineering Study prior to January that will help us understand the current state of the hospital facility and whether the age of the facility warrants replacement in 5 years. No vote needed at this meeting, informational only.
- Kathy Spoor shared that the Community Development Block Grant comes out at the beginning of the year and needs county sponsorship for up to $750K for critical infrastructure needs. Think about capital needs at the facility. The Alder House board would also be interested in this grant to improve their facility. This grant usually comes out in March with a May due date.

Patient Quality of Care –Chelsea MacIntyre, CNO

- Special Projects
  - Drive-Thru Testing statistics, we have tested 2,521 patients since mid-June. Cancelling tomorrow and Thursday due to inclement weather. Looking at options for inclement weather going forward.
  - Looking to implement swing beds here to drive volume and revenue. Matt worked with RehabVisions to make sure PT providers are more available. First patient last week. Can do Occupations and Speech therapy out of Aberdeen.
  - Looking at consolidation of different experts into a case management department.
- Education
  - Skills Fair for Nursing will take place next week.
  - Working with Studer Group to start Nurse Leader Rounding on patients.
- Dr. Oatfield loves the new surgical tower.
- 3D mammo campaign departmental goal is to raise 20% of funds. We are excited to bring this level of care for patients. Working with Willapa Printing for artwork for T-shirts, other kind of shirts and face masks. Will have link on our website for orders.
- Peter James, CRNA, worked with surgery on advanced recovery protocol and pharmacy to place a spinal block for use during the procedure. Patient did very well; we look forward to using it more often.

Financial – Scot Attridge, CFO, March 2020 Financial Statements

- Gave a financial presentation to the board.
- See Financials attached
- Informational – Timeline and Approval Process for 2021 Budget - Currently working with senior team and their direct reports for 2021 capital and operational budget needs. We hope to have a draft budget completed by end of month. Matt will review and bring to the October Board meeting for review. Needs to be submitted by 11/15. Need a special board meeting in November. Will also be brought to the Finance committee for more detailed review prior to Board vote. The Board determined the date for the Special Board Meeting to approve the budget would take place on November 10th and requested move the regular November meeting a week earlier to November 17th. Paula will update the website and calendars.

Operations – Renee Clements, COO

- Clinic combination – The two clinics have been connected. We consulted with Wipfli to make sure everything is in place prior to the November 2nd go live date. Working on a phone triage system so everyone is on the same system. Working to have one EHR system going forward. ER patients that do not have a PCP can be referred to Barbie Alford, ARNP. Dr. Hill agreed to do what is best for business, EHR transition will take until end of year. Weekend Clinic credentialing is in process and have had meetings with OPYS to determine scope of care for weekend walk-in clinic. They do CDL physicals; we will make sure we have everything they need to make this happen. IT and facilities have been doing great to meet the needs to make all of this happen. Opening weekend for the weekend walk-in clinic is 11/14 – 11/15.
- Alder House board meeting next Thursday, actively developing a show room. Emma working on building a website. Staffing ongoing concern. Moving forward with fire panel upgrade, some slowdown due to financing not being approved. Working on option to help them get funding. Insurance renewal coming up
- Quality –WSHA offers a mock one-day preparedness survey. Torrie, Chelsea and I had a meeting to discuss pain points and deficiencies. Ongoing VRAD billing issues. Had an internal meeting to discuss possible options. Met with one vendor to see if we might want to change later. No formal patient care complaints.
- COVID testing, rapid tests limited to 900 per month, looked at another vendor for tests but they wanted a large number of tests guaranteed. BioFire is onsite now and can perform 21 respiratory tests at once from one sample. Can do same day PCRs.
- Imaging – we received final proposal for the 3D mammography technology upgrade.
- Studer HCAHPS planning call happening

IV. New Business

- HR/Timekeeping System – Matt Kempton shared at the last meeting that we were looking at four vendors. Since then, we had meetings and demos with those vendors as well as conducted financial reviews. We chose Paycom, this product will cost approximately $47K. It is a complete employee system. The Board and Executive team discussed what is included with the purchase. Implementation is anticipated for the 2nd pay period in November.
  Jeffrey Nevitt made a motion to approve the purchase and implementation of the Paycom HR/Timekeeping system. Kathy Spoor 2nd, motion carried.
- Organizational Chart Update – Removed "Dr. Hing's clinic staff" from reporting to the CNO as Dr. Hing and his staff have moved into WHH Clinic. Also removed Dr. Hill's name before WHH Clinic. After the two clinics merge in November, we will change all to be WHH Clinic.
  Kathy Spoor made a motion to approve the changes to organizational chart. Toni Williams 2nd, motion carried.
- Resolution 2020-2A – Petty Cash Amendment – This is to establish a till in the admitting area so that patients can make payments at time of service, as well as business office closed due to schooling needs of employees.
  Kathy Spoor made a motion to approve Resolution 2020-2A with the addition of a cash drawer in Admitting. Toni Williams 2nd, motion carried.

V. Appointments/Reappointments

- **Appointments: None**

- **Reappointments: None**

VI. Adjournment: The meeting was adjourned at 7:14pm to Executive Session to review some contract issues. It was expected to take 20 minutes. Executive Session opened at 7:15pm. After some discussion, the Executive Session was closed at 7:42pm and returned to regular session. With no further business, the meeting was adjourned at 7:43pm.

Submitted:

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Kathy Spoor, Secretary to the Board