Willapa Harbor Hospital

Minutes of the Governing Board

Cedar Room

March 22, 2022

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

Board Members Absent: None

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

Others Absent: None

Guests: Joe Kunkel, via GoToMeeting

I. Call to Order:

The meeting was called to order at 5:32pm

Steve Holland made a motion to approve the February 22, 2022, regular meeting minutes as written. Toni Williams 2nd, motion carried.

Agenda:

Executive Session: There will be an executive session held to discuss operational issues that is expected to take approximately 15 minutes.

Audience: None

II. Consent Agenda

Kathy Spoor made a motion to approve the consent agenda. Toni Williams 2nd, motion carried.

Vouchers/Warrants:	February	$1,297,225.58
Payroll/Payable:	February	$ 759,864.16
Write-offs: Bad Debt	February	$ 24,155.89

III. Reports and Presentations:

Administration – Matthew Kempton, CEO

- Physician recruitment – we are looking to recruit an ARNP hospitalist. Have interviewed 3 virtually and are bringing two onsite for in person interviews
- Pharmacist recruitment – We have signed with another recruiting agency to expand the search for an interim Pharmacy Director. Matt Cox is working every morning at the hospital. We continue to be contracted with Cardinal contracted for remote work.
- Pharmacy construction project – Have a pre-construction meeting onsite this Friday. Will have a more firm construction timeline. Expecting construction starting in April with completion in June then up to 30 days for certification. Waiting for approval on one thing

from the city. We will lose the Evergreen Conference room, which will become the employee breakroom. We need to identify space for a second conference room.

- Kicking off our EPIC conversion project. Torrie Matlock will be our project manager. She has experience with EHR implementation.
- Roof and construction projects – Working with the contractors for roof replacements on the Purchasing and Administration buildings. Flooring waiting for final bids.
- Alder House next step is to send a letter to DOC to request a waiver on covenants language.
- Next week we will hold our next quarterly employee forums for all staff.
- Held a LDI for our managers, we had a national speaker come onsite, Rich Bluni. Topic was "Inspired Leadership". This was included in our contract at no additional cost.
- Chief of Staff report was shared.

Financial – Scot Attridge, CFO, February 2022 Financial Statements

- Gave a financial presentation to the board
- See Financials attached
    - *Follow Up – Scot will find out why bond payments are still happening when it is paid.*
    - *Follow Up – Scot will add graph for MRI visits going forward*

Patient Quality of Care – Chelsea MacIntyre, CNO

- Working with small subset of Collaborative members on a HRSA grant. Waiting to hear if we win the grant.
- We are close to going live with our new Stroke protocols. We will use Tenecteplase for both heart and brain bleeds.
- Hourly Rounding on Patients is our next best practice initiative. We will make it standard to improve patient care.
- WHH Lions Club – We funded two "kids for a day" recipients. We gave birthday gifts to a 7 year-old boy and a 5 year-old girl. Upcoming service project is another blood drive on June 7th location to be determined. Good return on clothing drive. Excess will be donated to a worthy organization.
- Charles has a full Cardiac Rehab program, has three patients ready to graduate the program. As soon as they graduate, new patients enter program.
- We found an ER travel nurse who will cover during maternity leave. She was training today.
- Rural Collaborative has CNOs meet regularly.
- Spoke with other hospitals that have had DOH survey and found some areas that they are focusing on. Found many still have not been surveyed yet.

Operations – Renee Clements, COO

- WMC & Weekend Care – Opys had provided us a PA who was certified to perform DOT examinations. Issues occurred and he is no longer working at our location. Sherry Franks is filling in as needed. Annual wellness visits data must be reported to the state. The clinic is working to increase these visits and make the visits meaningful for patients. Price transparency work has been happening to meet this mandate. Working to robust Dr. Hamson's patient panel.

- Radiology – Marshall is moving on per diem ultrasound for more coverage. Per diem CT technician hire in process.
- MRI volumes increasing
- Quality/Risk – Torrie will enhance her role for a year to be EPIC project manager. She posted a position for another clinical informatics. Lisa sends out monthly newsletters to physicians and clinicians.
- Patient experience 2022, we survey ER, IP and Clinic patients, will start bringing results.
- Lab continues to struggle with supply chain. Staffing challenges continue. We have 2 FT lab technician positions open.
- Also working on a HRSA grant to work with high schools for students interested in being a MA. Proposal was submitted yesterday. Waiting to hear if we will be awarded.
- Dashboards were shared. Red is 15 points lower than goal, 10 is yellow and green is meeting

IV. New Business

- Resolution 2022-4 Petty Cash – The change to the resolution is to remove $100 under Business Office Safe, as it is really in the $250 cafeteria fund. Just a clerical correction.

  Kathy Spoor made a motion to approve Resolution 2022-4 as written. Toni Williams 2nd, motion carried.
- 2022-2024 Strategic Plan – The Board members reviewed the draft 2022-2024 strategic plan that was compiled from the Strategic Workshop held in January.

  Kathy Spoor made a motion to approve the 2022-2024 strategic plan as presented. Toni Williams 2nd, motion carried.
- Swear In Steve Holland as Board Member – It was determined that the Board or Hospital has never sworn in a Board member, it is always done by the county. Paula will provide Steve the minutes showing that he was selected to present to the county.

V. Continued Business

- Capital Requests –
  - Blood Analyzer – A Blood Analyzer for the Lab was budgeted for $50,000 for 3Q2022. It died this week. We received a quote to replace it for $16,300 plus tax and shipping.

    Kathy Spoor made a motion to approve the urgent purchase of the blood analyzer from Fisher Healthcare. Steve Holland 2nd, motion carried.
  - Dishwasher – The Dishwasher replacement for the kitchen was budgeted for 1Q2022, we are removing the item from the capital budget list due to plumbing and other issues associated to the cost to replace it. We believe that the group repairing it now can keep it running the rest of the year.
- Facility Master Plan – Joe Kunkel joined the meeting via GoToMeeting. He shared a presentation that reviewed the project history and process. The Board members and executive team discussed next steps.

  Toni Williams made a motion to approve the Facility Master Plan as presented. Jeff Nevitt 2nd, motion carried.
- Approve/Disapprove CEO Incentive Bonus per Contract Requirements – As a follow up to the last meeting, the motion below was made.

Toni Williams made a motion to approve payment of the CEO Incentive Bonus of 13% of his 2021 annual salary per contract requirements as he met the 2021 Strategic Goals. Kathy Spoor 2nd. Motion carried.

VI. Appointments/Reappointments

- Appointments:
  - **Providence Telestroke** – Michael M. Chen, MD & William Lou, MD
  - **RehabVisions** – Anne E. Heikel, OTR/L, Christopher M. Jensen, DPT, Judith A. McCulloch, SLP & Grace M. Ruah, OTD

  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 the providers above as recommended by the Medical Executive Committee. Toni Williams 2nd, motion carried

- Reappointments:
  - **VRAD** – Christine A. Lamoureaux, MD & Marwah Helmy, 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 the providers above as recommended by the Medical Executive Committee. Toni Williams 2nd, motion carried

VII. Adjournment: The meeting was adjourned at 7:40pm to Executive Session to discuss Operational Issues. It was expected to take 15 minutes. Executive Session opened at pm. After some discussion, the Executive Session was closed at 7:55pm and returned to regular session. With no further business, the meeting was adjourned at 7:56pm.

Submitted:

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Kathy Spoor, Secretary to the Board