

**Willapa Harbor Hospital**  
**Minutes of the Governing Board**  
**December 19, 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 7:05 pm

The Pledge of Allegiance was recited.

The November minutes for the Budget and Regular Board meeting were approved as presented

Agenda approved additions to new business with change of time for board meetings, Resolution 2017-4 Petty Cash, discuss the letter received from an RN, Executive Session none

Audience: none

**II. Consent Agenda**

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

Vouchers/Warrants:	(November)	\$864,925.22
Payroll/Payable:	(November)	\$565,005.50
Write-offs: Bad Debt	(November)	\$29,649.40

**III. Reports and Presentations:**

**Administration – Carole Halsan, CEO**

The Holiday Party for the employees went very well

CMS Survey on December 5<sup>th</sup> through 7<sup>th</sup> by Department of Health went very well. The CMS survey happens about every 3 to 3 ½ years. We should have the DOH survey in about 18 months, which will be in early 2019.

The Washington Rural Health Collaborative is working on a telemedicine services with Evergreen Health to provide additional telemedicine services to their members. The Medical Director from Snoqualmie has been working on this for some time.

We received \$22,000 from the 340B Program. The 340B Program is going well and Pacific Family Health Center will start the program on January 1<sup>st</sup>.

Renee is looking into the cardiac rehab program at Ocean Beach Hospital and what equipment we would need. She is also looking for a Quality Reporting program that will help Renee with all the required data input for Quality and Risk Management.

**Patient Quality of Care – Bobbi Hallberg**

The nursing documentation looked good for the CMS survey. At the Shared Governance meeting in January, we will work on our documentation system and policy. I hired a per diem RN and have one other RN's who is leaving which will open up a fulltime day position. This will most likely be taken by a nightshift RN leaving a vacancy. I would hope to hire an experienced RN for nightshift, as we have a lot of newer staff on nights. The census has picked up a bit and hopefully it will continue through January. I have an interview tomorrow with an RT candidate to fill the position. Goals for 2018 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, November 2017 Financial Statements**

Acute care, length of stay, observations, NucMed, and ER were all below budget. Surgery and mammography were above budget. The rest of Radiology was below budget. The clinics were close to budget with Pacific Family Health Clinic above budget.

Net Patient revenue was below budget, benefits were down due to workers comp and salaries were down. The total cash operating expenses were below budget. Tax revenue was above budget. We had a profit of \$90,932 for the month.

Cash was at 1.7M plus the \$130,000 for designated equipment. The third party receivables were at \$197,086 compared to \$864,086 from the prior month. Accrued vacations have been moved to Liabilities.

Kathy Spoor mentioned that Shelly from the Treasurer's office asked about investing some of our bond money. After some discussion, Kathy stated she would talk to Shelly and have her come to the January Board meeting to explain how this will work.

**Terry Stone, CCO – Compliance Update**

Terry reported on regulatory burdens – Medicare margins decreasing; EHR's take a lot of provider's time; Washington State Hospital Association report on hospital information and data points.

**IV. Willapa Harbor Health Foundation – Carole Halsan – went very well**

**V. OLD BUSINESS-** none

**VI. New Business:**

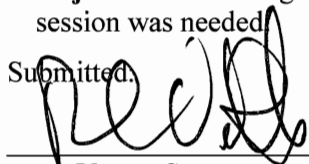
**Change in meeting time:** Kathy Spoor requested that the Governing Board meetings start at 5:30. After some discussion, Kathy made a motion to move the start time for the Governing Board meetings to 5:30. It was 2<sup>nd</sup> by Dave Vetter. Motion carried.

**Resolution # 2017-4-Petty Cash:** After review and discussion of Resolution 2017-4 for Petty Cash, Dave Vetter made a motion to approve. It was 2<sup>nd</sup> by Gary Schwiesow. Motion carried.

**Letter of Concern:** The Governing Board discussed the concerns in the letter received by the Governing Board and Kathy Spoor stated she would draft a letter from the board to the employee. Gary asked if there is anything we can do to improve moral with the staff. Phil stated we will have an All Staff meeting again in January to talk to the staff. It is open to everyone.

**VII. Adjournment:** Being no further business the meeting was adjourned at 7:43 pm. No executive session was needed

Submitted.



Dave Vetter, Secretary to the Board