

Willapa Harbor Hospital
Minutes of the Governing Board
January 23, 2018

Board members Present: Dave Vetter, Tim Russ, Gary Schwiesow, and Kathy Spoor

Others present: Carole Halsan, CEO, Phil Hjembo, CFO, Terry Stone, CCO, Bobbi Hallberg, CNO, Marlynn Jenkins, minutes secretary and Shelly Flemetis from Treasurers Office

I. Call to Order:

The meeting was called to order at 5:40 pm

The Pledge of Allegiance was recited.

The December minutes were approved as presented

Agenda approved; additions of Shelly Flemetis presentation on investing bonds, a resolution and physicians for approval; no Executive Session needed

Guest: Shelly Flemetis from the Treasurer's Office

The interested rates are starting to increase and might be an option for the hospital to think about investing the bond funds. The Local Government Investment Pool is liquid investments for 30 to 90 days and rates are about 1.2% at this time. The hospital can invest in both government and corporate bonds or CD at a bank. Some rates if going out 5 years can make up to 7% interest and a 2 year bond rate is at 2%. Kathy Spoor asked what the cost would be and Shelly stated about \$2.00 per month. Like a CD, the bond can be returned if needed. There would be cost just like a charge for a CD returned.

After some discussion between the Board members and Phil Hjembo, they agreed to have Phil look into this option and bring to the next meeting. Anything to reduce the amount the public will be paying for the bond will be a positive move now and for future bond requests.

II. Consent Agenda

Kathy Spoor made a motion to approve the consent agenda and it was 2nd by Dave Vetter.
Motion Carried.

Vouchers/Warrants:	December	\$765,995.00
Payroll/Payable:	December	\$587,556.80
Write-offs: Bad Debt	December	\$50,556.80

III. Reports and Presentations:

Administration – Carole Halsan, CEO

The copy of the letter from the last Board meeting and one drafted by Carole was given to the Board members to review. After some discussion it was decided to use the letter prepared by Carole to forward to the employee.

The CMS Survey was approved except for the Fire Safety Plan. Due to some sprinklers that must be installed in two location, an extension waiver was requested and sent to the Fire Marshall.

ActionCue an online program for Quality and Risk tracking was added today and several of the department managers have signed up to start using the program.

A folder was handed out to the Board members with the Quality Management Plan that needs to be reviewed and signed by next meeting.

Patient Quality of Care – Bobbi Hallberg

The ED and Med/Surg has been busy with flu and pneumonia patients. The Shared Governance meeting is scheduled for January 30th at 3pm. We hope to get some documentation standards set, implement the documentation policy changes and address Nursing Department goals for 2018. The Skills Fair is now planned for September 2018. A part-time day/night RN position has been posted externally. No applications have been received. An offer has been made to an RT candidate to fill our position and will need time to look into the cost of housing before making a decision. The traveler is here till early March and can train his replacement. Nursing goals are to reduce documentation and consistently scan 80% of medications administered.

Tim Russ asked is we have been able to keep most of our patients here in our hospital and Bobbi stated only if they do not need intubation.

Financial – Phil Hjembo, CFO, December 2017 Financial Statements

Phil requested to add two additional signers on the checking account for checks over \$20,000 that require two signatures. At times Carole and I are not here and we really need to have an extra signer for the checking. Dave made a motion to approve adding Terry Stone and Mavis Christian as additional signers. It was 2nd by Kathy Spoor. Motion Carried.

Statistics: Acute Care Patient Days were at 62 compared to the 76 that was budgeted. Surgery was above budget at 36 compared to 29. CT, Ultrasound, Mammography and Lab Test were all above budget. ER was below budget at 4% compared to 7% budgeted for the month.

Income: Revenue was up with Net Patient Revenue at 221,000 above the budgeted numbers. The other review was below budget. The income for the 340B program has not been put into this amount yet. We received the first payment early January. I need to contact the company to see how to speed up the process. Salaries and wages were down for the month. \$80,000 adjustment for vacation and EIB. Total expenses below budget at 1.64M. Tax Revenue was above budget at \$51,000 for a Year to Date. Total income was at \$221,451 for the month and \$414,021 for the year to date. We will do a cost report early May. Cash is a 1.7M. Now we are at about 33 days of cash.

Terry Stone, CCO – Compliance Update

A report was handed out on the Secure the Future capital campaign and Resolution for continued Board support for this program. Kathy Spoor made a motion to approve Resolution-2018-1 and it was 2nd by Dave Vetter. Motion carried.

The Compliance Report included information on healthcare job growth in 2017, patient satisfaction surveys and data points.

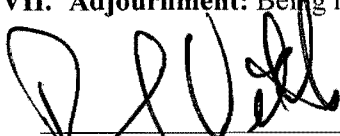
IV. Willapa Harbor Health Foundation – Carole Halsan - FOT raised about \$10,000 this year

V. OLD BUSINESS

VI. New Business-Appointments

- a. Dave made a motion to approve as recommended by the Medical Staff Dr. Pawel Dutkiewicz and Sherry Franks for Community Based Privileges. It was 2nd by Kathy Spoor. Motion carried.
- b. Kathy Spoor made a motion to approve as recommended by the Medical Staff VRAD providers Doctors Jacobson, Klein, Rai, Pratt and Zaytsev. It was 2nd by Dave Vetter. Motion carried.

VII. Adjournment: Being no further business the meeting was adjourned at 5:40 pm Submitted:



Dave Vetter, Secretary to the Board