Willapa Harbor Hospital

Minutes of the Governing Board

Cedar Room

February 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: Jewel Hardy

I. Call to Order:

The meeting was called to order at 5:32pm

Toni Williams made a motion to approve the January 25, 2022, regular meeting minutes as written. Jeffrey Nevitt 2nd, motion carried.

Agenda:

Executive Session: There will be an executive session held to discuss the CEO performance evaluation and goals review that is expected to take approximately 30 minutes.

Audience: None

II. Consent Agenda

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

Vouchers/Warrants:	January	$970,372.55
Payroll/Payable:	January	$730,346.30
Write-offs: Bad Debt	January	$ 89,788.33

III. Reports and Presentations:

Administration – Matthew Kempton, CEO

- Pharmacy Project -We have received the construction timeline and the okay to begin construction. The construction is estimated to start at the beginning of April; we are waiting for a specialized HVAC system and can do pre-work so it is installed immediately when ready. Construction should be complete in June with certification by end of June.
- COVID-19 Infection Control Grant for infection prevention – part of the funds will be used to replace the carpeting. We have met with the vendor and selected the colors. Waiting for a cost proposal so we can start.

- In preparing for our EHR conversion next year, we will be doing a data conversion that takes approximately 9 months to convert 10 years' worth of data. Kick off call will take place the first week of March.
- Provider Recruitment – We are in the process of checking references for an ARNP Hospitalist candidate. If all checks out good, we will bring them here for an in person interview.
- The Governors mandate that put a hold on elective surgery was lifted on February 17th.
- Chief of Staff did not send report this month.

Financial – Scot Attridge, CFO, January 2022 Financial Statements

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

Patient Quality of Care – Chelsea MacIntyre, CNO

- Wins
  - We have hired 2 RNs, 1 FT and 1 PT, we are very excited.
  - Shelly has moved on to the Health Department, Amy Neva will be our new Employee Health Nurse starting on March 1st.
- Published newest version of our visitor policy today. We are moving back to a visitor policy, for non-COVID patients, they can have one visitor at a time with a limit of two per day.
- Working with The Rural Collaborative for a HRSA grant with three other hospitals.
- Stroke protocols hoping to go live next month. Providence going to use Tenecteplase for stroke now. They are our stroke partner. This medication will be used 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 Branch held a blood drive and had 31 units donated. That could save up to 93 lives. We may do another one. We are networking other community organizations. Willapa Harbor Random Acts of Kindness reached out to us with a request to partner with them for kids birthdays. Girl turning 5 years old and a boy turning 7 years old. We are also working on a clothing drive; our community-clothing bin is totally empty. Chelsea is the contact person. If we have excess we will donate to shelter or thrift store.

Operations – Renee Clements, COO

- Alder House – WISH Board met February 1st and discussed Department of Commerce loan. The WISH Board approved a motion to ask the hospital to pay off that loan on their behalf.
- WMC – In February, we had providers out due to sickness. Shared analysis on type of patient seen in weekday clinic versus weekend clinic. Working hard to promote Dr. Hamson. Please spread the word. Working on maximizing schedules so more patients can be seen. Working on a way for patients to self -schedule if they prefer, also has a patient reminder notifications option.
- Radiology – Ultrasound and MRI are doing well. Increasing to 2 days per week has helped many patients, still waiting for wide bore capability.

- We are overdue for our DOH survey. Surveys have been resumed so they can come anytime.
- KPI reports were shared.

IV. New Business

- Resolution 2022-2 WISH Department of Commerce Loan Payoff – The WISH Board met and approved a motion to request that the hospital pay off the Department of Commerce Loan on their behalf.
    - *Steve Holland made a motion to approve the payoff of the WISH Department of Commerce Loan as requested by the WISH Board. Jeffrey Nevitt 2nd, motion carried.*
- Resolution 2022-1A WISH dba Alder House Additional Funding –This resolution adds the amount of the Department of Commerce Loan payoff amount to the funding approved at the last meeting.
    - *Kathy Spoor made a motion to add the payoff amount to the initial funding approved at the last meeting. Toni Williams 2nd, motion carried.*
- Resolution 2022-3 Surplus Asset – Years ago our auxiliary club donated a youth crib that we can no longer use. It is sitting in offsite storage. We would like to sell it to an organization that needs this. We would use the funds for other capital needs.
    - *Toni Williams made a motion to approve Resolution 2022-3 to sell the crib that is no longer used. Steve Holland 2nd, motion carried.*
- 2022-2024 Strategic Plan – We held our strategic planning session last Saturday. WipFli is working on coming up with a document which Matt Kempton will bring to the next Board meeting for review and approval. Thank you all for your work to get these strategic goals identified and prioritized.

V. Continued Business

- Capital Requests –
    - Walk In Refrigerator – The kitchen has a room built in the 1950's that is used as a refrigerator. It needs to be rebuilt with new skins and shelving. The shelving quote we believe we can get a lower price.
        - *Kathy Spoor made a motion to approve the purchase of the repair of the fridge skins and shelving, Steve Holland 2nd, motion carried.*
    - Roof Repair – Purchasing – Building had a big leak where we keep all of our supplies. We had to move forward as it was an emergency to get it repaired. The Board reviewed two quotes. Matt signed a contract with Coastline Roofing.
        - *Kathy Spoor made a motion to approve the repair from Coastline Roofing, Toni Williams 2nd, motion carried.*
    - Roof Repair – Administration – There are several leaks in the building with part of the roof falling in. The Board reviewed two quotes.
        - *Kathy Spoor made a motion to approve the proposal from The Roof Doctor with the addition of weekend work. Toni Williams 2nd, motion carried.*
- Facility Master Plan – No update.

VI. Appointments/Reappointments

- Appointments: None
- Reappointments: None

VII. Adjournment: The meeting was adjourned at 6:47pm to Executive Session to discuss CEO performance evaluation and goals review. It was expected to take 30 minutes. Executive Session opened at 6:48pm. After some discussion, the Executive Session was closed at 7:14pm and returned to regular session. With no further business, the meeting was adjourned at 7:15pm.

Submitted:

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Kathy Spoor, Secretary to the Board