Willapa Harbor Hospital

Minutes of the Governing Board

August 25, 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;35 pm

Jeffrey Nevitt made a motion to approve the July 28, 2020 regular meeting minutes as written. Toni Williams 2nd, motion carried.

Agenda approved, additions of Controls Upgrade and Collections Process

Audience: None

II. Consent Agenda

Toni Williams made a motion to approve the consent agenda. Jeffrey Nevitt 2nd, motion carried.

Vouchers/Warrants:	July	$1,097,955.55
Payroll/Payable:	July	$ 965,759.62
Write-offs: Bad Debt	July	$ 477,438.52

III. Reports and Presentations:

Administration – Matthew Kempton, CEO

- We will be starting inter-departmental survey for service departments that are not involved in direct patient care. These will go out to all department managers to complete on the service departments quarterly.
- Met with the CEO of RehabVisions, there will not be a delay of 48-hours before they can see our patients. We will try to have their physical therapist attend one of our Medical Staff meetings.
- At the Foundation meeting earlier this month, they agreed to partner with us to raise funds for the cost of the software needed to upgrade to 3D mammography. Kathy Spoor shared that she reached out to Karen Clements who is a board member for the LV Raymond Foundation to see if this type of equipment purchase would be eligible for consideration for funding. She indicated that it would be. They are in the process of updating their grant application and will forward to Kathy when it is available. Kathy agreed to complete the application once she receives notice the application is available.
- Our quarterly Medical Staff meetings have been opened up to other providers that were not historically included. All attended the first meeting, the second meeting some did not show up. They agreed to have a sub-meeting called the Provider Collaboration meeting to review cases where clinic and ER providers are not on same page for care of the patient.

Patient Quality of Care –Chelsea MacIntyre, CNO

- I submitted an application to reclassify our cardiac & stroke levels with the state. We have been re-categorized by the state and we are now at level 3 stroke and level 2 cardiac.
- We will hold our Skills Fair the last week of September in compliance with COVID-19 meeting restrictions.
- We have tested 826 patients so far this month in our drive thru rapid testing service and 1,794 since the June start date. It is great to help identify those in the community that do not know they are positive and need to self-quarantine as well as provide numbers to the state to keep within phase requirements. Now that testing has become more popular, the manufacturer of test kits are having trouble keeping up so are putting everyone on a monthly quota. We dropped our testing by one day and may have to decrease more if supplies run out. We are looking at other options to be able to keep up with demand. Initially most patients were from out of the region. The last few weeks most of the patients are within the region (Pacific, Grays Harbor, Northern Oregon, etc.).

Financial – Scot Attridge, CFO, March 2020 Financial Statements

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

Compliance – Renee Clements, COO

- Quality and Risk - Handed off to Torrie, lots of training and data entry happening.
- Compliance – Dee has taken this role and I have been working with her.
- WHH Clinics – Dr. Hing moved over 8/3 and working on Mondays. He seems pretty happy and made mood in clinic better. New staff doing well. Cheryl, receptionist is on medical leave, new MA for Barbie is now doing registration work for now. Jodi Freeman is working with Barbie at this time during regular hours. RHC long-term goal in one clinic. Demolition started today and think should be complete by end of October. Taking away processes to make it a unified approach as one clinic. Contemplating possible name change.
- Lab – The new interim manager will start next Monday. Val has stepped up and been lead for the Lab. She will work with new interim manager on processes here. Pending Biofire machine to be able to do onsite PCR testing.
- Radiology – They are working on getting the number of exams up. Hiring a new staff member. Set goals to increase visits.
- Dietary – The manager is doing a lot of restructuring in that program.
- Alder House – The next Board meeting is scheduled for this Thursday. Scot applied for loan deferral, but it was applied to a Department of Commerce loan of approximately $135,000, in which we have 6 more years to pay on. The annual loan payments are $23,158 and are being deferred for two years (2021-2022) for a total deferral of $46,316. This amount will help support the Fire Panel Upgrade needed for $119,000 proposed. The next payment will be due on April 30, 2023. The deferred amount will be due at the maturity of the loan, without accruing additional interest on April 30, 2026. Financing pending on this. Fire Panel redo will still happen, Johnson Control will work with us for a financing and we will find out if there is a penalty for early payment in full. Cares Act funding application submitted by Scot for $20,456 accepted to pay for the Wi-Fi expansion and carrier change over, and those are earmarked for COVID expenses. New manager doing wonderfully at keeping staff accountable so a number of staff are leaving. Reached out to staffing agency, not great response.
- **Strategic Plan Update – Matt Kempton**
- Matt handed out the strategic plan that the Board approved in December along with the metrics. He reviewed each plan and metric and gave an update of the status of each.

IV. New Business

- Presentation of Proposals for Facility Master Plans - Presentation from The Healthcare Collaborative Group via separate GoToMeeting. Also reviewed proposal from Wipfli. No vote needed today. Matt asked the Board to review both proposals $50-$70K. The Board members had a lengthy discussion about cost and timing.
  - *Kathy Spoor made a motion to review the proposals again in January for a February implantation date. Toni Williams 2nd, 4-yea and 1-nay votes. Motion carried.*
- Resolution 2020-5 Financing Package Pricing Change – We were going to buy a used Pharmacy unit, which is what we based our financing on. The company that was going to install it found out that L&I will not allow a used unit, this caused a change in construction and additional site prep, which will raise the cost. We looked at 3 options, rental option which would have unreimbursed cost of $809,782 at 5 years. Mobile purchase option would have unreimbursed cost of $856,378 at 5 years. We could move it or use for another service, it would have a 20-year life. On-site construction option would have unreimbursed cost of $1,055,135 at 5 years. That building cannot move if the hospital is moved. Our recommendation is to buy a mobile unit; the total cost-financing package (mobile pharmacy unit, laparoscopic surgery tower and the portable x-ray) would be close to $1.5 million instead of the initial 1.3 million proposed at the July board meeting. This increase is due to the added cost of a new mobile pharmacy unit to meet L&I requirements vs. purchasing a used unit. We need to go back to GE Capital to increase financing with a cap of $1.5 million.
  - *Toni Williams made a motion to purchase a mobile unit and increase the funding through GE Capital from $1.3 million to $1.5 million. Dave Vetter 2nd, motion carried.*
- NexGen ACO Through Physicians of Southwest Washington (PSW) – The Washington Rural Health Collaborative started a process over a year ago to join an Accountable Care Organization (ACO). At this time, 7 of the 13 member hospitals have decided to participate. We feel there is too much risk to make it work for our hospital. We want to grow our facility and ACOs want to reduce services for savings. We can always look at this in a year or two to see if it will work for us at that time. To participate we would have to contribute an escrow amount of approximately $95,000. The Board discussed several scenarios about how much money we could make or lose. The board agrees not to participate at this time.
- Controls Upgrade – The hospital HVAC system is failing in the ER and Lab areas. If we replace the controls, it may extend the life of the HAVC system. We have received two quotes one for $27,000 and the one presented for $24,877.70. If approved this work would be part of the work completed under the Small Works Roster.
  - *Kathy Spoor made a motion to approve the proposal for $24,877.70 under Small Works Roster. Toni Williams 2nd, motion carried.*
- Collections Process (Informational) – Toni Williams and Kathy Spoor shared that they were contacted by the former owner of McDonald Collections and were concerned that the hospital is now using a new collection agency and not McDonald Collections (now called "Grimm Collections"). Toni Williams and Kathy Spoor acknowledged that is an operational decision. However, they asked Scot Attridge to reach out to Grimm to see what can be done to meet the hospital's needs.

V. Appointments/Reappointments

- **Appointments:**
  - Paula provided summary information for the appointment of Providence Telestroke providers Joseph M. Freeburg, MD, Mimi S. Lee, MD, Kyle Y. Ogami, MD and Kishan S. Patel, MD.

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 provider Lilith M. Judd.
- She also provided summary information for the reappointment of VRAD providers Gavin W. Arnett, MD, Kimberly S. Miller, MD, Aspan S. Ohson, MD, Julie K. Shaffrey, MD and Arlene Sussman, 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 8:33 pm.

Submitted:

Kathy Spoor

Kathy Spoor, Secretary to the Board