Willapa Harbor Hospital

Minutes of the Governing Board

Cedar Room

October 25, 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, Eric Volk, Interim CFO, Chelsea MacIntyre, CNO, Renee Clements, COO and Paula Lorenz, minute's secretary

Others Absent: Cindy Sherman, Controller

Guests: Joe Kunkel

I. Call to Order:

The meeting was called to order at 5:36pm

Toni Williams made a motion to approve the September 27, 2022, regular meeting minutes as written. Steve Holland 2nd, motion carried.

Agenda:

Executive Session: There will be an executive session held to discuss the Feasibility of Proposed Site Development Cost as well as operational issues that is expected to take approximately 40 minutes.

Audience: None

II. Consent Agenda

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

Vouchers/Warrants:	September	$1,621,902.29
Payroll/Payable:	September	$ 696,129.17
Write-offs: Bad Debt	September	$ 80,319.54

III. Reports and Presentations:

Administration – Matthew Kempton, CEO

- Wins
  - The Pharmacy clean room has been completed. We are working with the Department of Health Construction Review team for approval The hood certification is in process.
- Updates
  - Carpet Replacement – We will do a walk through tomorrow for a punch list to finalized the hospital portion. The carpet replacement in the clinic will start in a week or so and take six to seven nights to complete.

- We have a potential buyer for the Alder House. The discussions are in preliminary stages. We hosted a site visit last week with participants from the Department of Commerce and many other agencies. We were notified that the debt is not assumable. The developer who participated asked for a number of records, we are getting those for him.

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

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

Patient Quality of Care – Chelsea MacIntyre, CNO

- Win
  - COVID-19 policy updates – The Federal and State changes take place October 31st. We will mirror the state updates based on risk levels. The new policy is in draft. The most restricted piece is masking for healthcare entities.
- Recognition
  - I would like to recognize Jaime Flementes, Nurse, who has risen to the occasion in the ER. She has received patient compliments.
- Updates
  - RT – Had a busy month for September
  - Med-Surg – Elizabeth Dant is now the Med-Surg Manager
  - Case Management – Terilynn Peterson is transitioning into this position
  - ER – We showed high performance this wee with a motor vehicle accident
  - Surgery – The OR humidity repairs have started
  - Infection Prevention – Working to improve processes within the facility
  - Projects – Stroke education for all staff. Implementing COVID updates
  - We are on track to meet all of our quality goals for this year
  - Service – Up trending performance for HCAHP scores. Newest core of approximately 92.
  - Gratitude – Changing federal and state guidance for COVID

Operations – Renee Clements, COO

- Alder House
  - "Voluntarily" Red-Tagged the Elevator process complete.
  - Attended Pacific County Housing Work Group Launch;
  - Dept. of Commerce, Pacific County Housing Authorities, Housing Opportunities for SW WA Jennifer Westerman, contracted Developer and Architect convened at Alder House for a walk-through 10/19/2022 for interagency collaboration on analysis of possibilities and funding opportunities for the building to meet housing needs related to the covenant that stands
- Rural Health Clinic-Willapa Medical Clinic
  - Win: Weekend Clinic volumes steady and increasing.
  - Opportunity: Weekday outages with Provider vacancy- ARNP recruitment continues, 2nd onsite interview with ARNP candidate: 10/21/2022
  - Agency Locum ARNP search for interim coverage.

- Radiology
  - MRI disruptions- consistent with two days a week, but the third day has not been consistent. Unfortunately, the MRI unit continues to battle either hardware: generator, external structure and newly a software repair. Hopeful for a more consistent late October and November.
  - Ultrasound Per Diem potential hire for coverage.
  - Win: Volumes remain stable for CT, MRI for September revenue despite barriers
- Quality/Risk
  - Ongoing EPIC readiness. Risk of too few or too many Super Users. The balance of cost, operational interruptions etc…
  - COVID updates/changes to DOH vs. CMS guidelines
- Budget-Operation Departments - Challenges
  - 2023 Operational and Capital Request proposals to the Finance Team has taken place.
    - Unknowns with EPIC preparedness, dual licensure expenses Q1 with the CPSI/EPIC transition period. Expensing 2022 purchases for the EPIC project on 2023 when implemented.
    - Purchased services vs. salaries ongoing imbalance for projecting with hopes for Employed positions to fill in this health care staff shortages.
    - Predicted volumes impacted by provider vacancies. Unknown timeframe when this will stabilize.
- Lab/Dietary
  - EPIC builds continue. Work process change planning taking place
- Grateful – Hopeful for remaining providers and hopeful for a new provider engagement. We are excited for EPIC in relation to the clinic efficiencies.

- Dashboards were shared

IV. New Business

- Finance Committee Update – Toni Williams shared that the quarterly Finance Committee meeting was held last night. They reviewed the September financials and proposed 2023 draft operational budget. They also discussed the WHSA procurement requirements training that she and Steve Holland participated in.
- Proposed 2023 Operating Budget – Eric Volk presented the draft proposed 2023 operational budget. The Board members asked questions during the presentation. The final proposed budget will be reviewed and voted upon for approval at the November 8th Special Budget meeting.
- Feasibility of Proposed Site Development Cost – Joe Kunkel joined the meeting virtually and the presentation was held in Executive Session. After the Executive Session, the Board members decided that more information was needed and to postpone the vote. This agenda item will be added to the November 8th Special Budget Meeting agenda.
- Proposed Updated ER/IP/OP/OBS Privileges – Paula Lorenz shared that our current privileges for ER provider requires all ER providers to have current ATLS certifications. We have lost a couple of providers and heard complaints by several others as those ER

providers that are American Board of Emergency Medicine certified, must take continuing education above and beyond the ATLS training requirements and the cost and time commitment does not make sense. The Medical Executive Committee asked Paula to research the Washington State law and WACs to determine if ATLS is needed for ABEM certified ER providers. After must searching and consultations, it was determined per WAC 246-976-700 Critical Access Hospitals with Level V Trauma Levels do not require ATLS for ABEM ER providers, with the exception of the Chief of Staff and ER Medical Director who must have it. All other ER provider must have current ATLS certifications. Those requirements were changed in the privileges form and taken to the October 12th Medical Executive Committee meeting for approval. They approved the changes and recommended that the Board approve them as well.

Kathy Spoor made a motion to approve the updated ER/IP/OP/OBS privileges as recommended by the Medical Executive Committee. Toni Williams 2nd. Motion carried.

V. Continued Business

- Capital Requests –
  - Nurse Call System Replacement – As we have discussed in previous meetings, our current Nurse Call System is past is expected life expectancy and cannot be repaired. We will have approximately $100,000 - $120,000 left from the Infection Control SHIP Grant that replaced our carpeting in the patient care areas (Nurse Call System approved by the Grant) that we want to apply to this replacement. Those funds must be used by December 31, 2022 or we must pay the remaining funds back to the Grant. We have looked at the remaining 2022 capital budget items and determined several that can be postponed until 2023 to free up the funds needed to pay the difference from the grant for this replacement. We have two bids as there are no there vendors willing to work in our area. One of them includes all costs the other does not and will cost more once we hire outside vendors to complete those portions of the work. The members reviewed both bids.

    Steve Holland made a motion to approve the replacement of the Nurse Call System by West-Com. Toni Williams 2nd, motion carried.

VI. Appointments/Reappointments

- Appointments:
  - **RehabVisions –** The following providers are requesting 6-month provisional privileges: Elena G. Gutierrez, SLP & Joshua J. Krzemien, DPT.
  - **VRAD –** The following providers have been given 2-year appointments with VRAD and would receive same appointments here: Pio P. Hocate, MD & Gabriela A. Santos Nunez, MD.
  - **WHH –** The following providers are requesting 6-month provisional privileges: Mekenzie S. J. Kmack, CRNA & Charles R. (Rob) Teames, CRNA.

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

- Reappointments:
  - **CellNetix –** The following provider is requesting a 2-year reappointment: Daniel F**.** Brown, MD.
  - **Providence Telestroke –** The following providers have been given 2-year reappointments with Providence and would receive same reappointments here: Archit C. Bhatt, MD, Stephen R. Burton, MD, Aixa D. Espinosa Morales, MD, George A. Lopez, MD, Ravi U. Pande, MD & Pawani Sachar, MD.
  - **RehabVisions –** The following providers are requesting 2-year reappointments: Bryana K. Braykovich, OTR/L & Louie-Jean Taylor, OTR/L.
  - **VRAD –** The following providers were given 2-year reappointments with VRAD and would receive same reappointments here: Dennis DeJesus, MD, James E. Faliszek, MD, Cathleen A. Ivy, MD, Joshua D. Morais, MD, Tariq Rashid, MD, Jaime K. Salvatore, DO, Cynthia L. Tortorelli, MD & William M. Whetsell, MD.
  - **WHH –** The following provider is requesting another 2-year reappointment: Robert F. Oatfield, DO.

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

VII. Adjournment: The meeting was adjourned at 6:01pm to Executive Session to discuss the Feasibility of Proposed Site Development Costs. It was expected to take 30 minutes. Executive Session opened at 6:02pm. After some discussion, the Executive Session was closed at 6:30pm and returned to regular session. The meeting was adjourned again at 8:08pm to discuss Operational Issues. It was expected to take 10 minutes. Executive Session was opened at 8:09pm. After some discussion, the second Executive Session was closed at 8:17pm and returned to regular session. With no further business, the meeting was adjourned at 8:18pm.

Submitted:

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Kathy Spoor, Secretary to the Board