Willapa Harbor Hospital

Minutes of the Governing Board

Cedar Room

December 20, 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

Steve Holland made a motion to approve the November 22, 2022, Regular meeting minutes as written. Toni Williams 2nd, motion carried.

Agenda: Addition of Alder House Property under New Business

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

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

Vouchers/Warrants:	November	$1,409,671.29
Payroll/Payable:	November	$ 770,560.79
Write-offs: Bad Debt	November	$ 26,135.82

III. Reports and Presentations:

Administration – Matthew Kempton, CEO

- Alder House
  - WISH has a potential buyer who is in the process of acquiring funding for purchase of the building – JPCHA
    - WHH would need to consider donating the land
- Recruitment
  - We recruited a weekend provider – Renee will update
  - CFO search continues, we made an offer to a candidate, but he declined mostly due to housing limitations.
  - New locum provider – Nikki Buck is currently seeing patients at WMC

- Replacement Facility
  - Elections Specialist Connection –Special Purpose Districts
    - I have reached out to a potential specialist to assist us with our bond need. She may join a future Board meeting virtually to discuss how her services can assist us. Joe Kunkel will also join that same meeting to hear what she says.
  - USDA Financing contact
    - I have been given the name of contact that has a great history working with USDA for loan. I will reach out to her to discuss options.

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

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

Patient Quality of Care – Chelsea MacIntyre, CNO

- Win – We saw 504 patients in our ER in the month of November. This is an all-time high for our facility.
- Recognition – Department managers and Kris Basil for the difference they made in the community by adopting two families for the holidays. Also recognize the department leaders for holding the holiday meals last week. Serving staff, brought salads and desserts. Kris and Joe Basil made the main dishes. They worked many hours to prepare the food. Staff greatly appreciated it.
- Projects – Narcan compliance. EPIC ongoing.
- Quality – We discussed Performance Improvement Plans (PIP). Medication scanning work has been happening. We have continued to perform where we want to be for over a year. We were able to close the PIP.
- Service – Our ED through put was under our goal at 195 minutes with still seeing 504 patients in the ED.
- Gratitude – Happy to be an aunt again, she was born on December 7th, and she is perfect.

Operations – Renee Clements, COO

- Alder House
  - Department of Commerce controls who can purchase the Alder House. There was a Purchase Sale Agreement (PSA) provided by Community Frameworks & HSWWA requesting Land PSA to proceed. Request to legal for review of the PSA and formulate Land PSA. Department of Commerce reviewing the Alder PSA by HSWWA offer.
- Rural Health Clinic
  - Wins – New Providers
    - Jeremy Quinn, PA, officially employed at Willapa Medical Clinic. He will be working Fridays, Saturdays and Sundays starting January 7, 2023.
    - Nikki Buck, ARNP has begun as our agency/interim provider. She started seeing patients on December 7th. She will be working Tuesday through Friday extended hours until March.
    - ARNP candidate was on site last week for a final interview.

- Provider Vacations – Drs. Hill and Dutkiewicz are out for several weeks this month on vacation.

- Radiology/Laboratory
  - Radiology per diem Ultrasound candidate just declined our offer.
  - Lab candidate onsite interview has been complete,an offer was extended and just accepted. New agency Lab MLT starting for holiday coverage and EPIC preparedness.
- Quality & Risk
  - Sepsis Leadership Goal is meeting compliance of best practices at 88%; the last two months have been 94% and 93%. Great improvement by the Nursing staff promoting the best practices.
  - Overall, ED Through Put (EDTP) is exceeding our Leadership Goal, even in our increased volume era. 194 minutes, which is an average of 3 hours per visit. Our modified EDTP is at 161 minutes which is 2.6 hours per visit. Bed availability and transfer times impact these times, and the team is doing great still achieving and meeting these goals during this time.
  - Quality Assurance Dashboard shared.
- Food & Nutrition Services (Information shared via handout report included in mailed packet)
  - Reviewing a capital request plan for 2023. A new room service ordering system meeting Infection Control guidelines with an all-encompassing Point of Sale (POS) system and Database for storing the menus, operationalized by the dietary staff that eliminates any type of paper transfer into and out of the kitchen, violating Infection Control. Also, the POS system will allow better inventory and sales reports promoting meaningful allocation ordering and waste management.

IV. New Business

- Alder House Property
  - If the pending PSA and funding get approved, and the WISH Board recommends the sale of the building, it is recommended that the hospital donate the 2.9 acres to the purchaser to complete the sale and assist the community to have more access to housing.

    Kathy Spoor made a motion to approve the donation of the 2.9 acres that the Alder House is on to the purchaser who submitted the PSA, pending recommendation from the WISH Board, final approval of the PSA and verified funding. Toni Williams 2nd. Motion carried.

V. Continued Business

- None

VI. Appointments/Reappointments

- Appointments: None
- Reappointments:

- **Providence Telestroke –** The following providers were given 2-year reappointments with Providence and would receive the same here: Minal J. Bhanushali, MD, Muhammad U. Farooq, MD and Maria V. Recio Restrepo, MD.
- **VRAD –** The following providers were given 2-year reappointments with VRAD and would receive the same here: Harry N. Conley IV, MD, Blake C. Poleynard, MD and Christian S. VanKirk, MD.
- **WHH –** The following provider is requesting another 2-year reappointment: Theodore R. Gavel, CRNA

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 approve the reappointments above as recommended by the Medical Executive Committee. Toni Williams 2nd, motion carried.

VII. Adjournment: The meeting was adjourned at 6:40pm to Executive Session to discuss Operational Issues. It was expected to take 20 minutes. Executive Session was opened at 6:41pm. After some discussion, the Executive Session was closed at 7:00pm and returned to regular session. With no further business, the meeting was adjourned at 7:02pm.

Submitted:

_____

Kathy Spoor, Secretary to the Board