Willapa Harbor Hospital

Minutes of the Governing Board

Via GoToMeeting

January 25, 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

I. Call to Order:

The meeting was called to order at 5:32pm

Jeffrey Nevitt made a motion to approve the December 28, 2021, 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 90 minutes.

Audience: None

II. Consent Agenda

Steve Holland made a motion to approve the consent agenda. Jeff Nevitt 2nd, motion carried.

Vouchers/Warrants:	December	$1,138,022.98
Payroll/Payable:	December	$1,045,078.72
Write-offs: Bad Debt	December	$ 54,821.55

III. Reports and Presentations:

Administration – Matthew Kempton, CEO

- Dr. Hamson started the first week of the month. He is seeing patients and building his patient panel.
- We received good results from the annual employee engagement survey for 2021. The raw score was one point higher than previous year. There were issues that we were concerned may affect the score that were out of our control, but we did not see the score affected by those. The survey measures employee engagement within the organization.
- We have the results of our organizational goals for 2021. We met the overall objective, which was a score of 3 out of 5. We are at 4.3, above what we planned.

- We have a pause on non-urgent procedures that is mandated by the Governor. We are not performing diagnostic procedures that will not affect patient's health in 90 days. We hope this mandate will not last longer than the Governor's planned four-week limit.
- We have a few issues with ER providers from OPYS. We have removed a couple of them and are bringing on more soon. This also includes the Weekend clinic providers.
- We are still working with a recruiter to find an ARNP hospitalist to hire. We received a good potential candidate today.
- Chief of Staff did not send report this month.

Financial – Scot Attridge, CFO, December 2021 Financial Statements

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

Patient Quality of Care – Chelsea MacIntyre, CNO

- Wins
    - Cardiac Rehab had a record revenue month in December. Charles has made great strides in our referral program. Our program is maxed out. We have a waiting list for new patients.
    - There is a subset of the Rural Collaborative that is forming a coalition for a HRSA grant to energize our swing bed program.
    - We went live on oral antivirals for COVID at the hospital last week. Monoclonal antibody treatment was paused by the CDC. Cases in the county still very high. Due to limited availability to get testing supplies, we are no longer able to offer community testing. We have to prioritize testing needs with our patients and employees.
- Staffing is strained at the moment, we are not at contingency levels but are ready in case we reach that need. We are also having issues with getting supplies and resources.

Operations – Renee Clements, COO

- WMC – Volumes were down in December with provider and staff illness, trainings, etc. The clinic is stabilizing on staff outages. Weekend clinic is seeing more patients for respiratory illnesses. New Weekend PA wants to start DOT exams, we need to set up procedures and processes before we can start. Dr. Hamson is doing well and establishing patients.
- Radiology – Ultrasound will have one tech retiring soon, the other tech is getting her certifications for Echo. After hours ultrasound may be reduced to certain types only (same model as other hospitals in the area), MRI increasing every week.
- DOH survey still pending
- Lab – Having challenges getting COVID supplies. Weather issues compounded these challenges. We did implement emergency procedures during that time. We are remaining operational and conserving our supplies to meet our patient and staff needs. Night MLT candidate took another position, will continue with agency staff.
- Hospital and Provider dashboards were reviewed.

IV. New Business

- Board Vice Chair Position and Duties – Dave Vetter retired as of December 31, 2021. He held the Vice Chair position until December 31, 2022. The Vice Chair position needs to be filled for the rest of the term.

  Toni Williams nominated Jeff Nevitt as Vice Chair and Jeff accepted the nomination. Kathy Spoor 2nd, motion carried.
  - Dave also participated as a Finance Committee member, Steve Holland volunteered to participate in that Committee. Everyone agreed that he would represent the Board at the Finance Committee meetings.
  - Dave was also a WHH Board member sitting on the WISH Board, as the WISH Board bylaws require the Hospital Administrator and one WHH Board member to be part of its Board. Toni Williams volunteered to represent the WHH Board and serve on the WISH Board. Everyone agreed that she would represent the WHH Board and sit on the WISH Board.
  - Resolution 2022-1 WISH dba Alder House Funding
    - This resolution is for the ongoing obligations and maintenance of Willapa Independent Senior Housing for the calendar year of 2022, not to exceed the amount of $130,000.

      Kathy Spoor made a motion to approve Resolution 2022-1 for funding of ongoing obligations and maintenance of WISH. Toni Williams 2nd, motion carried.
  - 2021 Strategic Plan Review – The plan was reviewed and outcomes discussed. Matt Kempton will send a final summary to the Board members by end of week. The Board also reviewed the hospital's 2021 operational goals results.
  - 2022 Strategic Plan – The draft plan was reviewed and the Board had a discussion on what changes might be needed. The 2022 Strategic plan will be finalized at a future meeting.
- Alder House – No action at this time.

V. Continued Business

- Capital Requests –
  - Surgery Table Top Washer - This is an urgent need that was delayed last year for another urgent need. We are very tightly regulated on how surgical equipment is cleaned.

    Jeffrey Nevitt made a motion to approve the purchase of the Surgery Table Top Washer as presented. Kathy Spoor 2nd, motion carried.
- Facility Master Plan – We will finalize the plan at the next regular Board meeting.

VI. Appointments/Reappointments

- Appointments: None
- Reappointments:
  - **WHH** – Pawel M. Dutkiewicz, MD & Sherry A Franks, PA-C
  - **Prov Telestroke** – James W. Jordan, MD & Mimi S. Lee, MD
  - **VRAD** – James L. Manwill, MD, Shaden F. Mohammad, MD, Mark W. Reckson, MD, Robert A. Ruef, MD & John W. Van Tassel, MD

The Medical Executive Committee has recommended reappointment and privileges for the providers above. Education, experience and claims history were reviewed by the Board.

Jeff Nevitt 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 7:16pm to Executive Session to discuss operational issues. It was expected to take 90 minutes. Executive Session opened at 7:17pm. After some discussion, the Executive Session was closed at 8:42pm and returned to regular session. With no further business, the meeting was adjourned at 8:44pm.

Submitted:

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Kathy Spoor, Secretary to the Board