

Willapa Harbor Hospital
Minutes of the Governing Board
October 24, 2017

Board members Present: Dave Vetter, 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 6:09 pm

The Pledge of Allegiance was recited.

The September minutes were approved as presented

Agenda approved with additions of Physicians, Budget Meeting and Insurance Information, No Executive Session needed

Audience, none

II. Consent Agenda

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

Vouchers/Warrants:	September	\$728,458.46
Payroll/Payable:	September	\$827,627.25
Write-offs: Bad Debt	September	\$ 46,021.57

III. Reports and Presentations:

Administration – Carole Halsan, CEO

Board Retreat: Jim Kastama is available January 12th, 19th, 26th February 9th, 16th and 23rd for a Friday evening and 9am to 4pm on Saturday. Marlynn will email the Board members with these dates and send your decision to Jim Kastama to reserve the date.

Reduction in hours: The meetings with Dietary, Purchasing and Nursing about reducing hours have been completed. There are still a couple of departments meeting that need to be set. The Management staff will have their salary frozen. Reducing hours doesn't work for salary employees.

Hospital Christmas Party will be Tuesday December 12th and the Department Managers will be paying for all the food. All managers contribute to their fund each payday.

WRH Collaborative: The Collaborative is working with the broker Parker, Smith & Feek to see if our Employee Health and Dental Benefits and Cyber Insurance could be purchased as a group. Gary Swan from HCA gave his presentation regarding Global Budget Payment Model. This is the same presentation he gave to the WHRAP group in Chelan. Willapa will not be participating at this time.

WHRAP Group has another meeting schedule on November 8th in Ellensburg to discuss the details and or any changes regarding SHB 1520.

Food Bowl starts November 5th against the County.

The Breast Cancer Awareness event went very well and attendance was up this year. The presentation by Dr. Linda Petter was really good.

I will be leaving tomorrow for the Oregon Coast and will return November 1st.

Patient Quality of Care – Bobbi Hallberg

The documentation policies are being reviewed. All staff education is now provided at the Staff Meetings. LifeNet (organ and tissue donation) was at our October meeting last week. We will be participating in the communication meetings for the Coverdell Stroke Grant to keep on our processes. Our RN that was out on leave is returning and will be back to fulltime November 1st. We extended our traveler for another 2 weeks because of FMLA. Our census has been up in the month of October. Hopefully it will continue through the winter. The RT position was reposted as a manager position to see if we get better applicants. We have another traveler coming in November 15th and Barb Gonzalez is willing to help fill in and do some training for the new staff member. The Nursing 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 medications administered.

Financial – Phil Hjembo, CFO, September 2003 Financial Statements

The Budget Meeting needs to be set for November 14th. All members agreed it would work.

The Acute Care Patient days were 40% below budget and 20% below the Year to Date. We are close to getting the Cost Report completed. Radiology was below budget except for Ultrasound, Mammography, and NucMed. Lab was 5% below budget and ER 13% below budget. Both clinics are down due to the new software for their systems. Net Patient review was (\$8,472) below budget and Net Operating Expenses was down \$10,783. Net income was at \$40,905 with a Year to Date down (\$278,093). Cash dropped to \$900,000 due to the third payroll for the month. The cash is already at 1.3M for this month. The first report for the 340B Program came in today. The hospital made \$880 after fees and this is excluded from the Cost Report.

Terry Stone, CCO – Compliance Update

A Compliance Report was handed out on the shortage of primary care physicians by 2035, drug overdose deaths in 2015 and 2016; nursing homes seek to reduce the 3-day inpatient hospital stay for Medicare to cover nursing home stays, DATA points and information on the Open Public Meeting Act for Executive Sessions and Electronic Communications.

IV. Willapa Harbor Health Foundation – Carole Halsan – Festival of Trees invites just went out.

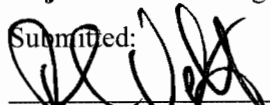
V. OLD BUSINESS: none

VI. New Business-

- a. Resolution 2017-2: Line of Credit for \$500,000. The Line of Credit must be renewed every year to make sure we are covered. It adds our HR Manager, Krisy Funkhouser authority to enter into an agreement with Security State Bank in case our Emergency Operations Plans has been activated. Dave Vetter made a motion to approve and it was 2nd by Gary Schwiesow. Motion carried.
- b. Appointments
 - i. Dave Vetter made a motion to approve as recommended by the Medical Staff Francois Cady, MD (Pathology), Corey R. White, DO and Jon Kooiker, MD (Neurology), Skylar Tarbet, PT, John, Bodenhamer, MD, Gillian Griffith, MD, Mark Guilfoyle, DO, Jennifer Mayne, MD, Kimberly Sloan Miller, MD, and Jaime Salvatore, DO with (VRAD). It was 2nd by Jeff Nevitt. Motion carried.
- c. Kathy Spoor report on the health insurance cost savings for the County that the hospital may be interested in. After some discussion, Phil stated he was meeting with a broker tomorrow.

VII. Adjournment: Being no further business the meeting was adjourned at 7:26 pm

VIII. Submitted:



Dave Vetter, Secretary to the Board