

Willapa Harbor Hospital
Minutes of the Governing Board
February 23, 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 5:37pm

Dave Vetter made a motion to approve the January 26, 2021 regular meeting minutes as written. Jeffrey Nevitt 2nd, motion carried.

Toni Williams made a motion to approve the February 4, 2021 special meeting as written. Jeffrey Nevitt 2nd, motion carried.

Agenda: No additions

Executive Session: There will be an executive session held to discuss personnel issues that expected to take approximately 25 minutes.

Audience: None

II. Consent Agenda

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

Vouchers/Warrants:	January	\$918,696.28
Payroll/Payable:	January	\$656,661.20
Write-offs: Bad Debt	January	\$ 49,366.60

III. Reports and Presentations:

Administration – Matthew Kempton, CEO

- I would like to recognize our Maintenance Team who is be awarded a WHSE engineering grant of \$2,500. Funds will be shared in May along with the specifics of the grant.
- Vaccines supply is slim as supplies are being diverted to more urban areas than rural. Please be a proponent for rural vaccines.
- I have started holding Chief of Staff weekly meetings with Dr. Hill. He will supply a Chief of Staff Medical Report for each Board meeting going forward. We will present on his behalf. He is supportive of PACS upgrade. He is interested in some providers becoming champions of different project. The collaborative is looking at a joint CMO shared position. He is interested in someone taking on CMO duties to help with policies and procedures as well a paperwork. Just looking at this time.
- No updates on our pharmacy modular building, due to L&I backlog in approval. Our interim pharmacist is looking to see if there is a way to become 797/800 compliant without the new modular building. We need to check to see if possible as well as to see if we can get out of contract if needed and any penalties associated with backing out early.

- Facility Operational Assessment and Master Plan – Cost of needed upgrades versus a new facility was what the Board wanted to address after the last meeting. In order to know the costs of a new facility, we would need to pay for the MFP process (estimated at \$50k-60k). We would start by looking at volumes and determining service lines needed and then determine how many square feet. Then we can estimate the amount of land needed and potential cost. Feasibility study is also needed. Will affect cost based reimbursement and depreciation. Will follow up at a future meeting.
- Paycom – We implemented the new payroll system; Payroll, Finance and HR have been working with the vendor to correct issues as we identify them. Cutting checks as needed. Helping staff to understand the new system and reading paystubs.
- When we changed the collection company, we saved \$50k in fees.
- Last year we contracted with a marketing group, we will be cancelling that contract and will bring that to an in-house employee should save \$40k annually.
- The GPO (Group Purchasing Organization) has been saving us money; we will bring a report once we receive it from them.
- Working on strategic roadmap for 2-4 years, in different phases to share with medical staff, employees, etc. Will share soon.
- I am part of a rural health group looking at a group EHR contract, very beginning stages.
- 3D Mammo has been funded, hope to have it installed by the end March, we plan to do a big promotion with photos after it is installed.

Patient Quality of Care – Chelsea MacIntyre, CNO

- COVID-19 Drive Thru Testing – we have reduced our hours to Monday – Wednesday from noon to 1pm, it is going well
- Karri has started in her new role as Case Management Supervisor
- COVID-19 Vaccines – 109 have been given to date. We are expecting booster doses this week or next. It has been really meaningful to collaborate with the County and others.
- Education
 - Respiratory has been sending out educational update to clinical staff
 - Employee Health hosted six BLS courses last week that updated our staff and recertified two instructors.
 - Several nurses are collaborating on resuscitation improvement
 - Another ERAS resection on the new tower with great outcome
 - Additional vascular access options with training in process
- Wins
 - Cardiac Rehab has three new patients starting this week
 - Jae Kim, Interim Pharmacist, has been amazing to work with. He is very collaborative and is patient safety focused.

Financial – Scot Attridge, CFO, January 2021 Financial Statements

- Gave a financial presentation to the board.
- See Financials attached

Operations – Renee Clements, COO

- Willapa Medical Clinic
 - Weekend care volumes are trending up in volumes. Our goal is 20 per weekend at this time. There have been a lot of sports physicals. We are bringing on a new ARNP who will shadow this weekend.

- Working on process improvements for all providers that include, rooming patients and increase CG/Medical Provider Practice CAHPS-Press Ganey survey results.
- Lab
 - Sandra Montgomery, Interim Lab Manager has verbally accepted employment as our permanent Lab Manager. We hope to have her start March 1st. The lab has run almost 8,000 tests since our drive through testing started.
- Radiology
 - We expect to go live with the new 3D mammo equipment in March. The PACS replacement proposal will come to the next Board meeting for approval.
 - Ultrasound availability is needed, working with Marshall
- Quality/Risk
 - Karri started in Case Management.
 - There were two complaints in the last month, which were resolved
 - Metrics were attached to her report (handout)
 - 100% reduction in medication variances
- Alder House
 - DOH corrective action statement was submitted. Heidi heard verbally that it was accepted. I told her we need the acceptance in writing before we can move forward.
 - We will give the residents their second COVID-19 vaccine as soon as it is in, this week or next.
- Diabetic Program
 - We are trying to improve the diabetic education program. I have been working with Dietary and our dietician to make these improvements.

IV. New Business

- Resolution 2021-4 Board Book/Bylaws Update
 - Paula Lorenz asked the Board to view she made per their recommendations at the last meeting. The Board members asked Paula to make one additional change to remove one sentence.
Kathy Spoor made a motion to approve Resolution 2021-4 with the removal of one sentence. Toni Williams 2nd, motion carried.
- Review Approved 2021 Strategic Goals
 - The Board members and Executive Team reviewed the approved year two strategic goals. Two of the goals were met in year one. After a lengthy discussion, everyone agreed to the following changes:
 - Growth – Replace 3.1 with 1.2
 - People – Remove 9.4 and add “contingency medical staff recruitment plan” (Matt to draft)
- Q1 & Q2 Expected Capital Expenses
 - The capital expenses that were approved in the budget were reviewed. To date none of the items has been purchased. We will bring items to the Board meetings for approval prior to purchasing. We believe a few items will be less than budgeted and the HVAC line items are for contingency purpose only at this time.

V. Appointments/Reappointments

- Appointments:
 - None
- Reappointments:

- None

VI. Adjournment: The meeting was adjourned at 7:17pm to Executive Session to discuss personnel issues. It was expected to take 25 minutes. Executive Session opened at 7:18pm. After some discussion, the Executive Session was closed at 7:44pm and returned to regular session. With no further business, the meeting was adjourned at 7:45pm.

Submitted:

Kathy Spoor, Secretary to the Board