Willapa Harbor Hospital

Minutes of the Governing Board

June 23, 2020

Board Members Present: In Person - Gary Schwiesow, Via GoToMeeting - Dave Vetter, Kathy Spoor, Jeffrey Nevitt and Toni Williams

Board Members Absent: None

Others Present: In Person - Matthew Kempton, CEO, Scot Attridge, CFO, Renee Clements, COO and Paula Lorenz, minute's secretary, Via GoToMeetings - Cindy Sherman, Controller.

Others Absent: Chelsea MacIntyre, CNO

I. Call to Order:

The meeting was called to order at 5:35 pm

Toni Williams made a motion to approve the May 26, 2020 regular meeting minutes. Dave Vetter 2nd, motion carried.

Agenda approved, addition of Resolution 2020-2, Executive Session

Audience: None

II. Consent Agenda

Dave Vetter made a motion to approve the consent agenda. Jeffrey Nevitt 2nd, motion carried.

Vouchers/Warrants:	May	$757,298.48
Payroll/Payable:	May	$611,461.42
Write-offs: Bad Debt	May	$0

III. Reports and Presentations:

Administration – Matthew Kempton, CEO

- Drive up rapid COVID-19 testing started last week. Approved by emergency FDA, test itself has an accuracy rate of approximately 92%. Average turn-around time as soon as 15 minutes, but we tell them same day results. It has gone really well and there is a demand for this testing.
- Kick-off of the Journey to Service Excellence by the Studer Group with the management team will take place next week on 6/29 and 7/1, the Studer coach will participate virtually and Matt will be co-coaching. We have formed organizational goals that we will bring to the next board meeting. Will move down to management team.
- Weekend clinic, not sure of name yet, potentially starting in October. We have spoken with our ER staffing group and received a proposal from them. Will have a discussion to try to get a reduced rate. They have started recruiting for mid-levels.
- Swing Bed – We have spoken with some groups as well as RehabVisions. We have a current contract with them, but we are not using their services. We have access to a physical therapist even if the patient is not in a swing bed. We have access to speech and occupational therapists as well. They have recruited a PT who will start in August.
- We are considering a new Group Purchasing Organization (GPO), annual savings could save us up to $225K on purchases, with payor offset that really means about $50k in actual savings. We currently use Intalere through WRHC.

- Dr Hing has signed a contract to reduce his clinic schedule to 1 day per week effective October 1st. He will still do hospitalist, cardiac rehab and other projects. It is a one-year contract, we will revisit next year.
- Starting in July, we are inviting all non-contracted ER medical staff to the Medical Staff meetings. This includes our CRNA managers and Pharmacist.

Patient Quality of Care – Renee Clements on behalf of Chelsea MacIntyre, CNO

- We have implemented our drive up rapid COVID-19 testing. Approximately 50 people have been tested since last Monday. No appointments are required; patients can be asymptomatic, insurance can be billed, same day results are called directly to the patients. DOH is consulted if needed. DOH has been using us for follow up testing if needed. Community appreciates services.
- ER/Trauma Manager, Kris Basil will start 7/1
- Hospital is co-sponsoring with ELKS a blood drive in July. Opportunity for public donation 7/6.

Financial – Scot Attridge, CFO, March 2020 Financial Statements

- Gave a financial presentation to the board.
- See Financials attached
- Hired Revenue Cycle Director, started yesterday, Jana Symonds.
- Shout out to Cindy who picked up many of Pam's duties during the interim.

Compliance – Renee Clements, COO

- Risk
  - Raymond School District, Dr Holland signed MOU to be a COVID-19 player during next COVID time. Willapa Chamber is in agreement but has not yet assigned MOU
- Compliance
  - Every week we re-evaluate where we are in COVID, we are currently in phase 3, At risk employees are still working from home, we are allowing 1 visitor per patient. No records requests were received last month. PI will provide education to our managers at the July managers meeting. Safety reporting is being monitored daily. Medication variances are still a hot topic. New CAH module reinforces bar code scanning. Complaints, resolved a couple of complaints timely.
- Quality (handout)
  - ED CAPS being tracked, working with PFHC, they received 75 surveys back last month. Core measures being tracked daily. Hearing great feedback on a few of the new ER physicians. We are tracking patients that left against medical advice, great risk mitigation. Still trying to reduce ED throughput time.
  - Working with Dr Hill's clinic on some issues, Manager resigned last Friday so making sure nothing is missed during the interim. Goal is to combine with PFHC so will not fill manager role at this time.
  - Dr Thaller is one of the hospitalists and the nursing staff is excited to work with her. She is now a member of the medical staff committee.
  - Lab busy with COVID times, dietary is still not open to public
- Alder House – We held our first AH board meeting, we filled the last board vacancy with Mary Karnass, the board will be meeting monthly until the end of the year. Hired new manager, started yesterday. AH moved to request benefit package in 2021 for employees to help with recruitment, will improve staff satisfaction and retention, but will cost a bit. Looking to develop an AH website for promotions. Expanding Wi-Fi for all residents. COVID tested all residents at the AH and have procedures in place if they visit hospital.

IV. New Business

- Pharmacy Build Out – USP Compliance Requirement – There are two different build types 797 or 797/800 compliant. The modular unit for 797 regulations would cost $495k, the modular unit for 797/800 compliant is $895k, a used modular unit would cost approximately $800k. If we purchase the 797 compliant unit, it is possible that in a couple of years the pharmacy board can come in to say we are out of 800 compliance and pull our pharmacy license. If we purchase the 800 compliant unit, we would have medication revenue generating opportunities. Matt Kempton's recommendation is to purchase the 800 compliant type. There are some modifications we can do to become compliant, but we need to be able to cut or crush medication under 800. We will need to finance this with low interest rates. We can bring finance quotes back to a future meeting if you would like them. We believe the total cost would be approximately $100k more than quoted for the other work that is needed for full implementation. Request to have approval to move forward with getting finance quotes
    - *Dave Vetter made a motion to get financing on the 800 compliant modular unity. Jeffrey Nevitt 2nd. Motion carried.*
- Capital Requests
    - Laparoscopic Tower – Our current equipment is no longer working, we have been using a demo product. We received 3 quotes, the lowest quote was for $102,860 with lease options. This is the same unite we have been demoing. Recommend we purchase so our general surgeon can continue to do procedures.
    - Portable X-ray – Cost of $41,895, currently there is a giant machine (from 1980s) available to use in surgery and ER. During surgery, they stop the surgery and have someone develop film and then return to the procedure. The new machine has an image on the screen so they can see it real time. Proposed unit is compatible with current x-ray equipment. Scot can look to see if there is financing available for this. Can purchase outright if needed.
        - *Kathy Spoor made a motion to authorize with the financing of the laparoscopic tower and portable x-ray. Dave Vetter 2nd, motion approved.*
- Resolution 2020-4 Small Works Roster – During the last two audits there have been comments on the need works resolutions. We looked back to 1998 and do not see any resolutions back to 1998. Small Works Roster means that for any project under $350k you do not have to follow formal bid process, you can use the Small Works Roster requirements. We are in the process of writing a policy for this. MRSC is an organization that manages these lists and could provide this service for us if we decide to move that way later.
    - *Kathy Spoor made a motion to approve Resolution 2020-2 the addition of the limit of $25,000 added to section 6b. Jeffrey Vetter 2nd, motion approved.*
- Connection of Clinics (informational) –We are in the process of combing Pacific Family Medicine with Willapa Harbor Hospital Clinic. Once combined it will be one RHC and all providers that work within the combined structure will be included within the RHC. We has an estimated quote of $100k as well as architectural drawing. We will need to go through the small works process for the construction.

V. Appointments/Reappointments

- **Appointments:**
    - Paula provided summary information for the 2-year appointment of CellNetix provider Kerry C. Councilman, MD.
    - She also provided summary information for the appointment of Providence Telestroke

providers Pratik D. Bhattacharya, MD, James A. Giles, MD, Elizabeth T. Walz, MD & James F. Wang, MD.

- She also provided summary information for the appointment of WHH affiliate provider Theodore R. Gavel, CRNA.
  The Medical Executive Committee has recommended appointment and privileges for the providers above. Education, experience and claims history were reviewed by the board.
    - *Toni Williams made a motion to appoint all of the above providers as recommended by the Medical Executive Committee. Kathy Spoor 2nd. Motion carried.*

➢ **Reappointments:**

- Paula provided summary information for the reappointment of CellNetix providers Elizabeth Kehr, MD & Eric Weppler, DO.
- She also provided summary information for the reappointment of Providence Telestroke providers Amit Kansara, MD, Michael M. Marvi, MD, Ruth T. Treat-Thompson, DO & Michael Wynn, DO.
- She also provided summary information for the reappointment of VRAD providers Christina Cavazos, MD, Scott C. Chang, MD, Stewart D. Cole, DO, Michael J. Grant, MD, Richard T. Kaplan, MD, Kevin M. McDonnell, MD, Marc H. Paul, MD, Tracy J. Robinson, MD & Duane C. Wilson, MD.
- She also provided summary information for the reappointment of WHH providers Barbara A. Alford, ARNP, Steven .F Hill, DO & Frank A. Hing, MD.
  The Medical Executive Committee has recommended appointment and privileges for the providers above. Education, experience and claims history were reviewed by the board.
    - *Dave Vetter made a motion to reappoint all of the above providers as recommended by the Medical Executive Committee. Jeffrey Vetter 2nd. Motion carried.*

VI. Adjournment: The meeting was adjourned at 7:17pm to discuss employee issues. It is expected to take 10 minutes. Executive Session was opened at 7:18pm. After some discussion, the Executive Session was closed at 7:27pm and returned to regular session. With no further business, the meeting was adjourned at 7:29pm.

Submitted:

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Kathy Spoor, Secretary to the Board