

**Willapa Harbor Hospital**  
**Minutes of the Governing Board**  
**October 26, 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 5:30pm

*Toni Williams made a motion to approve the September 28, 2021 regular meeting minutes as written. Dave Vetter 2<sup>nd</sup>, motion carried.*

Agenda: Addition of another capital purchase and edit motion from last meeting.

Executive Session: There will be an executive session held to discuss operational issues that is expected to take approximately 45 minutes.

Audience: Joe Kunkel

**II. Consent Agenda**

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

Vouchers/Warrants:	September	\$1,243,723.48
Payroll/Payable:	September	\$ 679,585.85
Write-offs: Bad Debt	September	\$ 44,028.37

**III. Reports and Presentations:**

**Administration – Matthew Kempton, CEO**

➤ Wins

- The hospital will hold an internal food drive November 1-18. The food and monies collected will be shared with the local food banks.
- Matt received a thank you card addressed to Administration, the Board and himself from nursing and other staff members for the appreciation bonus.
- We received a large SHIP ARC grant of approximately \$250,000 that is earmarked for COVID expenses. Funds that are not used for COVID are to be returned. We have identified areas that these grant funds will be used for.

➤ Physician Recruitment – We have brought on a few new ER providers that we have received great feedback about. We have a new temporary hospitalist that started last week, who we have also received great feedback about. I had call with an ARNP

hospitalist candidate that went well. We will be bringing him onsite for an interview mid-November.

- We will be performing our annual employee engagement survey starting November 5<sup>th</sup>. We trimmed down the number of questions per staffs requests.
- Shared update on governor's mandate and employee compliance.
- Next week will hold our employee forums. We held them when I first started, but put them on hold due to COVID. Staff are happy to hear these are starting again.
- Will hold an onsite Leadership Development training mid-November for the managers and executives.
- Chief of Staff report shared. No major concerns noted.

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

- Gave a financial presentation to the board
- See Financials attached
- The CaresAct attestation period has been extended from September 30<sup>th</sup> to November 30<sup>th</sup>. We are waiting to attest until closer to the deadline as the rules change daily on what can be attested for.
- Kathy Spoor asked Scot Attridge to reach out to Shelly Flemetis at the County regarding Timber Tax Payback.
- **Finance Committee Update** – Toni Williams and Dave Vetter participated in the Finance Committee meeting last week and reviewed the general financials as well as the proposed budget. They feel that the monthly presentation seem redundant to what is sent out in the packet. They would recommend reducing presentation and keep ratios included. All agree.

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

- Wins – We received the funding this week from the county for vaccine clinics.
- Drive Through Testing – Last week the weather prediction showed very inclement weather. We called the testing off late the night prior and then the weather did not turn out as severe as predicted. Testing demand continues to be minimal. We will test tomorrow, but may put weekly testing on hold again starting next week.
- Vaccine boosters were approved late last week for Moderna and Johnson & Johnson. We will provide Johnson & Johnson at hospital and work with the pharmacies on the other brands. Pediatric vaccine for 5-11 year olds will be approved soon. We will not be participating in the initial round of vaccine administration due to the large volume of administration requirements that we cannot meet. Also approved was mixing booster with another brand.
- We are starting a Lions Club Branch at the hospital. Great turnout of mostly leaders and spouses at this time. We will open it up to staff members as well.
- Quality reporting for WSHA QBS reporting is due by end of year. Working with Renee, Torrie and quality & risk.

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

- Alder House
  - Lender discussions and assumption of Alder House debt and waivers in process.

- Vacant Building Liability/Property Insurance Bound with Mount Vernon Fire Insurance Company.
- Clinic
  - Visits at both the weekday clinic and weekend clinic are up. We have getting strategic on scheduling.
- Radiology
  - In September, we implemented PACS. Mammo process is ongoing. Still work around with Fuji.
  - Carolyn retiring in January, she is cross training Bailey on Echo and who will become certified.
  - New MRI service starts Friday. Will do a couple of mock drills and start to see patients in the afternoon. They will assist with marketing to build back patient base and referrals from local providers. The send surveys after visit and report back to us.
- Laboratory
  - We have had a long-term search of night lab technician. COVID hazard pay through temp agencies keep going up. Looking to open nation-wide search. Looking at all options.
- Dietary
  - Supply and demand issues are effecting our supplies.
  - We are having a critical staffing shortage. We have hired a couple of per diem staff members starting this week and next. Will provide lunches only for staff and grab n go for breakfast and dinner.

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

- Review of 2022 Proposed Budget – Scot Attridge shared the process that his team went through with the managers and their Executives to determine the proposed budget. The Board members reviewed the proposed budget as well as the schedules with detailed information. A special budget approval Board meeting is scheduled for November 9, 2021.
- Community Health Needs Assessment (CHNA) and Implementation Plan – The hospital partnered with Ocean Beach Hospital to contract with WipFli to conduct the CHNA. The three main areas of need that were identified as priorities are Transportation, Access to Primary Care and Access to Specialty Care. The Board members reviewed the proposed Community Health Needs Assessment and Implementation Plan.
 

*Toni Williams made a motion to adopt the Community Health Needs Assessment and Implementation Plan as presented. Kathy Spoor 2<sup>nd</sup>, motion carried.*
- Employee Retention – At last month's meeting Dave Vetter made a motion to approve an appreciation bonus of \$1,000 to all non-supervisor, non-management, non-executive and non-provider employees. Jeff Nevitt 2<sup>nd</sup>, motion carried. The following day, Matt Kempton emailed the Board members and requested that they amend the motion so that it included supervisors in the appreciation bonus. Two of the Board members approved via email. The members discussed the request.

*Dave Vetter name a motion to amend last month's motion to include supervisors in the appreciation bonus. Jeff Nevitt 2<sup>nd</sup>, motion carried.*

## V. Continued Business

### ➤ Capital Requests

- Home Sleep Testing Equipment – This purchase request is for two units and hardware to allow us to provide home sleep tests. We may be able to expense to department if the total after tax and shipping comes in below \$5,000 each. We will need an interpreting provider; there is one in Olympia that we can work with.

*Kathy Spoor made a motion to approve the purchase of two home sleep equipment from Itamar Medical as presented. Dave Vetter 2<sup>nd</sup>, motion carried.*

- Surgical Cauterizing Equipment – We were hoping to limp our current equipment along until next year, it did not make it. This is required for surgery. We have a loaner to use until we can get a replacement. This is an emergency purchase request.

*Kathy Spoor made a motion to approve the purchase of surgical cauterizing equipment from Olympus America as presented. Toni Williams 2<sup>nd</sup>, motion carried.*

- Facilities Master Plan Planning Update (Informational) – We had our bi-weekly meeting today. Joe has suggested that he and Eric from WipFli attend a Board meeting to explain all options and answer any questions. He shared how bond levy would affect taxpayers.
- Electronic Health Record (EHR) Update (Informational) – We are continuing with the selection process. We are checking references and doing site visits soon. Will have an onsite demo as well.

## VI. Appointments/Reappointments

### ➤ Appointments:

- **CellNetix:** Christin M. Lepus, MD
- **Providence Telestroke:** Robert J. Jackson, MD

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

*Toni Williams made a motion to appoint the providers above as recommended by the Medical Executive Committee. Dave Vetter 2<sup>nd</sup>, motion carried.*

### ➤ Reappointments:

- **CellNetix:** Francois M. Cady, MD
- **Providence Telestroke:** Sarabjit K. Atwal, MD, Margarita Oveian, MD and Biddhya L. Sapkota, MD
- **VRAD:** Mary W. Huff, MD, Lawrence S. Liebman, MD and Barbara M. McCorvey, MD.

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 the providers above as recommended by the Medical Executive Committee. Dave Vetter 2nd, motion carried.*

**VII. Adjournment:** The meeting was adjourned at 7:37pm to Executive Session to discuss personnel and operational issues. It was expected to take 45 minutes. Executive Session opened at 7:38pm. After some discussion, the Executive Session was closed at 8:15pm and returned to regular session. With no further business, the meeting was adjourned at 8:16pm.

Submitted:

A handwritten signature in blue ink that reads "Kathy Spoor". The signature is written in a cursive, flowing style. Below the signature is a horizontal line.

Kathy Spoor, Secretary to the Board