

Willapa Harbor Hospital
Minutes of the Governing Board
Cedar Room

February 28, 2023

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

I. Call to Order:

The meeting was called to order at 5:30pm

Jeffrey Nevitt made a motion to approve the January 24, 2023, Regular meeting minutes as written. Gary Schwiesow 2nd, motion carried.

Jeffrey Nevitt made a motion to approve the January 30, 2023, Special meeting minutes as written. Steve Holland 2nd, motion carried.

Agenda:

Executive Session: There will be an executive session held to discuss the CEO 2022 Performance Evaluation & Goal Review that is expected to take approximately 75 minutes.

Audience: None

II. Consent Agenda

Gary Schwiesow made a motion to approve the consent agenda. Toni Williams 2nd, motion carried.

Vouchers/Warrants:	January	\$2,006,088.73
Payroll/Payable:	January	\$ 729,903.63
Write-offs: Bad Debt	January	\$ 77,510.07

III. Reports and Presentations:

Administration – Matthew Kempton, CEO

- CFO Recruitment – We hired Kim Polanco, tentative start date April 25th.
- Facilities Director Recruitment - Hired Ed Micas, pre-employment scheduled with HR tomorrow.
- Pharmacy
 - Anaya Destan has stepped down to per diem and Stacey Schmidt has been promoted to Pharmacy Director. We will send her to a specific training.

- Pharmacy Clean Room Project – After an informal inspection, new regulations required a negative pressure area for hazardous materials unpacking, it is being set up.
- IT Manager, Al Beattie is retiring at the end of week after EPIC go-live. We have promoted Jim Reynolds into that position after Al retires. Will backfill Jim's position.
- Replacement Facility
 - We closed on the property on February 1st. Received a great rate for the financing from a local bank.
 - AWPHD has great success with Bonds, recommends not to wait until next April. Offered to come to the May Board meeting or he can come to a special meeting. The Board prefers a special meeting earlier than the end of May. We may want to hold a retreat to include AWPHD, and Joe Kunkle for planning.
 - Spoke to Chinook Observer to clarify errors in the article they posted. Supposed to publish another article.
- I had an interview last week with Daily World last week that should be published soon.

Financial – Eric Volk, Interim CFO, January 2023 Financial Statements

- Gave a financial presentation to the Board.
- See Financials attached.
- The Board members asked Eric to follow up on the salary overages to ensure we do not continue at this rate.

Patient Quality of Care – Chelsea MacIntyre, CNO

- Win – We are officially good for go-live for EPIC on 3/11.
- Recognition – Jim Reynolds has been working day and night and everywhere needed for everything. Very happy and positive. Most consistently recognized staff member.
- Projects - EPIC
 - Technical Dress Rehearsal happened, went well
 - Operational Summit for all staff, very well received
 - Workflow Dress Rehearsal was very beneficial
 - Practice cutover session
 - Just in time training will happen soon
 - Friday / Saturday 3/10 & 3/11 implementing EPIC. Will have a command center for 7-10 days then mobile as needed.
- Quality – Computerized physician order entry will be our focus. Tied to meaningful use as well as best practice.
- Service – Working with my team and Renee to make patient transition of care from the clinic to the hospital better for the patient and staff.
- Gratitude – Garden season is returning and I am getting my hands dirty.

Operations – Renee Clements, COO

Handed out as Renee was unable to attend the meeting

- Alder House/W.I.S.H. – Pending Grant notification to JPCHA
- Rural Health Clinic-Willapa Medical Clinic
 - Wins-New Providers:

- Jeremy Quinn-PA; Employed, first shifts completed. He is working Friday through Sunday.
 - Missy Stringer ARNP candidate verbally accepted. Slow turnaround on paperwork processes for background checks and credentialing. Goal now to start in March.
 - Volumes on budget for January. Nikki Buck agency slot ending first week of March.
 - RN Coordinator position filled. Developing role and EVERYTHING EPIC right now.
- Radiology:
- Ultrasound technicians secured for our tech's Maternity Leave. We will have (1) Echo technician and (1) General Ultrasound tech.
 - Wide Bore MRI here!!! Will continue only two days a week (W,TH), for 2023 to re-build volumes. Working on Marketing material for Wide Bore features.
- Lab:
- Heavy workload for EPIC conversion, highly technical dept. Epic ongoing high-level risk is our Lab build and data validation for Go Live.
- Quality/Risk
- LEM-Leadership Evaluation Management=Goals 2023 aligned to our Strategic Planning Goals
 - New Willapa Harbor Hospital Goals for 2023 created. The executive team developed the high-level goals, and customized goals will be established for each manager that aligns to the overall goal to roll up and down accordingly.
 1. Overall Patient Experience CAHPS goal= Combined ER, Inpatient, Clinic and Surgery CAPHS to achieve an average 88% Top box
 2. CPOE-Computer Physician Order Entry (Patient Safety and Regulatory compliance) all orders must be electronic, but no less than 75%- our strategy is EPIC!
 3. EDTP- 190 minutes 2023
 4. EBITDA 2.5%
 5. Employee Engagement-82% and Staff's Satisfaction of Leadership 70% goal, up from our 65% performance 2022.
 6. Increase Clinic Volumes=15,000; Ancillary Utilization=85,000
 7. Community Give back hours=1000

IV. New Business

- Updated Bond Resolution 2023-2A Land Purchase Financing – Resolution 2023-2 has been updated with a new Bank as the lender. The Amended Resolution was reviewed and discussed.

Toni Williams made a motion to approve 2023-2A as written. Gary Schwiesow 2nd, motion carried.

V. Continued Business

- Capital Requests

- Vest Air Clearance System – Informational – The vest is an airway clearance system used to "break up" secretions in the lungs to help resolve pneumonias. It will be used for inpatients with pneumonia and swing patients with pneumonia. As the cost was under the CEO threshold for approval, Matt Kempton approved this purchase as quoted.
- OR Table – Our Skytron OR table is at end of life and can no longer be repaired due to parts no longer being manufactured. We will keep this table as a back-up if needed since it is still working. A thorough trial process was completed by the Surgery department with three different tables, all coming in about the same price. This table from STERIS was best suited for our Surgery department.

Gary Schwiesow made a motion to approve the OR Table from STERIS per quoted pricing. Jeffrey Nevitt 2nd, motion carried.

VI. Appointments/Reappointments

- Appointments: None
- Reappointments: None

VII. Executive Session: CEO 2022 Performance Evaluation and Goal Review was completed in Executive Session.

Toni Williams made a motion to approve payment of the CEO Incentive Bonus of 12% of his 2022 annual salary per contract requirements based on his 2022 performance. Gary Schwiesow 2nd, motion carried.

VIII. Adjournment: The meeting was adjourned at 6:36pm to Executive Session to discuss the CEO Performance Evaluation & Goal Review. It was expected to take 75 minutes. Executive Session was opened at 6:37pm. After some discussion, the Executive Session was closed at 7:52pm and returned to regular session. With no further business, the meeting was adjourned at 7:55pm.

Submitted:

Toni Williams, Secretary to the Board