

**Willapa Harbor Hospital**  
**Minutes of the Governing Board**  
**July 25, 2017**

Board members Present: Dave Vetter, Tim Russ, Gary Schwiesow, Kathy Spoor and Jeffrey Nevitt  
Others present: Carole Halsan, CEO, Bobbi Hallberg, CNO and Marlynn Jenkins, minute's secretary.

**I. Call to Order:**

The meeting was called to order at 6:13 pm

The Pledge of Allegiance was recited.

The June minutes were approved as presented

Agenda approved with additions physicians appointment or reappoints. No Executive Session needed.

Audience: none

**II. Consent Agenda**

Gary Schwiesow made a motion to approve the consent agenda it was 2<sup>nd</sup> by Dave Vetter.  
Motion Carried.

Vouchers/Warrants:            June    \$693,309.21

Payroll/Payable:                June    \$576,337.88

Write-offs: Bad Debt            June    \$142,858.73

**III. Reports and Presentations:**

**Administration – Carole Halsan, CEO**

The kick-off for the Pharmacy 340B program was this afternoon. We start October 1<sup>st</sup>. Both of the local pharmacies have signed on and they are working with the vendor.

Dr. Dutkiewicz started on July 10, 2017. He is doing very well and was seeing patients after his 1<sup>st</sup> day of orientation. The clinic is seeing 3 to 4 new patients a week.

Carole is working with the Medical Staff to review and revised their Bylaws and Rules and Regulations.

WHRAP Group Chelan meeting: Carole discussed the meeting in Chelan and the proposed changed to a Global Budget for CAH facilities. She will be attending the August 9<sup>th</sup> meeting in CleElum.

We will be receiving a total of \$126,689 as a dividend from the Public Hospital Workers Compensation Trust. This is excess funds based on having reduces claims over several years.

The "Collaborative" has been working to find a "Single Source Broker: for the Collaborative". The intent is to get a better group rate. All the hospitals have signed on and the decision was made to go with Physicians Insurance. We were winners in that we will be saving \$29,651.00 per year. Coverys and the other company were not able to compete with their pricing structure.

We will not be charged by the IRS any fines for the Community Health Needs Assessment. We will work with a consultant to complete the Implementation Plan for 2016, make changes and follow their expectations regarding specific policies.

Carole discussed the Local 8 negotiations and the progress made so far.

Jeff Nevitt asked about the transfer to other hospitals. Is it possible to see the transfer report?  
Carole said we could bring them to the next meeting.

### **Patient Quality of Care – Bobbi Hallberg**

We continue to work on streamlining documentation and working with physicians on standing orders/pre-built order sets. The nursing staff education coming up is the Skills Fair in September, Opioid crisis and new laws in October and De-escalation training in November. We have completed our second year of the Coverdell stroke grant improving our pre-notification from EMS and working with our community partners to educate our community. Next will be completing the required data follow up at 7 and 30 days post event and linking them back to their primary care provider. We continue to work on the Skills Fair with skill sets and some very good skills validations. I have hired another per diem CNA and still have a part time night CNA position open. We are ready to make an offer to an RT and we have been putting staff on call for low census. Nursing Goals: Reduce duplication in documentation, reduce medication errors and missing medical orders by 20%, reduce missed charges by 20% and scan 80% of medications administered.

### **Financial – By Carole Halsan for Phil Hjembo, CFO, June 2017 Financial Statements**

We were under budget for discharges, acute care patient days, observations hours, MRI, Mammography, NucMed, RT, ER and Pacific Family Health Clinic. We were on or over budget on surgery, radiology, CT, Lab, EKG and WHH Clinic.

We had a net income loss of (56,945) with a loss for the year of (\$410,134). Of the \$410,134.00, \$250,000 should have been booked in 2016 as a Medicare Payable. This error was not discovered until recently and makes the loss for the month less. Volumes have been down so we should be getting money back from Medicare.

Kathy stated it looks like we have over spent according to the budget and want to know the difference between Professional Fees and Purchased Services. Carole responded that Professional fee is for the ER Docs and Purchased Services is for the Travelers.

### **Terry Stone, CCO – Compliance Update**

A Compliance report was handed out on New Medicare Cards to be issued in 2018-2019; opioid prescribing varies widely by Counties, Washington State Mental Health, Patient Satisfaction Surveys, Early Childhood development's role and date points. Renee Clements also included reports for 2<sup>nd</sup> quarter on the complaints, incidents, AMA, falls, readmissions, return ER visits, left without being seen, cash on hand, gross days in AR, Bad Debt as % of gross pt rev, net pt rev as % of gross pt rev, operating profit margin, and during this hospital stay, how often was the area around your room quiet at night.

## **IV. Willapa Harbor Health Foundation – Carole Halsan**

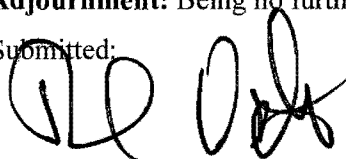
### **V. OLD BUSINESS: none**

### **VI. New Business**

- Jeff asked if there are any plans for Board Training. Tim stated it has been two years now and we need another training. Carole stated that we will discuss this at the next Board Meeting.
- Appointments: Dave Vetter made a motion to approve as recommended by the Medical Staff reappointments for Gregory Bell, MD, Maria Irina Ramneantu, MD from Olympia Neurology, Jennifer Brown, CRNA, and John Shaw, MD, Provisional appointment for Pawel Dutkiewicz and Sherry Franks with Community Based Privileges, VRAD providers Kelly Gage, MD and Mark Miller, MD. It was 2<sup>nd</sup> by Gary Schwiesow. Motion carried.

VII. **Adjournment:** Being no further business the meeting was adjourned at 7:16 pm

VIII. Submitted:



Dave Vetter, Secretary to the Board