

Willapa Harbor Hospital
Minutes of the Governing Board

April 20, 2021

Board Members Present in Person: Gary Schwiesow, Jeffrey Nevitt and Toni Williams

Board Members Present via GoToMeeting: Dave Vetter, and Kathy Spoor

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 5:32pm

Jeffrey Nevitt made a motion to approve the March 23, 2021 regular meeting minutes as written. Toni Williams 2nd, motion carried.

Toni Williams made a motion to approve the April 1, 2021 special meeting minutes as written. Jeffrey Nevitt 2nd, motion carried.

Agenda: No additions

Executive Session: There will be an executive session held to discuss provider dashboards that is expected to take approximately 10 minutes.

Audience: None

II. Consent Agenda

Jeffrey Nevitt made a motion to approve the consent agenda. Toni Williams 2nd, motion carried.

Vouchers/Warrants: March \$1,222,006.68

Payroll/Payable: March \$ 637,473.27

Write-offs: Bad Debt March \$ 123,600.93

III. Reports and Presentations:

Administration – Matthew Kempton, CEO

➤ Wins & Recognition

- There was progress towards standardizing evidence-based protocols in the ER at the recent Medical staff meeting
- Top level HCAHPS (in-patient) patient engagement scores
- Out-patient volumes increased in March

➤ Facility Master Plan Planning

- We have been giving data to *The Healthcare Collaborative* and held a couple of planning meetings.

- Medical Staff Report was shared
- REMI – We are exploring savings and consolidation of our equipment service contracts through a potential new vendor
- Journey to Excellence – We recently held a LDI (Leadership Development Institute) session for our management team regarding “Critical Conversations”. Our next LDI is scheduled in May and will introduce a hospital-wide initiative of AIDET.

Patient Quality of Care – Chelsea MacIntyre, CNO

- COVID-19 Drive through testing
 - Demand for testing has surged. We hope to see a reduction soon.
- Swing Bed
 - We were approved for the additional swing beds by the state, then informed that we need a construction review survey done. The CRS application has been submitted with the DOH fee. As soon as the fee is processed by DOH, we can upload the documentation needed. We have weekly launch meetings to make sure that we are at the highest level of readiness.
- COVID-19 Vaccinations
 - To date we have administered 545 vaccines at our facility. We will be working with the County on Wednesday for a first dose clinic. We will hold a second dose clinic onsite here on Friday. There is potential funding opportunity with the County and FEMA for costs related to COVID-19 vaccines.
- Break and Staffing Law
 - There is a new law starting soon regarding breaks and meal breaks. I am working with Kris and Krisy to participate in a WSHA training to ensure we will be compliant.
- Medical Staff Approvals
 - At the last medical staff meeting, they approved a nursing protocol order set for Hypoglycemia. I will be taking one to two new protocols to each upcoming medical staff meeting for approval.
- Education
 - There is a process improvement initiative underway regarding “Restraints”. This is a requirement for us. CMS announced that they will begin resuming surveys.
 - There is a “Falls” process improvement initiative underway for evidence-based fall triage for all patients.
- Wins
 - HCAHP scores are back and are very good
 - A patient came to the ER door and was short of breath. I thought she was here to be seen. She presented me with a basket of snacks because they saved her life.

Financial – Scot Attridge, CFO, March 2021 Financial Statements

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

Operations – Renee Clements, COO

- Willapa Medical Clinic

- We have filled the position for the registration staff. We are posting weekend registration position. CGCAHPS (clinic) are focused on two areas; medication review and rooming patients. We are working with staff to perform eligibility verifications. We have streamlined the process so it will be easier for staff to use. We will share the provider dashboards in the executive session.
- Lab
 - Sandra has been notified that the CLIA survey will happen soon. Dr. Weppeler, director, was onsite and looked at areas that will be surveyed.
 - We are working on a process improvement for specimen collection and UA clean catch contamination rates with Nursing.
- Radiology
 - The new 3D Mammography is working with a temporary fix until the PACS upgrade is complete. We are doing a soft opening with full marketing in May.
 - MRI services will change from Mobile MRI to Alliance Radiology on June 25th. They offer more tests and services for less cost. They also offer large bore services.
- Quality/Risk
 - There was one public records release related to collection service rates
- Alder House
 - There are three residents left in the facility. There should only be one left soon and that resident needs to go to a nursing home. Our dietary department will be providing meals to the remaining residents until they are placed. Staff will be reducing due to the reduced number of residents.
- Dietary
 - New diet orders were approved at the Medical Staff meeting

IV. New Business

- Pharmacy Cleanroom
 - Matt Kempton shared the proposals from two vendors and explained what the different options were. He asked for a motion to approve accepting the proposal from Grifols. We will continue to work with the company and legal before signing the agreement.
Toni Williams made a motion to approve the proposal from Grifols for the construction of the Pharmacy Cleanroom. Jeffrey Nevitt 2nd, motion carried.
- Resolution 2021-6 Petty Cash
 - The resolution is to add \$200 to the North wing of the clinic as well as correct the names of the clinic banking account and location descriptions from Pacific Family Medicine to Willapa Medical Clinic.
Jeffrey Nevitt made a motion to approve Resolution 2021-6 Petty Cash as written. Toni Williams 2nd, motion carried.

V. Continued Business

- Capital Requests
 - PFT Equipment (Pulmonary Function Test) – These tests measure the health and function of the lungs. We used to get many referrals from Valley View and other providers; this has decreased, as we are currently not able to perform full function

tests. Would like to capture these tests and accommodate our patient's needs. We need this equipment to be mobile to accommodate the room it will be used in so that the room can be used for other procedures as needed. The Board members reviewed two proposals.

Kathy Spoor made a motion to approve the proposal from MCG. Dave Vetter 2nd, motion carried.

- **ZOLL Mechanical CPR & Defibrillators** – The mechanical CPR machine was budgeted for Q3, but in the meantime, one of our defibrillators had a case that cracked and was a patient safety risk. All of the other defibrillators are way past life expectancy. We want to have the same model in the entire hospital so that everyone is trained on the same equipment and there will not be a delay in use when needed. We were able to get a deal with our mechanical CPR vendor to get a great discount if we purchase four defibrillators at that same time as the mechanical CPR, with a down payment of our budgeted amount as well as interest free financing for 5 years.

Toni Williams made a motion to approval the proposal from ZOLL for the mechanical CPR and for defibrillators. Jeffrey Nevitt 2nd, motion carried.

VI. Appointments/Reappointments

➤ Appointments:

- **Providence Telestroke:** Kinjal A. Desai, MD and Hanbing (Hilary) Wang, MD
- **VRAD:** : Mary M. Alfidi, MD, Harry N. Conley IV, MD, Mary W. Huff, MD, Tariq Rashid, MD and Cynthia L. Tortorelli, MD

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

Kathy Spoor made a motion to appoint the providers above as recommended by the Medical Executive Committee. Jeffrey Nevitt 2nd, motion carried.

➤ Reappointments:

- **CHI Harrison Cardiology:** Melike Arslan, MD and Matthew A. Voorsanger, MD
- **Providence Telestroke:** Benjamin E. Atkinson, MD, Todd J. Czartoski, MD, Bruce R. Geryk MD, Ye Mao, MD, Ravi S. Menon, MD, Nicholas J. Okon, DO, Andrew D. Rontal, MD, Sheila D. Smith, MD and John F. Zurasky, MD
- **VRAD:** Viken Manjikian, MD and Timothy J. Neher, MD

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

Kathy Spoor made a motion to reappoint the providers above as recommended by the Medical Executive Committee. Jeffrey Nevitt 2nd, motion carried.

VII. Adjournment: The meeting was adjourned at 7:56pm to Executive Session to discuss provider dashboards. It was expected to take 10 minutes. Executive Session opened at 7:57pm. After some discussion, the Executive Session was closed at 8:05pm and returned to regular session. With no further business, the meeting was adjourned at 8:06pm.

Submitted:

Kathy Spoor, Secretary to the Board