

**Willapa Harbor Hospital**  
**Minutes of the Governing Board**  
**August 24, 2021**

**Board Members Present in Person:** Gary Schwiesow, Dave Vetter, Kathy Spoor, Jeffrey Nevitt 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 5:40pm

*Toni Williams made a motion to approve the July 27, 2021 regular meeting minutes as written. Jeff Nevitt 2<sup>nd</sup>, motion carried.*

Agenda: No additions

Executive Session: None

Audience: None

**II. Consent Agenda**

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

Vouchers/Warrants:	July	\$ 885,743.93
Payroll/Payable:	July	\$1,015,356.67
Write-offs: Bad Debt	July	\$ 84,459.80

**III. Reports and Presentations:**

**Administration – Matthew Kempton, CEO**

- Wins –
  - We have started AIDET Skills Labs for all staff.
  - We held a recognition dinner for the core team for COVID Drive Through Testing last weekend at the Elks. It was funded by donations from the department managers. Approximately 19 people attended. We will recognize all staff later with coffee and doughnuts.
- Chief of Staff report shared. No major concerns noted.
- Pharmacy Buildout – Materials lead-time is 16-20 weeks. We are working with the DOH Construction Review Services Department.
- Physician Recruitment – We are bringing an Internal Medicine provider onsite for a final interview on Friday. He is a possible replacement provider for Dr. Hing's position. The Seiler's will take him on a community tour and show him and his family potential homes.

We are working with our ER provider group to provide temporary hospitalist coverage from October through December until we can hire and credential a full time ARNP hospitalist.

➤ **Community Involvement –**

- The department managers sponsored the 5K Color Run on September 4<sup>th</sup>. We will also provide a first aid station with RNs volunteering their time to staff the station.
  - We will have our booth at the Fair Thursday through Saturday this week. We will be offering multiple raffle drawings that include: Children's bike and helmet donated by the department managers, two 3D mammograms per day, and we are working with the Pacific County Sheriff's to raffle 10 children's life jackets. The nursing leaders will hold "Stop the Bleed" educational sessions daily from noon to 5pm. Those participating will be entered into a drawing for a Stop the Bleed kit (1 per day).
  - We will be building our float for the Labor Day parade. This year's theme is Happy Days are Here Again. Our float theme is "Sock Hop".
- **COVID Testing –** We are testing patients daily at the clinics. We held a drive through testing event last Wednesday and will hold another tomorrow. We will re-evaluate the need weekly.

**Financial – Scot Attridge, CFO, July 2021 Financial Statements**

- Gave a financial presentation to the board
- See Financials attached
- Scot will follow up with Shelly Flemetis at the County regarding timber tax administration fees.

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

- **Wins –**
  - Swing Bed is ready to launch
  - Cardiac Rehab is exceeding revenue
  - Nursing Leaders are doing community outreach at the fair
  - We held a joint blood drive with the Raymond Fire Department and had over 30 people donate.
- Swing Bed is ready to admit anytime. We are looking for our first patient.
- ZOLL Defibrillators & Auto Pulse Machines – We just did training for staff on these machines
- Drive Through Testing will be going on as needed on Wednesdays. We will reassess weekly
- We are holding Skills Labs for AIDET, they started this week and go through the end of September

**Operations – Renee Clements, COO**

- **Alder House –**
  - On September 2<sup>nd</sup>, we will have an appraisal done. The Alder House Board will need to meet after the appraisal comes back.
  - In November, the Liability Insurance will not cover the building due to it being vacant.

- Clinic –
  - Volumes were up in July and will be up again in August.
  - Weekend Care – They are doing sports physicals and it is going well.
  - The ARNP who was going to do DOT physicals will reduce her days starting in November. We are rolling on a new MA.
- Radiology –
  - PACS will go live the end of September
  - Mammo numbers are up as well as Echos
  - Nuc Med – Sent a letter to MRI identifying technologist issues and asked that he be replaced.
  - MRI Mobile – Started conversations regarding possible termination of contract. I have a call with them on September 1<sup>st</sup> to determine reduced settlement. New MRI vendor could double visits. We will recoup the buyout costs.
- Quality/Risk/Laboratory – The CLIA Survey was supposed to take place onsite this week. The surveyor had COVID so the survey was delayed. Our hospital survey can take place anytime. Torrie is putting together a book for staff education.
- ED Throughput goal is in focus.
- Laboratory – Recruitment ongoing for a night lab tech
- The police came onsite to share that they will come every time we call them, but response may change regarding use of force. Depends on if there is eminent harm today.
- Long Term Care Tax – Krisy and Scot worked with Trustmark team for a plan for staff that would like an option other than the state version.

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

- COVID Vaccine, Governor Mandate – Approximately one third of our work force is unvaccinated. We are working with staff to educate them. We have negotiated with the Nurse Union. Local 8 negotiations start next week. We are trying to be sensitive to all groups. If we lost the current number of unvaccinated employees, we would have to close most service lines to keep the ER open. The mandate affects all vendors that come onsite as well. Employees can submit a request for medical or religious exemption. They must be submitted before October 4<sup>th</sup> to be considered.

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

- Capital Requests – The following items were budgeted as Capital items, but are actually minor purchases that will be charged to the appropriate departments.
  - Negative Pressure / Filers for ER & Med Surg Rooms. This was in the capital budget for \$27,089. The actual cost is \$20,902 for multiple items with a savings of \$6,187.
  - Vital Signs Monitors were in the capital budget for \$19,787. The actual cost is \$12,674 for multiple items with a savings of \$7,113.
- Facilities Master Plan Planning Meeting Update – The Board members reviewed the materials from the recent onsite-planning meeting. They discussed the cost to upgrade the current facility versus a new build. It would cost approximately 60% of the cost of a new build to bring the current facility up to code. They reviewed two options for onsite construction and an option for a new build if we found the perfect land. They discussed the pros and cons of each option. Next steps are to talk to the geotech company to find out if there are any issues with the current property as well as a financial feasibility study.

- Electronic Health Record (EHR) Update – The executive team met with Providence leaders today to get information on subsidies that are available if we chose them to provide a new EHR. They have a great history of implementations at other hospitals. We believe they are as good as if not better than MultiCare. We need to weigh the options and pricing from both organizations and bring the data back to the Board for discussion.

**VI. Appointments/Reappointments**

- Appointments: None
- Reappointments: None

**VII. Adjournment:** With no further business, the meeting was adjourned at 7:50pm.

Submitted:

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Kathy Spoor, Secretary to the Board