

Willapa Harbor Hospital
Minutes of the Governing Board
August 22, 2017

Board members Present: Tim Russ, Gary Schwiesow, Kathy Spoor and Jeffrey Nevitt

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 6:15 pm

The Pledge of Allegiance was recited.

The July minutes were approved as presented

Agenda approved with additions to Old Business for a discussion on the Board Retreat, no Executive Session is needed

Audience none

II. Consent Agenda

Kathy Spoor made a motion to approve the consent agenda it was 2nd by Jeff Nevitt. Motion Carried.

Vouchers/Warrants: July \$696,925.38

Payroll/Payable: July \$569,005.76

Write-offs: Bad Debt July \$ 58,950.62

III. Reports and Presentations:

Administration – Carole Halsan, CEO

WRAHP: I attended another meeting with the WRAHP group on September 13, 2017.

The Pharmacy 340B program is on track to start October 1st with close contact with both pharmacies.

The Quality Dashboard for 2017 was handed out and reviewed by the Board.

The Critical Access Hospital evaluation will be brought to the next Board meeting.

Carole informed the Board that after Administration met with the Department Managers, it was decided that Administration and Department Managers would not be receiving a pay increase for next year due to the volumes for the previous eight months. All other staff will follow the union contracts. A memo will be going out tomorrow to all the staff that everyone will be affected by the low census. Kathy asked if a copy of the memo could be email to the Board just in case there are questions and Carole agreed.

Patient Quality of Care – Bobbi Hallberg

We have streamlined the clinical assessment form. At our 2nd quarter quality review, we were only at 75% for documentation plan of care. While this was not a concern during the last DOH survey, this will be a point for review for the next one. I am reviewing all education and may postpone some of our required education and our annual skills fair due to the low census. Shared Governance met on Monday and is close to completing the ED supplies redesign and standardizing the crash carts. We have been using low census to help manage expenses while our inpatient volumes are so low. We had 86 hours of low census time since the end of July. The chosen applicants for RT have not responded. Applications are being reviewed for more interviews. Goals for 2017 are to reduce duplication in

documentation, reduce medication errors and missing medication orders by 20%, reduce missed charges by 20%, and consistently scan 80% of medication administered.

Financial – Phil Hjembo, CFO, July 2017 Financial Statements

Kathy Spoor asked why the Mammograms numbers are so low. Terry replied that with the new machine down for three months, he thought a lot went elsewhere.

Phil stated that Medicare sent a letter and will be paying us back \$728,000. We will do an interim cost report in September to find out where we are. We should receive more due to low volumes.

Statistics: Acute care days were at 51 compared to 67 this time last year. We were below budget 67.1% and YTD at 455 compared to 571 for last year. Observations were down a little and Surgery was up a little. Radiology was below budget except for CT. Laboratory was up for the month. ER was 18% below budget with a Year to Date of 8%. Both clinics were below budget.

Kathy Spoor asked, “If this was a downward trend?” Phil stated he did not know for sure but didn’t think they were going elsewhere. The urgent care may be going to the Elma Urgent Care.

Income Statement: Patient Revenue was on budget. The Net Patient Review was at 1.6M with (\$78,994) below budget and Year to Date at (\$428,088) below budget. Most of the expenses were below budget except for purchase services. We were (\$110,000) below budget for the month but above budget on expenses for the year at (\$189,779). The net income was at a profit of \$55,000 for the month but at a loss for the Year to Date at (\$343,948).

Balance Sheet: Cash and Investments were at \$550,929 plus Board Designated Equipment at \$130,000 put the cash as \$680,929. We should be at \$1.4M by the end of September.

The Local 8 Union negotiations have been completed. Kathy Spoor made a motion to approve the contract offer as presented. It was 2nd by Jeff Nevitt. Motion carried.

Terry Stone, CCO – Compliance Update

A compliance reports was handed out with information on Tacoma area not doing a good job on keeping people healthy, Healthcare hiring rose significantly in July, Common heart drugs saw significant price hikes, Data Points and a sample of the next Highlights issue out in September.

IV. **Willapa Harbor Health Foundation – Carole Halsan** – The BCA event will be October 7th

V. OLD BUSINESS

Board Retreat: The Board asked if there had been a date set for the Board Retreat. Carole stated she would check with Jim Kastama if he had time available in October or November.

Transfers from July and August were reviewed by the board.

VI. New Business

Meaningful Use Program: The third year of the Meaningful Use Program will cost us \$87,000 for the update of software and administration cost to CPSI. If we do not complete this program, Medicare will charge us a 2% penalty on our charges which will be more in the end.

VII. **Adjournment:** Being no further business the meeting was adjourned at 7:17 pm

Submitted:



Dave Vetter, Secretary to the Board