

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

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 5:40 pm

The Pledge of Allegiance was recited.

Gary Schwiesow made a motion to approve the September minutes. It was 2nd by Kathy Spoor. Motion carried.

Agenda was approved, with additions in New Business for the Administrative Assurance Trauma Service Designation, Resolution 2018-5 and physicians. Old Business for approval for Board Work Plan, and Executive Session with Board and Carole for personnel issues. No action.

Audience

II. Consent Agenda

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

Vouchers/Warrants:	September	\$788,089.72
Payroll/Payable:	September	\$591,231.63
Write-offs: Bad Debt	September	\$72,874.22

III. Reports and Presentations:

Administration – Carole Halsan, CEO

Pharmacy Compliance:

We have had the architect down to review the requirements for the special room for the glove box and also the engineer and ventilation specialist to make sure the room was the right pressure and that there would be appropriate ventilation. Have not received any estimates of the cost from the architect. The glove box has been ordered and it was just under \$17,000.00 In March 2019, Ron will be taking a class from March 18th to the 21st – out of state to become certified in compounding

SAIL (Stay Active and Independent for Life)

Last month I reported that 40 people had signed up for the class – This class is being well received and we are now up to a little over a total 60 people are attending. We have had to have additional classes to accommodate the group.

Washington State University – School of Medicine

On Thursday of last week, I met with Jeffery Bell, Director of Strategic Engagement and Dr. Kevin Murray, MD to discuss the possibility of have medical students in our hospital and clinics.

I will be meeting with our physicians to discuss their interest in having students. Dr. Hill is already involved with Pacific NW University and has students in his office and follows him in the Emergency Department.

WRHAP

A concerted effort has been made since June 2015 to identify key issues facing our communities; ensuring access to quality primary care, sustaining emergency department services, providing medical and long-term care for residents with chronic disease and access to behavioral health services. The group agreed that significant changes in current payment systems were necessary to address these issues. I have been involved in the WRHAP group since November 2014 – with Jeff Mero, former AWPMD Executive Director, Claudia Sanders, WSHA – and several CEO's from the east side of the state.

Clinical Nurse Manager:

I am working on a job description for the Clinical Nurse Manager for Med/Surg and ER and it will be finalized this week. There are too many additional responsibilities /demands for a variety of projects that are no longer appropriate for one person to accomplish. We are one of the last CAH hospitals to add this additional management person in nursing. I would like someone to be able to work later into the afternoon or evening, or have that position work some days and then some late evening or night shifts – for example 2p.m. to 10p.m.

Changes in Administration:

Dr. Pniewski will be retiring the end of January 2019.

Terry Stone, Compliance Officer and Assistant Administrator will be retiring after the first of next year. I have been talking with Dave Phillips, who worked at Morton as their Compliance officer, left and now does consulting work for several CAH hospitals to work at Willapa on a Consult basis – about 3 days a week. He would also do HIPPA compliance.

Patient Quality of Care – Bobbi Hallberg

Documentation: Scanning 78% for the 1st 2 weeks for October. ER is always lower.

Working on shortening documentation assessment by removing items that are less commonly used. They are still available, just in another spreadsheet.

Education: Each nurse needs stroke education. Providence has been contacted to see if they could provide a 1-2 hour update. 5 staff have already turned in their education hours.

Pharmacy plan to give 8 hour class on compounding for RN's & LPN's.

Staffing issues: One staff member will be back the first of November and one going off later in November. Two application for RN have been received. 1 interview is scheduled and 1 pending their schedule.

Goals: Continue with the Elements of Professionalism for the staff. We continue to improve staff moral through a series of team-building sessions at staff meetings and education offerings. We continue to consistently scan at 80% of medications administered for patient safety.

Financial – Terry Stone for Phil Hjembo, CFO, September 2018 Financial Statements

Due to higher revenue, we reserved 1M to payback Medicare. \$880,000 to be paid back to Medicare came from the cost report. Medicare reduce our reimbursement from 50% and to 44% with \$900 per day reduced for inpatients. We will still keep watching if we need to reserve more. Another issue: A new government report requirement for PHD – PEBB program for those that retire, they can elect to maintain their health insurance and the state pays \$150 per month towards the premium which will go up next year. The new account rule requires we do an accounting actuary. \$20,000 per retiree times the number of active

employees. That will be 3M to be put aside. Tim asked if we were considering other insurance carriers. Terry said that the costs would be more if we moved away from PEBB. Financials: Discharges and patient days were down. OBs and Surgery was up, Imaging Rad was down and mammography was up. Lab was close, ER and Clinic were down. Year to Date was above budget.

Income statement: Total revenue was above budget. Outpatient, Net patient revenue and 340B revenue was up. Some expenses and the employee benefits were down. We received \$130,000 rebate from workers comp. Purchase service and bad debt were up. Medicare has been paying each month for Medicare bad debt expenses. Tax revenue was up. Net income was up and YTD above budget.

We met with the treasurer's office about taxes next year and collect \$50,000 for the bond fund. The timber tax will be coming down in the future.

Balance sheet: Cash and account receivable went up a little. We are watching the current liability to third parties set aside for Medicare along with cash and investments. In the next couple of months we will see if we need to hold more for Medicare.

Special Budget meeting set on Tuesday November 13th at 5:30

Terry Stone, CCO – Compliance Update

A Compliance Report was handed out on Resolution 2018-5, Health Indices-State average vs. Pacific County, Health Officials urge to pick up the pace for flu shots, September 2018 Patient Surveys, 3rd Quarter Patient Satisfaction Surveys, and Access/Data Points.

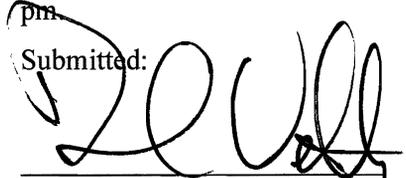
IV. Willapa Harbor Health Foundation – Kathy Spoor – Invites will be going out soon.

V. OLD BUSINESS-Board Work Plan: Dave Vetter made a motion to approve the Board Work Plan and it was 2nd by Jeff Nevitt. Motion carried.

VI. New Business

- a. Resolution 2018-5: Dave Vetter made a motion to approve Resolution 2018-5. It was 2nd by Jeff Nevitt. Motion Carried.
- b. Physicians: Kathy Spoor made a motion to approve as recommended by the Medical Staff Dr. Donald Fletcher and Dr. Devin Spera for review; Dr. Paul Barnett, Dr. Clinton Bliss, Dr. Robert Oatfield, Dr. Linda Petter, Dr. Richard Kline for WHH; Cardiologist Dr. Justin Penn, Dr. Melike Arslan, Dr. Matthew Voorsanger and Dr. Warangkana Chokesuwattanaskul. VRAD providers: Parina Cho and Joseph Rozell

VII. Adjournment: Being no further business the meeting was adjourned at 7:00 pm to Executive Session to review personnel issues. It is expected to take 90 minutes. Executive Session opened at 7:01 pm. After some discussion the Executive Session was closed with no action taken at 8:30

pm.
Submitted: 
Dave Vetter, Secretary to the Board