

Willapa Harbor Hospital
Minutes of the Governing Board
Cedar Room
January 24, 2023

Board Members Present in Person: Gary Schwiesow, Jeffrey Nevitt, Kathy Spoor, Steve Holland and Toni Williams.

Board Members Absent:

Others Present: Matthew Kempton, Chelsea MacIntyre, CNO, Renee Clements, COO and Paula Lorenz, minute's secretary. CEO, Eric Volk, Interim CFO, via GoToMeeting.

Others Absent:

Guests: Shelly Flemetis, Renee Goodin, Liz Loomis & Joe Kunkel

I. Call to Order:

The meeting was called to order at 5:30pm

Toni Williams made a motion to approve the December 20, 2022, Regular meeting minutes as written. Steve Holland 2nd, motion carried.

Agenda: Addition of IT Server under Capital Requests

Executive Session: There will be two executive sessions held to discuss operational issues that is expected to take approximately 40 minutes total.

Audience: None

II. Consent Agenda

Kathy Spoor made a motion to approve the consent agenda. Toni Williams 2nd, motion carried.

Vouchers/Warrants:	December	\$1,243,961.75
Payroll/Payable:	December	\$1,107,356.94
Write-offs: Bad Debt	December	\$ 59,907.87

III. Reports and Presentations:

Administration – Matthew Kempton, CEO

- Alder House
 - The Joint Pacific County Housing Authority (JPCHA) is moving forward to purchase the Alder House from WISH and (WHH to donate land) pending award of Funding from Washington State Department of Commerce Rapid Capital Acquisition Fund Grant (Summer 2023). JPCH has moved forward with submitting the pending sale documents with their application – nothing further is needed at this time.
- Pharmacy IV Clean Room Project – DOH CRA has approved the Pharmacy project! Department of Health Construction Review Services (WA DOC CRS) has approved the

Pharmacy project! We are now in the process of adding the IV cleanroom to our license and scheduling the hood certification and PQAC inspection prior to receiving certification.

- Recruitment
 - CFO Search – Had a promising interview with a candidate today. A peer interview will take place soon.
 - Facilities Director – is retiring at the end of this month, hiring process is underway.
 - Evaluation of our current ED model – Currently seriously considering a direct contract model for the bulk of our physicians and a supplemental staffing contract with another vendor.
- Replacement Facility
 - Close on the land purchase on February 1st
 - Contract with Liz Loomis or AWPMD for 2023 prep work for 2024 election
- Protecting Our Culture
 - Values: Compassion, Accountability, Respect, Trust & Teamwork
 - We will be creating a Standards of Behavior Committee

Financial – Eric Volk, Interim CFO, December 2022 Financial Statements

- Gave a financial presentation to the Board.
- See Financials attached.

Patient Quality of Care – Chelsea MacIntyre, CNO

- Win
 - ClinDoc build is done. EPIC is really close!!
- Recognition
 - Drs. Souza-Filho and Bhullar for being amazing to both staff and patients.
- Department Updates
 - Respiratory – Dr. Hing will be taking time off soon, but a plan is in place to continue running the service line as usual (Thank you Dr. Hill).
 - Med-Surg – Determining what is needed to optimize our telemetry system.
 - Case Management – Working on Swing Bed marketing materials.
 - Emergency – Volumes continue to be very high.
 - Cardiac Rehab – Dr. Wagner (outside cardiologist) told a mutual patient how excellent our program is.
 - Surgery – Mekenzie, CRNA, has started and is fantastic. She is smart, kind and helpful.
 - Employee Health / Infection Control – Working on required certification for staff.
 - Projects – Operational Summit (EPIC)
 - Quality – In 2022 we showed:
 - 10% improvement in Sepsis bundle compliance rate.
 - 5% reduction in ED Throughput times.
 - 4.5% improvement in medical scanning.
 - 10% improvement in required transfer documentation.
 - 11% improvement in restraint bundle compliance.

Operations – Renee Clements, COO

- Alder House
 - Big Step! JPCHA/HSWWA have submitted their application to the DOC inclusive of WHH LOI & tentative PSA/acquisition agreement. The Housing authority and developer are optimistic of the odds of being awarded the grant for the housing needs to purchase the Alder House. We will know more this coming summer.
- Rural Health Clinic
 - Wins – New Providers
 - Jeremy Quinn, PA is now employed, first shifts have been completed and he will be working Fridays, Saturdays and Sundays.
 - Missy Stringer ARNP recruitment candidate verbally accepted. Goal to start sometime in February post pre-employment processes and Credentialing/Privileging.
 - Volumes down for December in the clinic due to 3 providers on PTO. Agency Nurse Practitioner Nikki filling in for the next couple of months.
 - RN Coordinator passed pre-employee and she starts next week!
- Radiology
 - Ultrasound services at a critical need and search continues.
 - MRI analysis from 2021 to 2022 of increased volumes and revenue. Proving profit and ROI. Wide bore is finally coming. This is for larger patients and claustrophobic patients. Three-day pilot coming to an end, will most likely go back to two days per week.
- Laboratory
 - Heavy workload for EPIC conversion, highly technical dept. New Lab MT-Stacey has begun her orientation!
- Quality & Risk
 - Provider dashboards included in your packets.
 - WMC clinic provider statistics
 - Surgical Statistics
 - ED Throughput
 - All CAHPS review: Medical Clinic, ED, Surgery, Inpatient—Overall improvement year over year.
 - LEM goals 2022 completed:
 - Achieved 6 Goals
 1. Exceeded our Overall CAHPS-ED >83%; Inpatient >77% and Clinic Provider >91%.
 2. Exceeded our Sepsis Goal Average 92% up from 72%!
 3. Met our ED Throughput goal 197 minutes.
 4. Exceeded our Community Give Back dollars/Hours!
 5. EBITDA goal achieved and exceeded at 6%.
 - Employee Satisfaction Survey – We did not achieve: Overall Satisfaction with Leadership goal for 78-80% and only 65%, Employee engagement 79% down from 85%; & Clinic Visits fell under the 15,000 goals.

IV. New Business

- Marketing Proposal (Informational) – Conducted in Executive Session
- Resolution 2023-1 WISH Funding for 2023 – This resolution is for continued funding needed to maintain financial obligations and maintenance on the building in 2023.

Kathy Spoor made a motion to accept Resolution 2023-1 WISH Funding for 2023 as written. Jeffrey Nevitt 2nd, motion carried.

- Resolution 2023-2 Land Purchase Financing Through Coastal Community Bank – The Board members reviewed the Resolution and had a lengthy discussion. Community member Shelly Flemetis asked to be put on record stating she is not sure if she can do what the resolution directs her to do.

The Board members asked to hold on the resolution at this time until clarification can be provided by our legal firm. They will hold a special meeting on January 30, 2023, at 6:30pm to review the Resolution and vote to approve.

- Updated Medical Staff Bylaws – Paula Lorenz presented proposed changes to the Medical Staff Bylaws. These changes will bring our reappointment cycle to match those to the recent changes from The Joint Commission. Our reappointment cycle has been two years, The Joint Commission changed their requirements to every three years. There were also a couple of typos that were corrected. These proposed changes were brought to the Medical Executive Committee who recommend approval for the changes.

Jeffrey Nevitt made a motion to approve the proposed Medical Staff Bylaws as recommended by the Medical Executive Committee. Kathy Spoor 2nd, motion carried.

- Election of Board Officers (2 Year Appointments)
 - Chair - Jeffrey Nevitt made a motion to elect Kathy Spoor as Chair, Kathy Spoor accepted. Toni Williams 2nd. Motion carried.
 - Vice Chair – Kathy Spoor made a motion to re-elect Jeffrey Nevitt as Vice Chair, Jeffery Nevitt accepted. Toni William 2nd. Motion carried.
 - Secretary – Kathy Spoor made a motion to elect Toni Williams as Secretary, Toni Williams accepted. Jeffrey Nevitt 2nd. Motion carried.

V. Continued Business

- Capital Requests
 - IT Server Replacement - These servers are planned replacements; several are past end of life. Vendor is motivated for us to order these by end of this month and we honor the 2022 price, saving us approximately \$30,000. The servers will be delivered and billed later this year.

Kathy Spoor made a motion to approve the IT Servers from CDWG per quoted pricing. Toni Williams 2nd, motion carried.

VI. Appointments/Reappointments

➤ Appointments:

- **CellNetix** – The following provider is requesting 6-month provisional privileges: Mingkui Chen, MD.
- **Valley View** – The following provider is requesting 6-month provisional community privileges: Soo Ryun Ahn, MD.
- **VRAD** – The following providers were given 2-year appointments with VRAD and would receive the same appointments here: Kenneth D. Bowman, MD, Derek S. Dyess, MD, Robert L. Edwards, MD & Scott R. Gerst, MD.

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

Kathy Spoor made a motion to approve the appointments above as recommended by the Medical Executive Committee. Toni Williams 2nd, motion carried.

➤ Reappointments:

- **VRAD** – The following providers were given 2-year reappointments with VRAD and would receive the same here: Jennifer S. Gutierrez, MD & Shwan Kim, MD.
- **WHH** – The following provider is requesting another 2-year reappointment: Trisha E. Kiliany, CRNA
- **WHH Hospitalist** – The following provider is requesting an additional 6-month provisional appointment: Sandy S. Holland, ARNP.

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

Kathy Spoor made a motion to approve the reappointments above as recommended by the Medical Executive Committee. Toni Williams 2nd, motion carried.

VII. Adjournment: The meeting was adjourned at 5:59pm to Executive Session to discuss Operational Issues. It was expected to take 35 minutes. Executive Session was opened at 6:00pm. After some discussion, the Executive Session was closed at 6:37pm and returned to regular session. The meeting was adjourned again at 8:01pm to Executive Session to discuss additional Operational Issues. It was expected to take 5 minutes. The Executive Session as closed at 8:05pm and returned to regular session. With no further business, the meeting was adjourned at 8:06pm.

Submitted:

Toni Williams, Secretary to the Board