Willapa Harbor Hospital

Minutes of the Governing Board

March 24, 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, Renee Clements, CCO, Chelsea MacIntyre, Interim CNO and Paula Lorenz, minute's secretary.

Others Absent: Cindy Sherman, Controller

I. Call to Order:

The meeting was called to order at 5:33 pm

Dave Vetter made a motion to approve the February 25, 2020 regular meeting minutes. Jeff Nevitt 2nd, motion carried.

Agenda approved, additions, no Executive Session

Audience: None

II. Consent Agenda

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

Vouchers/Warrants:	February	$869,824.73
Payroll/Payable:	February	$661,866.35
Write-offs: Bad Debt	February	$127,129.28

III. Reports and Presentations:

Administration – Matthew Kempton, CEO

- COVID-19, this pandemic is ever changing. Our current state of operations is full reaction and planning. Our response is for the safety of our patients and the community. Other less important items have been put on-hold for the time being, with the employee survey, Studer group and facility building committee on hold for now.
- Kathy Spoor shared that the Pacific County EOC call meetings will take place every Monday, Wednesday and Friday at 10am ongoing and request for testing through LabCorp went to Paul Staats (WHH Safety Officer). Kathy asked that the Executive Team ask him for info so that the hospital can respond. The EOC has a LabCorp contact name and who can get 15 per week, mobile testing can be eligible for up to 100 tests, she would like us to try to get those additional tests.
- We are still going through the process of interviewing the CNO candidates.

Patient Quality of Care – Chelsea MacIntyre, Interim CNO

- All of the nursing work has been focused on preparations for COVID-19. Focus on clinical and evidence-based algorithms. It has been going well. We are implementing a testing policy. If we can get more test kits then we can expand testing requirements. A local business has reached out to ask about scheduling a blood drive. Another business reached out to offer to sew reusable gowns, we may get donation of gowns and masks from several community members.

    - Kathy Spoor reached out to the school districts to see if they would offer space for the blood drive. Ocean Beach agreed, have not heard back from South Bend or Raymond yet.
- We have seen a slight increase in Influenza A this month.

Financial – Scot Attridge, CFO, February 2020 Financial Statements

- Gave a financial presentation to the board.
- See Financials attached
- Business Manager Position – We continue to post the position but have no viable candidates at this time. The Business office is working well and I continue to check in often. Cindy Sherman has been taking on a lot of that positions work.

Compliance – Renee Clements, CCO

- Risk – I am trying to stay ahead of all of the emails I am getting regarding COVID-19. DOH has new requirements, CDC had new data needed, EOC needs data requirements, NW Region needs data. I am working with our legal risk manager regarding insurance lobbying to get onsite childcare, lobbied government last week, not approved yet. New EMTALA ruling, and allowing screening outside of the hospital. Working to see if it is possible.
- Compliance – I am blasting email to employees what we can or cannot disclose due to HIPAA. There was one public records request which Cindy Sherman fulfilled that for us. Reviewing patient safety issues.

IV. Old Business

- Building Committee
    - On hold at this time due to COVID-19.

V. New Business

- Resolution 2020-2 Petty Cash – Kathy Spoor made a motion to approve as written, Jeffrey Nevitt 2nd, motion carried.
- Resolution 2020-3 Line of Credit Signers – Kathy Spoor made a motion to approve with the addition of the credit amount of $500,000, Toni Williams 2nd, motion carried.
- COVID-19 – We have been meeting daily at 9am about the changing situation to make changes as needed. We have put out a number of policies including; visitor screening, employee self-screening, etc. We are working on order from the governor to shelter in place, essential and non-essential employees (can work from home). Talked about tele-health, we had a solution for this, by using a service that provides telehealth, sends tests directly to patients homes. Found out today that their lab was over inundated and can no longer provide the service. We are moving forward with Dr Hill and his EMR to use telehealth. We are working with CPSI to see how quickly we can get the hospital system updated with telehealth software. We will post information regarding telehealth on the webpage and on Facebook. Radiology has decreased the number of procedures they are doing, clinic visits have decreased, and lab is staying about the same. We have had an increase of calls from people with COVID-19 questions, so we wrote a script for our nursing staff to use and will give callers the Pacific County EOC call number and DOH numbers. Some patients are self-cancelling their appointments

VI. Appointments/Reappointments

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

VII. Adjournment: With no further business the meeting was adjourned at 6:25pm

Submitted:

_____

Kathy Spoor, Secretary to the Board