

**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 2<sup>nd</sup> 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 5<sup>th</sup> through March 7<sup>th</sup> 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 8<sup>th</sup>. 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.

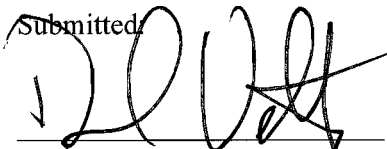
## **IV. Willapa Harbor Health Foundation – Carole Halsan – nothing to report**

### **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 14<sup>th</sup>, 15<sup>th</sup> and 16<sup>th</sup> 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