Willapa Harbor Hospital

Minutes of the Governing Board

Cedar Room

September 27, 2022

Board Members Present in Person: Gary Schwiesow, Jeffrey Nevitt, Kathy Spoor, Steve Holland and Toni Williams.

Board Members Absent: None

Others Present: Matthew Kempton, CEO, Chelsea MacIntyre, CNO, Renee Clements, COO and Paula Lorenz, minute's secretary in person, Eric Volk, Interim CFO via GoToMeeting.

Others Absent: Cindy Sherman, Controller

Guests: Sandra Moser

I. Call to Order:

The meeting was called to order at 5:30pm

Toni Williams made a motion to approve the August 23, 2022, regular meeting minutes as written. Steve Holland 2nd, motion carried.

Agenda: Addition of additional capital request.

Executive Session: There will be an executive session held to discuss operational issues that is expected to take approximately 25 minutes.

Audience: None

II. Consent Agenda

Jeffrey Nevitt made a motion to approve the consent agenda. Toni Williams 2nd, motion carried.

Vouchers/Warrants:	August	$1,375,239.53
Payroll/Payable:	August	$ 710,174.17
Write-offs: Bad Debt	August	$ 94,362.81

III. Reports and Presentations:

Administration – Matthew Kempton, CEO

- Wins
  - Recruited 2 CRNAs, one from Washington and one from Oregon. We are excited to have them join us. Trisha will stay on per diem as back-up.
- Updates
  - CFO search still in progress.
  - ARNP WMC replacement search in progress. Bringing in a candidate Friday for final interview.

- Pharmacy Project – Numerous corrections have been completed this month to bring them up to code. One item outstanding is the eyewash station, it will be installed soon. Once everything complete, we will get our certification from the state.
- EPIC implementation is on track.
- Safety Committee looking at how to prepare for any active shooter event that may happen. One issue is our interior doors. We have started closing doors and have quotes to have doors auto-close. As part of our DOH / Fire Marshall inspection, they noted that our exterior doors when locked do not provide manual egress in case of emergency. Staff is interested in having a security guard onsite during the weekends and nights. They are happy with the local police who have provided services and causes less so win for both the hospital and police. Looking at cameras at every entry and outfacing. Exploring option, most likely will not take place until 2023.
- Working with Department of Commerce regarding Alder House. They have requested a plat to show that the Alder House is on a separate parcel than the hospital. Working with the county to get the three parcels separated and showing correctly in Mapsifter. DOC wants title report. They are also requesting a capital needs assessment. We explained that they are no longer in business and WISH does not have funds to pay for it. Call scheduled for October 10th to discuss everything.

Financial – Eric Volk, Interim CFO, August 2022 Financial Statements

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

Patient Quality of Care – Chelsea MacIntyre, CNO

- **Win**
  - CDC new guidance for healthcare professionals
- Recognition
  - Lisa Rask RN Clinical Informatics, goes above and beyond all the time.
- Updates
  - RT – Trying to get a home sleep study program up and running. Providence was interested in reading for us, then declined due to our EHR. Found another provider who may be interested in reading these for our patients.
  - Med/Surg – New ARNP Hospitalist, Sandy, she is well received by patients.
  - Case Management – Swing Bed program, we won a grant, just now starting work from that grant.
  - ER – Provider coverage challenge last weekend. Dr. Bell agreed to step in and re-onboard with us and provide care for patients.
  - Cardiac Rehab – Dr. Hamson completed his first intake today.
  - Surgery – Recognize Emily – there is a child in the community with cancer. It was important to the family that the child be able to do as much as possible. Emily been working with family to make this happen.
  - EE Health – New COVID-19 healthcare guidance. Previously when a staff member or provider tested positive or had a high-risk exposure, they must be out

for 7 days. Now, if there is a high-risk exposure, there is a new protocol for serial testing and that allows employees to continue to work
    - WHH Lions Club – Scaling back on activities due to amount of work needed for EHR transition.
    - Goals – ED Throughput, was 208 minutes, down to 177. Targeting 5% reduction, which we are at now.
    - Service – HCAHPS – 58% up to 84% in the last 3 quarters.
    - Gratitude for Peter James, CRNA, for his clinical innovation, fit within our organization and much more

Operations – Renee Clements, COO

- Alder House
    - Fire alarm maintenance.
- Rural Health Clinic-Willapa Medical Clinic
    - Barbie Alford ARNP last day 9/30. Same day we will hold a final interview for a replacement candidate.
    - Dr. Dutkiewicz out three weeks impacting OP volumes.
    - Win: Clinic visits held even with our 2nd highest volume provider out!
    - Weekend care going great. We are performing 3-5 DOT/CDL physicals every Sunday since kick off. Steady 15-20 patient volumes each weekend. Occasionally more.
    - EPIC scoping/Build-Risk/Concern planning/preparedness meetings. Training for Super Users in process
- Radiology
    - Three day/week MRI initiated. Furnishing Days: Mondays, Wednesdays, Thursdays (Three-month pilot)
    - EPIC scoping/build/workflows continue preparing for the change
- Quality/Risk
    - Washington State Department of Health surveyed us the week of 8/8/2022-8/10/2022
        - The Clinical & Environment of Care plan of corrections were approved.
        - The Fire Marshall returned on site on 09/15/2022.
            - Awaiting Formal written response of acceptance and Survey pass (closed letter received yesterday).
            - Ongoing works on the areas of deficiency along with concurrent audits to monitor progress and sustainability of the recommended changes for less variation and less deficiencies in-patient care delivery.
    - Quality change-Decreased Medication Variances/Errors! -Sum Annualized
    - EPIC implementation scheduled for March 11, 2023.
- Lab
    - EPIC-Scoping/Build/Risk/Concerns=Preparedness.
        - Lab is a large build out and change in processes, inclusive to a Middleware product we spoke of last month.

        - Employed Staff shortages is a concern to impact the success of the Lab EPIC roll out. Contracted staff on not as invested/engaged and difficult to require to be Super Users.
    - Change of Hardware EPIC requirements will create a drastic change to Current workflows. The lab manager is excited for these changes, as they will align to more best practices and industry standards
- Dietary
    - Staffing shortages and outages: Win-Three new employees in orientation process.
- Thank you to Chelsea for updating COVID policies and Emily for helping troubleshoot to find ER provider during shortage. She reached out to Dr. Bell.

IV. New Business

- Finance Committee Update
    - We had the Exit session with the State Auditor's Office regarding funds from 2021, COVID money, etc. Everything was perfect**.**

V. Continued Business

- Capital Requests –
    - Bradley Air / OR – Informational – The OR HVAC did not meet humidity best practice requirements. Repairs were made under CEO signature approval.
    - Door Replacement – Pacific Entrance – The Board reviewed quotes from two vendors to retrofit the outside front doors, as well as changes to the internal doors with auto-close with badge access for security reason. The front door changes are requirements per the Fire Marshall. Discussed if we want to update outside doors only at this time or do the interior doors only.

      Kathy Spoor made a motion to approve $36,599 for door replacement and retrofits with Pacific Entrance per CEO recommendation. Toni Williams 2nd, motion carried.

VI. Appointments/Reappointments

- Appointments:
    - **Opys – Weekend Clinic –** Jeremy P. Quinn, PA-C.
    - **CellNetix –** Susanne W. Carmack, MD & Trang K. Lollie, MD
    - **Providence Echo –** Natasha P. Arora, MD, Gopal Ghimire, MD, Hartaj S. Girn, MD, Kamal R. Joshi, MD, Timothy S. Larson, MD, Qiang Li, MD, Sara C. Martinez, MD, Charles F. Rossow, MD, Jimmy Z. Swan, MD, John W. Waggoner, MD, Robert S. Wark, MD, Scott D. Werden, DO & Haroon Yousaf, MD.
    - **Providence Telestroke –** Soo Young Kwon, MD

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

Kathy Spoor made a motion to approve the appointments above as recommended by the Medical Executive Committee. Toni Williams 2nd, motion carried

- Reappointments:
  - **Providence Telestroke** – Judith M Judd, MD & Kyle Y. Ogami, MD.
  - **RehabVisions** – Ann E. Heikel, ORT/L, Christopher M. Jensen, DPT, Judith A. McCulloch, SLP & Grace M. Rauh, OTR/L.
  - **VRAD** – Mary M. Alfidi, MD, Megan W. Hellfeld, MD, Aspan S. Ohson, MD, Julie K. Shaffrey, MD, Kimberly Sloan Miller, MD & Arlene Sussman, MD.
  - **WHH/WMC** – Jack C. Hamson, MD

    The Medical Executive Committee has recommended reappointment and privileges for the providers above. Education, experience and claims history were reviewed by the Board.

Kathy Spoor made a motion to approve the reappointments above as recommended by the Medical Executive Committee. Toni Williams 2nd, motion carried.

VII. Adjournment: The meeting was adjourned at 6:55pm to Executive Session to discuss Operational Issues. It was expected to take 25 minutes. Executive Session opened at 6:56pm. After some discussion, the Executive Session was closed at 7:20pm and returned to regular session. With no further business, the meeting was adjourned at 7:22pm.

Submitted:

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Kathy Spoor, Secretary to the Board