Willapa Harbor Hospital

Minutes of the Governing Board

Cedar Room

November 22, 2022

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

Board Members Absent: Jeffrey Nevitt

Others Present: Matthew Kempton, Chelsea MacIntyre, CNO, Renee Clements, COO and Paula Lorenz, minute's secretary. CEO, Eric Volk, Interim CFO, via GoToMeeting.

Others Absent: Cindy Sherman, Controller

Guests:

I. Call to Order:

The meeting was called to order at 5:34pm

Toni Williams made a motion to approve the October 25, 2022, Regular meeting minutes as written. Steve Holland 2nd, motion carried.

Toni Williams made a motion to approve the November 8, 2022, Special Budget meeting minutes as written. Steve Holland 2nd, motion carried.

Agenda:

Executive Session: There will be an executive session held to discuss operational issues that is expected to take approximately 20 minutes.

Audience: None

II. Consent Agenda

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

Vouchers/Warrants:	October	$1,358,958.47
Payroll/Payable:	October	$ 743,379.45
Write-offs: Bad Debt	October	$ 85,928.93

III. Reports and Presentations:

Administration – Matthew Kempton, CEO

- Updates
  - We have a new CRNA Manager, Rob Teames who started at the beginning of the month. The previous manager has moved to per diem. We have another CRNA starting mid-January.
  - CFO Candidate – We have had 2 initial interviews. We are bringing one candidate onsite on December 1st for a final interview. We had a peer interview with the

other candidate today. We will decide if we will bring him onsite as well, once I get all of the interview feedback.
    - Facility Master Plan – Discussed next steps on moving forward to start the process for a new facility. How to get information to the public and tell our story. (Make a list of all of the things we cannot do now and will be able to do after)
    - EPIC Training/Computer Lab has been completed. Super Users have been identified. Some of the training modules have been uploaded into Relias.
    - Pharmacy
        - Our Pharmacist has had things arise that has had her decide to leave the organization mid-2023. We have hired Stacey Schmidt, who will be a pharmacist in training starting next week and will continue to be in training until next May. Once the current Director of Pharmacy leaves, she will fill that position.
        - Pharmacy Clean Room – We submitted our request for DOH inspection. There was a change in DOH staff and they had some confusion on what has and has not been done or submitted. The project manager left and notifications were still being sent to him and no one knew about them. I am working with all parties to get everything submitted so it can be completed.
    - Alder House – The developer is coming back next week to look at the building again.

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

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

Patient Quality of Care – Chelsea MacIntyre, CNO

- Win
    - Working with our Huron Coach on data analytics nation-wide. Nationally hospitals decreased 1-point for HCAHPS, we had a 12-point improvement, which is above super performing hospitals. I am very proud of our organization.
- Recognition
    - I would like to recognize Dr. Brenda Smith, every time I reviewed her charts, they showed excellent care and documentation.
- Updates
    - RT – Tish went to a conference and get knowledge
    - Med-Surg – Beth is making a positive impact in her new managerial role
    - Case Management – Slight increase of swing bed patients. Benefiting from the HRSA grant
    - ER – Volumes continue to be really high
    - Surgery – Thankful for our new CRNA Manager
    - Infection Prevention – Community wide Influenza A outbreak
    - Projects – EPIC
    - Goals – System wide stroke education
    - Service – Narcan compliance, dispense kits through the ER. No state funding available, hospital pays the cost
    - Gratitude – The executive team for supporting me in a difficult time recently

Operations – Renee Clements, COO

- Alder House
  - Dept. of Commerce received Survey - county parcels; DOC received financials 2018-2020. I am unaware of any more progress from the SW Housing committee or Pacific County Housing committee.
- Rural Health Clinic-Willapa Medical Clinic
  - Have a PA who will be starting in January to work Friday – Sundays.
  - Ongoing search for permanent ARNP placement, a locum ARNP candidate is beginning the credentialing process. Tentative ETA is Nov 29, but hopefully no later than December 6th.
  - Changing Clinic staff, it may impact the immediate goal to fill the vacant provider positions.
  - Volumes under proposed budget, but maintaining greater than 1,000 without 2 providers
  - Continued new efforts to employ a weekend care provider.
  - Search continues for an RN Coordinator position for the clinic.
  - Flooring pending for the clinic
- Radiology/Lab/Dietary
  - Ancillary volumes steady. Downward tick with the decreased Primary care providers.
  - Staffing needs and preparing for EPIC transition and staff gaps during this time.
  - Lab continues to have staffing needs. Recruitment continues for Lab MLT/MT, one new applicant.
  - Hiring a per diem ultrasound tech.
  - Dietary staffing has stabilized
- Quality/Risk
  - Epic Ops Readiness: January 2nd we'll start communicating out E.H.R conversion and MyChart plans to the patients. Methods: Fun videos, Flyers, Brochures, Social Media notifications. Upon admission, discharge and billing methods will be communicated also. Ongoing process changes happening. Highlighting areas of opportunity and efficiencies!
  - Influenza A surge, as well as all the respiratory illnesses early this fall/winter season.
  - Recognize Beth with her help with quality issues.
  - Huron virtual conference for an Introduction to High Reliability and HRO. Underscores our mission and vision for service excellence, ALWAYS and caring for you for life. ALWAYS is the consistency in work, less variation from best practice and norms
- Wins
  - Great Patient Experience comments and scores for our Provider CAHPS on our (4) providers the month of October. Glad our core base is sustaining our need and good reputation
- Grateful
  - Teamwork and flexibility within the health system on demonstrating patience and assisting wherever possibly during our time of provider shortages to meet our

patients' needs as timely and safely as possible for continued positive patient outcomes

IV. New Business

- Redistricting – A redistricting Stage One review was completed by Sammamish Data Systems, Inc. The report shows a population increase of 536 people since 2010 and each district did stay fairly even. The existing district lines do a great job of lassoing the existing communities and also happen to be mostly based on whole precincts with only two splits, South Bend Ward 3 City and a very small split of South Fork to include/exclude along the city limits. The state law requirement is to be as "Equal as Possible". The reviewer feels the current district lines exceeds that. The reviewer recommends that we do not move forward to Stage Two review and keep the existing districts as is.

  Steve Holland made a motion to accept the recommendation of Sammamish Data Systems, Inc to keep the Board district lines where they are currently. Toni Williams 2nd. Motion carried.

V. Continued Business

- Capital Requests – The members reviewed the updated capital list to include items that have been removed or moved to next year.

VI. Appointments/Reappointments

- Appointments: None
- Reappointments: None

VII. Adjournment: The meeting was adjourned at 6:52pm to Executive Session to discuss Operational Issues. It was expected to take 20 minutes. Executive Session was opened at 6:53pm. After some discussion, the second Executive Session was closed at 7:15pm and returned to regular session. With no further business, the meeting was adjourned at 7:17pm.

Submitted:

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Kathy Spoor, Secretary to the Board