**Willapa Harbor Hospital**

**Minutes of the Governing Board**

**Cedar Room**

**April 26, 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 5:31pm

*Jeffrey Nevitt made a motion to approve the March 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 60 minutes.

Audience: None

## II. Consent Agenda

*Steve Holland made a motion to approve the consent agenda. Kathy Spoor 2nd, motion carried.*

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|---|---|---|
| Vouchers/Warrants: | March | $1,266,049.38 |
| Payroll/Payable: | March | $ 703,805.86 |
| Write-offs: Bad Debt | March | $ 71,159.31 |

## III. Reports and Presentations:

### Administration – Matthew Kempton, CEO

- Wins
  - Shared a patient compliment that was received regarding Dr. Oatfield and the surgery staff.
  - Hired an interim Pharmacist, Anaya Destan. We are trying to see if she is interested in applying in the full time position, as everyone loves her.
  - We extended an employment offer to an ARNP Hospitalist and she signed the offer letter. We are working out the details of her employment contract and hope to have it signed soon.

    - CGAHPS scores were high for the PCPs this last quarter. All providers who have this incentive in their contract received their quarterly bonus.
    - Volumes were high across the board during March in the Walk in Clinic. Barbie covered this last weekend.
    - Received a clean audit report for the State Auditor's office – no material findings.
- Staff Recognition
    - Jim Reynolds in IT has been doing a wonderful job. He is always positive and happy to help anyone. He is very responsive to all requests and never complains – despite the many high-level IT projects he is involved in as well as numerous requests.
- Updates
    - Pharmacy project continues, the O2 has been shut off, it will be certified tomorrow and then turned back on.
    - Received the flooring bid for project covered by the infection control grant – it came in under what was expected, so it seems like we will have enough to complete the flooring project and the Nurse Call system with the grant funds.
    - Roof has been replaced in the Admin building, still waiting on Coastline to start the Purchasing roof. They have half of the materials in with the other half to be received tomorrow. They plan to complete the project within two weeks, weather permitting.
    - EPIC project implementation is on track, we are all on multiple scoping calls every week. We just completed an interfacing call yesterday. We are working with CPSI, Ellkay and MultiCare to decide the best archiving and data conversion option.

**Financial – Cindy Sherman, Controller, March 2022 Financial Statements**

- Gave a financial presentation to the board
- See Financials attached
- There were two follow up items that were requested. Cindy will follow up on the benefits questions. Paula will ask Scot to add an item to the presentation going forward.

**Patient Quality of Care – Chelsea MacIntyre, CNO**

- Glucometers were purchased, there has been delays in getting the order. We received some of the order and hope to get the remainder soon. We hope to go live in May. Thanks to Sandra, Lab Manager for her collaboration on this project. When we move to EPIC, these will automatically load into EPIC.
- Working with Huron on hourly rounding. This will enhance patient care. Nurses round every hour during the day and every other hour in the evening. Our coach will be onsite at the end of June to observe and provide additional training.
- June 7th the WHH Lions club branch will hold a blood drive in collaboration with the Raymond Fire Department. We will get flyers out.
- Sepsis is key quality goal. Providing education on utilization on screening forms. Documentation is important and auditable. Dustie in HR is making Surviving Sepsis badge cards for nursing to use. Advanced sepsis education to be coming.
- Hired 2 RNs, Amanda and Paola. Both are experienced.

- We have an opening for a Case Management Supervisor as current person is transferring to another department. We are recruiting for this replacement.
- Increase of COVID cases in the public, which exposed a few staff.

**Operations – Renee Clements, COO**

- Willapa Medical Clinic
  - Dr. Hamson continues to grow his practice. He is putting articles in the paper weekly. He would like to know if people are reading them.
  - Our quarterly Medical Staff meeting was held on April 13th. The dashboards were shared there as well as during this meeting.
- Radiology
  - We hired an X-Ray tech, Hailey, who has worked here in the past.
  - Ultrasound is very busy and we may need to purchase a second machine. Space is a problem.
- Quality/Risk
  - WSHA members were here recently and told us that the state is behind in audits.
  - Torrie Matlock is doing great at the EPIC implementation project.
  - Renewal cycle for Liability insurance. Been working with our Broker. Possibility that we may be able to train students here in the future.
- Lab
  - Ongoing recruitment search for two positions for lab technicians. HR, Lab Manager and myself had an immigration legal consultation to review opportunities with immigrant and non-immigrant health care work visa programs.

**IV. New Business**

- None

**V. Continued Business**

- Capital Requests –
  - EKG Replacement – Our EKG machine is older and many times we need more than one machine for more than one patient. It also needs to be adjusted often.

    *Kathy Spoor made a motion to approve the purchase of the EKG machine from Phillips. Toni Williams 2nd, motion carried.*
  - Dishwasher Replacement – The Dishwasher replacement has been cancelled, we will continue to repair as needed.
  - Nurse Call System will be paid for through the SHIP Grant for infection control.
  - The Board Members recommended that going forward, capital requests under the CEO's signing authority of $25,000 does not need to come for approval, just give an update after it's done.
- Finance Committee Update – Last week we had a virtual exit interview for the 2020 audit with the State Auditor's Office. There were no materials findings. All good. Cost $24,000. This year they will do the 2021 audit by September and Federal Audit so it will cost us approximately $45,000. During the Finance Committee meeting last night, we asked for quantification of combination clinics into one Rural Health Clinic (RHC). Prior to combination the other providers reimbursement per Medicare visit was $75, under RCH they are now $250. Total cost of construction into one RHC was $143,233. It

would take 819 Medicare visits by those two provides to "payback/ROI" the construction cost. In 2021 they saw 1,988 Medicare patients, covering construction costs and more.

## VI. Appointments/Reappointments

- Appointments:
  - **CellNetix** – Daniel F. Brown, MD.
  - **VRAD** – Beth Ann Cureton, MD, Timothy M. Erwin, MD, Christopher H. Leoni, MD & Cloe F. Shelton, MD.
  - **RehabVisions –**Bryana K. Braykovich, OTR/L, Stephen A. Galt, DPT, Kelly N. Genberg, SLP & Louie-Jean Taylor, OTR/L.

  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:

  **April**
  - **CellNetix** – Dominique P. Coco, MD, Nisreen Fidda, MD, Tracey L. Harbert, MD & Kevin B. Long, MD.
  - **CHI Harrison Cardiac** – Satyavardhan Pulukurthy, MD.
  - **Providence Telestroke** – Sergey E. Akopov, MD, Kinjal A. Desai, MD, Theodore J. Lowenkopf, MD, Ravi S. Menon, MD, Neha Mirchandani, MD, Hanbing Wang, MD & Corey R. White, DO.
  - **VRAD –**Joshua R. Albrektson, MD, Delphia M. Clarke, MD, Norna Karp, MD, Krishnan Kartha, MD, Steven J. Lengle, MD, Richard A. Mitchell, MD, Christopher E. Rickman, MD, Peggy A. Rouleau, MD, Stephanie D. Runyan, DO, Carl Schofield, MD, Adam A. Sciuk, MD, James H. Turner III, MD & Gerald G. Yutzy, MD.

  **May**
  - **CHI Harrison Cardiac** – Allen C. Rassa, MD.
  - **VRAD** – William J. Wong, M.

  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 7:03pm to Executive Session to discuss Operational Issues. It was expected to take 60 minutes. Executive Session opened at 7:04pm. After some discussion, the Executive Session was closed at 8:03pm and returned to regular session. With no further business, the meeting was adjourned at 8:04pm.

Submitted:

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Kathy Spoor, Secretary to the Board