Willapa Harbor Hospital

Minutes of the Governing Board

May 26, 2020

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

Board Members Absent: None

Others Present: In Person - Matthew Kempton, CEO, Scot Attridge, CFO, Chelsea MacIntyre, CNO and Paula Lorenz, minute's secretary, Via GoToMeetings - Renee Clements, COO.

Others Absent:

I. Call to Order:

The meeting was called to order at 5:40 pm

Kathy Spoor made a motion to approve the April 28, 2020 regular meeting minutes. Dave Vetter 2nd, motion carried.

Agenda approved, no additions, no Executive Session

Audience: None

II. Consent Agenda

Jeffrey Nevitt made a motion to approve the consent agenda. Dave Vetter 2nd, motion carried.

Vouchers/Warrants:	April	$1,033,613.42
Payroll/Payable:	April	$607,443.75
Write-offs: Bad Debt	April	$0

III. Reports and Presentations:

Administration – Matthew Kempton, CEO

- COVID-19 Update – The executive team is still meeting multiple times per week regarding the ongoing changes. The county submitted a Variance request last week to move into Phase 2, which was approved. We are reviewing how this will affect the policies we currently have in place, while keeping staff, patients and visitors safe. We are in the process of implementing rapid COVID-19 testing. We have ordered 300 tests that we expect to arrive by end of next week. We will use Sophia II analyzer we currently have onsite for the Rapid testing. This is a 15-minute test that we can use for screening for elective surgeries. We have started non-emergency surgical procedures and will work to schedule the backlog of surgeries. We will also start antibody testing that is ordered by patient's physicians. The patients will need to check with their insurance company to see if that test will be covered as well as sign a consent. It is not an assurance that they are or are not immune to COVID-19.
- Website – We have made quite a bit of progress on the website this month. There are still some areas under development. We are focusing on gathering stories of the history of the hospital. We hope to have the pages complete by end of next month. We will schedule time with the photographer to take pictures for the website. We hope to release a statement about new website in next couple of weeks.

- We are working on developing goals for the Studer Group LEM. The kick off meeting for the management team for Studer Group is coming up. The Organizational Risk & Readiness Assessment has been completed and will be shared with the managers soon.
- Extended clinic hours for Barbara Alford, ARNP started on May 12th. Her schedule is now Tuesday through Friday until 8pm. She has seen a few extended hours patients so far, there is room to grow the number of patients during these hours.
- New signage has been put up at hospital and clinics.
- Talked with Larry Cohen, CEO at Ocean Beach Hospital. Their Orthopedic Surgeon is retiring soon and they have asked if we would be interested in sharing a replacement Orthopedic Surgeon between both hospitals by splitting salary and services.

Patient Quality of Care – Chelsea MacIntyre, CNO

- We have implemented the CAH (Critical Access Hospital) module and things are going exceptionally well. Prior to implanting this, if a patient was seen in the ER and then was admitted, the patient would have had one medical record for the ER and one for inpatient. This made continuity of care difficult, as it was not easy to see historical care. There has been a lot of work on charges. We will continue to monitor and make adjustments as needed. This morning Nursing, Pharmacy and Quality were working on a new process to capture information for medication.
- COVID-19 – A new testing policy was sent out today. This opens up our testing policy to test more patients. Once we have the rapid tests in, we will test as many people as needed. I built a tracking tool to monitor PPE supplies and have been monitoring it. We are looking good in that area thanks to the items we received from many outside agencies. We received two ventilators. Surgery has phased their reopening.
- Nursing is working on education on medication documentation.
- The ED & Trauma Manager position is posted. We also posted other positions for replacements for nursing staff and adding per diem nurses.
- ER staffing providers, we have had good feedback so far. We are able to provide feedback to Opys if there is a provider who is not a great fit and have them quickly replaced.

Financial – Scot Attridge, CFO, March 2020 Financial Statements

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

Compliance – Renee Clements, COO

- Risk
  - We renewed the provider liability insurance with a renewal date in August.
  - HIPAA events, we track everything and report requirements. We are working on education improvement.
  - Rolled out new consent to treat during COVID time (insurance recommendation). Working for the variance needed for phase two application. Safety Officer spoke with School Districts for alternative care sites. Community Center also agreed to be an alternative care site.
- Compliance
  - In the near future Dee Erickson will transition over to the Compliance Officer role. She attended the compliance collaborative meeting with me.
  - COVID-19 - CMS has waived different things, Sophia II rapid testing was approved.
  - Working with the interim manager at Alder House. We received a new application today for that position, we will interview late next week.

- Alder House Board Meeting scheduled for June 11th. Sent out all materials to them for review. Will discuss new payment grids and processes. Working with staff for clinical tracking and reimbursement. Weekly meeting between both Hospital and Alder House. Renee and Shelly attended their first staff meeting, reviewed safety and health. Learning outpatient processes.

- Quality (handout)
  - Activated CAH module, this will improve patient safety as well as revenue generating.
  - New performance measure for a few months, tracking ED Throughput, foresee an improvement in the next few months. All physicians except one are staying onsite and improving staff satisfaction.

IV. New Business

- The June meeting is scheduled for June 16th due to the Annual Conference in Chelan. That conference has been canceled due to COVID-19. The Board members decided to move the meeting to the normal, 4th Tuesday of the month, June 23rd as it will be easier for the financial preparation for the meeting.

V. Appointments/Reappointments

- **Appointments:**
  - None
- **Reappointments:**
  - Paula provided summary information for the reappointment of CHI Harrison Cardiac Ultrasound provider Allen Rassa, MD. The Medical Executive Committee has recommended reappointment and privileges for this provider. Education, experience and claims history were reviewed by the board.
    - Kathy Spoor made a motion to reappoint Allen Rassa, MD as recommended by the Medical Executive Committee. Dave Vetter 2nd. Motion carried.

VI. Adjournment: Adjournment: With no further business, the meeting was adjourned at 6:53pm.

Submitted:

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Kathy Spoor, Secretary to the Board