

Willapa Harbor Hospital
Minutes of the Governing Board – Via GoToMeeting
January 26, 2021

Board Members Present: Gary Schwiesow, Dave Vetter, Kathy Spoor, Jeffrey Nevitt and Toni Williams

Board Members Absent:

Others Present: Matthew Kempton, CEO, Scot Attridge, CFO, Chelsea MacIntyre, CNO, Renee Clements, COO and Paula Lorenz, minute's secretary.

Others Absent:

I. Call to Order:

The meeting was called to order at 5:31pm

Jeffrey Nevitt made a motion to approve the December 15, 2020 regular meeting minutes as written. Toni Williams 2nd, motion carried.

Agenda: No additions

Audience: Joe Kunkel and Karen Clements

II. Consent Agenda

Dave Vetter made a motion to approve the consent agenda. Kathy Spoor 2nd, motion carried.

Vouchers/Warrants:	December	\$1,157,355.52
Payroll/Payable:	December	\$1,019,516.85
Write-offs: Bad Debt	December	\$ 95,558.53

III. Reports and Presentations:

Administration – Matthew Kempton, CEO

- COVID 19 – We have been focused on testing for quite a while and now we are changing our focus to vaccinations. Yesterday we received our first shipment of vaccines. Today we vaccinated the Alder House residents and staff as well as some of our 1a employees. We will join the county to use some of our vaccines at their vaccine site. Governor Inslee is claiming that hospitals are folding back vaccines. I have been on several calls and can tell you that this is not correct. The governor cut allocations from many hospitals to use for mass vaccine sites.
- I rolled out the employee engagement results to the providers. I received some good feedback including ideas on how to communicate with them better.
- Our Pharmacist recently moved for Florida. We have an interim Pharmacist, Jae Kim through an agency for eight weeks. The position is posted for his full-time replacement.
- The Executive Leadership team is conducting the manager annual review now through the end of February. These are based on their performance for year 2020. Matt offered to share the pay increase scale with the Board members if they would like to see those.
- New Pharmacy building – The building company is still working with L&I for approval. L&I is very backed up. We were hoping to have it onsite in February, we are now hoping by April.

Patient Quality of Care – Chelsea MacIntyre, CNO

- Drive Thru COVID testing volumes has stayed lower since the Thanksgiving spike. We have been trying to identify those who the county would want a PCR on and do it at the first visit to

eliminate the patient's second test. Starting February 1st, we will reduce our testing hours to Monday – Wednesday noon – 1pm. This will open up our staff to assist with vaccine administration with the county.

- Vaccine Roll Out – Yesterday we received our first allocation of vaccines. We received half of what we requested so we received 100 doses. Today we administered 32 vaccines (two of the vials each had an extra dose so we did not need to open an additional vial). I took over ordering the vaccines after our Pharmacist left. It was a big learning curve. I submitted our allocation request for next week. We will bring 70 doses to the county's event on Friday.

Financial – Scot Attridge, CFO, December 2020 Financial Statements

- Gave a financial presentation to the board.
- See Financials attached
- Gary Schwiesow asked Scot to add a graph going forward with the Weekend Clinic number

Operations – Renee Clements, COO

- Willapa Medical Clinic
 - The weekend walk-in clinic visits have been sporadic, but increasing. COVID testing has played into the increased volumes. They performed 15 PCRs last weekend. As of January first, all six providers are on CPSI, this means we will be able to pull more meaningful data and tracking. All of the clinic providers are interested in looking into the possibility of a new EHR. A committee was formed and we are viewing demos and the committee will determine feasibility and features.
 - COVID – This has caused barriers of volume at the clinics. We are working on heightened efforts in infection control
- Lab
 - We have had issues trying to obtain BioFire PCR tests.
- Radiology
 - Matt submitted a grant to Premera and we won over \$50k towards our 3D Mammography Campaign. Our staff and others did fundraising. The community as well as local clubs such as Elks, Lions, and others helped us reach our goal. Marshall signed the purchase paperwork today for the equipment. As I shared last month, our PACS system is at end of life and needs to be replaced. The 3D equipment also runs on PACS so we will need to get that purchase done as soon as possible. We are waiting for the final quote. It is in the budget for replacement this year.
- Dietary
 - Our Dietary Manager is preparing for and getting education on her department's requirements needed for the Swing Bed Program.
- Alder House
 - The DOH came onsite last month after the COVID outbreak. They issued two formal citations with a notice of the possibility to pull their license. The Alder House has 45 days from January 13th to come into compliance. We are ramping up on staff education, infection control procedure and much more. All staff will attend required training in February. All staff must be FIT tested even though they are not required to wear those. Admissions have halted at this time due to the citations and possibility of license being pulled.

IV. New Business

- Facility Operational Assessment Results

- Joe Kunkel with Healthcare Collaborative gave a presentation of the results of the two engineering studies that were completed in December. One study included mechanical, engineering and plumbing, the other was structural. All results were based on the main hospital, which was built in 1954. The building is in good shape for its age. It is grandfathered in with respect to code updates. If any remodeling or construction were done in the hospital, all codes would need to be brought up to current standards. If there was a seismic event, the hospital would most likely not be considered “immediate occupancy” but rather evacuating patients would happen without the recommended updates. He shared a summary matrix with green = good, yellow = issues coming up and red = issues now. Overall the building has been well maintained, it is reaching end of useful life, maintenance expenses will rise. Any updates will trigger larger system code issues. The Board members feel that they need to look at the cost of the needed upgrades versus a new facility to determine next steps. Tabled at this time.
- Board Officer Elections (2 year appointments)
 - Chair – Dave Vetter made a motion to re-elect Gary Schwiesow as Chair, Gary accepted. Kathy Spoor 2nd. Members voted and approved Gary Schwiesow for another two-year term.
 - Vice Chair – Toni Williams made a motion to re-elect Dave Vetter as Vice Chair, Dave accepted. Kathy Spoor 2nd. Members voted and approved Dave Vetter for another two-year term.
 - Secretary – Dave Vetter made a motion to re-elect Kathy Spoor as Secretary, Kathy accepted. Jeffrey Nevitt 2nd. Members voted and approved Kathy for another two-year term.
- Resolution 2021-1 WISH dba Alder House 2021 Funding – This resolution is to request the annual appropriation of funds to WISH in the amount not to exceed the health care cost incurred by WISH not to exceed \$130,00 for the calendar year 2021.
Kathy Spoor made a motion to approve Resolution 2021-1 WISH 2021 funding as written. Toni Williams 2nd. Motion carried.
- Resolution 2021-2 WHH Check Signers – This resolution is request that Mavis Christian who has retired be removed as a check signer for WHH and Renee Clements, COO be added in her place.
Kathy Spoor made a motion to approved Resolution 2021-2 as written. Dave Vetter 2nd. Motion carried.
- Resolution 2021-3 WISH Check Signer s– This resolution is request that Mavis Christian who has retired be removed as a check signer for WISH and Renee Clements, COO be added in her place.
Toni Williams made a motion to approved Resolution 2021-3 as written. Kathy Spoor 2nd. Motion carried.
- Resolution 2021-4 Board Book / Bylaws Update – The Board members review the proposed Board Book (updated Board bylaws) and requested a few minor changes. They asked Paula Lorenz to make the requested changes and send the updated book to them for review. The Board members will vote to approve at the February meeting.
- Resolution 2021-5 Retirement Plan – This resolution is to bring the retirement amounts contributed by the hospital up to the agreed percentages from the union negotiations. The Board reviewed the financial impacts and asked several questions.
Toni Williams made a motion to approve resolution 2021-5 as written. Dave Vetter 2nd. Motion carried.
- 2021 Goals

- Review Approved 2021 Strategic Goals – The Board members asked to table this review until the February meeting.
 - Review and Approve 2021 LEM Goals – Matt Kempton shared the proposed overarching organizational goals. These goals are objective goals that are measurable and data is pulled to prove if they are met or not. One of the goals may need to be adjusted once we verify current data. The Board members asked several questions.
Dave Vetter made a motion to approve the 2021 LEM Goals as presented. Jeffrey Vetter 2nd. Motion carried.
- Approve/Disapprove CEO Achievement of 2020 Strategic Plan Goals – The Board discussed with Matt Kempton his achievement of the 2020 strategic plan goals in Executive Session. They will hold a special session on February 4th via GoToMeeting to vote on the amount of his incentive bonus per his contract.

V. Appointments/Reappointments

➤ Appointments:

- None

➤ Reappointments:

- **CHI Harrison Cardio Ultrasound:** Christopher Johnson, MD
- **VRAD:** Jennifer S. Gutierrez, MD, Jerome B. Klein, MD and Shwan Kim, MD
- **WHH:** Trisha Kiliany, CRNA and Peter James, CRNA

The Medical Executive Committee has recommended reappointment and privileges for the providers above. Education, experience and claims history were reviewed by the Board.

Toni Williams made a motion to reappoint all of the above providers as recommended by the Medical Executive Committee. Kathy Spoor 2nd. Motion carried.

VI. Adjournment: The meeting was adjourned at 7:42pm to Executive Session to discuss Alder House Operations and CEO 2020 Strategic Goal Status. It was expected to take 45 minutes. Executive Session opened at 7:43pm. After some discussion, the Executive Session was closed at 8:37pm and returned to regular session. With no further business, the meeting was adjourned at 8:38pm.

Submitted:

Kathy Spoor, Secretary to the Board