

Willapa Harbor Hospital
Minutes of the Governing Board
February 28, 2017

Board members Present: Dave Vetter, Tim Russ and Gary Schwiesow

Others present: Carole Halsan, CEO, Phil Hjembo, CFO, Terry Stone, CCO, Bobbi Hallberg, CNO and Marlynn Jenkins, minutes secretary.

I. Call to Order:

The meeting was called to order at 6:02 pm

The Pledge of Allegiance was recited.

The January 24, 2017 minutes were approved as presented

Agenda approved with the addition to new business for the interviews of potential commissioners. No need for executive session.

Audience: Tony Nordin

II. Consent Agenda

Davie made a motion to approve the consent agenda it was 2nd by Gary Schwiesow. Motion Carried.

Vouchers/Warrants: January \$713,025.35

Payroll/Payable: January \$543,589.36

Write-offs: Bad Debt January \$115,138.17

III. Reports and Presentations:

Administration – Carole Halsan, CEO

Physician Recruitment: The Medicus Firm sent a CV on a provider and after review it was decided this provider was not a good match. They will keep looking.

The Quality Improvement: The 2016 Dashboard, Quality Improvement Activity Summary and, Quality Improvement Goals for 2017 were distributed for review and signatures.

Advertising: A consultant from Jodesha Broadcasting met last week with a proposal for advertising on the radio stations The Jet and Timber Country. They proposed thirty 30sec ads at the cost of \$450 per month. We will be able to promote the events and services for the hospital and foundation.

Collaborative: I will be at the collaborative retreat March 5th through March 7th in Hood River, OR.

Cory Edwards a grad student at Washington State University in Spokane was given our hospital to create a marketing plan for his project. Our Needs Assessment and brochure were emailed to him.

Patient Quality of Care – Bobbi Hallberg

Nursing Goals: In an effort to streamline charting and reduce duplication, we are going to meet as a work group to look at all documentation and forms and see what we can get rid of.

Our next shared governance meeting is scheduled for March 8th. This will be our kick off meeting for 2017. We will work on a needs assessment for skills fair in September and education plan for the year. We will also be working on quality goals for the nursing department.

We continue to be staffed fairly well. I do have a position posted for a per diem RN as we will have an RN out on maternity leave starting in May. I have had only 1 applicant for the per diem position. We also have an LPN coming back after medical leave next week.

Financial – Phil Hjembo, CFO, January 2001 Financial Statements

Acute Care Patient Days were at 98 compared to 76 budgeted for the month. Radiology exams and CT were on or above budget. MRI, Ultrasound, Mammos and NucMed were all below budget. Lab tests were well above budgeted amounts and the clinics were below budget.

Doctors Petter and Hing along with Mary McAllister went to Mississippi to look at the new clinic module for CPSI and agreed to go with this new system. It will cost us \$70,000 plus for the clinic software and equipment. After some discussion, it was agreed to add a line to the income statement for the clinic revenue.

The expenses were above budget at \$98,000 due to salary cash outs, professional fees and purchase services. We were at a loss of \$43,000 for the month. Due to the contractals the outpatient is now at 49%.

Tim Russ asked, “What is the difference between Charity Care and Bad Debt?” Phil explained that we write it off. We cannot get any funds for Charity Care and we only get a very small amount of the Bad Debt. We use McDonalds Credit Service for our collection company.

Our cash is at 1.25 ML and now at 1.3 ML for February.

Terry Stone, CCO – Compliance Update

Bruce Walker mentioned in the paper that north county will see a decrease in the amount paid for the hospital construction bond due to the additional funds held in the account for the bond.

A compliance report was handed out with information on ED visits to ED for opioids nearly doubled in six years, Healthcare continue to add jobs, and data points.

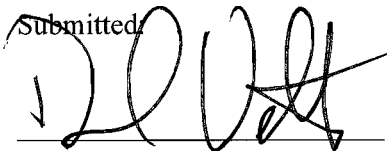
IV. Willapa Harbor Health Foundation – Carole Halsan – nothing to report

V. OLD BUSINESS – None

VI. New Business-Interview for the two open Commissioners positions

After some discussion between the commissioners, Tim Russ suggested setting 20 minutes for each interview. It was agreed to advertise in the papers for the dates of March 14th, 15th and 16th starting at 5:30 for interviews and discussion in an Executive Session. He will contact each of the applicant and schedule the dates and times. At the final meeting, the commissions will decide the applicants to bring back for the second interviews and the date then a final decision.

VII. Adjournment: Being no further business the meeting was adjourned at 7:02 pm.

Submitted,


Dave Vetter, Secretary to the Board

PACIFIC COUNTY HOSPITAL DISTRICT 2

VOUCHER/WARRANT APPROVAL

WILLAPA HARBOR HOSPITAL

_____ Payroll

_____X_____ Warrants Payable (Month ending February 2016)

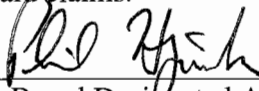
Vouchers: # 76086 Thru 77331
Vouchers: # _____ Thru _____ (Meditech)

Voided Warrants: 90.00 Amount: **\$409,854.45**

EFT'S # 1563 Thru #1573 Amount: **\$303,170.90**

Attestation

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described on the payment vouchers and as listed on the attached register. I further certify that the claims are just, due, and an obligation against the hospital, and that I am authorized to authenticate and certify to said claims.



Board Designated Auditor


2/28/17

Date

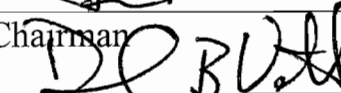
Board Approval

Date: **February 28, 2017**

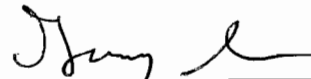
The vouchers, which are listed on the attached register, have been duly examined and are hereby allowed by the governing board at a regular meeting thereof: the following member being resent and voting in the affirmative.



Chairman




Secretary



Vice Chairman

Member

Member
Attest: 

Administrator

PACIFIC COUNTY HOSPITAL DISTRICT 2

BAD DEBT WRITE OFF APPROVAL

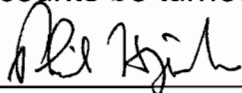
WILLAPA HARBOR HOSPITAL

Date: ____ January 2016

Total Amount: __\$115,138.17

ATTESTATION

I, the undersigned, do hereby certify that the accounts , as described on the attached "Bad Debt List" have been duly examined and processed in accordance with the hospital credit/collection policies. It is hereby submitted and recommended to the Governing Board that the said accounts be turned over to the outside professional collector (s).



Board-Designated Auditor

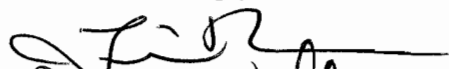
02/28/17

Date

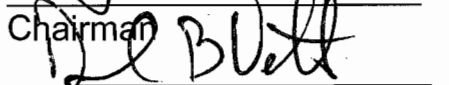
BOARD APPROVAL

Date: **February 28, 2017**


Approved by the Governing Board, at a regular meeting thereof; the following members being present and voting in the affirmative.



Chairman



Secretary



Vice Chairman

Member

Member

Attest: 

Administrator