Willapa Harbor Hospital

Minutes of the Governing Board

April 28, 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, CCO, Chelsea MacIntyre, CNO and Paula Lorenz, minute's secretary.

Others Absent:

I. Call to Order:

The meeting was called to order at 5:31 pm

Dave Vetter made a motion to approve the March 24, 2020 regular meeting minutes. Toni Williams 2nd, motion carried.

Agenda approved, additions, Executive Session

Audience: None

II. Consent Agenda

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

Vouchers/Warrants:	March	$915,696.46
Payroll/Payable:	March	$661,841.52
Write-offs: Bad Debt	March	$72,420.94

III. Reports and Presentations:

Administration – Matthew Kempton, CEO

- Matt Kempton gave an update on the COVID-19 stats for Pacific County including testing taking place at our hospital as well as mobile testing sites. He shared that we have approximately 20-30 tests available each week for testing. As we receive more tests, we will continue to broaden testing. Drive through testing has expanded to any one of the symptoms.
  - As a hospital, we have implemented universal masking, limited seating in the café, restricting access to the hospital, etc. We hope that within the next few weeks we may be able to lift some of those restrictions. We are waiting to hear about changes to open up elective procedures. If we open up, we will use more PPE, but we are not concerned about a PPE shortage due to that use.
- Website – Our new website is now live. We had hoped that it would not be live until it was complete. We are working with the webmaster to get it fully up to date. Once we get the content on all pages complete, we will make an official announcement, post on Facebook page, etc.
- We started the hospitalist program 3 weeks ago. Dr. Hill the first week, Dr. Thaller next and Dr. Hing this week. It is working well. Hopefully this program will help improve the quality of care.
- Alder House – We went through a transition period and had to make a change with the interim manager. There is a new interim manager (RN), but we will need to hire a full time

permanent manager. The position is posted. Sheryl, the new interim manager is very well respected by staff. She is doing a good job while working clinical shifts. She has reduced the overtime and agency nurse usage, saving money. We have a management committee being set up for weekly 30 minute meetings to get them on track.

- Studer Group – Our first kick off meeting will take place this Thursday. On May 7th the Executive Team will participate in a Leadership Evaluation Manager meeting. Once COVID-19 meeting restrictions lift, we will have a kick off meeting with the department managers.

Patient Quality of Care – Chelsea MacIntyre, CNO

- We rolled out a new COVID-19 testing policy today. PPE tracking is in process. We have moved to universal masking. Starting to talk about how to deescalate when it ramps down.
- Working on CAH module in the EMR, this will help the organization financially as well as improvement of patient care. The CAH implementation team is meeting weekly, we have rolled out training to nursing staff last week. We are working with Finance regarding pricing that has been done by nursing.
- Educational training for nursing has been taking place. This training included cross training RNs to do the nasal swabbing as well as central line pressure monitoring digitally.
- Wins – Patient satisfaction scores for March were good. SightLife Quarterly Update shows that five patients have had sight restored through Willapa Harbor Hospital's donor program.
- Morale in the nursing department is doing great.

Financial – Scot Attridge, CFO, March 2020 Financial Statements

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

Compliance – Renee Clements, CCO

- Risk
  - Administration has been holding daily COVID-19 huddles
  - Risk Mitigation in Emergency Preparedness around COVID-19, ongoing with CNO/CMO/CEO. More details in handout
  - Reduction in Medication Variance Rate – Have not hit our goal, but February and March show a decrease to 0.8% from 1.9%. Our goals is 0.5%.
  - Bar Code Scanning has increased to the goal of 80%. This is a drastic improvement over the last 2 years, starting at 20%. This has fallen off our Critical (Red) Dashboard.
  - Two patient complaint follow-up actions have been completed. More detail in handout.
- Compliance
  - There were no public records request last month.
  - Scot is adding Dr. Hill's office to Medicare Enrollment under Medicare Part B for free standing clinic
  - Cancelled this month's compliance meeting due to COVID-19
    - Ongoing HIPAA audits – HIM pending
    - Cyber-Security Risk Analysis and Emergency Operations Plant – IT Pending
  - Ongoing Revenue Cycle meeting have been taking place via email. Billing, Denials, Medical Necessity are all continuing to be monitored by the group. Cindy Sherman is doing a great job chairing this and assigning action items to the members.
- Quality
  - Studer/Huron Implementation for Quality Improvement, Culture Transformation and Leadership Accountability is on the horizon. Exciting times to align the Goals to the

Strategic Plan and tie it to Leadership Actions, Patient Safety and Culture Transformation.

- Falls – Inpatient falls have remained steady at 0-1 per quarter. However, Outpatient/Visitor falls have ticked up. The falls outside/curbside have been reviewed by the Safety Committee who have set actions to mitigate.
- Your Administrative group has worked hard on activating our CAH module with CPSI. This will eliminate a two stay number issue, improve patient safety as well as increase ease in the EMR for providers.

IV. New Business

- COVID-19 Funding Opportunities – Scot Attridge, CFO shared that FEMA ask us to change patient rooms in the hospital and at Alder House into isolation rooms. Also to merge PFHC and the Willapa Harbor Hospital Clinic into one clinic with isolation rooms. Generators, updates, equipment, other expenses would cost approximately $100,000 per room. We requested a total of $3.5 million. As a comparison, Ocean Beach Hospital asked for $5.1 million and Grays Harbor Community Hospital asked for $8.6 million. Our understanding is that the state is not going to pay the match of 25%. If we cannot get that match, we will not move forward as we cannot afford it. Per Kathy Spoor, the match is still be discussed at the state level. There are many programs coming down from the state level. We have received two grants to date; HCA and SNAF. We also received a Medicare advance payment. This is a loan without interest for one year. It is calculated from the last 6 months of Medicare payments to us. We are holding that advance payment amount and will only use it if needed. We have up to 365 day to pay it back without interest. Interest begins on day 366 from the date we received it. The CARES grant from UHC does need to be paid back, but has restrictions on how it can be used. We are waiting for our annual SHIP grant of $90k, as well as the ASPR grant of $20K and SBA Payroll Protection Loan of $139,945, the 2nd round of the CARES Act (amount to be determined).
- CNO Search Update – We officially hired Chelsea MacIntyre as our Chief Nursing Officer. She will do a great job. We went through an extensive search process with great candidates and she beat them all out.
- Organizational Chart Changes – Matt Kempton would like to make some organizational chart changes that would make our organization stronger. Recommendations and discussion will be held in Executive Session.
    - After the returning from Executive Session, Toni Williams made a motion to approve the proposed organizational chart as presented by Matt Kempton. Jeffrey Nevitt 2nd. Motion carried.

V. Appointments/Reappointments

- **Appointments:**
    - Paula provided summary information for the six-month provisional appointment of WHH provider Tobi Thaller, MD. The Medical Executive Committee has recommended appointment and privileges for this provider. Education, experience and claims history were reviewed by the board.
    - She also provided summary information for the appointment of Providence Telestroke providers Neha Mirchandani, MD & Jenny Siv, MD. The Medical Executive Committee has recommended appointment and privileges for these providers. Education, experience and claims history were reviewed by the board.
    - She also provided summary information for the appointment of VRAD providers Joshua Albrektson, MD, Thomas R Gleason, DO, Robert Reuf, MD & Joseph Ungar,

MD. The Medical Executive Committee has recommended appointment and privileges for these providers. Education, experience and claims history were reviewed by the board.

- Dave Vetter made a motion to appoint all of the above providers as recommended by the Medical Executive Committee. Toni Williams 2nd. Motion carried.

- **Reappointments:**
  - Paula provided summary information for the reappointment of WHH provider Joanna Starratt, CRNA. The Medical Executive Committee has recommended reappointment and privileges for this provider. Education, experience and claims history were reviewed by the board.
  - She also provided summary information for the reappointment of CellNetix providers Dominique Coco, MD, Nisreen Fidda, MD, Tracey Harbert, MD, Kevin Long, MD & Richard Whitten, MD. The Medical Executive Committee has recommended appointment and privileges for these providers. Education, experience and claims history were reviewed by the board.
  - She also provided summary information for the reappointment of CHI Franciscan Health Partners provider Satyavardhan Pulukurthy, MD. The Medical Executive Committee has recommended appointment and privileges for this provider. Education, experience and claims history were reviewed by the board.
  - She also provided summary information for the reappointment of Providence Telestroke providers Sergey Akopov, MD, Theodore Lowenkopf, MD, Jeffrey Wagner, MD & Corey White, DO. The Medical Executive Committee have recommended appointment and privileges for these providers. Education, experience and claims history were reviewed by the board.
  - She also provided summary information for the reappointment of VRAD providers Delphia Clarke, MD, Steven Lengle, MD, Stephanie Runyan, DO, Adam Sciuk, MD, James Turner, MD & Penny Vroman, MD. The Medical Executive Committee has recommended appointment and privileges for these providers. Education, experience and claims history were reviewed by the board.
    - Kathy Spoor made a motion to reappoint all of the above providers as recommended by the Medical Executive Committee. Dave Vetter 2nd. Motion carried.

VI. Adjournment: Adjournment: The meeting was adjourned at 6:45pm to Executive Session to review proposed organizational chart changes. It is expected to take 15 minutes. Executive Session opened at 6:46pm. After some discussion, the Executive Session was closed at 7:01pm and returned to regular session. With no further business, the meeting was adjourned at 7:05pm.

Submitted:

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Kathy Spoor, Secretary to the Board