Willapa Harbor Hospital

Minutes of the Governing Board

Cedar Room

May 24, 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, Chelsea MacIntyre, CNO, Renee Clements, COO, Cindy Sherman, Controller and Paula Lorenz, minute's secretary.

Others Absent: Scot Attridge, CFO

Guests:

I. Call to Order:

The meeting was called to order at 5:33pm

Kathy Spoor made a motion to approve the April 26, 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

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

Vouchers/Warrants:	April	$1,123,004.87
Payroll/Payable:	April	$ 738,766.16
Write-offs: Bad Debt	April	$ 31,783.83

III. Reports and Presentations:

Administration – Matthew Kempton, CEO

- Wins
  - We offered the full-time Director of Pharmacy position to Anaya Destan. She has accepted and stated she intends to retire here.
  - ARNP Hospitalist candidate Sandy Holland has signed the contract and has a start date of 7/26 pending credentialing and new employee process.
- Staff Recognition
  - Big thank you to HR for holding our annual safety fair.
- Updates

- Pharmacy project is getting close. Flooring went in today. Waiting for HVAC and then it can be inspected and certified.
- Hospital flooring project tentatively scheduled to be started June 13th.
- Nurse Call System quote was expired. We asked for a new quote. It came in $30,000 more so getting additional quotes. Grant will pay for initial quote amount so we may need to pay the difference.
- Both Administration and Purchasing roofs have been replaced.
- EPIC implementation is on schedule. We are planning for training so we will need to construct an additional conference room, it will be located in the HIM area.
- WHH Foundation and WHH Capital Campaign Committee would like to work with other organizations to raise money to purchase 3 new patient beds and one pump. The cost is approximately $48,000.
- We submitted the DOC Application to request transfer of ownership from WISH to another non-profit organization. They have 60-90 days to review.
- Dr. Hing is still our Cardiac Rehab Director. Dr. Hamson has agreed to train with Dr. Hing to take over those duties.

Financial – Cindy Sherman, Controller, April 2022 Financial Statements

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

Patient Quality of Care – Chelsea MacIntyre, CNO

- Recognition
  - HR knocked it out of the park with the safety fair.
- Projects
  - Nurses week went well, nurses received small gifts from local vendors.
  - WHH Lions club coordinating with Raymond Fire for a blood drive on June 7th. Lions Club asked me to speak at the district conference on SPARK, went well. An additional lions club asked me to speak at their conference as well. Great experience.
  - Still standardizing hourly rounding. Our coach will be onsite next month to help with best practices.
- Wins
  - We are hiring two additional RNs.
  - Possibly implementing the DAISY program here. It is a national program. This includes rewards and recognitions.
- Challenges
  - Case Management department opening still
  - Traveling RNs shortages
  - Regional COVID Case counts are rising, especially in school age children and those over 65.

Operations – Renee Clements, COO

- Alder House
  - Collaborating to complete the requirement of Transfer of Sale Application to the D.O.C. Asset negotiator.
- WMC

    - Continued efforts ongoing for compliance with the Patient Liability Estimator Tools/Price Transparency
    - Patient Connect has begun. A new module that allows patients to request appointments, upload insurance cards and documents electronically, confirm appointments and electronic patient reminders.
    - Weekend care in April averaged eight patients per day
- Radiology
    - MRI growth continues, highest month at that time
    - Ultrasound exceeding projected volumes. We continue to pursue second machine, sonographer and space.
    - Providence Echocardiogram interpretation draft service agreement in place.
    - Working with CFO regarding VRAD negotiations, our 2015 contract is not being renewed. Negotiations and clarification are taking place to prepare for a new contract in August 2022.
- Quality & Risk
    - Working with Valley View Health Center to have a client billing agreement in place to furnish their employee health needs.
    - Improvement in Bar Code Scanning and Patient Safety!
- Lab
    - Our Lab Manager initiated a patient safety improvement initiative for clinical patients and staff to be able to electronically label blood/lab specimens that are drawn at the clinic and transferred to the hospital lab.
    - Insurers are requiring Quality CPT Codes be applied at the time of visit. Our Lab Manager is using a multi-disciplinary approach with the Business Office Manager, Coding and myself.
    - Have candidates for our open positions. Hope to hire for those positions soon.
- Dietary
    - Great work for hospital week
    - Walk-in Fridge repairs have been completed
    - New Policy Improvements in place on logging compliance of temperatures.
- Reviewed dashboards

IV. New Business

- Resolution 2022-5 Pacific County Hazard Mitigation Plan – The Board members reviewed the counties hazard mitigation plan.
  Kathy Spoor made a motion to approve Resolution 2022-5 as written, Steve Holland 2nd. Motion Carried
- Resolution 2022-6 Authorization to Enter into an Interlocal Agreement (Enterprise) with The Rural Collaborative and Others – Matt Kempton, CEO presented information about the agreement, costs and how it will benefit our hospital.
  Kathy Spoor made a motion to approve Resolution 2022-6 as written, Jeffrey Nevitt 2nd. Motion Carried
- Recap of WSHA Conference – Lots of talk about High Reliability Organizations (HRO), we are on that journey with Huron. Do no harm, emotional and physical. Discussion on health equity and what we currently do in our facility.

V. Continued Business

- Capital Requests –
    - No new requests, the ER HVAC that was on the list was actually approved in June 2021, but parts did not come in until December 2021. It was too cold to turn off heating to install so it will be installed on June 7th and 8th. It will come out of this year's capital budget.

VI. Appointments/Reappointments

- Appointments: None
- Reappointments: None

VII. Adjournment: The meeting was adjourned at 7:16pm to Executive Session to discuss Operational Issues. It was expected to take 15 minutes. Executive Session opened at 7:17pm. After some discussion, the Executive Session was closed at 7:30pm and returned to regular session. With no further business, the meeting was adjourned at 7:32pm.

Submitted:

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Kathy Spoor, Secretary to the Board