Willapa Harbor Hospital

Minutes of the Governing Board

July 28, 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 5:36 pm

Jeffrey Nevitt made a motion to approve the June 23, 2020 regular meeting minutes. Toni Williams 2nd, motion carried.

Agenda approved, addition of Connection of Clinic Building Contractor/Cost

Audience: None

II. Consent Agenda

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

Vouchers/Warrants:	June	$837,183.58
Payroll/Payable:	June	$631,376.70
Write-offs: Bad Debt	June	$0

III. Reports and Presentations:

Administration – Matthew Kempton, CEO

- Modular Pharmacy Buildout – We are waiting for information from the vendor to determine specifics on what needs to be done and final pricing.
- Clinic Combination – We have selected a contractor and have updated pricing. Will bring to a vote later in the meeting.
- Studer "Journey to Service Excellence" kick off with the managers is going well. The managers have started monthly rounding on their staff and have been getting great feedback from the staff. Each month the managers will post a report for staff to show red, yellow or green on issues and concerns and where they stand with resolution. Each manager is working on his or her goals, which are due by the end of the week. Those will be reviewed and aligned with the strategic plan in the new few weeks.

Patient Quality of Care –Chelsea MacIntyre, CNO

- Drive through rapid COVID-19 testing started mid-June with 929 patients tested to date. The department heads have stepped in to help with the large number of those being tested. Kathy Spoor shared that the county EOC will be hiring another person and they may be able to help with traffic control.
- I am working with Kris Basil and Tish Cashell on education regarding EKG times. We are making laminated badge cards with EKG standards.
- Kris Basil, ER & Trauma Managers is onboard and doing great.

- I have hired three RNs and a LPN and am looking forward to them starting.
- The surgery department has returned to pre-COVID volumes, maybe a little above.
- The Skills Fair is supposed to happen in September, we are trying to determine what we can do with COVID-19 in person meetings/training restraints. We may provide some online training, then in person once we are allowed.

Financial – Scot Attridge, CFO, March 2020 Financial Statements

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

Compliance – Renee Clements, COO

- Risk
  - Working with Lab to make sure we get requisitions in and make sure we have enough tests for internal patients.
  - Transitioning Torrie and Lisa to their new roles.
  - Thursday all managers are getting HIPAA and Employment education from Physicians Insurance.
- Compliance
  - We had one public records request last week and it was released.
  - Our new revenue cycle director is looking at streamlining charges and billing compliance.
- Quality (handout)
  - Kicked off Journey to Service Excellence, goals to align with strategic goals. All goals are weighted that performance to be evaluated on.
  - Surveying more with Press Ganey. Clinics are reviewing scores.
  - Dr Hing will move over with Hill and Barbie on August 3rd. Both MAs in that clinic left or moved to another clinic. New MA started with Dr. Hill last week. Another MA will start with Barbie in a week or so. After training, they will start up extended hours again.
  - Lab has a vacancy of Manager. An Interim Manager was to start yesterday, but that did not happen. Val is filling in and we will start the search over again.
  - Radiology federal inspection next week.
- Alder House – The facility does not have Wi-Fi for the staff or patients to use for business or to communicate with their families during COVID-19 visitation restrictions. We can add Wi-Fi as part of the Alder House Cares Act grant of $20,000. The cost will be approximately $8,000 in supplies and increase the monthly Comcast bill by $300.
    - *Kathy Spoor made a motion to approve the installation of Wi-Fi in the facility using Cares Act grant funds of approximately $8,000, and the additional monthly cost of $300.00. Toni Williams 2nd. Motion carried*

IV. New Business

- Informational –Matt Kempton handed out a proposal for the Facility Master Plan. This is informational as we are getting additional proposals before we bring back for approval.
- Resolution 2020-5 Financial Package –As a follow up from the last Board meeting, we were asked to bring back financing options for the pharmacy modular build out to bring us into compliance, as well as the laparoscopic tower and portable x-ray. We looked at financing these separately as well as bundled. This proposal has 60-month financing with 3.8% interest. The funds will be in an escrow account so that we can collect interest. We will get a legal opinion from a lawyer through WRHC at a lower rate. Scot explained the corrected portable x-ray cost.

- *Toni Williams made a motion to approve Resolution 2020-5 as written with bundled funding through GE Financing for the Pharmacy modular build-out and two capital requests that were approved at the last Board meeting. Dave Vetter 2nd. Motion carried.*

- Alder House – Renee Clements shared that last week the Alder House Board met and they reviewed and approved a couple of items. She wanted to bring it here for review and approval. A Fire Panel change out is needed, including updates to each patient's room. This is a deficiency that we need to correct, with an estimated cost of $119,000. Scot would like to apply for the loan deferment process that is available under the Cares Act due to COVID-19 of approximately $160,000 balloon payment, would free up approximately $5,000 per month for fire panel correction.
    - *Dave Vetter made a motion to move forward with the fire panel correct and approve Scot Attridge, CFO to apply for the loan deferment process under the COVID Cares Act application for the Alder House. Toni Williams 2nd, motion carried.*
- Connection of Clinic Buildings – Matt presented an updated bid from Rognlin's Construction that would cost $132,500 plus tax. He requested approval of both the vendor as well as the updated cost.
    - *Toni Williams made a motion to approve the selection of Rognlin's Construction for the clinic combination project with a bid of $132,500 plus tax. Jeffrey Nevitt 2nd, Kathy Spoor abstained, motion carried.*

V. Appointments/Reappointments

- **Appointments:**
    - Paula provided summary information for the appointment of Providence Telestroke provider Madeline R. Nguyen, MD.
    - She also provided summary information for the appointment of VRAD providers Marwah Helmy, MD, Norna L. Karp, MD, Eric Kraemer, MD, Justin Q. Ly, MD, James L. Manwill, MD, Shaden F. Mohammad, MD, Mohammad R. Rajebi, MD, Carl N. Schofield, MD and William Wong, MD.
    - She also provided summary information for the appointment of WHH affiliate provider Peter W. James, CRNA.

    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:**
    - Paula provided summary information for the reappointment of Providence Telestroke providers Syed W. Abbas, MD, Abdelrahman F. Beltagy, MD, Christopher V. Fanale, MD, Lindsey K. Frischmann, DO, Robert A. Lada, MD, Tomoko R. Sampson, MD and Tarvinder P. Singh, MD.

    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.*

VI. Adjournment: With no further business, the meeting was adjourned at 7:20 pm.

Submitted:

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Kathy Spoor, Secretary to the Board