

Willapa Harbor Hospital
Minutes of the Governing Board
September 25, 2018

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

Others present: Carole Halsan, CEO, Terry Stone, CCO, Bobbi Hallberg, CNO and Marlynn Jenkins, minutes secretary.

I. Call to Order:

The meeting was called to order at 5:40 pm

The Pledge of Allegiance was recited.

The Gary Schwiesow made a motion to approve the August minutes. Kathy Spoor 2nd the motion. The August minutes were approved as presented.

A request was made to edit the Agenda to remove the minutes from Budget Meeting. Kathy Spoor would like to add talking about Nancy Borsch and the Board members would like to go into Executive Session to discuss the resignation of a hospital employee.

Audience: Cathy Russ was in attendance.

II. Consent Agenda

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

Vouchers/Warrants:	August	\$820,018.16
Payroll/Payable:	August	\$905,335.83
Write-offs: Bad Debt	August	\$74,197.91

III. Reports and Presentations:

Administration – Carole Halsan, CEO

We had a State Pharmacy Inspection on September 4, 2018; the last one was about 4 years ago. To comply with the new regulations, we need to make some significant changes to the pharmacy and how we prepare I.V. solutions. We need a hood or glove box in order to meet the requirement for mixing IV compounds. The pharmacy will be mixing I.V's that require medications. The nursing staff will receive 8 hours of education to do immediate compounding in the E.R.

The SAIL program: Sam has signed up 9 at Alder House and 40 at the hospital. She will need to arrange two classes for the hospital.

Pam Drake's class "Secrets of the Soup Queen" was held September 15th and 35 from the community attended.

Alder House has three rooms vacant and needs to replace a medication cart.

Unfortunately, Renee Clements has resigned her position. Krisy has placed an ad and we are advertising for a Quality Manager and looking at perhaps making some changes to the position.

Patient Quality of Care – Bobbi Hallberg

We hit 80% scanning for the first two weeks of September. All staff have been doing a great job making scanning a priority. We are working on change in practice so this is always the process not just when we have a campaign going on. The skills fair was held September 17th and 20th and 24 staff attended at 80% attendance. The 6 staff members that did not attend will be required to complete a make-up session. As part of the pharmacy plan, there will be approximately 8 hours of education for

the RN's and LPNs. This will have to be completed by the 15th of November. All of our travelers on board and doing well. 1RN still in orientation and 1 full time nightshift RN position let to fill.

We had our first celebration of our elements of professionalism with 3 awarded winners out of 21 staff recognized by their peers. Morale seems to be improving slowly. Accountability is a large part of this professionalism campaign. Our goal is to improve staff moral through a series of team-building sessions at staff meetings and education offering and consistently scan 80% of medications administered.

Financial – Terry Stone Financial Report for Phil Hjembo, CFO, August 2018 Financial Statements

Statistic: Most of the current month was above budget with a few numbers below the July numbers; but year to date is above budget. ER was below budget for the month and year to date. Clinic were below budget. We were ahead of the numbers for most statistics.

Financials: Current Patient Revenue was above budget. Total revenue deductions at \$197,590 above budget. Expense were at budget. 340B and tax revenue were above budget. Net income of (\$25,960) with year to date at \$628,861.

In the process of getting in interim cost report done. That will be sent into Medicare and they will send us a bill. We have set aside 1M for this.

Balance sheet: Cash has gone down a little. Account receivable has gone down. Last week we had a company come in and do a review of our charge master and check if our coding is correct. We have about 82,000 in the charge master and CPSI that we do not use any longer. They met with all the departments to go over all of the charges. We are working on the budget now. The controller will work on this and we will set up a board meeting in November for the budget. We are looking at a sizable equipment requests in pharmacy, radiology and cardiac rehab. Kathy asked if we did a bond analysis and Terry didn't know, he will look into it.

Thorbeckes fitness in South Bend. They have tons of equipment. We pay the employee dues as long as they use it 4 time a month and we will pay half of the dues for families.

Terry Stone, CCO – Compliance Update

Terry gave a Compliance Report on 30 US hospitals closing annually, Medicare Advantage Plans, Feds proposed lowering Opioid production quotas, Wide variation in Opioid treatment across the U.S., a Single-Payer health insurance plan, Washington Health Plan Financials through 6/30/2018 and Access/Data Points.

- IV. Willapa Harbor Health Foundation – Carole Halsan:** BCA Heart Health event is this Saturday.
- V. OLD BUSINESS:** Kathy Spoor is trying to get the work plan together before the next meeting. Part is with Nancy and board education. After some discussion, she will look at what dates Nancy has available in November.
- VI. New Business-None**
- VII. Adjournment:** Being no further business the meeting was adjourned at 7:49 pm to Executive Session to discuss personnel issues. It is expected to take 90 minutes. Executive Session opened at 7:50 pm. After some discussion the Executive Session was closed at 8:00 pm with no action taken.

Submitted:



Jeff Nevitt, Acting Secretary to the Board