

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

Board members Present: Dave Vetter, Gary Schwiesow, Kathy Spoor and Jeffrey Nevitt

Others present: Terry Stone, CCO, Bobbi Hallberg, CNO, Cindy Sherman and Marlynn Jenkins, minutes secretary.

I. Call to Order:

The meeting was called to order at 5:40 pm

The Pledge of Allegiance was recited.

Dave Vetter made a motion to approve the December and January Special meeting minutes. The motion was 2nd by Jeffrey Nevitt. Motion carried.

Agenda approved, additions of the Resolutions 2019.1, 2019.3, 2019.4, 2019.5, and phone conversation with Eric Volk from WIPFLI

Audience: none

II. Consent Agenda

Gary Schwiesow stated he had review the financials and they were in order. Kathy Spoor made a motion to approve the consent agenda. It was 2nd by Dave Vetter. Motion Carried.

Vouchers/Warrants:	December	\$798,863.01
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Payroll/Payable:	December	\$595,572.22
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Write-offs: Bad Debt	December	\$45,713.99
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III. Reports and Presentations:

Patient Quality of Care – Bobbi Hallberg

Chelsea MacIntyre our Clinical Nurse Manager started January 2. She is in orientation and will cover Med/Surg. and ED from 2pm to midnight.

I am working with the quality manager to put together a team to work on medication error reduction and reviewing/revising e-forms and flow chart documentation.

We have been encouraging staff to plan ahead and sign up for a seminar and use their education dollars. We also training the nursing staff on a new web-based nursing reference tool beginning February 6th.

The Staffing committee submitted all of the required documents to the Department of Health as directed. We continue to work on staffing, especially nightshift. One of the RN's is back from maternity leave. The other staff member is to return mid-March on a part time status. I am still looking for an RN traveler for February and early March. We still have 2 RN FT nightshift positions open and I have not received any new applications. There is an RT traveler arriving Thursday. She will be orienting with Roy until he is done on February 1st. I also have an applicant for the RT manager position.

Our goals are to reduce medication errors by 20% by the end of third quarter 2019 and consistently scan 80% of medications administered for patient safety.

Financial – Terry Stone, acting CFO, December 2018 Financial Statements

Dr. Petter will be out on Medical Leave for back surgery in February and March. Dr. D and Sherry will be helping out with her patients. We are in the process of renting another apartment for interim providers.

Statistics: Most of the department were below budget for December and all were above budget except for Surgery, EKG Tests, RT, ER and WHH Clinic visits.

Income: The current month was below budget on Net Patient revenue. Expenses were close to budget and Tax revenue was up. The net income was a loss of (\$29, 957). On Year to Date we were \$374,581 above budget for the year. The Net Income for the 340b program was at \$288,654 for the year.

Balancer Sheet: The cash was above prior month.

Kathy Spoor ask about the long term debt and Bond payables. Is that with the changes made with the Bonds and what is loan payable? Terry explained, "We purchased Dr. Hing's clinic for the loan payables. We collect rent from Dr. Hill and offset the amounts paid to Dr. Hing."

Emily is scaling back the surgeries due to staff being off on medical leave. We can get a traveler to help out.

The drawings for the proposed New Clinic was received today. Copies were handed out to the board for review.

Terry Stone, CCO – Compliance Update

The compliance report was handed out which included information on the Nation's Health with Washington State being in the 9th position, Patient Satisfaction Surveys, Access Coverage and Date Points.

IV. Willapa Harbor Health Foundation – no report

V. OLD BUSINESS:

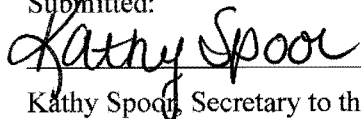
CEO Succession Plan-Kathy Spoor stated they had reviewed the plan with a few suggested changes. The Ad Hoc committee which will be the Chairman Gary Schwiesow and Jeff Nevitt will work on changes needed.

VI. New Business

- a. Petty Cash Resolution 2019-1: Kathy Spoor made a motion to approve. Dave Vetter 2nd the motion. Motion carried.
- b. Interlocal Agreement Resolution 2019-3: Kathy Spoor made a motion to approve. Jeffrey Nevitt 2nd the motion. Motion carried.
- c. Hospital Savings and Retirement Plan Resolution 2019-4: After some discussion and verification of the amounts in the contracts, Jeffrey Nevitt made a motion to approve. It was 2nd by Dave Vetter. Motion carried.
- d. Support of Alder House Resolution 2019-5: After some discussion, Jeffrey Nevitt made a motion to approve. It was 2nd by Dave Vetter. Motion carried.
- e. Review of appointments and reappointment: After review of the appointments and reappointments, Dave Vetter made a motion to approve as recommended by the Medical Staff Trisha Kiliany and Rick Brown, CRNA; Doctors Nathan Segerson and Christopher Johnson, Cardiac Interpretation from Harrison Medical, VRAD Providers Doctors Gavin Arnet, James Faliszek, Krishnan Kartha, Biju Kunjummen, and Donna Scuderi-Given; Telestroke from Providence Medical Group SW WA Doctors. Akopov, Atkinson, Atwal, Bhanushali, Bhatt, Czartoski, Fanale, Farooq, Judd, Kansara, Lada, Lowenkopf, Mao, Marvi, McClenathan, Menon, Okon, Oveian, Rontal, Sampson, Sapkota, Singh, Thomson, Wagner, White, Wynn, Zurasky. See list attached.
- f. Phone call was made to Eric Volk from WPFLI for interim CFO services. Eric talked about what services he provides and asked questions to the controller and the board.

VII. Adjournment: Being no further business the meeting was adjourned at 7:17 pm

Submitted:



Kathy Spoor, Secretary to the Board

Providers to the Board January 22, 2019

Trisha Kiliany, CRNA

Rick Brown, CRNA

Nathan Segerson, MD Cardiac Ultrasound NucMed Interpretation

Christopher Johnson, MD Cardiac Ultrasound Interpretation

Telestroke from Providence Medical Group SW WA

Sergey Akopov, MD

Amit Kansara, MD

Andrew Rontal, MD

Benjamin Atkinson, MD

Robert Lada, MD

Tomoko Sampson, MD

Sarabjit Atwal, MD

Theodore Lowenkopf, MD

Biggya Sapkota, MD

Minal Bhanushali, MD

Yi Mao, MD

Tarvinder Singh, MD

Archit Bhatt, MD

Michael Marvi, MD

Ruth Thomson, DO

Todd Czartoski, MD

Bethany McClenathan, MD

Jeffrey Wagner,

Christopher Fanale, MD

Ravi Menon, MD

Corey White, DO (Already MS)

Muhammad Umar Farooq, MD

Nicholas Okon, DO

Michael Wynn, DO

Lilith Judd, MD

Margarita Oveian, MD

John Zurasky, MD

VRad Providers

Gavin Arnet, MD

James Faliszek, MD

Krishnan Kartha, MD

Biju Kunjummen, DO

Donna Scuderi-Given, MD