Willapa Harbor Hospital

Minutes of the Governing Board

Cedar Room

August 23, 2022

Board Members Present in Person: Gary Schwiesow, Jeffrey Nevitt, Kathy Spoor, Steve Holland and Toni Williams.

Board Members Absent: None

Others Present: Matthew Kempton, CEO, Renee Clements, COO and Paula Lorenz, minute's secretary in person, Eric Volk, Interim CFO via GoToMeeting.

Others Absent: Chelsea MacIntyre, CNO & Cindy Sherman, Controller

Guests: None

I. Call to Order:

The meeting was called to order at 5:31pm

Jeffrey Nevitt made a motion to approve the July 26, 2022, regular meeting minutes as written. Steve Holland 2nd, motion carried.

Jeffrey Nevitt made a motion to approve the August 11, 2022 special meeting minutes as written. Toni Williams 2nd, motion carried.

Agenda: Addition of additional capital requests related to the EPIC implementation.

Executive Session: There will be an executive session held to discuss operational issues that is expected to take approximately 10 minutes.

Audience: None

II. Consent Agenda

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

Vouchers/Warrants:	July	$1,266,790.32
Payroll/Payable:	July	$1,101,514.99
Write-offs: Bad Debt	July	$ 76,222.56

III. Reports and Presentations:

Administration – Matthew Kempton, CEO

- Wins
  - Hospital carpet replacement has made substantial progress, they are out this week and will resume next week.
  - Land acquired and will close in February 2023. Feasibility studies are in progress, I should have reports soon.
  - Sandy Holland, ARNP Hospitalist - today was her first day caring for patients.

- Recognition
  - Shared a recognition of our ER provider, Dr. Dueber and his willingness to cover several vacant shifts.
- Updates
  - CRNA Recruitment – We have four potential candidates moving on to peer interview stage.
  - CFO Recruitment – We have turned down four candidates to date, continuing to search for qualified candidates.
  - Clinic ARNP Recruitment – Early in the search contract, no candidates yet.
  - Pharmacy Project – We had a Pharmacy pre-inspection earlier this month with HVAC balancing continuing. Other close out list being completed, ETA anticipated for the end of August. Inspection and certification by the end of September 2022.
  - EPIC Transition – We are on track, organizational risk assessment meetings happening regularly, training of Super Users and Credentialed Trainers occurring within the next few months, preparing for ORA summit in January 2023.
  - WHH Security & Safety Plan – Active shooter education and preparedness, we are gathering education and training resources as well as security vendor information. Future active shooter sub-committee meetings to occur as a part of the Safety Committee.
  - Alder House – Senator Jeff Wilson's office is assisting with waiver request.
  - Clarification on retirement matching rates shared.

Financial – Eric Volk, Interim CFO, July 2022 Financial Statements

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

Patient Quality of Care – Chelsea MacIntyre, CNO

Operations – Renee Clements, COO

- Alder House
  - Property/Liability Insurance renewal process.
- Rural Health Clinic-Willapa Medical Clinic
  - Provider outages/PTO
  - Ongoing search for ARNP replacement for Barbie
  - Excited to announce launching DOT physicals on Sundays/Scheduled with Jeremy Quinn PA-C
- Radiology
  - Providence Cardiology Medical Group interpreting our Echocardiograms.
  - Status going great at this time
  - VRAD and PACS agreements completed for EPIC preparation for interface builds
  - Piloting third day of MRI still pending
- Quality/Risk
  - Washington State Department of Health surveyed us the week of 8/8/2022-8/10/2022

- The citation findings report will arrive 10-business days post survey (arrived today) and then WHH has 10 Calendar days to file an extension and/or complete the corrective actions. Fire Safety corrections must be completed within 35 days and Environment of Care and Clinical corrections within 60 days.
- Risk - Two Patient complaints resolved.
- Two Public Records Request in Quarter 2 2022.
- Quality Assurances and Process Improvement Reports included.

➢ Lab

- Lab interfacing Middleware equipment and company in negotiations for EPIC conversion. Interfacing our 9+ pieces of Lab equipment along with the Lab Information System Beaker will have a one-time large cost.
- Lab healthcare worker shortage continues=creativity in advancing internal candidates and recruitment continues

➢ Dietary

- Dietary healthcare worker shortage continues.

IV. New Business

➢ Resolution 2022-4A Petty Cash Amendment – There have been several changes in petty cash holdings, our Controller has requested the amendment to match what is actually in each location as well as match the GL report.

Jeffrey Nevitt made a motion to approve Resolution 2022-4A as written, Kathy Spoor 2nd. Motion carried.

V. Continued Business

➢ Capital Requests –

- Hill-Rom BP Monitor and Olympus Laparoscopic Instrument – Informational
- Additional capital requests needed for the EPIC implementation.
  - Data Innovations (Lab Interface) $108,000, this is needed for a middleware that interfaces with each piece of our lab equipment.
  - Hybrent subscription is a monthly fee with a one-time implementation fee. Negotiated price down from $75,000 to $45,000 annually. Purchasing and inventory system to works with EPIC. Software bolt on product.
  - Fuji interface with PACS imaging software system and EPIC.
  - Sage Intacct, subscription approved at the last meeting. Now need to pay for the $34,000 implementation fees before the end of the year.
  - EPIC down payment is due soon. The Board approved the implementation last year.

Toni made a motion to approve the capital requests for $503,944 related to the EPIC implementation as presented. Kathy 2nd, motion carried

VI. Appointments/Reappointments

➢ Appointments: None

➢ Reappointments: None

VII. Adjournment: The meeting was adjourned at 6:58pm to Executive Session to discuss Operational Issues. It was expected to take ten minutes. Executive Session opened at

6:59pm. After some discussion, the Executive Session was closed at 7:11pm and returned to regular session. With no further business, the meeting was adjourned at 7:12pm.

Submitted:

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Kathy Spoor, Secretary to the Board