

**Willapa Harbor Hospital**  
**Minutes of the Governing Board**  
**Cedar Room**  
**March 28, 2023**

**Board Members Present in Person:** Kathy Spoor, Jeffrey Nevitt, Gary Schwiesow, Steve Holland, and Toni Williams (Go To Meeting)

**Others Present:** Matthew Kempton, Chelsea MacIntyre, CNO, Renee Clements, COO and Cindy Sherman, Controller taking minutes. Eric Volk, Interim CFO, via GoToMeeting.

**Others Absent:**

**Guests:**

**I. Call to Order:**

The meeting was called to order at 5:36pm

*Jeffrey Nevitt made a motion to approve the February 28, 2023, Regular meeting minutes as written. Steve Holland 2<sup>nd</sup>, motion carried.*

Agenda: Addition of three capital requests.

Executive Session: None

Audience: None

**II. Consent Agenda**

*Steve Holland made a motion to approve the consent agenda. Jeffrey Nevitt 2<sup>nd</sup>, motion carried.*

Vouchers/Warrants:	February	\$1,142,369.29
Payroll/Payable:	February	\$ 797,090.58
Write-offs: Bad Debt	February	\$ 94,042.73

**III. Reports and Presentations:**

**Administration – Matthew Kempton, CEO**

- Epic Go Live – The billing side usually has a cash crunch for the first 30 to 90 days sending the bills out the door. Within 3 days we were billing some clinic and labs. Inpatient accounts were held open for about 5-7 days. Matt is very impressed with the team for being able to bill out at three weeks from the go live date.
- ER Staffing Agreement Terminated – The agreement will end on the last day of March 2023. OPYS continues to not provide us with a schedule in enough time before the month. For example, we received the schedule 3 days before the beginning of the month. The hospital has been left finding last-minute fill-ins. There have been issues in the last few months where the agency has not been paying their physicians. The hospital will instead contract separately with each physician. Dr. Shaw and Dr. Hill were carved out of the non-complete clause so there is no recruitment fee needed for them. The other six

physicians have a non-compete buyout clause for \$28k/physician. The April 2023 schedule is filled already as we have moved to a new model. We required a commitment of four 24-hour shifts per month to buy out the physicians. These are three-year contracts.

- Pharmacy Room
  - Testing of the pharmacy room will happen this week and will be sent to the state licensing department. Insulation will be installed and inspected by DOH.
  - Pharmacy Clean Room Project – After an informal inspection, new regulations required a negative pressure area for hazardous materials unpacking, it is being set up.
- Daily World - They did a phenomenal job with the ad about a new hospital. Chinook Observer made some concerning clerical errors, but overall Toni Williams felt the tone was good.
- AWPHD - Representatives from AWPHD and Joe Kunkle will be here for a special meeting on April 13<sup>th</sup> to educate the board on how to advertise for a bond issue.

#### **Financial – Eric Volk, Interim CFO, February 2023 Financial Statements**

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

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

- Win – We survived cutover/daylight savings weekend!!
- Recognition – Stacey Schmidt, RPh, is proactive, collaborative, and committed. She has been a wonderful addition to our clinical leadership staff, and we have all really enjoyed working with her.
  - Projects – EPIC - Stabilization period currently. No optimization changes to the system will take place until after this period.
- Quality – We are learning our new tools to quickly look at metrics like ED Throughput, BCMA performance, CPOE, etc. This will allow more rapid identification and follow-up of issues.
- Service – Have been able to provide more services for outpatient infusions in the last few weeks.

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

- Wins:
  - The Joint Pacific County Housing Authority (JPCHA) was awarded the grant for funding to purchase the Alder House for senior housing. The Department of Commerce notified us of the documentation needed. It is being sold AS IS and they will be renovating the building.
  - Missy Stringer, ARNP, was recruited in early January and starts next week. She will be on site in Dr. Hill's side of the clinic. We are down two providers (Hamson and Alford) from last year, but are still viable. The clinic is meeting that same day service need in the community. DOT physicals are being conducted there. Clinic nurses have been working overtime prepping charts. A new RN Coordinator has been brought on board.

- Recognition & Gratitude:
  - Shout out to Sandra Montgomery, Lab Manager, who owned a large part of the load and daily is still building services in Epic.
- Radiology volumes were down in February:
  - Ultrasound Tech Bailey was out on maternity leave so there was a gap of recruiting which meant no Ultrasounds the last couple weeks of the month.
  - MRI vendor closed us for a week and a half due to technology outages, this too reflective of a decrease in expected volumes.
- Quality:
  - Quality Assurance report provided-All Quality Metrics are on track or exceeding benchmark, *excluding* Fall Count. Of note Temperature tracking of Food services equipment and log are renewed compliance.
  - Epic is our primary Quality Improvement and daily findings and identification of build, security access and workflow around Epic and working with MultiCare.

#### IV. New Business

- None

#### V. Continued Business

- Capital Requests
  - Refrigerator Replacement for the kitchen \$6,119.45 – Informational as this item was in the capital budget ad under the CEOs threshold, was approved by the CEO.
  - Boiler Pumps \$26,484, are not in capital budget – The current boilers need to be removed and disposed of and new boiler pumps installed by Bradley Air Company.

*Steve Holland made a motion to approve the Boilers from Bradley Air Company per quoted pricing. Jeffrey Nevitt 2<sup>nd</sup>, motion carried.*

- Pharmacy Exhaust Venting project \$48,500, is not in capital budget – DOH requires more venting for current pharmacy project. Rognlin's will install exhaust piping in the pharmacy office.

*Jeffrey Nevitt made a motion to approve the Exhaust piping from Rognlin's per quoted pricing. Gary Schwiesow 2<sup>nd</sup>, motion carried.*

- CUBE Essential Bundles and CUBE Mini Essential Bundles \$87,016.67 in the 2023 capital budget as telemetry monitors. These telemetry monitor requests were held from last year and rolled over to the 2023 budget.

*Gary Schwiesow made a motion to approve the CUBE Essentials Bundles from Spacelabs Healthcare per quote pricing. Jeffrey Nevitt 2<sup>nd</sup>, motion carried.*

#### VI. Appointments/Reappointments

- **RehabVisions** – The following provider is requesting 6-month provisional

privileges: David J. Walsh, DPT.

- **VRAD** – The following providers were given 2-year appointments with VRAD and would receive the same appointments here: Howard Molitch, MD Brian Breslaw, MD & Madison McCulloch, MD.
- **WMC** – The following provider is requesting 6-month provisional privileges: Melissa “Missy” A. Stringer, ARNP.

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

*Jeffrey Nevitt made a motion to approve the Appointments above as recommended by the Medical Executive Committee. Steve Holland 2<sup>nd</sup>, motion carried.*

➤ **Reappointments:**

- **CellNetix** – The following providers are requesting 3-year reappointments: : Susanne W. Carmack, MD & Trang K. Lollie, MD.
- **VRAD** – The following provider was given a 2-year reappointment with VRAD and would receive the same reappointment here: Jerome B. Klein, MD.
- **WMC** – The following provider is requesting a 3-year reappointment: Jeremy P. Quinn, PA-C.

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

*Jeffrey Nevitt made a motion to approve the Reappointments above as recommended by the Medical Executive Committee. Steve Holland 2<sup>nd</sup>, motion carried.*

**VII. Executive Session:** None

**VIII. Adjournment:** With no other business the meeting was adjourned at 6:55 pm.

Submitted:

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Toni Williams, Secretary to the Board