

**Willapa Harbor Hospital**  
**Minutes of the Governing Board**  
**November 23, 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 5:32pm

*Toni Williams made a motion to approve the October 26, 2021, 2021 regular meeting minutes as written. Kathy Spoor 2<sup>nd</sup>, motion carried.*

*Toni Williams made a motion to approve the November 9, 2021 Special Budget meeting minutes as written. Kathy Spoor 2<sup>nd</sup>, motion carried.*

Agenda:

Executive Session: There will be an executive session held to discuss operational and personnel issues that is expected to take approximately 15 minutes.

Audience: Dr. Steve Holland

**II. Consent Agenda**

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

Vouchers/Warrants:	October	\$1,020,944.83
Payroll/Payable:	October	\$ 803,826.54
Write-offs: Bad Debt	October	\$ 62,159.89

**III. Reports and Presentations:**

**Administration – Matthew Kempton, CE**

- Physician Recruitment – Working on creating a nurse practitioner hospitalist model. We had a candidate onsite to interview yesterday. We are finalizing the model we want to use for hospitalist coverage going forward.
- Annual employee engagement survey is going until the end of the month.
- Facility Master Plan will have a special meeting next month.
- Pharmacy Cleanroom – We are submitting documents to DOH soon, it can take 30-45 days to them to review and approve. We believe we are on schedule to complete by end of February.

- Cafeteria staffing – We are training two new per diem staff, some staff are still out on leave. We will reopen for all meals on December 1<sup>st</sup>.
- I resumed our employee forums earlier this month. Received great feedback from the staff. This was the first time since February 2020.
- We held our annual holiday food drive and were able to raise \$1820 in cash and approximately 400 pounds of food. The food banks are able to get five pounds of food for every dollar. We split this between the Raymond and South Bend food banks. This would be approximately 9,500 pounds of food to our community.
- Carpeting – We have received funding in a grant for COVID expenses. We need to spend the funds on COVID or we need to pay it back. One approved spend is replacing carpet with hard flooring in patient care areas to reduce infection spread. We received \$256,000.
- Chief of Staff report shared. No major concerns noted.

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

- Gave a financial presentation to the board
- See Financials attached  
*Follow Up: Toni Williams asked Scot to email her the DSCR without the CaresAct funds included.*

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

- Wins
  - Cardiac Rehab program is full, there are four more patients waiting that we cannot see without additional square footage.
  - Limited patient visitation has been reinstated.
  - Attended site visits at MultiCare and Providence for EPIC testing and demo. Learned a lot from those visits.
- Drive through testing, still monitoring to see if we need to test, not needed at this time. Will continue to test current patients per doctor orders.
- Joint clinic for boosters with county and pharmacy. Goal to test 100-400 people on December 3<sup>rd</sup> starting at 9am for Moderna booster at the port.
- We started a hospital branch of the Raymond Lions Club. We held our first meeting and started two collections. We are collecting eye glasses. Next meeting December 14<sup>th</sup>. They invited us to an inauguration dinner.
- Working on quality benchmarking. Improvements we want to make by end of year. Surgical site infections and falls improvements are done. Social determinants of health. Working on CAUTI, pregnancy, etc. SB195 will be launched to dispense naloxone in the ER by January 1<sup>st</sup>.
- Swing bed – we accepted our first patient. There are extensive opportunities for learning.

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

- Alder House
  - Keeping discussion going. Past employees were on unemployment, were able to close the 501c trust to pay those employees money.
- WMC – There have been barriers with our staffing organization for weekend care ARNPs, Sherry Franks has stepped up to cover as needed. We are looking at options of hiring an employee to work the weekend shifts and discontinue staffing services. We

have full coverage for employed staff. Dr. Hamson will be starting the beginning of January.

- Stefanie Ekman was hired as Business Office Manager, has stepped up and started new processing for clinic billing.
- Radiology – 3D Mammo machine had to get recertified in ARC program, just got it. PACS system totally integrated. Had discussion with Providence Cardiology to read cardiology ultrasound. May be able to have one of their cardiologists' onsite once a month in the future. MRI transitioned to new vendor. We are now able to offer two days a week to our patients.
- We are due for our state audit.
- One formal complaint was rectified.
- Performance measure in packet.
- Lions Club Branch – Chelsea is the president. Great cause, the other collection is for socks. That is the number one for homeless and low income people

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

- ARNP Hospital Privileges – Paula Lorenz shared the draft ARNP Hospitalist privileges that were taken to the Medical Executive Committee for review and approval. The Medical Executive Committee reviewed the document and recommends approval of the privileges.

*Kathy Spoor made a motion to approve the ARNP Hospitalist privileges as recommended by the Medical Executive Committee.. Dave Vetter 2<sup>nd</sup>, motion carried.*

- Resolution 2021-1A WISH Additional Funding – Resolution 2021-1 was approved for up to \$130,000. To date we have paid just over \$150,000 for ongoing expenses. This amendment is a request not to exceed \$180,000 for the calendar year of 2021.

*Dave Vetter name a motion to approve Resolution 2021-1A to increase the funds for the remainder of 2021. Toni Williams 2<sup>nd</sup>, motion carried.*

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

- Capital Requests
  - Dishwasher – Informational – Our 22-year old dishwasher crashed. We were trying to get a replacement. It has been temporarily fixed. We are trying to get quotes. If it breaks, we will need a quick replacement. The dishwasher cost \$8,000 22-years ago.
  - Data Center Licensing – We have 13-year old server licenses. We have 41 virtual servers that handle different things. Windows 2008 is end of life and HIPAA compliance. We need to replace ASAP. Windows 2012 will be end of life in 2023. Windows 2019 replacement is recommended. The cost is \$31,555. IT had a server budgeted for \$25,000 and would like to move it to 2022 and buy the servers.

*Kathy Spoor made a motion to approve the purchase servers and licenses replacements as recommended. Toni Williams 2<sup>nd</sup>, motion carried.*

*Follow Up: Kathy Spoor asked if Scot would explain at the next meeting how Capital purchases affect our bottom line and cash.*

- EHR Update – Both of the facilities were kind enough to provide demos for us both financial and clinical. Not every EPIC software is the same. Chelsea went to Allenmore for a MultiCare site visit and hands on system. Was able to see and touch both live and test environments. Went to Providence St Peters and was expecting the same type of visit. Was able to watch someone work in test environment. Clinical recommendation is that MultiCare is superior version. There are a few options that we need more clarification on to make sure we get the best for our needs. Will bring additional information to regular December meeting to review and request approval to move forward.

**VI. Appointments/Reappointments**

- Appointments: None
- Reappointments: None

**VII. Adjournment:** The meeting was adjourned at 7:14pm to Executive Session to discuss personnel and operational issues. It was expected to take 15 minutes. Executive Session opened at 7:16pm. After some discussion, the Executive Session was closed at 7:27pm and returned to regular session. With no further business, the meeting was adjourned at 7:28pm.

Submitted:

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Kathy Spoor, Secretary to the Board