

Willapa Harbor Hospital
Minutes of the Governing Board
Cedar Room
February 27, 2024

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

Others Present: Matthew Kempton, CEO, Chelsea MacIntyre, CNO, Renee Clements, COO and Courtney Campbell, taking minutes.

Board Members Absent: Toni Williams

Guests: Sherri McDonald – Consultant, Ryan Shedd, Holistic Pain Management (HPM), AJ Thomas, Holistic Pain Management (HPM)

Audience: Shelly Flementis, Jason Dunsmoor, Amy Barker

I. Call to Order:

The meeting was called to order at 5:30 pm by Kathy Spoor, Board Chair

Jeffrey Nevitt made a motion to approve the December 19, 2023, Regular meeting minutes as written. Gary Schwiesow 2nd the motion, all in favor, motion carried.

Jeffrey Nevitt made a motion to approve the January 23, 2024, Regular meeting minutes as written. Gary Schwiesow 2nd the motion, all in favor, motion carried.

Additions to the Agenda: Approval of Resolution 2024-2, Sale of Alder House

II. Consent Agenda

Steve Holland made a motion to approve the consent agenda. Gary Schwiesow 2nd the motion, all in favor, motion carried.

Vouchers/Warrants:	January	\$ 1,397,755.65
Payroll/Payable:	January	\$ 736,951.03
Write-offs: Bad Debt	January	\$ 52,962.68

III. Reports and Presentations:

Administration – Matthew Kempton, CEO

A. State-of-the Hospital Report (see continued business)

- Continuing to recruit for a clinic provider.
- Clean Room ready for DOH inspection on March 22, 2024, will be able to do IV infusions and chemotherapy eventually.
- Pharmacy techs have been trained. Still working on logistics of where to put an IV Infusion patient since we don't have an IV Infusion suite.

Financial – Kimberly Polanco, CFO, December 2023 (Report read by Matthew Kempton, CEO) Financial Statements

- January Financial Status - Willapa Harbor Hospital's January business resulted in a Net Gain of \$105,793, and an operational gain of \$162,833. The Total Margin for January is 3.9% and Days Cash on Hand is 89.
- Patient Service Revenue - January Patient Revenue was \$4,713,978, which is 24% over budget, and 11% higher than the highest month in 2023 (December). The increase is due to a combination of higher volume and higher acuity in the emergency room.
- Revenue deductions in December were 44.8%.
- Accounts Receivable - Patient service revenue collections were \$2,048,383, on track with the average monthly trend. Net Days in AR have increased from 46 in December to 50 in January due to the increase in patient service revenue in January. 340B revenue collections were \$22,265, 37% of the 2023 monthly average due to a disconnect in new patient data in Epic, a solution is in process.
- Expenses - January expenses were \$2,483,502, 5% under budget.
- Gave a financial presentation to the Board.
- See Financials attached.

Patient Quality of Care – Chelsea MacIntyre, CNO

- Wins – Had a number of patients and family members reach out to us recently to recognize the high-quality, compassionate care provided at WHH
- Recognition – Annie, Patient Access for being smart, dedicated, compassionate and patient-centered.
- Department Updates – Massive rise in staff and patients with viral respiratory illnesses.
- Projects -
 - BH/RNP/DCR/Crisis – Attending recent presentations
 - Hospital Staffing Committee formed and first meeting is scheduled.
- Quality – Implementation and adherence to DNV CAP
 - Proof of NC-1s submitted 2/15 and approved by DNV.
- Service – Will be working on BSSR in the ED and M/S in Q1.

Operations – Renee Clements, COO

- Recognition – Sherri McDonald and Matt for all the long hours and passion in trying to make a new, updated, efficient hospital for our community for those who work in the hospital and those we serve.
- Alder House/W.I.S.H. – Re-executed the agreements valid through May 2024. Still on track to close March 31, 2024.
 - Critical timeline of activities distributed for review and upcoming resolutions. All facility infrastructure is compliant with Life Safety and Elevator. Property Insurance expires in May.
- Rural Health Clinic – Willapa Medical Clinic
 - WMC—RHC Clinic volumes met 1200.
 - Olympia Health Cardiology- Temporary privileges granted, Payer credentialing process initiated.
 - Procedural pain management - brief presentation to the board by the HPM CEO.

- Provider search continues for a Family Medicine physician.
- Radiology/Lab
 - Revenue on track as XR exceeded budget, CT on track, MRI under budget, U/S over budget, Mammo exceeded budget, NM under budget.
 - New IT connectivity increase of speed/upgrades implemented. Down-time in radiology occurred x 2 in the month of January due to overloaded imaging pathways with slow speeds.
- Quality / Risk / Clinical Informatics
 - WHH Leadership Quality Goals as follows for the month:
 - Creating new LEM goals, and Leadership Goals.
 - Public Records Requests=0
 - Complaints/Grievances=1
 - February 21st was Quality Council for QMS to review DNV-corrective action status and quality metric tracking for Patient Safety. DNV submission by CNO/COO this month.
- Dietary Department Update
 - New scope of services following accreditation standards being developed.
 - Deploying IDDSI-National Standard for Dysphagia diets, collaborative effort between clinical team and food services & dietician.
 - New RN Diabetic Educator onboarding. She will be providing diabetic education and consultation and glucose monitoring system assistance from patient referrals from the clinic and hospital settings but will also re-instate community outreach.

IV. New Business

- A. Pain Management Presentation –
 Ryan Shedd, CEO and AJ Thomas, VP of Operations for Holistic Pain Management (HPM) discussed the history and success stories of their practice in rural practices. HPM focuses on non-medication pain management including outpatient procedures. HPM contract to be submitted and put on a future undetermined date Board Meeting Agenda.

V. Continued Business

- A. Sherri McDonald (Consultant) and Matthew Kempton gave updates on the New Hospital Community Education and Engagement.
 - Resolution 2024-1, bond for a new hospital did not pass the February 13, 2024, election.
 - Considered what worked previously and what changes need to be made moving forward.
 - Discussed with members of the audience regarding a new building vs. remodeling and how the land for the new site was chosen.
- B. Capital Requests –
 - i. Surgery: Vascular Access Ultrasound – No motion, will return to this item in the future
 - ii. Willapa Medical Clinic (WMC): Mini generators for refrigeration of medication during power outages.

Gary Schwiesow made a motion to approve new generators not to exceed \$20,000. Jeff Nevitt 2nd the motion, all in favor, motion carried.

C. Approval of Resolution 2024-2, Sale of Alder House

Steve Holland made a motion to approve Resolution 2024-2 as written. Jeff Nevitt 2nd the motion, all in favor, motion carried.

VI. Appointments/Reappointments

None

VII. Executive Session: Held Start time: 7:35 P.M. End Time: 7:42 P.M.

VIII. Adjournment: The Executive Session opened at 7:35 P.M. After some discussion, the Executive Session was closed at 7:42 P.M. The meeting was adjourned at 7:45 P.M.

Submitted:

Toni Williams, Secretary to the Board