

**Willapa Harbor Hospital**  
**Minutes of the Governing Board**  
**May 25, 2021**

**Board Members Present in Person:** Gary Schwiesow, Kathy Spoor and Jeffrey Nevitt

**Board Members Present via GoToMeeting:** Dave Vetter and Toni Williams

**Board Members Absent:** None

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

**Others Absent:** None

**I. Call to Order:**

The meeting was called to order at 5:32pm

*Jeffrey Nevitt made a motion to approve the April 20, 2021 regular meeting minutes as written. Kathy Spoor 2<sup>nd</sup>, motion carried.*

Agenda: No additions

Executive Session: There will be an executive session held to discuss provider dashboards and operational issues that is expected to take approximately 35 minutes.

Audience: None

**II. Consent Agenda**

*Jeffrey Nevitt made a motion to approve the consent agenda. Toni Williams 2<sup>nd</sup>, motion carried.*

Vouchers/Warrants: April \$968,516.21

Payroll/Payable: April \$633,481.95

Write-offs: Bad Debt April \$ 28,179.38

**III. Reports and Presentations:**

**Administration – Matthew Kempton, CEO**

- Wins & Recognition
  - There is a patient who has historically never been satisfied with his care. He called in to say that he was very satisfied with his recent visit. Kudos to everyone on the care team.
- Facility Master Plan Planning
  - We have given data to *The Healthcare Collaborative* and held planning meetings.
  - The Pharmacy build is moving forward as planned, we have approved the floor plans and held a call with *Grifols* regarding the scope of responsibilities.
- Medical Staff Report was shared

### **Patient Quality of Care – Chelsea MacIntyre, CNO**

- COVID-19 Drive through testing
  - Starting in June, we will be scaling back this service as vaccine counts have risen and the need for testing has diminished.
- Swing Bed
  - We are trying to launch the Swing Bed program, construction review services were done by DOH, we were approved for 5 beds. Requirements are 55 square feet of space per patient bed for day use, must be in a non-shared area. We have completed the policies, research, governmental review and documentation. Still outstanding are: reconfiguration of Room 122, financial, billing and coding, ancillary services and staff education. Could be implemented sometime between June and August, depending on DOH.
- COVID-19 Vaccinations
  - We currently have 95 J&J vaccines and there seems to be little interest. Working with county on initiative to have medical facilities send out letter to patients recommending they get vaccinated. We sent out 3,075 letters last week.
- Break and Staffing Law
  - Still working with HR for HB1155, WA mandatory meal and break law. Working on being creative to meet requirements.
- Education
  - We have finished the process improvement for the Falls initiative.
- Wins
  - CMS approval for Swing Bed
  - Several patient compliments

### **Financial – Scot Attridge, CFO, April 2021 Financial Statements**

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

### **Operations – Renee Clements, COO**

- Alder House
  - All residents relocated, all staff activities completed.
  - Ongoing operational reductions of utilities and supplies, ongoing Fire Panel/sprinkler and electrical workings. Matt working with Brad Berg on the loan language.
  - W.I.S.H. still in operation.
- Willapa Medical Clinic
  - Re-expanding extended hours starting July 6<sup>th</sup> from 5pm to 7pm. Barbara Alford ARNP will work 9am-7pm Tuesday-Friday.
  - Reduction in clinic visits for May due to many provider vacations and employee illnesses.
  - Weekend care has maintained approx. 20 visits per weekend.

- Radiology
  - MRI Mobile contract not exiting as planned. Goal to transition to Alliance by July. MRI Mobile does not want to let us out of our contract without cause or with cause.
  - 3-D Mammography working. Images continue to achieve Accreditation. New problem identified however, the iCAD feature that is within the 2D version is not working in the 3D version. I am actively pursuing FUJI support to rectify this ASAP.
  - PACS upgrade implementation in process. Megan Houk outstandingly running wires in small spaces for IT. Al and Jim our IT staff working hard to support the Imaging PACS project
- Quality/Risk
  - Fall Prevention Process Improvement. Health System wide Fall Prevention. Live May 2021.
  - 2-Patient Complaints resolved.
  - Shared Quality/Risk Performance Measures and Process Improvements
- Lab
  - Ongoing COVID testing and readiness for CLIA inspection.
- Dietary
  - An old oven is on end of life and servicing the equipment has become more expensive than a new purchase. Will present during Capital Request under Continued Business.

#### **IV. New Business**

- Resolution 2021-7 Retirement Plan Administrator Change
  - The Resolution is in regards to our 3<sup>rd</sup> party administrator (compliance and reporting) that maintains requirements, file annual reports with IRS and other as needed. There was two vendors between the old plan and the current plan. One vendor quit doing our type of business so we needed to find another 3<sup>rd</sup> party administrator. The new vendor will do both plans and cost less money. New vendor is Farmer & Betts . No change in employee contact.  
*Kathy Spoor made a motion to approve Resolution 2021-7 Retirement Plan Administrator Change as written. Jeffrey Nevitt 2<sup>nd</sup>, motion carried.*

#### **V. Continued Business**

- Capital Requests
  - HVAC System for ER – No update at this time. Gary Spoor has been requesting quotes, he has not received them yet. Will present at a future meeting.
  - Prime Big Wheel Stretcher 30” – This stretcher is used by the surgery department, It was budgeted for first quarter and we have been trying to make it last. It finally broke. The Board members reviewed two proposals.  
*Kathy Spoor made a motion to approve the proposal from Stryker. Jeffrey Nevitt 2<sup>nd</sup>, motion carried.*
  - Range 72”, 6 Burner – The oven in the cafeteria is end of life. It was purchased 15-18 years ago and only has one burner still working. We are paying more in service repairs than to replace it. It was submitted for approval on the capital budget list, but was missed. The Board members reviewed the proposal

*Katy Spoor made a motion to approval the proposal from Bargreen Ellingson. Jeffrey Nevitt 2<sup>nd</sup>, motion carried.*

- Facilities Master Plan Planning Meeting Update
  - We have had two meetings this month with the most recent meeting this morning. Joe Kunkel sent the presentation for today's meeting and notes from first three meeting, we are waiting for the slides from the Data calculation person. Paula will email all of the documents to the Board members once we receive the final presentation. Discussion of things that were and were not surprising.

**VI. Appointments/Reappointments**

- Appointments: None
- Reappointments: None

**VII. Adjournment:** The meeting was adjourned at 6:48pm to Executive Session to discuss provider dashboards and operational issues. It was expected to take 35 minutes. Executive Session opened at 6:49pm. After some discussion, the Executive Session was closed at 7:28pm and returned to regular session. With no further business, the meeting was adjourned at 7:29pm.

Submitted:

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Kathy Spoor, Secretary to the Board