Willapa Harbor Hospital

Minutes of the Governing Board

Cedar Room

June 21, 2022

Board Members Present in Person: Gary Schwiesow, Jeffrey Nevitt, Kathy Spoor and Steve Holland in person, Toni Williams via GoToMeeting.

Board Members Absent: None

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

Others Absent: None

Guests: None

I. Call to Order:

The meeting was called to order at 5:30pm

Kathy Spoor made a motion to approve the May 24, 2022, regular 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 25 minutes.

Audience: None

II. Consent Agenda

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

Vouchers/Warrants:	May	$1,267,317.54
Payroll/Payable:	May	$ 708,320.51
Write-offs: Bad Debt	May	$ 174,474.39

III. Reports and Presentations:

Administration – Matthew Kempton, CEO

- Wins
  - The 340B pharmacy contract was signed with South Bend Pharmacy – 340B vendor fees reduced by $12,000 annually
  - Recruitment – Interviewed a nurse practitioner for the 2nd ARNP Hospitalist position
  - Progress on a potential build site
- Staff Recognition

    - Sherry Franks, PA-C, Dr. Dutkiewicz, MD, Tobi Thaller, MD and Barbie Alford, ARNP – We are grateful to these providers for their willingness to cover multiple weekend clinic shifts. A few times they have covered with very little prior notice.
- Updates
    - Pharmacy project – final close out nearing, inspection scheduled for late July (USP 797/800)
    - Hospital carpet replacement project – continual follow-up to get this scheduled. It has been delayed due to materials being delayed.
    - CPSI data pull required for transition to EPIC
    - Alder House – Currently working with James Porter with the Department of Commerce, underwriter for our application. He will recommend a decision on what to do with the property.
    - EPIC implementation is on track, determining structure and roles of managers and staff to support training and implementation.

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

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

Patient Quality of Care – Chelsea MacIntyre, CNO

- Recognition
    - Renee Clements, we had a difficult situation recently and were shorthanded. Renee jumped in and helped with our in-patients.
- Projects
    - Working with Capital Campaign Committee on our fund raisers. Willapa Festival and a fund raising dinner for our beds
    - Lions club meeting today, had a blood drive earlier this month. Able to have it at the Raymond Fire Dept. Impacted lives saved was 81. Next blood drive Aug 9th.
    - Starting toy drive for our pediatric patients that are seen in our ER.
    - Joel our coach from Huron will be onsite Thursday to focus on validating our hourly rounding and AIDET.
- Wins
    - A traveler RN arrived yesterday. Hopeful he will provide relief for us.
    - Implementing our Daisy program. Willapa Medical Clinic will also be included in the program.
- Challenges
    - Case Management position still open
    - Traveling RNs shortages
    - Providence & UFCW contract

Operations – Renee Clements, COO

- Alder House
    - Transfer of Sale continues with the D.O.C. Asset negotiator. Sprinkler system was inspected and approved today. Trying to keep maintenance up.
- WMC
    - Upcoming Clinical Operation program changes and strategies.

- Goals to adopt Chronic Care Management, Transitional Care Management and Annual Wellness Visits. CMS expectations, new revenue potential and ultimately improvement on patient outcomes for the Chronic Care clients with 2 or more Chronic care morbidities. (Resources-handouts included).
- Positions, Space, FTE and Scheduling will be constructed prior to program changes
- Weekend volumes up and down, still great feedback on the accessibility on the weekends.
- Epic E.H.R. Preparation-Dr. Dutkiewicz and Dr. Hill to be the Clinic Super Users and participating in our EPIC operational readiness team. Scoping Sessions continue in anticipation of March/April 2023 Go live.

➢ Radiology
- MRI growth continues: Record month ☺ 55 exams with a Non-furnishing holiday on one of the normally scheduled days.
- VRAD contract negotiations still pending
- Providence Echo go live tentatively scheduled for August 1st. Will notify current vendor at end of the week

➢ Quality & Risk
- Process Improvement for Temperature Controls for the health system on Freezers and Refrigerators to log consistently as well as an after hour alert notification process. Pharmacy and material management working with me to chair this process.
- Huron/Studer coach coming on site June 23rd for AIDET validation and Hourly Rounding coaching

➢ Lab
- Staffing gaps and filling vacancies with Agency travelers and hopeful employment continues

IV. New Business

➢ Resolution 2022-7 WHH Check Signers – With the departure of our CFO, this resolution removes Scot Attridge as a signer and adds Chelsea MacIntyre, CNO as a signer. There is also a supplemental page at the end that identifies each position that is authorized to submit an EFT per the counties request. This will lower the chance of fraud.

Kathy Spoor made a motion to approve Resolution 2022-7 as written, Steve Holland 2nd. Motion carried.

➢ Resolution 2022-1B WISH 2022 Additional Funding – The original resolution was approved for up to $130,000 in 2022. The first amendment added the funding to pay off the Department of Commerce loan. This resolution is to add an additional $30,000 to pay for the ongoing bills for the remainder of 2022.

Kathy Spoor made a motion to approve Resolution 2022-1B as written, Steve Holland 2nd. Motion carried.

V. Continued Business

➢ Capital Requests –
- WMC Remodel Registration Area – South Wing (Informational), This was budgeted and came in much lower than expected. This was approved and signed by CEO.

VI. Appointments/Reappointments

- Appointments: None
- Reappointments:
  - **Providence Telestroke –** Pratik D. Bhattcharya, MD, James A. Giles, MD, Amit Kansara, MD, Michael Marvi, MD, Elizabeth T. Walz, MD and James F. Wang, MD.
  - **VRAD –** Cristina M. Cavazos, MD, Kevin M. McDonnell, MD & Duane C. Wilson, MD

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

    Steve Holland made a motion to approve the reappointments above as recommended by the Medical Executive Committee. Jeffrey Nevitt 2nd, motion carried.

VII. Adjournment: The meeting was adjourned at 6:50pm to Executive Session to discuss Operational Issues. It was expected to take 25 minutes. Executive Session opened at 6:51pm. After some discussion, the Executive Session was closed at 7:12pm and returned to regular session. With no further business, the meeting was adjourned at 7:14pm.

Submitted:

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Kathy Spoor, Secretary to the Board