

Willapa Harbor Hospital
Minutes of the Governing Board
November 26, 2019

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

Board Members Absent: Dave Vetter

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

I. Call to Order:

The meeting was called to order at 5:36 pm

Pledge of Allegiance

Kathy Spoor made a motion to approve the October 22, 2019 regular meeting minutes, Toni Williams 2nd. Motion Carried. Toni Williams made a motion to approve the November 5, 2019 Special Budget meeting minutes, Kathy Spoor 2nd. Motion carried.

Agenda approved, additions, Executive Session

Audience: None

II. Consent Agenda

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

Vouchers/Warrants:	October	\$1,023,487.39
Payroll/Payable:	October	\$599,508.07
Write-offs: Bad Debt	October	\$48,980.91

III. Reports and Presentations:

Administration – Emmett Schuster, Interim CEO

- Our new CEO is on his way and will be here the evening of 29th, we have the apartment ready for him. He is coming alone until his house in Texas sells.
- Nurse Practitioner, I sent her an offer letter with pay, she signed and sent it back. We will send her a contract. Physician will be onsite on 12/4 for her interview. She resigned from Ocean Beach, will speak to them some more.
- Sent report earlier today
- Urgent Care – I thought it was moving forward. I spoke with the realtor and she is starting the process. The location was moved and I found some issues with the new location. I walked it and cannot see how there is enough footage for his business and an urgent care.
- Alder House – Kelly is taking charge and making solutions on her own. She had 2 part time nurses turn in their resignation effective after the operational assessment. She thinks we will be able to retain them. She feels has met all requirements to be administrator when time comes.
- Matt's first week is scheduled well. We have him schedule to meet with lots of people and meetings with me for hand offs. My intent is to fly home on Saturday, 12/7. Farewell cake has been scheduled for 12/5 2-4pm in the Administration office.

- Management evaluations, have primary outlines complete. Have not met with staff, but will meet with primary managers first.
- CFO position – We have 3 applications with one strong candidate. We will hand off to Matt so he can move the process forward.

Patient Quality of Care – Bobbi Hallberg, CNO

- We are starting to see influenza in the ED. Also GI and respiratory illness. Patient days are fluctuating.
- Starting annual evaluations in nursing.
- Documentation improvement – We had an update to Evident about a week ago. Nursing is getting used to those changes. We will continue to work on streamlining process and documentation.
- Education – I am reminding staff that they are required to take education for evaluation.
- For first time in 5 years we have no RN positions open.
- New ED positions for 2020 requirements have been posted (ED CNA).
- Staffing committee is finalizing the annual staffing plan and will submit to Emmett and the state.
- Our T manager has started and continues to be a great addition to the patient care team.
- 2019 nursing goals - Reducing medication errors by 20%, will bring final numbers at next meeting. Scanning of meds finally hit the 80% mark.
- 2020 nursing goals – Making patient centered care a focus as well as pain management, patient education and documentation.

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

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

Compliance – Renee Clements, CCO

- Unable to attend this meeting and give updates.

OLD BUSINESS

- Resolution 2019-8 for hiring of new CEO. Jeff Nevitt made a motion to accept the resolution as presented at the October 22, 2019 meeting, Toni Williams 2nd. Motion carried.
- Both Dave Vetter and Toni Williams won their seats on this Board of Commissioners in the recent elections.
- We have scheduled a Strategic Planning Session with Wipfli for Saturday, January 4, 2020.

IV. New Business

- Paula Lorenz presented the revised Medical Staff Bylaws that were reviewed and approved at the November 13, 2019 Medical Staff and Medical Executive Committee meetings. The board reviewed the changes. Kathy Spoor made a motion to approve the revised Medical Staff Bylaws as recommended by the Medical Staff and Medical Executive Committee members on November 13, 2019, Toni Williams 2nd. Motion carried.

V. Appointments/Reappointments

A. Appointments:

- Paula provided summary information for the appointment of CHI Harrison Cardiology's provider Allen Rassa, MD. This provider was requested by one

of our hospital staff. The Medical Staff and Medical Executive Committee have recommended appointment and privileges for this provider.

- She also provided summary information for the appointment of the following VRAD providers – Michael LaPointe, MD, Saniya Merchant, MD, Patrick Mulligan, MD and Jeffrey Wensel, MD. The Medical Staff and Medical Executive Committee have recommended appointment and privileges for these providers.
- She also provided summary information for the appointment of the following Providence Telestroke providers – Syed Abbas, MD and Abdelrahman Beltagy, MD. The Medical Staff and Medical Executive Committee have recommended appointment and privileges for these providers.

B. Reappointments:

- Paula provided summary information for the reappointment of the following Providence Telestroke providers – Biggya Sapokta, MD and Sarabjit Atwal, MD. The Medical Staff and Medical Executive Committee have recommended reappointment and privileges for these providers.

VI. Adjournment: The meeting was adjourned at 6:19pm to Executive Session to review a personnel issue. It is expected to take 15 minutes. Executive Session opened at 6:20om. After some discussion the Executive Session was closed at 6:35pm and returned to regular session.

VII. CEO Request for Holiday Leave Without Pay:

The new CEO has requested to take leave from December 20, 2019 through January 1, 2020 to be with his family in Texas. Per our policy as he would not have built up time off, those days would be without pay. Jeff Nevitt made motion to approve the time off without pay, Toni Williams 2nd. 2 voted to approve and 1 voted ney, motion carried.

With no further business the meeting was adjourned at 6:38pm

Submitted:

Kathy Spoor, Secretary to the Board