Willapa Harbor Hospital

Minutes of the Governing Board

February 25, 2020

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

Board Members Absent: Toni Williams

Others Present: Matthew Kempton, CEO, Scot Attridge, CFO, Cindy Sherman, Controller, Renee Clements, CCO, Chelsea MacIntyre, Interim CNO and Paula Lorenz, minute's secretary. Alder House Board Member Joanne Seaton via phone and candidate Linda Brummell.

I. Call to Order:

The meeting was called to order at 5:30 pm

Pete Darrah, Raymond American Legion Post Commander and his co-commander presented Matt Kempton, WHH CEO with a Raymond Post 150, 100 year commemorative coin.

Kathy Spoor made a motion to approve the January 28, 2020 regular meeting minutes. Jeff Nevitt 2nd, motion carried.

Agenda approved, additions, Executive Session – Additions = Cultural Engagement proposal & Building Committee

Audience: None

II. Alder House Board Vacancies

Current Alder House Board Members are Matt Kempton, Dave Vetter and Joanne Seaton. Joanne Seaton has submitted her resignation effective today. Evie Harmer and Diane Fuller submitted resignation in January. Dave Vetter spoke with Linda Brummell and Sherri McDonald who have agreed to join the Alder House Board. Dave Vetter made a motion to appoint Linda Brummell and Sherri McDonald to the Alder House Board. Matt Kempton 2nd, motion carried. We still need to find one more person to appoint to the board. Linda Brummell and Joanne Seaton excused themselves from the rest of the meeting.

III. Consent Agenda

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

Vouchers/Warrants:	January	$1,023,993.53
Payroll/Payable:	January	$919,868.55
Write-offs: Bad Debt	January	$66,214.17

IV. Reports and Presentations:

Administration – Matthew Kempton, CEO

- Chelsea MacIntyre has completed her first week as Interim CNO
- Scot Attridge is here, we are very excited to have him join our team
- Dr. Tobi Thaller and Barbie Alford, ARNP have started in their respective clinics.
- Last week we held 10, 1 hour long employee forums. 115 staff attended those forums. I will be holding them quarterly. Feedback from staff was very positive. Communication in small organization are key and I emphasized that.
- I am leaving on March 6th to move my family up here. I will be back in the office on March 11th.

Patient Quality of Care – Chelsea MacIntyre, Interim CNO

- I am excited to be serving as the Interim CNO
- The nursing staff are nearly complete with the emergency severity index education
- They are beginning NIHSS training to improve our competency in evaluating neurological deficits r/t stroke
- I implemented 2 updated policies, rolled out two improved documentation forms, held one education roll out and had two employee disciplinary actions.

Financial – Scot Attridge, CFO, January 2020 Financial Statements

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

Compliance – Renee Clements, CCO

- The Press Ganey survey contract has been singed, we are waiting on logo approval and IT implementation. Estimated ETA is April 1, 2020.
- Have been getting Cultural Transformation Proposals and given them to Matt.
- We had no public records requests last month
- We did have one formal patient complete regarding care in the emergency room
- There were several informal business complaints related to VRAD billing. Pam, Marshall and I have been working on that issue.
- Cindy Sherman chaired her first revenue Cycle meeting with Scot in attendance. Ongoing process improvements and discussion to improve that cycle
- I oriented Dr. Hill and his clinic staff to Quality, Risk and Compliance standards of Willapa Harbor Hospital. It was well received.
- Handed out the Quality dashboards

V. Old Business

- Practice Business Update
  - We acquired Dr. Hill's clinic effective February 17, 2020. Eventually we will be turning it into a Rural Health Clinic. We are posting an MA position for the ARNP. Once that position has been filled, her schedule will change to a later timeframe. We received an update report from Dr. Hill as to how he felt the first week went. Matt will forward the email from Dr. Hill to the board as an FYI.
- Building Committee
  - Per Gary Schwiesow's request at last month's boar meeting, the Building Committee meeting would be no more than one meeting per month. He asked that two board members participate. Dave and Jeff offered to participate. He would also like Gary Spoor and another employee to participate. When it is further along, he would like some clinical input. We will keep the committee small initially. Once there is more information, we would bring on additional members within the hospital as well as the community. Gary asked that a letter from the CEO and CFO be sent out to the community before bond time.

VI. New Business

- Website Front page & Logo – We received proposals from 3 companies. The proposal that we liked the best was from Emma Rose (local). Matt Kempton shared a mock up draft of our proposed new website. The board liked the front page and asked Matt to move forward. The proposal includes site development, support and a photo package to have her come onsite and take new photos.

- Marketing Proposal – We signed a one month agreement to try marketing for the month of February. We extended it into March. There is now a proposal for a 1 year agreement. Matt Kempton shared a cardiac rehab brochure that was generated as well as a couple of ads. The one year proposal will cost $3200 per month for 30 hours.
    - Dave Vetter made a motion to move forward with signing the contract, Jeff Nevitt 2nd, motion carried.
- Cultural Engagement Proposals
    - Kauffman Hall – They are a large corporation that started in financial and expanded. This is not their forte. The want $300K+ for 2-3 months of work.
    - Studer Group – Approximately $62K per year, 3 year contract. Had a higher quote with more site visits. Matt Kempton asked them to reduce the number of visits to reduce the cost.
    - Press Ganey – proposal not available yet, will have it by the end of the week. However we estimate the proposal to be much more expensive than Studer Group but less expensive than Kauffmann Hall
    - Kathy Spoor asked Cindy Sherman to check on the requirements for 3 proposals and documentation
        - Jeff made a motion to have Matt move forward with contracting with the Studor Group as presented, Dave Vetter 2nd, motion carried.

VII. Appointments/Reappointments

- **Appointments: None**
- **Reappointments: None**

VIII. Adjournment: The meeting was adjourned at 7:12pm to Executive Session to review several employee issues. It is expected to take 30 minutes. Executive Session opened at 7:14pm. After some discussion the Executive Session was closed at 7:49pm and returned to regular session. With no further business the meeting was adjourned at 7:50pm

Submitted:

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Kathy Spoor, Secretary to the Board