

Willapa Harbor Hospital
Minutes of the Governing Board
October 22, 2019

Board Members Present: Gary Schwiesow, Dave Vetter, Kathy Spoor, Jeffrey Nevitt and Toni Williams

Others Present: Emmett Schuster, Interim CEO, Eric Volk, Interim CFO, Cindy Sherman, Controller, Bobbi Hallberg, CNO, Renee Clements, CCO and Paula Lorenz, minute's secretary.

I. Call to Order:

The meeting was called to order at 5:32 pm

Pledge of Allegiance

Kathy Spoor made a motion to approve the September 24, 2019 regular meeting minutes, and October 1st, 8th and 15th Special meeting minutes as written. The motion was 2nd by Toni Williams. Motion carried.

Agenda approved, additions, Executive Session

Audience: Two members of the public for the first 5 minutes

II. Consent Agenda

Jeffrey Nevitt made a motion to approve the consent agenda. The motion was 2nd by Dave Vetter. Motion Carried.

Vouchers/Warrants:	September	\$734,366.31
Payroll/Payable:	September	\$615,442.10
Write-offs: Bad Debt	September	\$88,472.39

III. Reports and Presentations:

Administration – Emmett Schuster, Interim CEO

- I spoke with the CEO elect. He hopes to arrive on November 29th with his truck and trailer. He will bring his family after his house closes. They are interested in two local houses. He wants us to move forward and start the CFO search process.
- We are targeting November 20th for strategic plan map out with meeting the second week of December.
- Community Health Needs Assessment is moving forward
- Today we received a new map for the Pharmacy build out based on rules that are not acceptable for compounding services. I met with Eric and Ron today. We will get updated costs now that we have a proposed final drawing. I will work with Eric on a proforma.
- Alder House – Kelly is in a training this week on what assisted living requirements are, leadership skills, etc. She is doing a great job. Shelly is writing policies on how to care for patients.
- Urgent Care – I was supposed to meet with Matt Woodard this afternoon, but that meeting did not happen. I will connect with him tomorrow and send out an update to the Board members. Kathy is working with Congressman Walsh to see if we can get a grant for the Alder House. She sent Emmett the grant application for completion.

Patient Quality of Care – Bobbi Hallberg, CNO

- We continue to have a busy ED and volatile MS census. We have had a lot of behavioral health patients in the Ed in the last two weeks.
- We have a monthly meeting with Informatics looking at the optimization study that was sent to us from evident last fall.

- I am reminding my staff during our staff meetings about the required education the needs to be completed before the end of the year.
- Census continues to fluctuate
- I have had an applicant for our final RN position. It needs to be posted for another nine days, but when complete we will have all of our positions filled. This nurse is already in orientation as a per diem.
- We have hired a RT manager. She will complete her contract through November 3rd and then move in the role of RT Manager on November 4th.
- Nursing goals for 2019 – Reduce medication errors by 20% by the third quarter 2019. Consistently scan 80% of medications administered for patient safety
- Nursing goals for 2020 – We are working on setting goals for the nursing department. Focusing on patient centered care, one of the staff suggestions is pain management. This fits well with patient satisfaction also.

Financial – Eric Volk, Interim CFO, September 2019 Financial Statements

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

Compliance – Renee Clements, CCO

- Compliance –
 - We had our first compliance meeting, the minutes were handed out at this meeting.
- Risk –
 - We received two formal complaints in September
 - HIPAA audits have been completed and in the hand of management to verify why access happened.
 - Picos list for providers has been cleaned up.
 - Monthly meetings with revenue cycle, small charge improvements have been charted. We have been receiving training on registration, eligibility checking and how it effects billing
 - No public records request received this month
- Quality
 - Medical reconciliation is still a concern, Bobbi brought this to the Medical Staff meeting. It is still in the red.
 - Keeping patient centered a quality factor
 - Kudos to Clinical Informatics for submission of meaningful use.
 - Patient survey results show 23 of 25 patients do not think we address pain well. Chelsea recommended that we address a pain management program.

OLD BUSINESS

- Preliminary review of 2020 budget was conducted
- Alder House – Discussed bringing in Wipfli to do an operational assessment to bring the facility up to standards and be able to generate more money on their own. Jeffrey Nevitt made a motion to hire Wipfli to do an operational assessment as discussed above. Dave Vetter 2nd, motion carried.

IV. New Business

- Resolution 2019-8 for hiring of new CEO was presented
- CRO Search – The members discussed how to move forward. The members would like to post the position locally versus hiring a search firm. Will work with new CEO once application are received.

V. Appointments/Reappointments

- Paula provided a summary for the appointment of Edward Calloway, MD a vRAD physician to perform Radiology Director duties with recommendations from the Medical Staff Team and Medical Executive Committee. Kathy Spoor made a motion to approve as recommended to appointment of Edward Calloway, MD with Radiology Director duties as recommended. Toni Williams 2nd, Dave Vetter abstained, motion carried.
- Paula provided a summary for the reappointment of contracted ED physician Donald Fletcher, DO and CellNetix provider Francois Cady, MD with recommendations from the Medical Staff Team and Medical Executive Committee. Dave Vetter made a motion to approve reappointment as recommended for providers Donald Fletcher, DO and Francois Cady, MD. Toni Williams 2nd, motion carried.

VI. Adjournment: With no further business the meeting was adjourned at 7:20 pm to Executive Session to review a personnel issue. It is expected to take 5 minutes. Executive Session opened at 7:21pm. After some discussion the Executive Session was closed with no action taken at 7:25 pm.

Submitted:

Kathy Spoor, Secretary to the Board